

**TOWN OF RYE – TAP GRANT COMMITTEE
MEETING
Thursday, May 25, 2023 – 5:30 p.m.
Rye Town Hall**

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

Also present: *Selectmen 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 old meeting minutes

Motion by John Loftus to table the minutes to the next meeting. Seconded by Lydia Tilsley. All in favor.

3. Review RFQ again

The Committee reviewed the new draft RFQ with minor changes made. Some of the suggestions for changes came from Leah Thomas and the Town Administrator. The draft RFQ also had some changes from DOT.

Member Azzi suggested some additional changes to the draft RFQ:

- Insertion of TAP Grant Committee of the Town of Rye

**V. Azzi – yes; L. Tilsley – no; J. Loftus – no
2 – 1 against insertion of TAP Grant Committee.**

- Add “construction documents” after the words “final design” and before “bid phase”

**V. Azzi – yes; L. Tilsley – no; J. Loftus – no
2 – 1 against adding “construction documents”.**

Both Chair Loftus and Member Tilsley felt that adding “construction documents” is a good point, but is not necessary at this time.

- Rewording of second paragraph by Member Azzi

Member Tilsley commented that the word changes read better and it doesn’t change the content. As a whole, she is fine with all the changes in the paragraph. She suggested keeping the current

draft and propose an additional draft with this paragraph change to the Town Administrator. If Administrator Scruton says no, it can go back to the other draft.

Selectman King agreed that it reads better with the changes.

Chair Loftus called for a vote on inserting paragraph #2 as edited by Member Azzi:

**V. Azzi – yes; L. Tilsley – yes; J. Loftus – yes
All in favor of adding paragraph #2 as reworded by Member Azzi.**

John Loftus suggested that all the changes that Member Azzi presented be made, as the delayed time is now going to be the same.

Member Tilsley noted that she doesn't necessarily agree with all the changes. She would vote against the motion.

Chair Loftus withdrew his suggestion because it was brought up that TAP Grant Committee is not necessarily needed in the first paragraph, nor "construction documents." He pointed out that paragraph #2 will be changed to reflect Member Azzi's changes.

- Add "walkways" in paragraph #3, as this has been done consistently throughout this project, and to capitalize the first letters of "qualification statement"

**V. Azzi – Yes; L. Tilsley – Yes; J. Loftus – Abstained
2 – 0 in favor of adding "walkways" to paragraph #3 (1 abstention).**

- After "references" include "contact information"

**V. Azzi – Yes; L. Tilsley – No; J. Loftus – No
2 – 1 against adding contact information to references.**

Chair Loftus commented that he doesn't think there needs to be further explanation of references at this point. He noted that the NH Department of Transportation said to keep the RFQ very simple. It's not a contract. It's a request for qualifications. The firms that reply already know what they have to do and have been trained. The idea of getting the RFQ out is to see who is interested.

- Insert: The Town of Rye will likely select a short list

**V. Azzi – Yes; L. Tilsley – No; J. Loftus – No
2 – 1 against adding the word "likely."**

Chair Loftus commented the way it is worded is sufficient at this stage.

- The word "Grant" should not be capitalized

V. Azzi – Yes; L. Tilsley – No; J. Loftus – No
2 – 1 against making “Grant” lower case.

Member Tilsley stated that in general she is not in favor of any changes to this paragraph, as Leah wrote it, and the changes do not change in a way that’s substantial.

- State, Federal Government and town: Capitalize Town

V. Azzi – Yes; L. Tilsley – Yes; J. Loftus – Yes
All in favor to capitalize the T in the word “Town”

- Last paragraph: add the grant for these funds was approved by **Rye** voters and **it is expected that the** design is to be completed by 01 September 2025

Member Tilsley commented that the words are extra and not needed. She pointed out that it’s already understood it’s Rye voters. Straight forward language is better in RFQs. She is not in favor of any changes in sentence two in the last paragraph.

Chair Loftus called for a vote:

V. Azzi – Yes; L. Tilsley – No; J. Loftus – No
2-1 against the changes proposed in the last paragraph.

Chair Loftus noted that the only change in the paragraph is to capitalize the “T” in “town.” Member Tilsley agreed.

Member Azzi pointed out incorrect dates at the end of the RFQ.

The Committee agreed to change it to July 28, 2023. Chair Loftus will make the agreed upon changes and send it to the Committee before sending the draft to Leah Thomas. She can then make her comments and it will be sent back to the Committee for final thoughts. The RFQ will then be sent to Administrator Scruton.

4. Discuss answering firms who show interest in this project after we post the RFQ

The Committee discussed what specifics should be sent to firms who show interest and respond to the RFQ. It was agreed that the CMA Engineering conceptual drawings, Ironwood Landscaping conceptual drawings, and Jim Verra survey information, along with existing conditions information, should be part of the package to firms. The Committee also agreed to include the suggestions from NH DOT.

Chair Loftus commented that part of the design process is for the firm to look at everything and come up with a design. He pointed out that the Lang Road intersection has been discussed quite a bit on the Town Center Committee. The engineering firm can also give an opinion on traffic and the intersection. He also pointed out that they have to be careful of the parameters of the grant. The grant will not cover an engineering firm to do extra engineering; such as, the intersection of Washington and Central as that’s outside the project. Even with the Lang Road

intersection it may not be covered. He noted that there was some discussion about having the engineering firm give an opinion about Washington and Central, and Washington and Wallis; however, this might be outside the scope of the grant. The Committee may want to ask the Select Board for money for a preliminary study on those areas. On Lang Road, he thinks they would want something more than a quick look, as it's right in the middle of the project.

Chair Loftus asked the Committee to make a list of things that should be submitted to the firms who respond to the RFQ and show interest in moving further in the process. The Committee will review this information at the next meeting. He noted that the materials will be provided to the three to five firms that are chosen to interview with the Committee.

5. Other new business

There was discussion on the responsibility of the project manager and whether the engineering firm or the Town would be covering the cost. It was noted that when the TAP Grant started the process was different. There was the option of hiring DOT to be the project manager for ten percent and that has gone away. Chair Loftus pointed out that the likely scenario is that the project manager will be someone from the engineering design firm. The Committee will discuss this with the engineering firms as part of the interview process.

Adjournment

Motion by John Loftus to adjourn the meeting at 7:25 p.m. Seconded by Lydia Tilsley. All in favor.

Respectfully Submitted,
Dyana Ledger