

Wayland Real Asset Planning Committee
PLANNING BOARD OFFICE
WAYLAND TOWN BUILDING,
41 COCHITUATE ROAD, WAYLAND MA

February 23, 2017 – 7:30 PM
APPROVED 3/2/17

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

Also Attending. Mike Lowery, Carol Plumb.

Call to Order. The meeting was called to order at 7:35 PM by Anette Lewis who reviewed agenda.

Public Comment. Mike Lowery presented written public comment (attached) about the Library Grant Town Meeting Article in which he addressed the reuse of the existing Public Library building at 5 Concord Road. He enumerated reasons that he believed WRAP should recommend that the town not endorse the recently submitted State grant application for construction of a new library at 195 Main Street. WRAP members discussed the idea and decided that as a Committee we would not comment about the Library project at this time. Members explained that a Committee recommendation going forward will be to address timing and sequencing of projects and that a capital facilities committee will be recommended to carry out those recommendations.

As an aside Mr. Abdella asked Mr. Lowery about his opinion regarding using Blacksmith Green as a signboard location to host public service announcement signboards. Mr. Lowery is a member of the Board of Public Works and that board has been concerned with such signs being placed inappropriately within the right-of-way. Personally Mr. Lowery stated he would like to see the Town adopt a consistent sign policy.

Minutes. The minutes of February 16, 2017 were approved as amended by a vote of 4-0-0.

Review and Discuss List of Anticipated Major Capital Projects. Ms. Riley updated the draft list of “Anticipated Major Capital Projects” as of 2/16/2017. She explained that she had taken the list provided 4/28/16 and amended 6/18/16 and revised it based on updated information from the Department of Public Works, the Library, Recreation and Capital Facilities. Ms. Riley walked members through the chart and there was some discussion about amendments and clarifications for which Ms. Riley will follow up. There was some discussion about the ability to construct a building at the Loker Conservation and Recreation Area. Ms. Lewis recommended that the relevant legal documents be shared with Town Counsel at Kopelman and Paige (KP). Ms. Riley will add that to the memo that she is preparing for KP. Other Board of Public Works additions to the Capital Projects list are for FY2018: a study of the correct process to employ for removing manganese from the Campbell Wells; a study on construction of a second water tank; Transfer Station road mitigation; and for FY2019: replacement of filter media at the water treatment plant and identifying and preparing a laydown area for road construction projects.

The updated chart will be included in the WRAP final report and a lead in paragraph or two will explain the information sources and possibly a recommendation on how to compile this information in the future. Ms. Lewis noted that the Town’s Unibank financial consultant has said that the Town should adopt a policy of bonding only \$2M to \$3M in general fund capital expenditures on an annual basis and anything above that should go to a vote at the polls so that it is excluded from Proposition 2 1/2.

Discuss Recommendations for “Site Consideration Properties.” Additional sites were discussed and recommendations for future use were added to the table of town-owned properties GIS data including:

Site	Site Consideration Sheet	Recommendations-GIS Data Table
Alpine Field		Municipal and recreational uses on 07-019, part of which is on the northwest side of Alpine Field. Survey lot to see if 40,000 for potential sale as building lot or use as affordable housing lot; expand recreational use on southeast side of road to two fields with parking on nw side (with buffer).
Orchard Lane	Access from Orchard and Holiday Road	Housing – market and/or affordable by an approved plan.
Paine Estate/Greenways *	Parcel C: future municipal uses, geographic center of Town. 1996 Town Report states that funds from Conservation Commission to be used for parking lot on Parcel C	Campus-like setting only after master site plan has been developed – could be Council on Aging, Community Center, Town Offices...Library would have been recommended had the 195 Main Street site not been designated.

* Ms. Lewis has reviewed deeds and town meeting votes for the Paine Estate, now known as Greenways. She also reviewed Sudbury Valley Trustees records on the same. She noted that in 1994 the town voted a plan on which Parcel C was set aside under the jurisdiction of the Board of Selectmen for future municipal use and it was part of the overall estate acquired in 1995 with “general municipal services” designated for the 26.4-acre Parcel C. She also noted that in 1996 the Annual Town Report stated that there were Conservation Commission funds to create a parking lot on Parcel C. That was not completed.

Ms. Schuler will make these additions and forward GIS data table with recommendation to WRAP members.

Outline for Town Counsel Concerning Restrictions on Use of Properties. Ms. Riley distributed a draft of questions she is preparing to send to Town Counsel, Kopelman and Paige. Added to the draft will be a question about best practices for acquiring land in order to provide flexibility when considering future uses. The questions will be conveyed in the form of a memo that Ms. Riley will provide for review at the next meeting. Once approved by WRAP the document will be sent to the Town Administrator, Nan Balmer, requesting that she forward it to Counsel.

Final Report & Potential Committee Recommendations. There was a brief discussion on format of the final report. Ms. Schuler discussed how she has set up the introduction to the section on municipal properties. She will forward this to members for reference. Details of formatting will be determined later. Ms. Schuler noted that the Fire Chief, Dave Houghton, asked for additional storage for all departments and possibly consolidated storage space.

There will be a recommendation for a Capital Facilities Committee responsible for maintaining a projects list, and recommending sequencing/prioritization of projects based on the criteria matrices and the capital finances of the town. Such a committee was recommended in the 2004 Master Plan. In March 2005 the Planning Board considered and added to a rough draft of a mission and charge developed during the Master Plan working sessions. The concept was never implemented. Based on that document (attached) and our discussions, a Capital Facilities Committee would be the front end evaluator and carry out the first four steps of the procedures after which the Permanent Municipal Buildings Committee (PMBC) would carry out procedures 5-8. The Capital Facilities Committee would work hand-in-hand with the PMBC and would select the projects, while the PMBC would complete the site selection. The Committee would meld together finance, planning and facilities and would take over the capital project review function of the FinCom. It could be a 3-7 member committee that is independent of boards that may be requesting a project. Membership could be appointments made by the Planning Board and the Finance Committee with some expertise of architecture and construction

among the members but not necessarily to the extent of the expertise of the PMBC. The Capital Facilities Committee members would be responsible for providing information to the Planning Board and FinCom.

Other. Gordon Cliff, a member of the Finance Committee, has been invited to meet with the Council on Aging (COA) about how the COA can get a new facility. Therefore he contacted Ms. Lewis to ask what WRAP's recommendations would be as a to a prospective site. WRAP members agreed to communicate to Mr. Cliff that among the sites that the WRAP Committee has evaluated, there are three that are good prospects for a COA: the northwest end of the Town Building, the Municipal Pad at the Town Center (but only as a stand-alone COA), and the Municipal parcel at Greenways.

Next Meetings.

March 2, 2017 – 7:30 PM

Hand-Outs.

- 1) Public Comment: Hand-out "Library Grant Town Meeting Article" (Michael P. Lowery, 2/23/17).
- 2) Draft Anticipated Major Capital Projects (Riley, 2/16/17).
- 3) Town-owned Building Analysis (Ben Keefe, 2/23/17).
- 4) Draft Memo to Town Counsel regarding Restrictions on Uses, (Riley, 2/23/17).
- 5) Capital Facilities Committee draft charge (PB, 3/3/2005)

The meeting adjourned at 10:40 following a 4-0-0 vote.

Respectfully submitted,

Gretchen G. Schuler