

Wayland Real Asset Planning Committee
SELECTMEN'S HEARING ROOM
WAYLAND TOWN BUILDING,
41 COCHITUATE ROAD, WAYLAND MA

June 8, 2017 – 7:30 PM
APPROVED 6/20/17

Present. Anette Lewis (presiding), Tom Abdella, Nicole Riley and Gretchen Schuler.

Also In Attendance. Mary Antes

Call to Order. The meeting was called to order at 7:36 PM by Anette Lewis who reviewed agenda. There was no Public Comment.

Minutes. The minutes of May 17, 2017 were approved as presented by a vote of 4-0-0.

Recap of Additional Comments on Draft Report. Ms. Schuler noted comments added to the chart that she started at the last WRAP meeting. Nan Balmer, Town Administrator had sent a memo listing comments offered at the Board of Selectmen's meeting on June 5, 2017. (Attached). They are:

1. that the recommendation for a Capital Planning Committee should be provided to the Collins' Center Community Compact Project Team to consider in its work on financial management and financial policies.
2. additional information needed from the Council on Aging in Exhibit III-A about programs and times.
3. review large capital project timetables provided by boards and committees to see if still accurate
4. where is public input in Exhibit V-A?
5. change language in the last step of Exhibit V-A from "FinCom determines" to "FinCom recommends".
6. challenge of paying for small projects (high school tennis) at the same time as building large projects (Library).

Next Ms. Schuler stated that in response to one of the comments made since the last meeting about other clusters of town-owned properties besides Sycamore, she had looked at parcels on Mayflower and Puritan Paths, completed a Site Selection sheet for that cluster and added to the chart of parcels Exhibit II-A for the Committee's consideration. Some edits were made and it was decided to add this cluster of parcels to Exhibits II-A and II-B and include a site consideration sheet for the same.

Edits to Report. The four members went through the draft report, page-by-page, and made edits to the document. Finalizing the report requires that:

- Ms. Schuler send Mr. Abdella finals for Exhibits II-B, II-B1-14, II-C; Text for Commonalities Exhibit III-A for the COA/CC under Programs and Times; and photo of Paine Estate or some town-owned land to be faded on cover.
- Ms. Riley to send final copy of Exhibit IV-A – Major Projects List

Decisions on formatting include:

Exhibits III-A and V-A as 11 x 17" fold-out pages;
Printed double sided

Final report will be posted on website and copies will be made for Library, Planning Board Office, Nan Balmer for Selectmen's Office, WRAP members. Ms. Lewis will send a PDF version to members of the Planning Board, Board of Selectmen, Finance Committee and Permanent Municipal Building Committee. She will also send a link to the final report on the WRAP website and/or a PDF version to all of those who are listed in the "Recommendations" section as having responsibility for taking some future action.

Legal Memo. A copy of the final legal memo was circulated. It is final and will be sent to the Town Administrator, Nan Balmer and Board of Selectmen with an email explaining what the legal memo is. Ms. Riley will send as soon as making minor changes to the email that was read to Committee members.

Dates for Next Meetings.

June 20, 2017 – to approve meeting minutes

Hand-Outs.

- 1) Memo from Nan Balmer to WRAP re: BOS comments on draft report (6/6/17)
- 2) Memo from WRAP to BOS re: Legal Questions for Counsel (Riley, 6/08/17)
- 3) Chart of Comments on Draft WRAP Report (6/08/17)

The meeting adjourned at 10:20 PM following a 4-0-0 vote.

Respectfully submitted,
Gretchen G. Schuler