

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

April 6, 2017 – 7:30 PM
APPROVED 5/4/17

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

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 30, 2017 were approved as written by a vote of 4-0-0.

Review of Final Report Sections and Recommendations.

General Rules for Production. Adding to the rules adopted at meeting on March 30th (Cambria 11-point for the print, one inch margins on all four sides of each page) members decided to use spacing between lines of 1.15. Margins will be justified only on the left side. When Mr. Abdella puts draft report together and creates a PDF to distribute for comment, he will add draft and page numbers.

Missing Pieces. Ms. Lewis noted several issues that the Committee had discussed are not yet covered in the report. One is the campus concept for future development. Members agreed that there should be a discussion of how the Greenways Municipal parcel could and should be developed for multiple uses. Ms. Schuler will add this to the Municipal Land section II. Another is the Committee's belief that the Municipal Pad at 400 Boston Post Road is too small for a combined Council on Aging and Community Center (COA/CC). Members decided that there should be a statement in the report that that effect. Mr. Abdella also said that he believes that whatever use is scheduled for that site, the present building shell will have to come down. Finally, the report should mention that the three parcels designated for River's Edge were not reviewed in spite of the fact each exceeds one acre. There should be a note that if the proposed housing development does not go forward the parcels should be studied for appropriate uses – municipal or private.

Next Ms. Lewis read the the key findings presented at the Community Forums in May, 2016 to be sure that each is covered in the report. They were:

- Some overlap of spaces exist because of the synergies between select departments
- Capital requests are not always well publicized
- Related discoveries - Reuse of buildings requires agreement of community and explore campus idea.

Executive Summary. Edited for better form and add a sentence or two about webpage

Section II. Town-Owned Land and Buildings. Add information about Municipal Pad (400 Boston Post Road), Greenways Municipal parcel as campus, and River's Edge if housing project does not go through. Check numbers and refer to key map for Site Considerations. Fix site consideration maps and formatting of chart. Add Town-Owned Buildings chart as Exhibit II-C.

Section III. Edited for clarity. Edit recommendations and use in Section VI. A paragraph or two about demographics is missing and will be added by Mr. Abdella to the final report. In particular the report will articulate that there are discrepancies in demographic data so that project proponents must be clear about the source of demographics used to justify a specific project.

Section IV. Major Capital Projects. Edited for clarity.

Section V. Long-Range Facilities Plan and Capital Funding Plan. Edit for clarity. Add sentence about future TM votes if grant applications successful. Edit Capital Planning Committee (drop Facilities from title) recommendation to be one recommendation with expanded purview due to staff input. Keep in Section V, not a new section. It is a recommendation of Section V. Add table "Planning for Capital Facilities & Expenditures" as Exhibit V-A.

Section VI. Summary and Recommendations. Edit for clarity. Add that one should see chart in Section II for site specific recommendations. Add another paragraph about other recommendations. Combine recommendations into one table. Move Report Section column to come after Recommendation. Edit recommendations and Responsible parties.

Members agreed to send edited sections to Mr. Abdella as soon as possible but certainly by early next week in order for him to have time to assemble and turn into a PDF. Ms. Riley will report to the Planning Board on April 11th and Ms. Schuler will send her Executive Summary, table of Selected Town-Owned Properties (Section II) and Summary and Recommendations as soon as possible so that she can forward and copy for Planning Board members. The report will be sent to all Boards, Commissions, and Committees and interested residents by the end of April.

Comments on the draft report will be sought during May and some part of June. A community forum on May 17, 2017 will be an opportunity to present the draft report and ask for comment. Whether to have a second forum will be decided after the May 17th forum. Comments will be received into early June after which members will finalize the report prior to June 30, 2017.

Dates for Next Meetings.

May 4, 2017 – 7:30 PM

May 17, 2017 – 7:30 PM – Community Forum

Hand-Outs.

- 1) Section I. Executive Summary. (Schuler, 4/06/17)
- 2) Section II. Municipal Property –Land and Buildings Map of "Site Consideration Properties". (Schuler)
- 3) Section III. Project Evaluation and Siting Criteria. (Abdella, 4/5/17)
- 4) Section IV. Major Capital Projects. (Riley, 4/06/17)
- 5) Section V. Long-range Facilities Plan and Capital Funding Plan. (Lewis, 4/05/17)
- 6) Section VI. Summary and Recommendations. (Schuler, 4/06/17)

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

Respectfully submitted,
Gretchen G. Schuler