

Wayland Real Asset Planning Committee  
PLANNING BOARD OFFICE  
WAYLAND TOWN BUILDING,  
41 COCHITUATE ROAD, WAYLAND MA  
APPROVED 3/15/17

March 2, 2017 – 7:30 PM

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

Call to Order. The meeting was called to order at 7:30 PM by Anette Lewis who reviewed agenda. There was no public comment.

Minutes. The minutes of February 23, 2017 were approved as amended by a vote of 3-0-0.

Review and Discuss List of Anticipated Major Capital Projects. There has been no further action on developing this list. Will be discussed at next WRAP meeting.

Outline For Town Counsel Concerning Restrictions, Best Practices, etc. Ms. Riley is preparing a memo to be sent to Town Counsel regarding restrictions on properties and best practices for acquiring town-owned property in the future. It is the intention to ask questions in a broad enough way so that responses can be applied generically except for certain specific questions. The town will need specific answers about the issues raised in reviewing deeds and town actions for Loker Conservation and Recreation Area, the Town Building, the former Dump on south side of Route 20, and the Paine Estate. Attachments to the memo will have back up information about each property for which there is a need for specific answers to complicated issues. An example is the Loker Conservation and Recreation Area which we purchased with a deed, then took by eminent domain on different terms and then one parcel is deeded in trust with the town as the Trustee under Chapter 40, Sec.8C. These are complicated enough to need counsel's opinion as to what the town's responsibilities are in these instances.

Ms. Riley will continue to work on the memo for WRAP members to review at its next meeting.

WRAP Final Report and Recommendations. Ms. Schuler reported on "Section II. Municipal Property – Land and Buildings" for which she has prepared a draft introduction. Included in the section will be the Site consideration sheets, the chart showing GIS stats for 44 properties and the list of town owned buildings and the status of each. Ms. Schuler will email the draft to each member and attach it to the minutes. She also had written an introduction for Sections III and IV which she had forwarded to Mr. Abdella. He will determine how or whether that material will be used with the selection matrices that he has prepared. There was a brief discussion about demographics – which demographics to use for the report and how to convey the concept that demographics tend to vary so that the source must be indicated in any and all reports relating to capital facilities. Ms. Lewis found demographics in the Comprehensive Annual Financial Report which she sent to WRAP members pointed out specific pages with demographics. Ms. Schuler found a copy of some statistics used by the 1996 Growth Policy Committee. These included Wayland stats on number of dwelling units and number of acres available for development. She will copy for WRAP members. Ms. Schuler will edit Section II by mentioning the range of recommendations, explaining the numbers of town-owned parcels, and the reasons for selecting the 44 of 320 parcels.

Ms. Lewis distributed a first draft of a Capital Facilities Committee charge that will be a recommendation of the WRAP Committee. There was a discussion about the membership to such a committee and it was determined not to close membership to people who serve on boards that do not control town-owned land. The charge for such a committee was written using a former charge considered by the Planning Board in 2005. Some of the points that were in the earlier charge have become part of the work of the Permanent Municipal Building Committee (PMBC) such as responsibility for oversight of work in connection with capital projects. Other of the

2005 Capital Facilities charge's responsibilities could be assigned to the PMBC and Public Buildings Director, including: establishing conventions for building design; requirements for on-going maintenance; establishing cost-effective budgeting for repair and replacement of existing buildings. A Capital Facilities Committee (CFC) could be established via bylaw with rules and regulations or by the Board of Selectmen in the same way in which the PMBC was established. Ms. Lewis also prepared a Program Evaluation chart to understand how a CFC, PMBC and Finance Committee would work through a project. The order of procedures was discussed including when project proponents should come to a CFC to discuss its individual board Capital Improvement Plan (CIP), when projects should be added to the town CIP (FinCom), when the CFC would interface with the Planning Board and when the criteria matrices would be used to measure projects and sites. Ms. Lewis will edit the CFC charge and Program Evaluation Review Technique (PERT) chart accordingly.

Mary Antes and Susan Weinstein stopped in for a few minutes asking if WRAP members could attend their Housing Partnership meeting on April 6, 2017. It is possible; however, we may need that evening for our final draft report which should be available for distribution by mid-April. Ms. Antes and Ms. Weinstein also asked about potential lots for affordable housing. WRAP members showed them the lots on Garden Path which they have reviewed in the past; however, they are not likely to be buildable due to a stream running through the center of two lots, although no wetlands are shown on the town map at that location. There are some other lots that may be appropriate for housing if consolidated. This would be the topic of discussion for the Housing Partnership and WRAP.

Discussion of Land GIS Chart. Members reviewed the recommendations already on the chart. Most of the discussion focused on the Town Building. The discussion focused on the potential of moving COA and Recreation to the northwestern end of the building including the gym – essentially the area to the left of the parking lot entry at the rear of the building while the rest of the building would accommodate the town offices. Presently the school department and the Children's Way occupy almost all of the second floor. A master plan space study would be necessary.

Potential Dates for Next Meetings.

March 14 or 15, 2017 – 7:30 PM  
March 20 or 22, 2017 – 7:30 PM  
March 30, 2017 – 7:30 PM  
April 6, 2017 – 7:30 PM

Hand-Outs.

- 1) Draft Introduction to Section II, III, IV of Final Report (Gretchen Schuler, 3/02/17).
- 2) Capital Facilities Committee draft charge and PERT Chart (Lewis, 2/28/17)
- 3) 1996 Growth Policy Committee Statistical Information (Schuler)

The meeting adjourned at 9:50 following a 3-0-0 vote.

Respectfully submitted,

Gretchen G. Schuler