

## **VI. Summary and Recommendations**

The Wayland Real Asset Planning Committee (WRAP) has reviewed the inventory of town-owned land and buildings including information in the Assessors' data base and the Geographic Information System and orders of taking, deeds, plans and town meeting actions; developed Capital Improvements Evaluation Criteria and Siting Criteria Matrices; prepared a list of Major Capital Projects over twenty (20) years; developed a Capital Funding Plan and a Long-Range Capital Facilities Plan; and written a charge and Program Evaluation for a Capital Facilities Planning Committee. This work has occurred over a period of 20 months. During the process there were a number of general recommendations that evolved including some that are not directly related to the charge of the Committee. Each is recorded in the table below indicating which section of the report is applicable and who or what Town entity should be responsible for carrying out the recommendation.

## WRAP COMMITTEE RECOMMENDATIONS

Section	Recommendation	Responsibility
V	Establish a Capital Facilities Planning Committee – draft charge included	Board of Selectmen
II	Update data base and GIS online information with corrected information and add deed, plan and TM vote references; develop written procedure for updating data base and GIS online information	Assessor GIS/Surveyor Town Clerk
II	For certain properties that have restrictions on the use if considering changing the use, the town should pursue legal resolutions to resolve the land uses particularly for redevelopment of 5 Concord Road and 41 Cochituate Road	Board of Selectmen Town Administrator Town Counsel
II	If legal issue resolved, prepare Comprehensive Utilization Space Plan for Parcel 23-001, Town Building, 41 Cochituate Road	Board of Selectmen Town Administrator Public Facilities Director
II	Consider Comprehensive Site Plan for 33-001C, 202 Old Connecticut Path, 26.4-acre parcel at Greenways	Board of Selectmen Town Administrator Planning Board
IV	Review Major Capital Projects list annually and edit as needed	CFPC Finance Committee

### Recommendations Not Part of Specific WRAP Charge

Section	Recommendation	Responsibility
	Town-wide schedule needed; assign a staff person the responsibility of coordinating and scheduling space needs for programs held by Library, COA, Recreation, and Schools to avoid overlaps and maximize use of space	Town Administrator
	Town-wide policy for culling records and storage	Town Administrator
	Town-wide coordination of all departments' programs to merge overlaps and to consider in overall planning for any project	Town Administrator
	Review and update records retention plan	Town Administrator

