

**TOWN OF RYE – TAP GRANT COMMITTEE  
MEETING  
Thursday, August 3, 2023 – 5:00 p.m.  
Rye Public Library**

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

**Also Present:** *Selectman Tom King*

**1. Call to Order**

Chair Loftus called the meeting to order at 5:06 p.m. and led the Pledge of Allegiance.

**2. Review the current letter being readied for the pre-interview. Tentative dates for pre-interviews and final interviews.**

Chair Loftus noted that he received information from Leah Savage. She said that during the final interview the Committee can entertain questions and answer them without having to send those questions and answers to the other engineering firms. He asked Ms. Savage if the same logic applies to the pre-interview; however, she has not yet responded back. It was told to the Committee that between the pre-interview and final interview, answers to questions from firms have to go out to all firms. This will be confirmed by Ms. Savage.

The Committee reviewed a copy of the draft letter which will be sent to the three engineering firms who responded to the request for proposal (RFQ). Some slight changes were made to the letter. The Committee discussed possible dates for the pre-interviews. It was agreed to schedule the pre-interviews September 5<sup>th</sup> through September 8<sup>th</sup>. During the pre-interview, the firms will be given information about the project and will have a site visit to watch the end of school pickup. It was also agreed that final interviews will be scheduled the week of September 25<sup>th</sup>. This will give the firms two weeks after the pre-interview to prepare their presentations. During the final interview, the Committee will rate the firms based on their qualifications. Each member will rate the firms individually and that information will be compiled into one sheet for a recommendation to the Select Board and DOT.

Chair Loftus will call the firms to schedule the pre and final interviews.

The Committee reviewed the list of materials that will be given to the firms during the pre-interview:

- 1) Relevant drawings from preliminary designs – For example, conceptual drawings from CMA Engineers and Ironwood Landscape Architects.
- 2) Existing surveys – Member Azzi confirmed that he has located the two missing survey drawings.

- 3) Project scope including description of the boundaries of the project (Grange Park to the east and war memorial to the west) and related requirements for firms to consider
- 4) Description of Lang Road and Washington Road intersection and how it will relate to the project – PowerPoint by Chair Loftus
- 5) Traffic monitoring statistics for Lang Road and Washington Road intersection from Chief Walsh
- 6) Video of school drop-off and pickup
- 7) Input and questions from the TAP Grant Committee
- 8) Input from the Rye Town Center Committee
- 9) Input from the Plan NH Charette undertaken for the Town of Rye
- 10) Selection criteria – follows TAP Grant program guidelines

**Motion by John Loftus to ask the Select Board to allocate two hundred eighty dollars (\$280.00) for the survey material needed, which will be put together by Victor Azzi. Seconded by Lydia Tilsley. Vote: 3-0**

**Motion by John Loftus that once the final version of the letter is received from Lydia Tilsley, he will insert the date, sign the letter, and send it in an email to Town Administrator Matt Scruton to be sent to the firms. The Committee will begin to call firms next week to schedule interviews. Seconded by Lydia Tilsley. Vote: 3-0**

### **3. Other Business**

- Next meeting scheduled for Thursday, August 10<sup>th</sup>, 5:00 p.m., Town Hall

### **Adjournment**

**Motion by John Loftus to adjourn the meeting at 6:22 p.m. Seconded by Lydia Tilsley. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger