

Wayland Real Asset Planning Committee

December 3, 2015 – 7:30 PM

Present: Colleen Sheehan, chair; Tom Abdella (until 8:10), Anette Lewis, and Gretchen Schuler.

Public Comment. None.

Minutes The minutes for November 18, 2015 were approved as amended at the end of the meeting.

Topics Not Known 48 hours in Advance. Colleen Sheehan reported that she had just received an e-mail from Bill Steinberg stating that he is unable to continue to serve on WRAP due to time constraints and has resigned effective immediately. Since Mr. Steinberg was a Finance Committee appointee that Committee will be asked to recommend another appointee to WRAP.

Report to Town Meeting. Ms. Sheehan said that there is a sense of urgency to provide Town Meeting with guidance on capital improvement projects that may come before the town such as the library location and a community center. The Board of Selectmen requested that a WRAP member attend its meeting on December 14th to update the Board on WRAP's progress. Ms. Sheehan will not be able to attend. Ms. Lewis will report for WRAP and depending upon timing Mr. Abdella may be able to leave the Finance Committee's meeting that evening to also appear before the BOS with Ms. Lewis.

Department-Level Outreach. There were no other updates. Ms. Sheehan met with the Housing Authority and noted that it is a federal agency. It does not seek new locations but must maintain existing locations. New housing locations are likely to come under the Housing Partnership or the Municipal Affordable Housing Trust Board. Ms. Sheehan plans to meet with the MAHTB on December 9th or 16th. If the 9th Ms. Schuler will attend in Ms. Sheehan's place.

Develop Criteria: Assessing Capital Facilities' Needs; and Determining Priorities Among Projects. Ms. Lewis handed out a draft Capital Improvements "Decision Criteria Matrix." She explained that we first have to decide whether or not we need a particular project – whether it should go ahead and then determine where it will be located and where in the planning process it will fit into the budget. Only projects of \$500,000 or more will be considered by WRAP. The Criteria Matrix will be used in conjunction with a site selection matrix. There was some discussion about how to weight criteria and factors in Decision Criteria Matrix.

The alternatives to the project that the Committee will consider are things such as site alternatives, project alternatives, programming alternatives, whether the need is available elsewhere.

As an aside there was a brief discussion about road projects such as a new intersection that would cost well over the \$500,000 benchmark. Would these be included in WRAP charge?

Members tried to apply the matrix to two projects that are already built – the new DPW building and the High School. Consideration of a fictitious project also was considered. Ms. Lewis, Ms. Sheehan and Ms Schuler realized that without a weighted matrix there would be no conclusion since each project had about the same amount of "yes" and "no" responses.

There was also discussion of "shared services" – whether a project that met multiple needs should get extra credit – thus more weight.

Site selection will take into account factors of the location – parking – central location – commercial center – at a hub or distributed throughout community?

Data Base Information. Gretchen Schuler reported that Brendan Decker has had to respond to other requests and will be working on the update of Town-Owned Property data base as time allows.

Next Meetings

December 11th (Fri.) 9:00 AM (with staff) (Ms. Sheehan will respond to Nan telling her of meeting.)
Ms. Lewis will prepare agenda for the next meeting to include:

- Update
- Confirmation of goals for ATM
- WRAP – Staff interchange – what we need and what they need from us.
- Review of Scoring
- Report with Recommendations

The meeting adjourned at 10:05 PM following a 3-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler

Materials Received at Meeting

- 1) Draft Capital Improvements – Decision Criteria Matrix (12-03-15, Lewis)