

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

March 30, 2017 – 7:30 PM
APPROVED 4/6/17

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

Call to Order. The meeting was called to order at 7:40 PM by Anette Lewis who reviewed agenda. There was no public comment.

Minutes. The minutes of March 22, 2017 were approved as amended by a vote of 4-0-0.

Ms. Lewis gave Ms. Riley files to be scanned for legal memo that Ms. Riley is preparing.

Review of Final Report Sections and Recommendations.

General Rules for Production. In order to be consistent, members decided to use Cambria 11-point for the print, one inch margins on all four sides of each page, and not page numbers yet. Also “draft” should be in the footnote, not as a watermark across page. Also the committee should be referred to as the “WRAP Committee.” A Table of Contents will be needed.

Executive Summary. This section has not been written to date. Ms. Schuler will write the first draft for consideration at the next WRAP meeting. It should tell how the WRAP Committee was formed referring to the charge, which should be in the appendix; when we started; what the process has been (including charrettes and forums); and a summary statement of each section of the report.

Section II. Town-Owned Land and Buildings. Since the last meeting there has been clarification about status of Wayland Housing Authority. Ms. Lewis recommended that the introduction of Section II add the information provided by Susan Weinstein who in response to an email asking whether WHA is a town entity or state or federal agency stated that “the WHA is an independent agency - not a Town department - that operates under the auspices of the US HUD.” These words will be added to Section II. The title of the chart included in Section II should be changed to “Selected Town-Owned Properties Physical Characteristics & Legal Information.” Also the Municipal Pad should be added to the chart at the end as it is not yet town property.

Section III. (was Section III and IV) Mr. Abdella handed out a draft of this section. The section needs an explanation of purpose of the criteria matrices followed by what they do, such as telling of the readiness of projects. Also there is reference in the text to measuring proposed projects. What is being measured should be spelled out. Also in developing these matrices, we analyzed those used in other towns and states. Finally the statement about the Library Matrix should be edited to state that the Trustees adapted our early drafts of Site Selection Matrix.

There was discussion of the large table that WRAP prepared after the charrettes comparing programs and space needs of the library, COA, Recreation, and the COA/CC. It was decided that this table should be included in the report, possibly in Section III where there would be a discussion of how the large comparison spread sheet fit into the evolution of the site selection evaluation criteria and process.

Section IV. Major Capital Projects. (was Section V) Ms. Riley reported that she has begun the draft of the introduction to the Anticipated Major Capital Projects chart. She would like to add a recommendation that the chart be routinely updated by a Capital Facilities Committee.

Section V. Long Range Facilities Plan and Capital Funding Plan. Ms. Lewis has worked on this section. The Committee discussed how all of the work it has done comes together in this section. The earlier sections of the report developed the pieces that will be used here. The precepts of the Finance Committee should also be articulated. There was some discussion about whether debt service should be 10% of revenue or expenditures. All agreed that we should stick with the Finance Committee's terminology for financial precepts and that the Capital Funding Plan should show how much is available for new debt and new debt service. After some discussion it was decided to put the charge of a Capital Facilities Committee in this section and to also talk about the state statute enabling such committees. Finally there should be a sentence about the benefit of the enhanced coordination among the Town Administrator, Finance Director, Treasurer and Finance Committee and how it is helping the budgeting process. Continued coordination between with these staff members and the Finance Committee should be encouraged.

Section VI. Summary and Recommendations. Recommendations will be presented in table/chart form with three columns: Section, indicating the section of the report in which the topic is discussed; Recommendation; and Who, naming the board/commission/staff responsible for implementing the recommendation. It was decided that legal issues, particularly relating to terms of wills and deeds, should be addressed in one recommendation that simply seeks resolutions of such issues prior to additional planning. This could be stated by saying; "for certain properties that have restrictions on the use, legal resolutions should be sought prior to planning for redevelopment of 5 Concord Road and 41 Cochituate Road." This decision followed a lengthy discussion about the future use of 5 Concord Road should a new library be constructed at 195 Main Street and whether the WRAP report should address the need for legal resolution on reuse or change of use of the Library building at 5 Concord Road sooner than later. Mr. Abdella asked whether the Town should consider purchasing parcels adjacent to and having frontage near town-owned parcels such as the Claypit Hill School and 202 Old Connecticut Path should they come on the market. A recommendation could say that an agent of the town will consider desirability of the purchase of certain private property adjacent to other town property. No consensus was reached on such a recommendation.

Bibliography. Sarkis Sarkisian, Town Planner left copies of the Bibliography that he has been preparing for the final report. At first glance the word "Title" should be removed from each second column title. Members will review prior to the next meeting.

There also was a brief discussion about how to preserve the links now on the WRAP webpage as often reports are taken down. The recommendation is to burn a hard drive of all reports with an introduction stating that the WRAP work product in part came out of reviewing these assembled documents.

Dates for Next Meetings.

April 6, 2017 – 7:30 PM

Hand-Outs.

- 1) Section III. Project Evaluation and Siting Criteria. (Abdella, 3/30/17)
- 2) Section V. Long-range Facilities Plan and Capital Funding Plan. (Lewis, 3/29/17)
- 3) Bibliography. (Sarkisian, 3/30/17)

The meeting adjourned at 10:28 PM following a 4-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler