

**Waterfront Development Advisory Committee  
Meeting Minutes  
July 25, 2005**

- Member Present:** Dana Lynch, Frank Torr, Dean Trefethen, Steve Brewer, Art Corte  
Wendy Scribner, Pete Hamblett, Earle Goodwin, Chris Wyskiel,  
Norm Fracassa
- Absent:** Joyce El Kouarti, Jack Mettee
- Others:** Mike Joyal, Beth Thompson, Steve Stancel, Steve Bird, Jack Buckley

The meeting was called to order at 5:05 pm.

**Item #1 Approval of the Minutes of July 11, 2005**

Frank Torr made the motion to accept the minutes of July 11, 2005.  
Norm Fracassa seconded the motion.  
Vote **U/A**

**Item #2 Non-Public Session to Discuss RFQs**

Frank Torr made the motion to go into non-public session to discuss the RFQ interviews.  
Steve Brewer seconded the motion.  
Vote **U/A** by roll call vote.

After considerable discussion, Pete Hamblett made the motion to interview all 4 candidates.  
Dean Trefethen seconded the motion.  
Vote **U/A** by roll call vote

Dean Trefethen made the motion to make the RFQs public.  
Art Corte seconded the motion.  
Vote **U/A**

Steve Brewer made the motion to come out of non-public session.  
Pete Hamblett seconded the motion.  
Vote **U/A** by roll call vote.

Frank Torr made the motion to suppress the minutes of the non-public session.  
Frank Torr seconded the motion.  
Vote **U/A** by roll call vote.

**Item #3 Review and Discussion of RFP for Waterfront Redevelopment**

Steve Brewer said that he has a working draft of a proposed RFP. The document is for discussion but not for release. He feels that the document is 4 to 5 weeks away from final editing.

**Item #4                      Review and Discussion of RFP to Hire Consultant to Assist with Waterfront Redevelopment**

Steve Stancel passed out a working draft based on a boiler plate document that the City uses. It includes work tasks and addresses scope of services. He put all of the 7 or 8 tasks identified in the document, not just the phase 1 items. The consultants will give their price for each phase individually.

Earle Goodwin would like to see an in-house consultant, someone who is a full time sub-contractor or consultant.

Steve Stancel said that someone could bid on all or just portions of the RFP.

Steve Brewer said that this is a laundry list of tasks that spans any number of disciplines beyond the scope of any one person. It's unlikely that we would find one person with all of the skills needed. It's too much for any one person to do.

Earle Goodwin asked what the timing of sending out the RFP was. Steve Stancel said that the document could go out pretty quickly.

Dana Lynch suggested that the committee respond to Steve Stancel within 24 hours with any recommendations or suggestions to the document that was passed out.

Steve Brewer made the motion to adjourn.

Pete Hamblett seconded the motion.

Vote **U/A**

The meeting was adjourned at 6:45 pm