

Wayland Real Asset Planning Committee

December 17, 2015 – 7:30 PM

APPROVED – 12/30/15

Present: Colleen Sheehan (presiding); Anette Lewis and Gretchen Schuler.

Call to Order: 7:48 PM

Public Comment. None.

Minutes The minutes for December 11, 2015 were distributed and held for next meeting.

Update of WRAP Meetings with Boards/Commissions. Anette Lewis reported on a meeting with the Wayland Wastewater Management District Commission (WWMDC), which sees no need for new infrastructure over the next 20 years. The only area for which there has been inquiry is Dudley Pond. Ms. Sheehan asked about issues with gallonage for the businesses in the center of Wayland. In response Ms. Lewis said that the Committee sent a response to the standard questions which Ms. Lewis distributed via e-mail just before this evening's meeting. She then explained that there was no information about an Administrative Consent Order entered into between DEP and WWMDC that states that if a defined discharge trigger is reached the WWMDC must build a groundwater discharge area in the area of the present athletic field on the east side of the Town Building. She noted that the WWMDC does not have control of that parcel. Ms. Lewis also asked that the Consent Order be posted on WWMDC webpage so that it is in the public domain. It was noted that the data base should include all such information affecting town owned parcels as such needs will be important in planning for town-owned land and buildings.

Ms. Lewis also asked WWMDC about the piping – how long will it last? It went online in 1998 and they do not have a monitoring system. Clearly pipes will have to be replaced and most will require road openings that will have to be coordinated with DPW. Finally the WWMDC does not anticipate any problem with its next Discharge Permit although it is behind schedule.

Next Ms. Lewis reported on her meeting with Board of Public Works (BoPW). The new building provides increased office, storage and meeting spaces. Its meeting space could be used by others however they have said that traffic would be limited to 27 vehicles per day so that a large meeting may be problematic. Ms. Lewis asked the BoPW to report on each facet under its jurisdiction: water, transfer station, parks, highway and cemetery. They are working on a water distribution plan which will not be ready for about three weeks. There is a possibility for need for expansion of cemetery land. The Board confirmed that it would not need a water treatment plant in the near future. Ms. Lewis asked them to think about need for new or expanded transfer station. BoPW asked about document storage – they have plenty of room for their own needs, but probably do not want to become the repository for other parts of town government. They also asked about land where they may be able to store road material (should the River's Edge proposal go forward). They thought that they had identified a parcel but not sure now.

Finally Ms. Lewis reported on her attendance at Board of Selectmen meeting on December 14th as requested by Nan Balmer, Town Administrator. Ms Lewis reported that WRAP has met 10 times and held a forum, identified liaisons for town boards/commissions/committees, developed points of discussion, identified information needed and potential outline for report, and is in process of developing criteria by which to measure projects. She also explained that the data base is in need of work and that Brendan Decker is presently working on information about the larger town-owned parcels. She asked the BoS for clarification as to whether WRAP should be looking at infrastructure projects. Cherry Karlson, chair of BoS stated "yes" and other members cautioned all on the \$500,000 threshold; for instance storage space would not likely be triggered by this threshold;

however storage is an issue that has been expressed by multiple entities. Ms. Lewis was asked about the number of projects that have come to WRAP's attention. She listed Library, COACC, Station #2, athletic fields. BoS members noted that the Library and COA are of some urgency, particularly the library that must have approval/control of a parcel to be considered by Spring ATM. It was noted that there are large capital projects competing for large amounts of funds, which is the reason WRAP was initiated. Ms. Lewis told of the WRAP idea of pulling together four groups to discuss needs since there seem to be overlapping wants and needs. They are Library, Council on Aging, COACC, and Recreation. She asked BoS whether they had any objection to such a meeting. Ms. Karlson expressed support. Ms. Lewis was asked about the Town Building to which she responded that WRAP is awaiting information for Ben Keefe about the building. Ms. Karlson reported that a few years ago a member of FinCom (Sam Peper) drew up a draft assessment form for capital improvement projects for FinCom however it was never adopted.

At this point Ms. Lewis and Ms. Schuler noted that we had tried a few ways in which to use criteria for pending projects. Tom Abdella redid the chart into three sheets and we used a scoring method that worked better than a non-scoring discussion of each category in the meeting before.

Ms. Sheehan reported on her meeting with Wayland Municipal Affordable Housing Trust (WMAHT). There will be one set of answers to questions for the housing groups – Authority, Partnership and Trust. The Trust was reviewing the Partnership draft.

Ms. Sheehan then reported on her meeting with the Conservation Commission. Their priority now is to complete the Open Space and Recreation Plan for which they have received CPA funds. The RFP should go out soon and they anticipate having it completed by late Spring. This is imperative so that the town can apply for a self-help grant toward the purchase of the Mainstone Conservation Restriction. Conservation Commission members also discussed the fact that the GIS does not have all the layers that they use. Brian Monahan, Conservation Director, has some of those that he can send to WRAP. Two members commented on Orchard Lane parcel (under School Committee jurisdiction) wondering if it would be a possible cemetery use. ConCom also reminded WRAP to think about capture zones for aquifer protection when planning for uses or reuses of town-owned parcels. Members asked which constituency are we considering in planning – present day residents or those twenty years out.

Based on question of BoS about other projects, Ms. Sheehan will bring the laundry list of projects that was made during pre-WRAP committee on Long Range Planning.

WRAP to Staff – Staff to WRAP Update. Since Ms. Sheehan was not at the last meeting with Staff Ms. Lewis and Ms. Schuler pointed out the potential action items from that meeting to include: encouraging the hiring of an IT person to deal with MUNIS integration other than financial into workings of town; consider an article for ATM for Capital Facilities Committee.

Planning of Group Meeting. In line with Mr. Abdella's suggestion at last WRAP meeting January 7, 2016 was selected to hold a group meeting among Library Trustees, Council on Aging, Council on Aging/ Community Center Advisory Committee, and Recreation Commission. The goal will be to discuss the synergies among the groups, meeting spaces needed/wanted, and kinds of services. It is anticipated that this will be an opportunity for the groups to talk to one another. WRAP would like to also get a better understanding of the plans for space and programs. Each group could tell what types of programs they want to run, what types of spaces they need and what is unique to their program that cannot work for others. There has been much discussion about the need for small meeting spaces in a library. Would these be the same as those at the new high school library? In addition we know that the library is anticipating application for a grant to help fund a new or renovated library. How limiting is that to use for space that may be used by other non-library

programs? Ms. Sheehan will send e-mail to the four groups asking for availability on January 7th as well as finding the best date for the planning meeting week of December 28th.

There was a brief discussion of constructing buildings for growth – for example the ability to support a second story if a single story building is designed or space for an addition.

Add to website responses of various boards/commissions/committees with dates.

FinCom Appointment to Replace Steinberg. Tom had mentioned at last meeting that it would not be a member rather a representative – hopefully one who was good at strategic thinking. Ms. Sheehan asked to have on next agenda and to be thinking of potential candidates.

Next Meetings

December 29th (Tues.) 7:30 PM or December 30th (Wed.) AM to plan January 7th meeting
January 7th 2016 with Library/COA/COACC/Recreation

The meeting adjourned at 9:10 PM following a 3-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler

Materials Received at Meeting

- 1) Capital Improvement Program – Evaluation Criteria Scoring Matrix (Anette Lewis via Cherry Karlson – For Discussion Purposes Only 12/15/15)