



Town of Wayland Massachusetts

Members: Christine DeBona Rebecca Stanizzi
Michael Ellenbogen William Steinberg
Jerome Heller William Sterling
Daniel Hill Michael Wegerbauer
Robert Morrison

River's Edge Advisory Committee ("REAC") Meeting Minutes for Meeting of December 2, 2015

In attendance: Heller, Hill, Morrison, Stanizzi, Steinberg, DiBona, Wegerbauer, Ellenbogen. Special Counsel Stephen Anderson and Town Administrator Nan Balmer also in attendance.

The meeting was called to order at 7:30 PM in the Board of Selectmen's conference room of the Wayland Town Building.

I. Public Comment

Linda Segal questioned whether the agenda for this meeting was adequate. After some discussion, and with the advice of counsel, the Committee determined that it was and that it complied with the Open Meeting Law.

II. Review of 11/17/15 Meeting Minutes

No edits from the draft. Approved by unanimous vote.

III. New Business

No bids were received by yesterday's deadline.

Special Counsel Stephen Anderson says we can issue a "request for information" to prospective bidders, asking them to explain what the negative issues were that discouraged them from bidding, to enable the Town to possibly restructure the RFP. Steve advised that we cannot simply call up individual prospective bidders and ask them these questions. We can issue an RFI to ask potential bidders to offer suggestions on how we can make the RFP more attractive. Responses can be in writing, a public meeting, or both.

Steve sees three potential issues with our RFP:

1. our requirement that a percentage of the project would need to be age-restricted.
Potential solutions – (1) amend the zoning to remove the requirement of incorporating an age-restriction component; (2) be receptive to an application for a variance; (3) split the land into two parcels, and reserve the smaller parcel for a future town-sponsored low income elderly project.

2. the water line extension – permitting issues? Construction task? Added cost? Potential solution – town takes on job of permitting and/or construction of extension.

3. Old septic facility demolition – did bidders see concerns with this? Potential solution – town takes over responsibility. Town is currently responsible anyway.

4. Did we ask too much of bidders in terms of paperwork? Design and concept plans, financial projections? Steve poses the potential of doing a two-tiered bidder selection process. The first round would require less work from bidders than what we originally required, and would narrow the class of bidders to a smaller number. The second round would require more detailed submittals.

Regardless of the approach we take, because the bid deadline has now passed, we would have re-advertise the RFP and any addendum that we decide to issue.

The Committee decided to send a simple request for information tomorrow, by email, making a solicitation for feedback. Nan Balmer will draft and disseminate the letter by email (in compliance with the Uniform Procurement Act), and request responses by Dec. 18th. An open forum will be held on January 7th at 10:00 to discuss the RFP with prospective bidders and the Committee. Motion made by Wegerbauer to adopt this plan, seconded by Stanizzi. Passed by unanimous vote.

Meeting adjourned 8:45 PM.

Respectfully Submitted,
Daniel C. Hill