

Wayland Long-Range Planning – Town-Owned Land

December 16, 2014 – 8:30 AM

Present: Colleen Sheehan, presiding; Mary Antes, Anette Lewis, Gretchen Schuler. Also attending: Lynne Lipcon, Molly Upton (9:30); Ben Keefe, Facilities Director; Sarkis Sarkisian, Town Planner.

FinCom Feedback re: slides at 12/01 meeting. Colleen attended a meeting of the FinCom to present the slides prepared by this committee recommending a Town Meeting adopted bylaw that would create a committee charged with establishing a strategic long-range plan for making informed capital investment decisions and, in the meantime, adopt an Interim Committee to start to develop a process by which to evaluate land, existing buildings, and proposed projects. The FinCom was complimentary to our group and was supportive of our overall recommendations. There was discussion about how the work of this committee would feed into the FinCom's development of capital budgets. Colleen told the FinCom that she would not recommend a moratorium since there are between 15 and 20 projects that will need to be evaluated in the short term. FinCom members noted that they were happy that a process was being formed, support next steps, and do not feel that the FinCom needs to run this process.

On the same topic Mike Lowery was in touch with Colleen as he was unable to attend this meeting. He is concerned about a BOS appointed committee because they too are stakeholders (controlling town owned land). Thus, at our group meeting, Colleen recommended that the Committee include two PB appointees, two Town Moderator appointees, and one FinCom appointee and ex-officio members of Facilities Director and Town Planner. It was also recommended that the charge be amended to state that the appointees should be non-stakeholders – thus not representing boards that control property.

Strategic Plan for Town-Owned Space. There was a brief discussion about whether town owned land should be ranked according to its ability to be used for certain types of projects. Questions include: how to rank projects and how to give consideration factors more form?

Lynne Lipcon suggested that the charge be amended to include broadening of public education about the fact that there is a process for evaluating the need and suitability of projects.

Discussion of Town's Debt Policy. It was noted that future projects will be limited in that the Town's overall policy calls for debt service to be no more than 10% of the annual operating budget.

How to proceed. Gretchen said that she thinks this working group should keep moving forward. A first step would be to work with GIS/Survey and Assessors to make sure that town-owned land list is correct. Mary volunteered to work with Mike Lowery, if he is willing, on this task that can be done in parallel with other tasks such as refining process of analyzing land and space. It was decided that this working group would go to the BOS to ask that board to sponsor a resolution to create such a committee. The resolution could be

written by this group with an introduction using "Whereas" clauses – "The town needs a process for planning due to limited land and space, limited financial resources. The town needs a process for informing the town of needs and assessments information in order to make informed decisions." The town has long range master plans that identify capital projects and these may be disparate thus another whereas is "there are disparate plans of committees and boards that need to come together". Following the "whereas" clauses would be the resolution....."resolve to establish committee to provide the information". Colleen will work on this and send before next meeting so that we can discuss and finalize at that time.

Gretchen asked Mary if she thought such a resolution would be amenable to the BOS. Mary did not see any reason why the BOS would reject the concept.

Anette asked Lynne whether she could identify tools that the library would need to make its case. Lynne said that the broad picture, state funding schedules and that an advocacy group has done its homework as the library has.

Minutes of December 1, 2014 were approved as amended. 4-0. In editing some minor changes were made to the draft charge and scope of Long Range Municipal Space Planning Committee. The attached document reflects those changes as well as the additional charge and make up of an Interim Committee.

NEXT MEETING . December 30th at 8:30 AM.

This meeting adjourned at 9:45AM.

Respectfully submitted,
Gretchen G. Schuler

Committee for Long-Range Planning for Town-Owned Properties

Charge

- To work with Town departments, boards and commissions 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.
- To more broadly educate the citizens of the process for analyzing town-owned spaces, and the current and long range needs, so that residents are more prepared to make capital decisions at Town Meeting.

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 and/or conservation restrictions
- 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, contamination, river front, topography, etc.
- Ownership and responsibility
- Deed restrictions and/or conservation 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

It is recommended that the Committee be adopted by Town Meeting and 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) FinCom
- e) Respective committees represented
- f) Combination of a) thru e)

Membership of Interim Committee

- 1) How Many? 5 members
- 2) Who? Members to be independent of existing boards
- 3) Who Appoints? Fin Com (1), Town Moderator (2), Planning Board (2)
Ex-Officio – Facilities Director, Town Planner