



# Wayland Real Asset Planning Committee

## **WRAP COMMUNITY FORUM**

May 17, 2017

# Forum Agenda

1. Review of the draft final report
2. Key findings
3. Comments and Questions

# Municipal Property - Land and Buildings



“Developing an accurate GIS inventory of all Town-owned parcels identifying custodial entity, size, deed and/or land restrictions, current uses and other critical information”



# Selected Town-Owned Properties

Parcel ID	Street Address	Owner *	Book/Page & Plan Reference	Sale Date	Town Reference	Acreage	Notes	WRAP Recommendation
04-066	9 YORK RD	MUNICIPAL? Conservation?	Plan Ref: 1064-1965 Book/Page: 20979/84	9/19/1990 Sale Date  1/28/1991 Recorded	4/9/1979 #10	1.47	Town GIS list shows 04-066A that was not found in Data base or on parcel maps. GIS has only 04-066: Lot 12 conveyed to town with easements of record (see 12554/495 on 11/16/1973); "Conservation easement" across rear of lot; large portion of lot is wetlands.	
07-019	0 SHERMAN BRIDGE RD	SCHOOL	Book/Page: 8685/336	3/18/1956 Taking	2/15/1956 STM	12.00	Order of taking for school purposes. Currently used for athletic fields accessed from Alpine Road. Some of parcel is on northwest side of Alpine Road.	Survey lot on nw side of Alpine Road – if 40,000 sf, consider selling for housing; affordable units or reserve for rec parking; expand rec fields
07-020	0 SHERMAN BRIDGE RD	SCHOOL	Book/Page:			1.76	Adjacent to Parcel 07-019 athletic fields – wooded area. Incorrect deed reference (11361/647). Large portion of lot is wetlands and conservation trail transects parcel.	
18-056	0 ORCHARD LN	SCHOOL? Municipal	Plan Ref: 4303F LC: 582/109 Cert.#90459	12/05/1956		13.72	Open, wooded, relatively level land with points of access from Holiday Road and Orchard Lane.	Housing, market and affordable; must be tied to an approved plan if consider selling for housing
18-082	83 CONCORD RD	MUNICIPAL Change to Conservation	Plan Ref: 451-1965; Book/Page: 10741/210	12/19/1964 Sale Date  1/22/1965 Recorded	11/1964 #11	4.80	In Lower Mill Brook Conservation Area; Conveyed to Town under M.G.L. c.40, Sec.8C, as amended, "to be managed and controlled by the Conservation Commission... for the protection and development of the natural resources and for the protection of the watershed resources of said Town."	

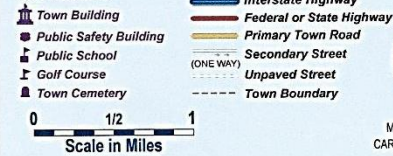


# Selected Properties Map

## Town of Wayland, Massachusetts

DISCLAIMER: The information depicted on this map is for planning purposes only. This data is not adequate for legal boundary definition, regulatory interpretation, or conveyancing purposes. For more info, please contact The Town of Wayland Surveying Department at: 41 Cochituate Rd, Wayland, MA 01778, or telephone (508) 358-3654. Town maps are available online, at: <http://www.wayland.ma.us>

### Map Features

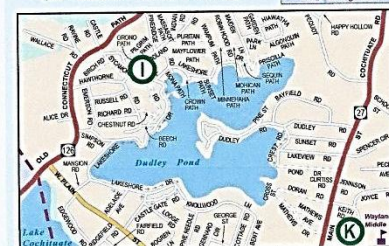


### Selected Town Owned Address (Par ID)

- (A) 0 Shermans Bridge Rd (07-019/20)
- (B) 0 Orchard Ln (18-056)
- (C) 86 Claypit Hill Rd (19-072/72A)
- (D) 0 Boston Post Rd (22-001/002)
- (E) 41 Cochituate Rd (23-001)
- (F) 24 Boston Post Rd (23-007/08)
- (G) 5 Concord Rd (23-094)
- (H) 202 Old Conn. Pa (33-001C)
- (I) 0 Sycamore Rd (42D-070/115-118)
- (J) 19, 21 Garden Pa (43A-033/33A)
- (K) 195, 207 Main St (47D-005,58C)
- (L) 396, 412 Commonwealth Rd (48-098, 49-064B)

### Non-Town Owned Address (Par ID)

- (M) 400 Boston Post Rd (23-052L, 23-052S, 23-052M)



# Site Considerations



## **Alpine Field** **0 Sherman Bridge Road** **aka Alpine Road** (Parcel #s 07-019, 07-020)

Current Use: Athletic Fields

### **Site Considerations:**

- Located in residentially zoned (R-40) neighborhood on north end of town
- Approximately 13.76 acres (2 parcels) abutting 27 acres of US Fish and Wildlife land
- Relatively flat area
- Access by neighborhood road just off through-road between Wayland and Sudbury
- Athletic fields and playground on site
- Town-owned land under control of School Committee
- Utilities in street; no Septic on site
- Zone II – Chamberlain Well
- Floodplain and wetlands at southeast edge of both parcels – nearby Hazel Brook
- Deed for 07-019 was a 1956 eminent domain taking for school purposes

# Municipal Property - Land and Buildings

## Recommendations

- Update GIS and Assessors data for accuracy
- Update Town-owned buildings' conditions
- Resolve legal questions about certain properties
- Develop land and building master plan for certain properties



# Project Evaluation and Siting Criteria



- *“The most effective capital programs prioritize all departmental requests in a ranking system that measures each project against set criteria and gives it a cumulative score. In this way, all proposals are subject to the same objective review standards and analyzed in the context of community-wide needs.”*  
Division of Local Services, Department of Revenue

## Recommendations

- Standardize scoring criteria and evaluation factors; objectively analyze need for a project and the suitability of potential sites for that project
- Coordinate multiple programs across departments
- Staff person to coordinate and schedule space needs for town buildings programs at library, COA, Recreation and Schools
- Minimize need for storage space by town-wide records retention policy and culling non-essential materials on a regular schedule



# Decision Criteria Worksheet 1 - Prioritizations

Capital Improvements – Decision Criteria Matrix

Project: \_\_\_\_\_

Worksheet 1

	Factors	Applicable to Project?	Factor weighting
<b>1. Public Health &amp; Safety</b>	a. Project addresses an immediate, continual safety hazard or public health and/or safety need		4 x ____ = ____
<b>2. Compliance with Mandates or Other Legal Requirements</b>	a. Project required for compliance with local, state, or federal laws/regulations  b. Project required by court order, judgment, [or inter-municipal agreement]		3 x ____ = ____
<b>3. Stated Community Goals &amp; Policies</b>	a. Project conforms to adopted program, policy, or plan  b. Asset preservation  c. Required to maintain acceptable standard of service  d. More efficient/improved standard of service		2 x ____ = ____
<b>4. Public Perception of Need</b>	a. Sustained change in demographics  b. Improve sustainability of the environment  c. Does it make the community desirable?		1 x ____ = ____
		<b>Total =</b>	

# Decision Criteria Worksheet 2 - Characterization

Capital Improvements – Decision Criteria Matrix

Project: \_\_\_\_\_

Worksheet 2

	Information about the project's characteristics
Describe any relationships, synergies, complementary uses, or impacts to other projects.	
Does the project address multiple needs / multiple stakeholders ?	
Are there alternatives to the project?	
Year requested to be on-line	
Projected capital cost of project	
Availability of grants / other funding	
Annual fiscal O&M impact (increase / decrease including staffing)	
Projected tax impact of capital expenditure (on a per \$1,000 valuation basis)	

Site Selection Matrix	Project:	Worksheet 3	
Criteria	Factors	Weighing Factors	Score
<b>1. Location</b> (Max 8 Points)	Easily accessible to service area via major roadway	5	
	Reasonably accessible to service area via secondary roadway	3	
	Poor accessibility via local roadway	0	
	Favorable to adjacent schools, daycare, elderly uses, healthcare	3	
	Unfavorable to adjacent schools, daycare, elderly uses, healthcare	0	
<b>2. Physical Site Features</b> (Max 18 points)	Condition of access roadway favorable	3	
	Condition of access roadway poor	0	
	Size of site adequate	3	
	Size of site limiting	0	
	Shape of site adequate	3	
	Shape of site limiting	0	
	Soils suitable	3	
	Soils limiting	0	
	Groundwater deep	3	
	Groundwater shallow	0	
	Potential for Future Expansion favorable	3	
	Potential for Future Expansion unfavorable	0	
<b>3.Site History</b> (Max 10 points)	Past use favorable	3	
	Past use unfavorable	0	
	Existing use favorable	3	
	Existing use unfavorable	0	
	No hazardous materials issues	4	
	Unresolved hazardous materials issues	0	
<b>4. Zoning Consistency</b> (Max 5 points)	Approved use or special permit in place	5	
	Special permit required	3	
	Use not allowed	0	
<b>5. Environmental Impacts</b> (Max 20 points)	No NHESP area	3	
	NHESP area on or adjacent to site -	0	
	No ACEC area	3	
	ACEC on or adjacent to site	0	
	No Zone II area	4	
	Zone II on or adjacent to site	0	
	No wetland area	5	
	Wetland area on or adjacent to site	0	
	No Historic/Archaeological Sensitivity	5	
	Suspected Historic/Archaeological Sensitivity	3	
	Confirmed Historic/Archaeological Sensitivity	0	

[illegible]

# Current and Prospective Projects



- “The project list is intended to present current and prospective projects that the Town may expect to require capital funding in the near and far term. By compiling a comprehensive list of those items that may require funding in the next five, ten or twenty years, residents will be able to better predict the amount of funds that may reasonably be expended from one year to the next.”

## Recommendations

- Maintain chart of projects and years of expenditures
- Extend the list to include all capital projects
- Update chart annually and reconcile with Finance Committee's CIP



# Anticipated Major Projects – p.1

PROJECT	PURPOSE	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023-36	FY 2037
COA/CC	Design		560,000						
New Facility	Construction			7,000,000					
Library	Construction			29,167,117 OR 18,408,207 if receive State funding					
Library HVAC upgrades						850,000			
Multi-purpose	Design	80,000-300,000							
Artificial Turf Field	Construction		1,500,000						
WHS Outdoor Sports Stadium	Design			350,000					
	Reconstruction:								
	Phase I:								
	• Lights & Bleachers <sup>1</sup>				1,320,000				
	• Resurface Artificial Turf Playing Field				1,100,000				
	• Resurface Track				1,100,000				
	• Concessions and Restrooms				660,000				
	Phase II:								
	Relocate Tennis Courts and Softball <sup>2</sup>					2,200,000			

<sup>1</sup> School Committee included \$1,500,000 for light/bleacher repair in FY19.

<sup>2</sup> School Committee included \$180,000 in FY19 and \$120,000 in FY20 for tennis court renovation.

# Anticipated Major Projects – p.4

PROJECT	PURPOSE								
		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023-36	FY 2037
Campbell Manganese Removal	Pilot Study		110,000						
	Implementation			5,000,000					
Second Water Tank Construction	Site Study		50,000						
	Construction				3,000,000				
Water Treatment Plant – Replace Media				1,000,000					
Transfer Station Road Mitigation			1,625,000						
Identify & Prepare Laydown Area				75,000					
TOTAL		\$16,401,000	\$7,515,000	\$38,953,207	\$13,490,300	\$13,790,000	\$5,830,000	\$900,000	\$0.00

**NOTE:** 1) "Project" does not include purchase of vehicles (ex: ladder truck, ambulance, etc.).

2) Columns indicate the fiscal year during which funds would be expended. Generally, monies voted during Spring Annual Town Meeting are not expended until the next fiscal year (i.e., July 1 – June 30). For example, "('16 ATM-B)" indicates that the appropriation was approved at the 2016 Annual Town Meeting and that the approved funding source was borrowing. Key: B = General Fund Borrowing; WB = Water Fund Borrowing; OF = Surplus Bond Proceeds From Close Outs.

3) Projects are included even where design and construction costs are requested in separate fiscal years.

# Long-Range Facilities Planning



“In order to effectively plan for and finance future needs, ....the Town should establish a Capital Planning Committee to be charged with the responsibility of overseeing a coordinated, town-wide comprehensive planning process.”

## Recommendations

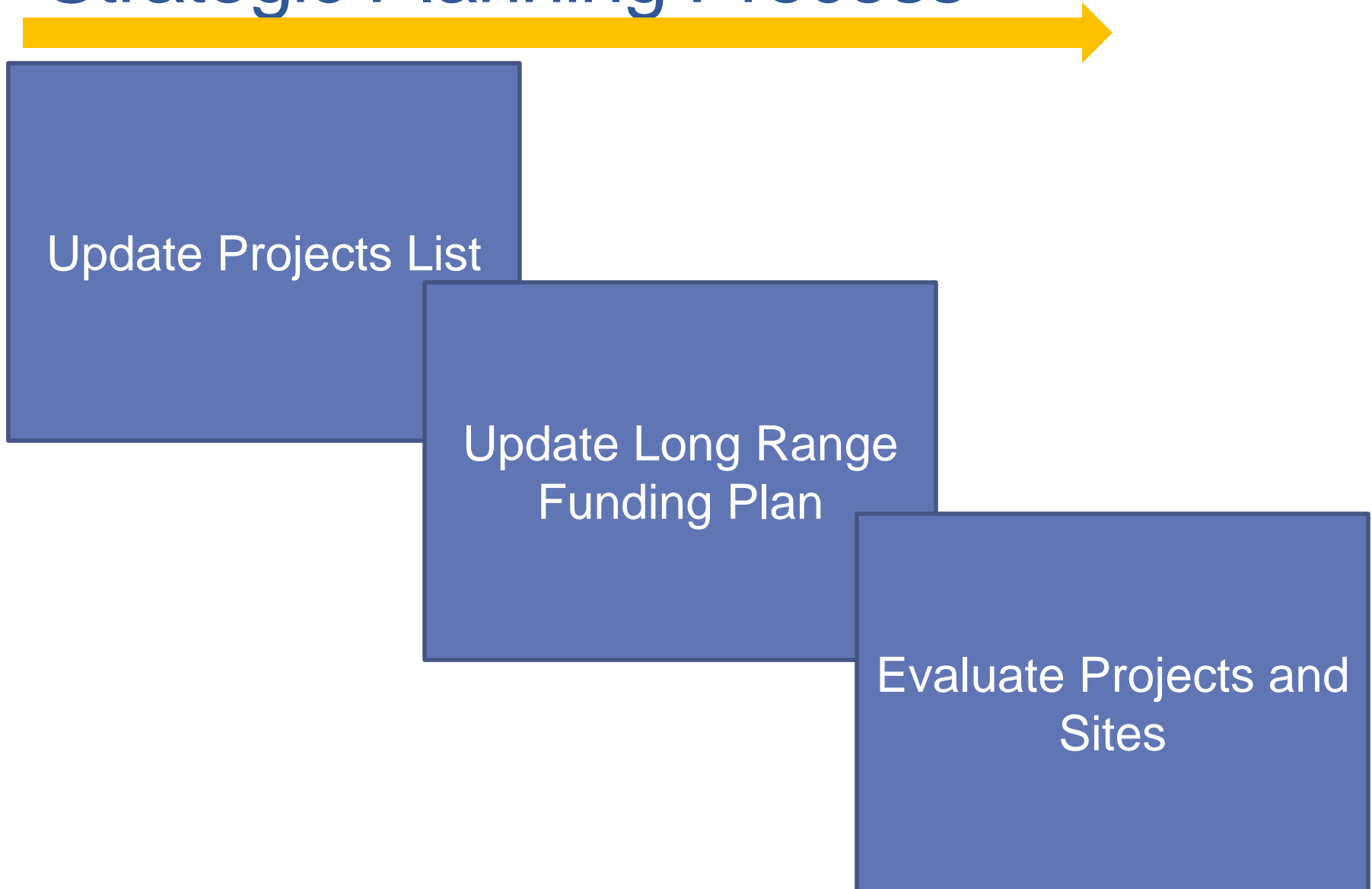
- Establish a Capital Planning Committee
- The Permanent Municipal Building Committee and Public Buildings Director work in concert:

Establish conventions for building design

Establish requirements/standards for on-going maintenance

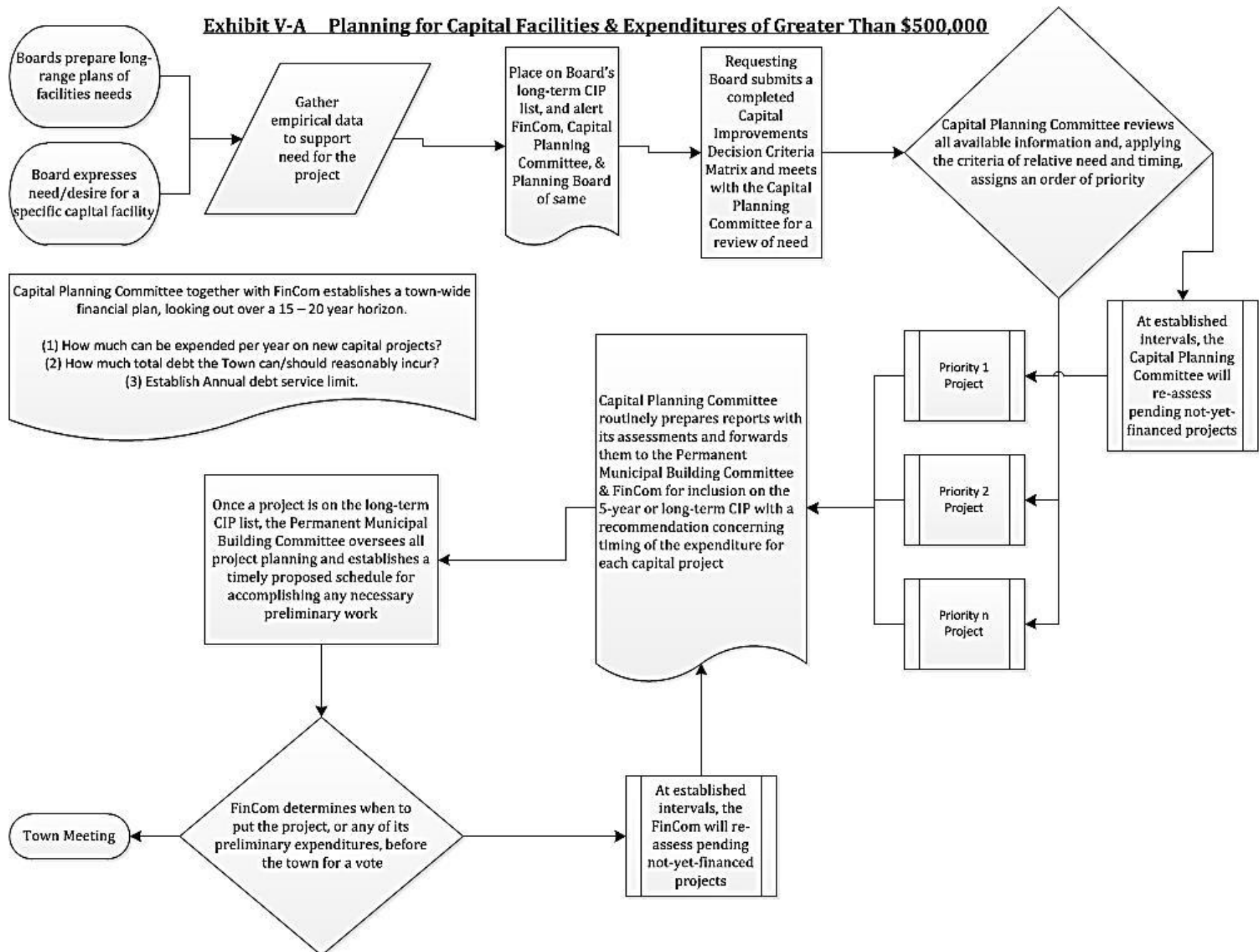
Establish system of budgeting for repair and replacement

# Strategic Planning Process





### Exhibit V-A Planning for Capital Facilities & Expenditures of Greater Than \$500,000



# Capital Funding Plan



“...structure a sustainable financial plan that carefully manages requested appropriations so that Wayland is in a position to fund major capital initiatives.”

## Basic Elements of Plan

- Maintain current assets
- Establish future needs
- Adhere to a set of financial parameters
- Explore availability of grants and other funding sources

# Recap of Key Findings



## Need for Capital Planning Committee

- Short-term – 5 year to long-term – 20 year planning horizon

Need to evaluate projects and sites with common criteria

Large costly projects on horizon

Multiple boards with similarities in programming

Legal issues exist for several town-owned properties

Few parcels of sufficient size to accommodate new uses

# Recommendations



- Establish a Capital Planning Committee
- Create and adhere to a long-term funding plan - annual routine maintenance, capital replacements, new facilities
- Update database and GIS online information with corrected data
- Pursue legal resolution for land use at 5 Concord Rd. and 41 Cochituate Rd.
- Prepare Comprehensive Space Utilization Plan for Town Building



# Recommendations (continued)



- Prepare comprehensive Multiple Use Site Plan for 202 Old Connecticut Path
- Review Major Capital Projects list annually and edit as needed
- Use objective analysis of projects and site suitability
- Town-wide coordination of programs to merge overlaps and appoint master facilities scheduler
- Adopt town-wide policy for culling records to reduce storage needs