

**TOWN OF RYE – TAP GRANT COMMITTEE
MEETING
Thursday, April 27, 2023 – 5:30 p.m.
Rye Town Hall**

Present: *Chair John Loftus and Victor Azzi*

Also present: **Selectman Tom King**

1. Call to Order

Chair Loftus called the meeting to order at 5:35 p.m. and led the Pledge of Allegiance.

2. Review bill from James Verra for continued surveying

The Committee reviewed the survey plans from Jim Verra Surveying, which are related to the work that was done in 2020 with the Rye Town Center Committee. Member Azzi also had plans that were worked on by James Verra (himself), the James Verra firm, the Library, and Phil Corbett from CMA Engineers.

Member Azzi noted that more surveying work is needed because the drawings point out that in some areas the right-of-way may not be as wide as needed in order to have bike lanes and sidewalks, along with two travel lanes.

The Committee agreed that additional work by the surveyor will be needed. The Committee also reviewed the bill from the Jim Verra Surveying firm for the submitted plans from 2020. It was noted that Town Administrator Matt Scruton thought that the invoice may have to be paid from the \$300,000 that the Town has set aside for this project, as it may not be eligible for the reimbursement through the grant because the project has not technically started yet. The Committee agreed, but requested the information because they felt it would be best to have it available when needed. The survey work was started even before the application was submitted for the TAP Grant.

Motion by John Loftus to recommend to the Select Board to pay an invoice dated 3/22/2023 to James Verra and Associates Surveyor for completed work he started with the Rye Town Center Committee. Seconded by Victor Azzi. All in favor.

3. Continue discussion on Engineering firms

Chair Loftus noted that nine firms were picked out at the last TAP Grant Committee meeting. He thinks it would be a good idea to not continue the discussion on those firms until the RFQ is put out. A notice can be sent to firms via mail. There will also need to be advertising in the

newspaper. He pointed out that not all nine firms may be interested in responding to the RFQ, so a lot of time shouldn't be spent on discussion.

The Committee agreed to wait to have further discussion on the engineering firms.

The Committee discussed other places to post the RFQ. The goal is to post the RFQ in the newspaper, on the contractors' website, and send it out by mail. Data for the RFQ form can be taken out of the LPA instructions.

4. Discuss steps for moving forward

There was discussion about who would be responsible for the progress report that is due to NH DOT on a monthly basis. It was noted that Chair Loftus will be responsible for providing a draft to the Town's point of contact for the project, which will most likely be the Town Administrator or DPW Director. The LPA is responsible to be sure it's submitted to NH DOT. Along with the progress report, a list of bills that the Committee has voted to pay during the month should be submitted. The Committee discussed the idea of having a meeting with the Town Administrator, Finance Director, and DPW Director, at least with the Committee Chair, to go over responsibilities of all parties. There should also be a consensus as to where the funds are coming from for work done before it becomes reimbursable through the grant. The funds from the grant will not be available to cover portions of the project until the approval is received from NH DOT. Until that time, there are items that will need to be paid in order to get the project moving forward.

There was also discussion about the possibility of needing additional funding, outside of the TAP Grant, to look at the Lang/Washington Road intersection and the ends of the Town Center on Washington Road and Central Road. The intent would be to prepare for future projects for those areas. It was agreed that there could be discussions and negotiations with the engineering firm to include those three areas for planning; however, it would not be part of the grant. Costs identified above and beyond the TAP Grant could be considered for upcoming town budgets. It was also agreed that there should be some discussion with the engineering firm in regards to traffic calming measures for the Town Center; such as, benefits, risks, and costs associated.

Chair Loftus will work on a draft RFQ for the next meeting. Selectman King will speak with the Town Administrator and/or Finance Director about setting up a meeting with the Committee Chair.

5. Other business

None

- **Next meeting scheduled for Thursday, May 11th, 5:30 p.m., Town Hall**
(may be changed to an earlier time)

Adjournment

Motion by John Loftus to adjourn at 6:37 p.m. Seconded by Victor Azzi. All in favor.

Respectfully Submitted, Dyana F Ledger