

**TOWN OF RYE – TAP GRANT COMMITTEE  
MEETING  
Thursday, May 11, 2023 – 5:30 p.m.  
Rye Town Hall**

**Present:** *Chair John Loftus, Victor Azzi, and Lydia Tilsley*

**Also present:** *Selectman Tom King*

**1. Call to Order**

Chair Loftus called the meeting to order at 5:33 p.m. and led the Pledge of Allegiance.

**2. Minutes – April 13<sup>th</sup>**

**Motion by Lydia Tilsley to approve the minutes of April 13, 2023 as written. Seconded by Victor Azzi. All in favor.**

**3. Further discussion on the RFQ**

The Committee reviewed and edited the draft RFQ with suggestions from Leah Thomas, who felt the original draft was too lengthy. The RFQ will be posted in the newspaper, on websites used by architects, and engineers (constructionsummary.com), and on the Town’s website. Three to five firms will be chosen to be interviewed by the TAP Grant Committee. Firms who are selected will be sent more specifics in preparation for the interview. Responses to the RFQ will be due by July 14, 2023.

There was some discussion about including the project manager proposed for each firm in the interview process. There was also discussion about sending the firms selected for interviews the drawings and other information by CMA Engineering and Ironwood Landscaping. The Committee agreed that Chair Loftus should speak to Leah Thomas about a reasonable time frame for the design work. He will also have her review the changes the Committee made at this meeting to the RFQ.

It was agreed that the qualifications packages should be due back between forty-five to sixty days (exact timeframe to be determined). At this time, the Committee will be developing the preliminary scope of services to be sent to the firms chosen for interviews. It was the consensus that the scope of services packages would be able to go out to firms selected by August 15<sup>th</sup>. The intent is to hold interviews in September or October.

**Chair Loftus adjourned the meeting at 6:25 p.m.**

Respectfully Submitted, Dyana Ledger