

**TOWN OF RYE – TAP GRANT COMMITTEE  
MEETING  
Thursday, August 31, 2023 – 5:00 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 5:06 p.m. and led the Pledge of Allegiance.

**2. Review meeting minutes** from July 27<sup>th</sup>, August 3<sup>rd</sup>, and August 10<sup>th</sup>

**Motion by John Loftus to accept the minutes of July 27, 2023 as written. Seconded by Victor Azzi. Vote: 2-0**

**Motion by John Loftus to accept the meeting minutes of August 3, 2023 as written. Seconded by Victor Azzi. Vote: 2-0**

Referring to the minutes of August 10<sup>th</sup>, Member Azzi noted that the RFQ was supposed to be placed on Construction Summary of New Hampshire (website). For that posting, the Town would receive a confirmation with a copy of the notice that was published.

Selectman King confirmed that this was received by the Town Administrator. He agreed to forward a copy to Member Azzi and the rest of the Committee.

**Motion by John Loftus to accept the minutes of August 10, 2023 as written, with Selectman King looking for the acknowledgement for the notice posting. Seconded by Victor Azzi. Vote: 2-0**

**3. Date of September 5, 6, & 7 have been confirmed with the three engineering firms:**  
Sept. 5<sup>th</sup> – Wright Pierce, Sept. 6<sup>th</sup> – BETA, Sept. 7 – SLS. All start at 1:00 pm

Chair Loftus noted that Town Administrator Matt Scruton has been trying to get an answer from Leah about whether the Committee can have an open or closed meeting. The NH DOT does not require an open meeting; however, Town Administrator Scruton thinks the meeting, under the revised statutes, requires an open meeting. For a closed meeting, it has to be town officials. One member of the committee could be present, but there cannot be a quorum. Chair Loftus suggested to Administrator Scruton that they have an open meeting with it being posted as such. People will be able to attend the meeting; however, discussion and questions from the public will not be taken.

Selectman King noted that if all members want to be at the meeting, it has to be a public meeting. There is no provision for a non-public meeting. The problem is that any of the representatives from the other firms could show up to the meeting to listen. The other option is to only have one person from the Committee, so there is no quorum, and have it not be a meeting. He does not recommend this because all committee members have done a lot of work. Selectman King continued that in doing a public meeting, the recommendation is to have it in the conference room at the Annex. There will be no streaming and basic minutes can be taken to keep them very generic.

There was some discussion on how many people can fit into the conference room. There was also some discussion about who from town staff should be attending the meeting. It was agreed that town staff is not needed to attend. It was also agreed that it would be best to hold the pre-interviews as an open public meeting.

**4. Continue discussion about the following from the August 10, 2023 meeting:**

- a. Relevant drawings from preliminary design used to budget the TAP applications (i.e., conceptual drawings from CMA Engineers, Ironwood Landscape Architects)
  - o *Thumb drives are complete. Two sets of thumb drives: relevant drawings from CMA Engineering & Ironwood – labeled 4A.*
- b. Existing surveys eight pages of engineering drawings are being put onto thumb drives.
  - o *Thumb drive complete. Verra & Associates survey drawings – labeled 4B.*
- c. Project scope, including a description of the boundaries of the project 1) Grange Park to the east and 2) War memorial to the west and related requirements for firm to consider.
  - o The Committee reviewed the project scope draft. Chair Loftus suggested removing from “At this time” onward, in paragraph 2 (after “project scope”), as it refers to projects beyond the TAP Grant and the engineering firms cannot be asked to look at the ends of the Town Center at this time. This can be discussed with the chosen engineering firm in the future and should not be included in the project description.

**Motion by John Loftus to remove from “At this time” onward in paragraph 2.**

***Motion failed due to lack of a second.***

- o The Committee continued to review the project scope draft. Chair Loftus added the word “review” after additionally in paragraph 3.

**Motion by John Loftus to accept the addition of “review” in paragraph 3.**

**Seconded by Victor Azzi. Vote: 2-0**

- o Chair Loftus reviewed his additions and changes to paragraph 4. Member Azzi noted a correction in the draft to James Verra’s last name.

**Motion by John Loftus to accept the changes to paragraph 4. Seconded by Victor Azzi. Vote: 2-0**

- The Committee reviewed two minor edits to paragraph 7.

**Motion by John Loftus to accept the edits to paragraph 7. Seconded by Victor Azzi. Vote: 2-0**

- Chair Loftus reviewed a minor edit he made to paragraph 8 (change the word “is” to “be”). Selectman King suggested changing the word “layout” to “design.” The Committee reviewed other wording changes and edits to paragraph 8. It was agreed to change the word “layout” to “design” in paragraphs 8, 9, and 10 for consistency.

**Motion by John Loftus to accept the changes to paragraph 8. Seconded by Victor Azzi. Vote: 2-0**

- Chair Loftus noted that the word “layout” will be replaced with “design” in paragraphs 9 and 10.

**Motion by John Loftus to accept the changes to paragraph 9 and 10. Seconded by Victor Azzi. Vote: 2-0**

- The Committee reviewed paragraph 12. There was some discussion in regards to construction time and anticipated substantial completion dates. It was agreed to remove paragraph 12 regarding construction timeframe, as the timing of the funding and construction work is not known at this time. The Committee will have more information after an engineering firm is chosen. (*Paragraph 13 will become paragraph 12*)

**Motion by John Loftus to remove paragraph 12. Seconded by Victor Azzi. Vote: 2-0**

- The Committee went back to readdress paragraph 2. It was agreed to add the words; “These two parks and related intersections are beyond the scope of this project.”

**Motion by John Loftus to accept the change discussed for paragraph 2. Seconded by Victor Azzi. Vote: 2-0**

- d. Description of the Lang Road & Washington Road intersection, problems in the area and how it relates to the project Chair Loftus has REV 3, PowerPoint presentation based on previous committee review.
  - This has been completed and is ready to be included in the information packets.
- e. Traffic monitoring statistics for the Lang Road/Washington Road intersection Police Chief Walsh is working on organizing the data and hopes to have it completed by August 16<sup>th</sup>.
  - This has been completed and is ready to be included as part of the packets.
- f. Video of school drop-off/pickup activities.
  - This is being finalized by Member Tilsley. Chair Loftus will follow-up with her.

- g. Input and questions from the TAP Grant Committee. The committee would like to get an answer from the engineer as to what the cost would be for a conceptual for the two ends of the Town Center, as it's not part of the TAP Grant. The additional funds will need to be paid by the Town. It was agreed that the estimate would probably be part of negotiations once an engineer is chosen. Chair Loftus will reach out to Leah Savage to see if the committee can discuss this with the engineer before selecting a firm.
  - o This question is on hold until after a firm is hired.
- h. Input from the Rye Town Center Committee. Chair Loftus is working on getting this information. Their input may not be needed until the engineering firm is hired.
  - o The Town Center Committee has not had a meeting since May. Input is on hold and may not be available until after an engineering firm is chosen.
- i. Input from the Plan NH Charrette will also be included.
  - o This report is completed and is ready to be included as part of the packet.
- j. School dismissal times for 05-07 Sept.
  - o School dismissal will be as usual, no early dismissal.

**5. The pre-interviews will be held in the conference room at the Annex.** Firms were asked to arrive by 1:00 pm. A site walk will be given to all firms with school dismissal being at about 2:35 pm. Firms will be given a chance to ask questions after the site walk is completed. It's anticipated that the pre-interview and site walk will end about 3:30 pm. The Annex is reserved until 4:00 pm.

**6. Consolidate the packages onto three thumb drives.**

**7. The Committee reviewed the form that will be used to rate the engineering firms during the final interview.** It was agreed that the committee members should further review the form on their own and send their thoughts back to Chair Loftus. The Committee will discuss what will be used for a rating system at an upcoming meeting.

• **Next meetings:**

- o September 5<sup>th</sup>, Town Hall Annex, 1:00 pm, with Wright-Pierce
- o September 6<sup>th</sup>, Town Hall Annex, 1:00 pm, with BETA
- o September 7<sup>th</sup>, Town Hall Annex, 1:00 pm, with SLS

**Adjournment**

**Motion by John Loftus to adjourn at 6:38 p.m. Seconded by Victor Azzi. All in favor.**

**Respectfully Submitted,  
Dyana F. Ledger**