

## I. Executive Summary

The Wayland Real Asset Planning Committee, known as the ~~{WRAP} Committee~~, was created by the Board of Selectmen with members appointed by and serving in an advisory capacity to the Planning Board. The charge called for the creation of “a process to develop a comprehensive long-range facilities plan, siting strategy and capital funding plan to assist the Town with making informed decisions regarding major capital projects (defined as \$500,000 and above) related to future uses of municipal (Town and School) land and buildings.”

A five (5) voting-member appointed committee began work in August 2015 with the assistance of the Town Administrator, Public Buildings Director, Finance Director and Town Planner serving as *ex officio* members without voting rights. The overall goal was the development of a strategic long-range plan for Wayland. Committee membership changes and resignation led to four voting members to complete the charge. OR One voting member resigned soon after the work began and was not replaced; therefore four voting members continued the work of the charge. (DO WE INCLUDE ONE OF THESE?)

The Committee held regular bi-weekly meetings, four (4) community forums in which residents and other Boards, Committees, and Commissions participated and one site-visit day to view four sites that were the topic of multiple proposed municipal building projects. WRAP Committee members met separately and together with Town department heads and employees to seek additional input on identified and foreseeable capital facilities’ needs.

Members of the Committee worked with the Town Surveyor, GIS Coordinator and Director of Assessing to improve the accuracy of the inventory of all town-owned parcels, identifying custodial entity, size, current uses and, for the larger parcels, orders of takings, plans, town meeting actions, deed/use restrictions and environmental constraints. Section II addresses town-owned land and buildings.

WRAP Committee liaisons worked with Boards, Committees, Commissions and departments to glean information about current condition of facilities, potential future major land needs as well as new capital facilities expenditures, and policies concerning potential future use of parcels under their control, etc. WRAP also reviewed various sources of demographic data to assess the timing of likely future needs. A list of potential major capital projects was-is the end product, found in Section IV.

A process for evaluating future projects was formed after reviewing similar processes used in Wayland and other towns. Evaluation criteria to establish projects’ priorities and sequencing were developed as well as a site selection matrix. Section III addresses project evaluation and site selection.

WRAP worked with the Finance Committee, Finance Director, Town Administrator, and other town officials to formulate a more disciplined and in-depth long range planning process to anticipate, plan for, and fund major capital projects over a 20-year time horizon. Section V addresses the long-range capital facilities planning and funding.

This report provides a plan by which to assess the need for and ability to finance future capital projects involving Town-owned land and buildings. General recommendations are found in Section VI.