

Long-Range Planning Working Group Recommendation for a Process of Reviewing Town-Owned Land

Establish a Municipal Space Planning Committee

What is the Mission and Charge?

Mission

- To help the Town make informed investment decisions regarding municipal spaces

Charge

- To work with Town departments, boards, commissions and the public 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
- Report back to Town regarding capital plan

What is the Scope of Work?

Land Use Planning

- Consider site uses/reuses and viable combinations of reuse and new construction to meet identified needs
- Maintain a watch list of key privately-owned properties that the Town may want to consider for purchase in the future
- Develop composition and process for permanent Municipal Space Planning Committee and use the process in the interim to evaluate current projects and needs until permanent committee is established at next TM after Spring 2015 ATM

Strategic Plan

- Identify Town-owned parcels
- Current uses (justification – efficiency and suitability)
- Future uses (justification – efficiency and suitability)
- Capital funding (20-year investment including 20-year maintenance)
- Phasing of potential projects

What are the Tools?

Tools (Evolving List)

- Up-to-date land list including information such as owner/responsible Town entity; location; acreage; zoning, aggregation potential, deed restrictions, etc.
- GIS with ability to create elements within GIS that will be useful to this planning process
- Utilities – water, sewerage, electricity
- Facilities list with year of construction, additions, renovations
- Prior studies, Town wide and site specific e.g. well head protection plan
- Conditions reports (should be on a cycle administered by facilities staff)
- Census information – population change and composition
- Master Plan
- Environmental reports
- State GIS with information such as ground water data, etc.
- Historical Commission sensitivity map
- Citizen surveys
- Public charrettes

What are the Considerations?

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.
- Availability of other (funds)
- Existing uses of a property
- Confluence of Town goals
- Proximity to user base
- Existing distribution of like facilities
- Community/neighborhood considerations
- Public perception of the needs
- State mandates

How Do We Get There?

A Phased Approach

I. Interim Municipal Space Planning Committee (potential make up of such a committee)

1 FinCom designee

2 Planning Board members or designees

2 Board of Selectmen members or designees

2 Moderator appointees

3 Ex-officio: Facilities Director, Town Planner, Town
Administrator

OR

Above + land owner boards and commissions

II. Permanent Municipal Space Planning Committee (established by Town Meeting)

What are the Next Steps?

Present information to:

- **November 17 - Board of Selectmen**
- **November 20 - Planning Board**
- **December 1 - Finance Committee**
- **Mid December – Feedback/Final Recommendation**
- **Early January – Extend Invitation to Interested Parties**
- **Mid January – Appoint Interim Committee**