

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

March 22, 2017 – 7:30 PM
APPROVED 3/30/17

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

Also Attending. Doug Levine

Call to Order. The meeting was called to order at 7:35 PM by Anette Lewis who reviewed agenda. There was no public comment.

Minutes. The minutes of March 15, 2017 were approved as amended by a vote of 3-0-0.

Review of Final Report Sections and Recommendations.

Section II. Town-Owned Land and Buildings. Edits made to the table and site considerations will be reflected in editing of Introduction to Section II. Ms. Schuler will edit all parts of Section II in accordance with comments made to the specific text during this meeting.

Table of 44 Properties. Members went over chart and recommended some changes including moving Wayland Housing Authority properties to the bottom and noting that they are owned by WHA, not by the town and deleting two entries for property no longer owned by the town.

Consideration Sheets. All 13 were edited. Ms. Schuler will make changes.

Section V. Major Capital Projects. Ms. Riley explained what had been added since the last time that this list had been reviewed such as sidewalk construction, new library estimates, blending the lists of Recreation Director Jessica Brodie, Public Buildings Director, Ben Keefe and the Finance Committee's Warrant list, and deleting duplicate entries. Ms. Riley also added feasibility studies to the list. Ms. Lewis advised Ms. Riley to send the list with figures to Mr. Keefe and to Susan Botton, Business Director of Schools. The school figures tend to vary so it will be important to ask which to use.

Section VII. Summary and Recommendations. Ms. Schuler started a draft of this section which she distributed to members. She started by following the outline of the report with recommendations under each topic. She noted that she considered doing it as an Action Plan with short-term to long-term actions. The Committee may consider converting to that format after reviewing and discussing at the next meeting.

Bibliography. Ms. Riley reported that she had met with Town Planner, Sarkis Sarkisian, to review format of the bibliography that he is preparing for the report. He will work on and send to WRAP in the near future.

Memo for Town Counsel Concerning Restrictions, Best Practices, etc. Ms. Riley discussed memo noting that each set of questions has exhibits as background information. There was some discussion as to whether Questions 2 and 6 are the same. Both relate to Parcels 22-001 and 22-002, the old landfill on the south side of Boston Post Road. One is a generic question and one more specific. Ms. Riley will consider consolidating. Some priorities were set concerning which questions to pose first. The memo will lead off with the set of questions about the Town Building, Old Landfill and best practices for acquiring property to provide flexibility in future uses. Other questions about the Wayland Housing Authority and Greenways will be placed at the end of the memo.

Capital Funding Process Relating to Report. Ms. Lewis reported that she had met with the Town Treasurer and Finance Director to discuss precepts of capital funding and distribution of costs over five years, ten years and longer. Ms. Lewis also referred to the March 20, 2017 email from Town Administrator Nan Balmer in which she reports on a meeting of the staff members of WRAP and their recommendation that there be a capital planning committee and articulated the importance of capital planning as a year-round process with

such a committee taking responsibility for organizing and addressing all capital requests in one plan. Ms. Lewis has asked to be on the agenda of the Finance Committee as WRAP needs them to embrace the precepts outlined in the Capital Planning Committee draft in order for the WRAP report to be on target with FinCom work.

Other. Scheduling Planning Board review of the report prior to launching the draft for town and public review was discussed. Ms. Riley will ask to be on the April 11th Planning Board agenda when she will give an overview of the final report

Dates for Next Meetings.

March 30, 2017 – 7:30 PM

April 6, 2017 – 7:30 PM

Hand-Outs.

- 1) Summary and Recommendations (Gretchen Schuler, 3/22/17).
- 2) Email “Capital Planning” (Balmer, 3/20/17).

The meeting adjourned at 10:04 PM following a 3-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler