


Memo

**Town of Wayland
Board of Selectmen**

To: Conservation Commission
Housing Authority
Housing Partnership
Park and Recreation Commission
Planning Board

From: Jeff Ritter 
Executive Secretary

Date: June 25, 2004

Re: Draft Charge, Nike Site Reuse Advisory Committee

Attached is a copy of the most recent draft charge for the Nike Site Reuse Advisory Committee. The Board of Selectmen, during its meeting on Monday, June 21, requested that the draft charge be circulated to you for review and comments.

Please provide any comments by Friday, July 2.

md/793

cc: Board of Selectmen
255-02

**Nike Site Reuse Advisory Committee
("NSRAC" or "Committee")**

Committee Charge

Purpose: To assist the Board of Selectmen ("Board") in developing ("Phase I") and implementing ("Phase II") a cost effective plan for the reuse of the former Nike site located off Oxbow Road ("Site")¹.

Charge: During Phase I, the Committee shall review the work of the Nike Site Advisory Committee ("NSAC") and, in consultation with other interested parties, including, but not limited to, the Wayland Housing ~~Partnership and Partnership~~, Wayland Housing Authority and Planning Board, as to the approximately 2.75 acre affordable housing site ("Lot 2"), and the Conservation and Park & Recreation Commissions, as to the remaining approximately 10.71 acres of the Site ("Lot 1") and the fifty (50) foot conservation buffer ("Conservation and Trail Land"), develop a detailed work plan and budget, for:

- (i) implementing and maintaining security at the Site;
- (ii) ~~removing~~effecting removal of materials (including environmentally hazardous materials identified by the Town's licensed site professional) and ~~removing~~effecting removal or in-filling of existing structures located on the Site;
- (iii) developing up to sixteen (16) housing units, with a priority given to the development of affordable housing units (within the meaning of the Commonwealth of Massachusetts – Department of Housing and Community Development's affordability guidelines);
- (iv) creating the fifty (50) foot conservation buffer;
- (v) constructing a handicapped accessible trail that spans the entire length of, and is located entirely within, the Conservation and Trail Land; and
- (vi) planning for the long-term passive and active recreation use of Lot 1.

During Phase II, the Committee shall oversee, on behalf of the Board, the implementation and execution of the work plan developed in Phase I.

¹ The Committee has no authority to expend Town funds; any requests for appropriations and/or expenditures shall be submitted in advance to the Board of Selectmen. The Chair of the Committee shall be authorized to contact the Town's consultants and attorneys, with prior permission from the Town Administrator.

Examples of relevant activities include the following:

- Meet with members of NSAC, secure relevant files from committee and review committee's work product, e.g., final report and recommendation, environmental reports, affordable housing feasibility studies, etc., and review the Town's application to the National Park Service with respect to Lot 1.
- Review safety inspection report dated June 4, 2004 (and any other safety related reports contained in NSAC's files) and determine what, if any, additional action steps are required to implement and maintain security at the Site, together with a budget.
- Review existing site conditions and develop action steps, together with a budget, for removing and/or recycling materials and above ground structures, securing and/or in-filling missile bunkers and remediating environmentally hazardous materials. Given the limited overall budget, i.e., \$200,000, low cost options that minimize on-going safety hazards should be carefully explored, e.g., encapsulating entrances to bunkers in concrete versus in-filling the entire structures. Consideration should be given to the benefits, if any, of coordinating this activity with the development of the housing on Lot 2.
- Meet with the Board, Wayland Housing Partnership, Wayland Housing Authority and other interested parties, including residents of the neighborhoods abutting the Site, to gather input regarding the proposed housing development.
- Prepare design and development guidelines of the entire Site for approval by the Board. Such guidelines should set forth, among other things, ~~location~~organization of the Site, e.g., relationship of housing units on Lot 2 to open space on Lots 1 and 2; the number, size and type, i.e., two or three bedroom, of units; architectural style, particularly as it relates to the character of the immediate neighborhood; quality of construction; building features, e.g., ~~garages, siding, massing,~~ architectural expression, materials, etc.; landscaping requirements; and infrastructure, e.g., septic system, roadway(s), and storm water management.
- Analyze the pro's and con's of having the NSRAC and the Board act as the developer of the housing units, i.e., hire and oversee an architect, project manager and contractor, versus selling or leasing Lot 2 (presumably for low or no cost) to a not-for-profit or for-profit developer with various conditions and performance criteria based on the design and development guidelines approved by the Board; based on this analysis, make a recommendation on the best course of action for the Town.

- If the Board determines that the Town should act as the developer, draft a Request for Proposals (“RFP”) for an architect and project manager. Make a recommendation to Board on hiring decision. Oversee bid process for hiring contractor. Oversee various professionals through completion of project.
- If the Board determines that the Town should sell or lease Lot 2 to a developer, draft an RFP that includes detailed bid specifications, consistent with the design and development guidelines previously approved by the Board, timetable and performance guarantees. Make a recommendation to the Board on selection of developer. Oversee developer’s progress through completion of the project.
- Evaluate financial feasibility studies prepared for the NSAC and determine what, if any, changes need to be made to the projections based on the design and development standards approved by the Board. Use the services of the NSAC’s independent financial consultant, if possible, depending on balance of state grant or additional state funding.
- Determine current options for applying for federal and state housing subsidies, including the application requirements and timetables, and whether the Town or the developer, if applicable, needs to apply for the grants. If Town is applicant, oversee completion and submission of application.
- Develop and implement, in coordination with the Wayland Housing Authority, recommendations for (a) a housing lottery, including the number of units to be set aside for Wayland residents and employees, and the entity that will be responsible for conducting the lottery; (b) affordability restrictions, including proposed language for long-term deed restrictions, “no rental” restrictions, and procedures for notifying the Town when an affordable unit is to be sold; and (c) eligibility standards, i.e., maximum income levels in accordance with state housing and grant standards.
- Interact with various Town boards, committees and employees throughout the permitting process.
- With the assistance of Town Counsel, determine how best to ensure that the Conservation and Trail Land is preserved for conservation and pedestrian trail use in perpetuity.

- Meet with Conservation and Park & Recreation Commissions and other interested parties, to determine how best to pursue a plan for the development, by the Town, of a handicapped accessible trail within the timetable set forth in the Town's application to the National Park Service. Develop an action plan for approval by the Board, together with a budget. Consideration should be given to using Town employees, where possible. Applicable state grants should be explored.
- Meet with Conservation and Park & Recreation Commissions and other interested parties, to begin planning for the long-term passive and active recreation use of Lot 1.
- Hold various public hearings throughout Phase I to update the public on the Committee's progress and to accept input into the various tasks that have been assigned to the Committee.

The Committee should consider establishing an open dialogue with the neighborhood, particularly those residents that are legal abutters to the Site.

The Committee is subject to the provisions of the Open Meeting Law and the Conflict of Interest Law, as well as all applicable state laws and Town of Wayland by-laws. The Committee shall maintain, approve, and file with the Town Administrator minutes of each meeting. Any sub-committees established by the Committee will be subject to the same rules noted above. The Committee will accept public comment at each meeting in a manner established by the Committee.

The Committee shall report bi-monthly, in writing and before the Board. The work plan and budget contemplated by Phase I is expected to be completed and a recommendation made to the Board no later than November 15, 2004, although certain aspects of Phase I should be completed and approved as soon as practical, e.g., implementing and maintaining security at the Site.

Appointed by: The Board of Selectmen for a term to expire on June 30, 2007.

Membership: Total of nine (9) voting members, of which no more than three (3) are to be from the neighborhood (other than abutters or abutters to abutters). The neighborhood is defined as all residences north of Sherman's Bridge Road and west of Concord Road. At least one member of the Committee should have significant development experience, ideally in multi-family or residential development. At least one member should have significant architectural experience, including landscape architecture, or other relevant design experience. At least one member should have significant financial experience, ideally in the area of state funding sources, e.g. affordable housing subsidies. Of the remaining members, expertise in planning, project management, landscape design, and affordable housing are desirable. Two abutters or abutters of abutters will be appointed as non-voting members, with former members of the NSAC desirable.

Adopted on: _____

Openings posted on: _____