

Wayland Long-Range Planning – Town-Owned Land

November 7, 2014 – 8:30 AM

Present: Colleen Sheehan, presiding; Mary Antes, Kent Greenawalt, Frank Krasin, Gretchen Schuler. Also attending;; Sherre Greenbaum, Lynne Lipcon, Linda Segal, Molly Upton; Ben Keefe, Facilities Director; Sarkis Sarkisian, Town Planner.

Distributed at meeting:

- Draft Statement of Long Range Planning Committee taken from Notes of working group - attached

Permanent Municipal Building Committee. Colleen attended a meeting of the PMBC on Wednesday evening. The PMBC does not want any part of the planning process – only implementation of plans. They are the technical group that can oversee construction but do not want to conduct feasibility studies or any part of getting to design. They are still working on a charter or statement about what they do. Gretchen pointed out that their charter is online as it was issued to them by the BOS when appointed. Colleen got the impression that they want to refine it.

Planning Board Meeting on Long Range Planning. Colleen reported that the BOS asked for a process to be defined by the PB of how to evaluate municipal space projects and to focus on the present issues. The PB discussed a recommendation of a committee similar to what this working group has been discussing and said they would like to see 5 to 9 members and think that it should have PB members (about 2) with some neutrality and that stake holders should not be part of a temporary committee at this time. They mentioned 2 PB members, 3 at large, 1 BOS member. This committee would grapple with immediate needs working for about 2 years and that one charge would be to draft scope of a permanent municipal space committee.

Additions to Committee Description. Gretchen had taken the language from notes/minutes of last several weeks and put into Committee Description format with many blanks and choices as well. Colleen suggested adding:

Mission Statement: Helping town make informed investment decisions on municipal spaces.

Scope: Add a third bullet for temporary or interim committee only. Develop long term composition and process and use overlay in the interim to evaluate current projects/needs.

Slides. There followed a discussion of the slides that Gretchen will prepare for FinCom presentation of this working group. The same may be used for meeting with BOS and will also be presented to Planning Board. At the moment those meetings are scheduled for November 12th (FinCom – Gretchen will present); November 17th (BOS-Colleen will present); November 20th (PB – Colleen and Kent will present).

There will be about 5 slides to include: 1) Mission and Charge; 2) Scope. Land Use Planning and Strategic Plan; 3) Tools; 4) Consideration Factors; 5) Recommendation of temporary committee.

Interim Committee. Some suggested that an interim committee could also try to address the projects that are presently being considered by various groups such as Senior Center, Library, several fields, and use of existing Town Building. However, Ben Keefe, new Facilities Director asked about consideration of those projects without a master plan and noted that we would simply be putting the cart before the horse, which is exactly what we are trying to avoid. The validity of this point was acknowledged and it was pointed out that if the Interim Committee could really dig in they may be in the position to turn over much needed information in the form of a draft plan to a permanent committee.

Part of the recommendation going forward will be to appoint an Interim Municipal Space Planning Committee (finalizing on this name) to include: 1 FinCom designee, 2 Planning Board members or designees, 2 Board of Selectmen members or designees, 2 appointed by the Town Moderator and three ex-officio members to include Facilities Director, Town Planner and Town Administrator. The intent is to have at least three at large (2 Moderator appointments and one BOS appointment).

It is anticipated that the FinCom, BOS and PB will give feedback and that this working group will finalize a recommendation.

Both Frank and Sherre believe that the interim committee should include stake holders in addition to the somewhat independent committee recommended above. These would include a member representing: School Committee, Conservation Commission, Housing Authority/Partnership, Recreation Commission, Library, Board of Public Works, Board of Health and Council on Aging. Another way to consider stakeholders would be either elected boards or land owner or space stewardship boards. Kent stated that he believes it is important to indicate that presently this working group is not in concert about membership and size of the interim municipal space planning committee.

NEXT MEETING . December 1st at 8:30 AM. This meeting adjourned at 10:30 AM.

Respectfully submitted,
Gretchen G. Schuler

Committee for Long-Range Planning for Town-Owned Properties

Charge

- To work with Town departments, boards and commission to identify the Town's capital infrastructure needs and plan for them accordingly.
- To conduct needs assessments and connect projects with available and suitable locations.

Scope

Land Use Planning

- a) consider site uses/reuses and viable combinations of reuse and new construction to meet identified needs
- b) maintain a watch list of key privately-owned properties that the town may want to consider for purchase in the future.

Strategic Plan

- a) identify town-owned parcels
- b) current uses
- c) future uses
- d) capital funding
- e) phasing of potential projects.

Tools (Evolving List)

- Up-to-date land list including information (fields) such as owner/responsible town entity; location; acreage; zoning, etc.
- GIS with ability to create elements within GIS that will be useful to this planning process;
- Deed restrictions on property
- Aggregation potential
- Utilities – water, sewerage, electricity
- Facilities list with year of construction, additions, renovations
- Prior studies
- Conditions reports (should be on a cycle administered by facilities staff)
- Census information – growth
- Master Plan
- Environmental reports
- State GIS with information such as ground water data...
- Historical Commission sensitivity map.
- Surveys
- Charrettes

Consideration Factors – (Evolving List)

- Environmental factors – wetlands, well heads, flood plain, contaminations, river front, topography, etc.
- Ownership and responsibility

- Deed restrictions
- Availability of utilities
- Needs evaluation – e.g. town water supply
- Access availability – roadways, topography etc.
- Other available funds
- Existing uses of a property
- Confluence of town goals
- Proximity to user base
- Existing distribution of like facilities
- Community/neighborhood consideration
- Public perception of the needs
- State mandates

Membership

The Committee to be adopted by Town Meeting and to report to Town Meeting annually.

1) How Many?

- a) 5 members
- b) 7 members
- c) 15 members

2) Who?

- a) Members shall be independent of existing boards
- b) Members shall be representatives of existing boards
- c) Existing boards and staff such as department directors
- d) Combination of a) and b).

3) Who appoints?

- a) Town Moderator
- b) Board of Selectmen
- c) Planning Board
- d) Respective committees represented
- e) Combination of a) thru d)