

Wayland Long-Range Planning – Town-Owned Land

October 31, 2014 – 8:30 AM

Present: Colleen Sheehan, presiding; Mary Antes, Kent Greenawalt, Frank Krasin, Gretchen Schuler. Also attending: Sarkis Sarkisian, Town Planner; Sherre Greenbaum, ConCom Chair; Linda Segal.

Distributed at meeting:

- BOS Policy: “Disposition of Town-Owned Land” 2010
- MAPC Memo: “Professional Technical and Planning Assistance to MAPC Municipalities” 10/20/14

Permanent Municipal Building Committee. Colleen began with information about the PMBC. She has contacted a member to learn about their mission – tasks – and what may be missing from projects when they take them on. Colleen will attend PMBC meeting at 7:30 PM on Wednesday November 5, 2014. She indicated that the PMBC has not yet finalized its charter, that it has a group of permanent members and when working on a specific project two more members from group in charge of project join PMBC – e.g. two DPW members have joined while overseeing construction of the new Highway facility.

Long Range Planning Committee Membership. Before beginning a discussion about the work flow of a Long Range Planning Committee, Gretchen suggested that we add Mary’s and Frank’s thoughts on membership to the list as they left before weighing in at last meeting. Both indicated that a Town Meeting established committee should have basic members representing various land use agencies in town. Sarki said that he believed it should be a very large committee with staff and board representation of all departments, boards, commissions and groups that may need capital facilities expenditures. There was some discussion about this concept. At the end of last meeting others weighed in with TM committee, between 3 and 7 members; independent (not members or representatives of existing land use boards or commissions) or PB + independent; and appointed by Moderator or BOS or PB or combination.

Strategic Plan. The plan may be in the form of a matrix to include information such as:

- Parcel ID
- Current Use: justification based on efficiency and suitability
- Future Use: justification based on efficiency and suitability
- Capital (20-year investment including 20-year maintenance),
- Phasing (year of funding need).

The lists of tools and of considerations would be the information used in assessing each parcel. A consideration to be added is state mandates that can change the nature of certain parcels and their suitability to certain uses. It was noted that the Master Plan should be consulted for future uses. Once a project is identified, the matrix can be consulted to see if there is agreement between the matrix and the project. The Strategic Plan would be reported to TM annually.

Work Flow. As discussions continued, Colleen prepared a work flow chart/diagram in order to sort out the various steps and players involved. There also were some discussions of pending projects and how they would be evaluated.

Persons and Groups.....>Tools, Considerations, \$s.....>Strategic Plan.....>Project.

Persons and Groups may include: Planning Board, Selectmen, Town Moderator, Town Meeting, Permanent Municipal Building Committee, Project Proponents, Long Range Planning Committee, Finance Committee (CIP also), Consultants, Facilities Director.

Tools and Considerations include the lists prepared at other meetings - master plans etc, and new studies done for specific parcels such as environmental and feasibility studies with funding from undefined sources (perhaps as CPC has administration funds such an account could be made available to this long range planning committee).

Strategic Plan to include locations, capital, phasing and would be reported to TM annually.

Projects carried forward by project proponents – to refine with additional design and specifications until ready to go to PMBC.

BOS Policy of Disposition of Town Owned Land. The written policy was distributed for reference. Presently the ownership group (responsible board or commission) must approve of transfer of land for a new use. There was some discussion as to whether this should be changed; whether use of a parcel is a decision that should be made by TM which could override an owner's decision. A case in point is River's Edge. Town Meeting voted new zoning and transferal based on the Board of Public Works vote to transfer, which has not yet happened. When should this discussion and resolution have occurred?

Temporary Long Range Planning Committee. There was some discussion of whether this working group should ask to be "formally" appointed at a temporary long range planning committee to begin the work of a permanent committee that would not be appointed until late spring 2015 at the earliest – assuming that some board or group was prepared to take an article to ATM 2015 asking for the establishment of such a committee. This may be part of the recommendation to the FinCom in mid-November.

Issues to Resolve. A number of issues will need resolutions in the future and include:

- Immediate needs – before long range planning committee is established – how will gap be filled – who will do so?
- Will there be needed appropriations for studies and consultants to assist long range planning group in assessing town owned buildings and parcels?
- How do we handle disposition of town-owned land in light of ownership challenges – can owner board override proposed future use of parcels and where in process is that issue addressed?

Agenda November 7th. At the next meeting the agenda will include: How to address immediate needs - bridge the gap between now and when a permanent long range planning committee is appointed; and preparation of a presentation of this working groups recommendations to FinCom on November 12th to possibly be used by Planning Board when reporting back to BOS on same issue on November 17th.

NEXT MEETING . November 7 at 8:30 AM. This meeting adjourned at 10:00 AM.
Respectfully submitted, Gretchen G. Schuler