

Wayland Real Asset Planning Committee
PLANNING BOARD OFFICE
WAYLAND TOWN BUILDING,
41 COCHITUATE ROAD, WAYLAND MA
APPROVED 5/17/17

May 4, 2017 – 7:30 PM

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 April 6, 2017 were approved as amended by a vote of 4-0-0.

Recap of Meeting with Planning Board and Comments on Final Report. Anette Lewis attended the Planning Board meeting and Nicole Riley led the discussion presenting the draft Final Report to the Planning Board members (of which she also is a member). Planning Board made preliminary comments at that time and acknowledged that the report will be distributed to town Boards, Commissions, and Committees as well as on the town website for review and comment. Planning Board comments included:

- Examples of how to use the criteria matrices (Library/COA/CC) are confusing embedded in Section III. The recommendation is to put in Appendix.
- Pages at front of each section should be colored or tabbed to make finding sections easier.
- Printing of charts etc. must be in landscape as they are too small in portrait format.
- Make sure that interaction between Capital Planning Committee and Finance Committee is clear and revise format of Exhibit V-A Planning for Capital Facilities & Expenditures of Greater Than \$500,000.

WRAP members will meet in early June to make edits while viewing the report on a large screen. Ms. Riley will turn Exhibit V-A into a flow chart.

Report of Meeting with Finance Committee. Ms. Lewis then reported on meeting with the Finance Committee which decided to reserve comments until its members have had an opportunity to review the draft final report.

Presentation and Publicity of May 17 Community Forum. Ms. Lewis distributed a draft Press Release to appear in the Town Crier and on the Town web page and to be sent to the local electronic news media and WayCam. An e-mail will be sent to the chairperson of each board, committee, commission, and town staff advising of the availability of the draft final report, the May 17 Community Forum, and the May 24 due date for submission of comments. In addition to posting the draft final report on the town website, the report will be sent to each Planning Board member, Finance Committee member and Board of Selectmen member. Using format that Colleen Sheehan, former WRAP member had used for Community Forums of May 2016, Ms. Schuler prepared draft PowerPoint slides to use for the May 17th Community Forum. Members reviewed and made some comments about additional slides and formatting. Ms. Schuler will complete and send each section to the member who wrote the section and who will speak about it at the Community Forum. Mr. Sarkisian will arrange for computer and projection in Senior Center.

Town Counsel Memo. Ms. Riley distributed the most recent draft of the memo asking questions of Town Counsel. It was decided to include it in the appendix of the report and to refer to it in Section II of the Final Report. Ms. Riley will finalize by incorporating WRAP comments and putting all Exhibits into PDF after which

she will send to the Board of Selectmen and Town Administrator, Nan Balmer with a cover e-mail requesting that they forward to Town Counsel.

May 17th Forum. Ms. Lewis will convene. Each member will speak about his or her section of report. There will be no print outs of slides as most are taken from report or paraphrases of the same. Ms. Schuler will have some Site Consideration maps redone and Mr. Abdella asked that the lines on maps be locked in place.

Dates for Next Meetings.

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

Early June to edit report

Hand-Outs.

- 1) Draft Final Report – copies (available online also) (WRAP Committee, 5/2/17)
- 2) Draft Press Release – (Lewis, 5/4/17)
- 3) Draft Memo to Counsel (Riley, Rev. 5/4/17)
- 4) Draft Slides for Community Forum (Schuler, 5/4/17)

The meeting adjourned at 9:12 PM following a 4-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler