

Wayland Real Asset Planning Committee

January 20, 2016 – 7:30 PM

APPROVED 2/12/16

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

Ex-Officio Present. Sarkis Sarkisian, Town Planner

Call to Order: The meeting was called to order at 7:37 PM.

Public Comment. There was no public comment.

Update from Board/Committee Outreach. There were no updates at this time.

Minutes. The January 14, 2016 minutes were approved as amended by a vote of 4-0-0.

Interim Report. Ms. Sheehan told of her work on looking at the four sites to be visited on Saturday for site characteristics – whether or not they have utilities, road access, type of road on which site is situated, sewer, etc. Mr. Abdella wondered if we would be well served to develop brochures – along the lines of commercial brochure format – in order to show characteristics of each site. This may help us to understand appropriate uses and possible matches between sites and projects.

Site Visits. The site visits are scheduled to begin at 10:15 AM on Saturday January 23, 2016. We will meet at Town Building rear entry. Sarkis will work on gaining access to the Town Building if needed by attendees. Anette Lewis is working with Cherry Karlson for permission to go on property at town center known as the Municipal Pad. The order of visits will be: Town Building, Municipal Pad off Route 20, Paine Estate municipal parcel – 202 Old Connecticut Path to meet at Greenways parking area at bottom of residential road, and 193 and 195 Main Street – the former DPW building. A back up date in case of snow of January 28th beginning at 8:45 AM was selected. Ms. Lewis will amend agenda and get to Clerk’s Office so that interested residents know where to park and that there is a backup snow date. Ms. Schuler will work on maps of parcels. Mr. Abdella offered to print anything needed for site visits.

Decision Criteria Matrix. Worksheets of matrices were discussed. Some changes were recommended. Mr. Abdella will make changes and resubmit for finalizing at a future meeting.

Worksheet 1 shows Capital Improvements – Decision Criteria Matrix – list of factors to be considered when assessing projects. At an earlier meeting Lewis, Schuler and Abdella had tried weighting system on three projects a) new DPW, b) new High School c) elementary school hypothetical project (mold and access issues). The scoring showed that the elementary school was the most pressing, followed by new DPW, and then the High School.

Worksheet 2 shows Decision Criteria Matrix with more probing questions about a project. After some discussion wording was changed as well as the order in which these questions would be listed. 1) Are there alternatives, 2) are there impacts on other town services and secondary stakeholders, 3) relationship to other projects, 4) year “requested” to be on-line, 5) projected capital cost, 6) availability of grants, 7) annual fiscal O&M impact, 8) projected per household fiscal impact (per \$1000 valuation).

Worksheet 3 shows Site Selection Matrix. Members discussed the weighting and the extent of list measured against attachment to WRAP charge. Additions include:

- 3) Site History add deed restrictions.

- 5) Environmental Impacts change to 25 points and add “Historical/Archaeological Sensitivity with the ranking as: confirmed not to exist (5), Suspected sensitivity (3), confirmed sensitivity (0).
- 7) title “Permitting/Regulatory.”

Recommendations to Add to Reports. In order not to lose ideas minutes will list concepts that members believe should not be lost in discussions – perhaps to be added to reports. WRAP will recommend that:

- groups advocating for a project should consider, look for, and talk to groups with whom there may be overlaps in program and/or facilities needs/wants.

There is a need to coordinate shared community services. For those departments that have a budget and report to the Board of Selectmen, such coordination may come as direction from the Executive/Administrative branch of town government. Coordination and knowledge of other departments’ programs should be a part of overall planning for any project.

- add a check box to Capital Improvement Project (CIP) form on which one would indicate coordination with others.

Website Format. Mr. Sarkisian asked for guidance on organizing WRAP webpage. The three columns on a webpage will have WRAP charge and related files in left column; WRAP documents such as input from Community Forum, Discussion Points with Boards/Commissions/Groups, Charrette Responses, etc. The right hand column will have past studies and reports.

Ms. Lewis will post agenda for next meeting to include: discussion with Ben Keefe, Facilities Director; finalize assessment criteria scoring matrix; run sites visited on Saturday through the scoring matrix for site criteria.

At the February 10, 2016 meeting we should be ready to develop an outline for an interim WRAP report for Town Meeting.

Next Meetings.

January 23 Site Visits – Meet at Town Building at 10:15 AM. (Back Up date January 28 at 8:45 AM)

January 27 at 7:30 PM

February 10 & 24 at 7:30 PM

The meeting adjourned at 10:03 PM following a 4-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler

Distributed at Meeting.

- 1) Demographic data regarding school enrollment – charts and a graph (Tom Abdella)