

**Town of Wayland  
Economic Development Committee  
April 26, 2012  
Meeting Minutes**

**Attendance:**

**Economic Development Committee**

Rebecca Stanizzi	Chair
George Uveges	Member
Sam Potter	Member
David Watkins	Member

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Rebecca Stanizzi called the meeting of the Economic Development Committee (EDC or committee) to order at 7:10 pm in the Town Planner's office and reviewed the following Agenda:

Minutes:

1. Public Comment
  - a. None.
2. Minutes of March 7, 2012 meeting submitted by Dave Watkins
  - a. Mr. Uveges moved and Mr. Potter seconded a motion to approve the minutes of March 7, 2012 as submitted. The vote was unanimous to approve the minutes as submitted.
3. EDC Administration
  - a. Outreach for new EDC member
    - i. Still pursuing new members.
  - b. Administrative assistant update
    - i. Mr. Willard leading efforts to identify senior in the community interested in admin role to support committee efforts. Mr. Willard not present at meeting to report on progress.
4. EDC Priorities
  - a. Route 20 Septage Facility / DPW Site senior housing proposal
    - i. Committee discussed the distribution of the RFP for environmental services. It was noted that this was not just a typical Phase I evaluation process, which is typically only a paper file research exercise; bidders are also being asked to review monitoring well data from the Septage Facility, to review potential methane issues from an offsite source (Sudbury capped landfill), and to investigate the shooting range (which may not have a paper trail associated with its past uses). The following are candidate firms for the RFP: VHB, Tighe & Bond, TetraTech/Rizzo
    - ii. Discussed the vendor evaluation procedures and process. Discussed current work versus future scope. Discussed the potential use of a specialty firm for wetlands work. Discussed methodology for evaluation and the tradeoff between a large and a small firm in terms of price, performance and market acceptance.

- iii. Discussed RFP distribution date and expectation of committee to receive a response within a two week period. Once the proposals are received committee will evaluate and move forward with Phase I and Market Study.
  - iv. Reviewed next process steps:
    - (1) Step 1: Obtain Bids for Phase I and for Market Study
    - (2) Step 2: Review bids, select consultants, award, and perform Phase I and market study. Mr. Potter to draft Phase II Scope if necessary based on results of Phase I.
    - (3) Step 3: Move discussions forward on termination of Septage Facility agreement with Sudbury. Mark Lanza to send out memo confirming shared costs with Sudbury for demolition of the Septage Facility. Mr. Potter and Ms. Stanizzi to meet with Sudbury representatives on May 4<sup>th</sup>.
    - (4) Step 4: Ms. Stanizzi and Mr. Willard to arrange coffee with new Selectmen Laird and Collins in coming weeks
    - (5) Step 5: Develop Gantt chart/schedule for overall project
    - (6) Step 6: Based on suitable results from Phase I and market study, begin design work with civil and design consultants.
    - (7) Step 7: Continue outreach with town, town officials and corresponding town committees, and hold additional Senior Housing Focus Group to catch those who may have been out of town during winter months
    - (8) Step 8: Ms. Stanizzi to follow up with CPA as needed
  - b. Update on solar efforts with Wayland Energy Initiatives Committee
    - i. Waiting on results of study from PowerOptions
  - c. Improve existing commercial districts
    - (1) Wastewater solution for Wayland Center - Mr. Potter discussed status of various efforts.
5. A motion to adjourn the meeting was made by Mr. Uveges and seconded by Mr. Potter. The motion passed unanimously and the meeting adjourned at 9:10 pm.

Minutes respectfully submitted by Dave Watkins