

Wayland Real Asset Planning Committee

August 17, 2016 – 7:30 PM

APPROVED 8/30/16

Present. Tom Abdella, Anette Lewis (presiding), Nicole Riley and Gretchen Schuler.

Also Present. George Bennett

Call to Order. The meeting was called to order at 7:37 PM by Anette Lewis who reviewed the agenda. As there was no public comment the meeting proceeded with the agenda.

Minutes. The minutes of August 1, 2016 were approved as amended by a vote of 4-0-0.

Site Selection and Project Decision Matrices. Members discussed “Scoring Instructions” draft that Mr. Abdella had written. There are a number of edits that will be made. The scoring numbers should add up to 100. In each category there is a maximum number of points. The first sentence under each category will be reworded to indicate that points will be specific numbers such as 0 or 3 or 5, not a range of 0 to 5. Under Zoning consistency the wording “use not permitted” will be changed to “use not allowed” so that the concept is not confused with the concept of required “permits.” A definition of “sensitive receptors” will be added to the instructions. Also sensitive receptors category will be deleted from “Environmental Impacts” and placed under “Location.” Mr. Abdella will edit the Scoring Instructions as per discussion and will begin working on Instructions for Projects Matrix.

Ms. Lewis had sent matrices to the Permanent Municipal Building Committee that will discuss at its August 30, 2016 meeting. In the meantime Ben Keefe, Capital Facilities Director sent comments from various members of the PMBC as well. They include:

- A format of one size fits all may not capture the unique aspects of each specific project.
- Weighting factors are very subjective.
- Environmental factors are over weighted because they occur in several places.
- Use of minimum criteria rather than pro/cons would be less subjective.
 - Does it meet program needs?
 - Can utilities be brought to site?
- May want to look at through 4 lenses.
 - Physical
 - Financial
 - Legal
 - Market/Political

WRAP members discussed these points briefly. At least one member or the WRAP committee will attend next PMBC meeting to hear more input and seek clarification of its opinion on Site and Project matrices.

Draft Map showing Town-Owned Parcels. WRAP members started to review draft map (map numbers in legend are incorrect – do not use when looking up property). Due to incorrect legend information (Map #s) they reverted to reviewing parcels using the online GIS layers looking at Housing, Municipal, Municipal and Schools, Recreation, Schools and Wastewater properties (color coded in order to distinguish town department ownership). A list of properties to investigate was kept and will be highlighted on the master list of town-owned properties that

has other information such as parcel number, acreage, book and page and other pertinent information.

WayCam "Buzz" Program Request. Ms. Schuler received a request from Ken Isaacson for one or two WRAP members to be interviewed to recap the WRAP community forums and progress of Committee. Mr. Abdella and Ms. Schuler will do a program to be taped on September 22, 2016 from 5:30 to 7:00 PM. If Mr. Abdella is unable to appear, Ms. Lewis will take his place.

Report on Meetings. Upon the request of Julie Secord, Director of Council on Aging, Ms. Lewis and Ms. Schuler met with a group to discuss what WRAP has characterized as overlapping programs and synergies among the groups. In addition to Ms. Secord, present were Ann Knight, Library Director, Jessica Brodie, Recreation Director, and Pat Keefe, Wayland School Community Programs Director. Ms. Lewis reported that both Ms. Secord and Ms. Brodie talked about needing dedicated space. In addition Recreation Department is keen to have its space include a gym and nearby athletic fields.

Ms. Lewis reported on the PMBC meeting of August 2, 2016 at which the Library Trustees recommended that a new library be constructed at 195/207 Main Street. The PMBC concurred and voted to support the recommendation paving the way for the Trustees to continue planning for a new library at that site.

Demographics. Mr. Abdella has been investigating how the Town's census data is counted and stated that the population can be over-counted by 200 to 800 persons. This is mostly driven by voter registration as one does not come off the voter list until two federal voting cycles (four years with removal not until the fifth year) have past unless one has re-registered elsewhere within the Commonwealth. Household data too seems to be inaccurate. Between 2015 and 2016, the number of households increased by 532. This seems impossible even if counting each individual "room/studio" at the three assisted living facilities. One way to get a more accurate number would be to cross-reference the Town census against water department and assessors data.

Next Meetings.

August 30, 7:30 PM

September 13, 7:30 P.M.

The meeting adjourned at 10:20 following a 4-0-0 vote.

Distributed at Meeting

- 1) Draft Site Selection Matrix – Scoring Instructions v. 2 (Tom Abdella, 8/17/16)
- 2) Draft WRAP Activities through June 30, 2017 (as edited at last meeting on 8/1/16)

Respectfully submitted,
Gretchen G. Schuler