

Wayland Real Asset Planning Committee

November 12, 2015 – 7:00 PM

Present: Colleen Sheehan, chair (until 7:50); Tom Abdella, Anette Lewis, Gretchen Schuler and Bill Steinberg.

Public Comment. None.

Minutes The minutes of 10/28/15 were accepted (3-0-1) as amended.

Department-Level Outreach. Bill Steinberg met with the COA/CCAC to explain the purpose of WRAP and hand out the Points of Discussion document that committee members have agreed to discuss/ask of each board, commission or committee. Julie Secor will send written answers to those questions in the near future. Mr. Steinberg also has met briefly with Ben Keefe, Facilities Director who also has the list of questions but is currently deeply involved in a couple of pressing projects. In addition he is working on a 30-year plan. Mr. Steinberg will meet with the Recreation Commission on 11/30.

Colleen Sheehan was meeting with the Housing Authority at 8:00 this evening and would be leaving the WRAP meeting to attend the HA meeting. She explained that she is waiting to hear when the Conservation Commission will add her to their agenda. Ms. Sheehan said that she had received a call from Nan Balmer asking what the next steps will be for WRAP and how we could inform the staff members of the Committee particularly about next steps on their parts. We discussed when to meet with staff and determined that we would plan on 7:30 AM on Friday December 11th.

Gretchen Schuler reported on her meetings with Board of Selectmen followed by Library Trustees. She explained that the BOS list of land and buildings includes the Town Building, Depot and Freight House along with other buildings managed by one the Library and two the Police and Fire. Nearly all other parcels of land are tiny – well under an acre and scattered throughout town. The importance of the map depicting ownership of town-owned parcels will be important in understanding these parcels.

Ms. Schuler's meeting with Library Trustees focused on the questions most of which have been answered in their search for an appropriate addition or new construction. They will answer those questions but will hold off on some as they will be part of the study if Article 3 passes at STM on November 9th. Ms. Schuler asked the Library to explain how they selected three potential sites out of 13 parcels. Mr. Steinberg who served on the study committee explained that Alf Berry, Town Surveyor identified all parcels that were large enough for a library; Mr. Sarkisian told what he knew about each parcel. Some were dropped due to location, others for wetlands or other limited physical conditions. They considered the High School but believed it would be unsuitable at this time as the new high school was recently designed and should not be altered now. The former DPW site rose in importance due to its ease, cost of site preparation and construction of new versus rehab or old, and adjacency to the Middle School. Ms. Schuler has asked Tom Fay who chaired the Library Study committee if there was a list of scoring criteria for the library discussion of parcels. He will get back to her.

Develop Criteria: Assessing Capital Facilities' Needs; and Determining Priorities Among Projects

There was a general discussion about making "needs" criteria as objective as possible. Also it was noted that weighting should account for such qualities as meeting two needs or perhaps those of two different organizations. In addition there should be consideration of the short term use of certain land and the long term use. These may vary and may dovetail in the future.

It was noted that there will be two lists of criteria. One will be a data base with the criteria/information that we seek about each building and parcel of land owned by the town, (FOR LAND: Map ID, Parcel ID, Street Address, Name / Resource Type, Land Area, Uses, Prior Uses, Potential Future Uses, Overlay Districts, Aquifer Protection District, Environmental Factors, Utilities, Condition, Plan/Book/Page / Sale Date.... FOR BUILDINGS: Date of Construction, Building Square Footage, Usable Space, Storage, Meeting Rooms...). The other will be project evaluation criteria scoring matrix (Planning, Regulatory, Demographics and Standards, Related to Other Projects, Fiscal Impact....)

Tom Abdella will send each WRAP member the 2004 Salt Shed Report and the 2011 Feasibility Study for the new DPW buildings. The Salt Shed Report has site selection criteria on the last pages. The 2011 study has a scoring matrix for various sites.

It is time to compare these various lists of criteria and information and develop the full list needed to develop the capital planning program with which this committee is charged. For each project one of the first questions is what size parcel is needed and how many parcels are available to fit the bill.

Additional discussion about the types of projects under consideration led to the question of infrastructure – roads and intersections that are major capital expenses. Previously Tom Greenaway, former chair of the Finance Committee had asked what the life of roads is and how many miles of roads need to be upgraded each year.

Data Base Information. Ms. Schuler noted that she has set up a system with Brendan Decker, GIS specialist for town for making corrections in data base. Mr. Decker will be making corrections as discovered and will continue to update the town owned property data base with new information. He explained that the map will not be altered until the very end of his work of altering data base because the Map ID numbers do not change automatically and must be hand altered. So this will occur only once at end. Mr. Abdella noted that he plans to communicate with Mr. Decker to ask if another field can be added to the "find" tab in the GIS data base. He would like to be able to select from a menu such as show all properties that have buildings exceeding x square feet.

Necessary Components of a Comprehensive, Long Range Facilities Plan In response to this important task and product we again considered the draft outline of potential topics for inclusion in a WRAP final report. This document continues to be a work in progress but gives us an opportunity to focus on the various aspects of the WRAP's job.

Next Meetings

Note time changes to accommodate other meetings of WRAP members.

November 18th (Wed.) 8:00 PM

December 3rd (Thurs.) Time TBD

December 11th (Fri.) 7:30 AM (with staff)

The meeting adjourned at 9:03 PM following a 4-0-0 vote on a motion by Mr. Steinberg that was seconded by Ms. Schuler.

Respectfully submitted,
Gretchen G. Schuler

Materials Received at Meeting

- 1) List of Criteria about existing buildings and land and list of project evaluation criteria (11-12-15, Schuler)
- 2) Criteria List for WRAP Committee Analysis (11-12-15, Steinberg)
- 3) Project Criteria List and Scoring Matrix (11-12-15, Schuler)