



## MADBURY PUBLIC WORKS PLANNING COMMITTEE

13 Town Hall Road, Madbury, NH 03823

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**Approved 12/2/2024**

### OFFICIAL BUSINESS

**Minutes of:** November 18<sup>th</sup>, 2024

**Meeting Convened:** 7:00 pm

#### **Members in Attendance:**

John Vanasco - Chair

Tony St. Louis - Vice Chair

Mark Avery

Sara Anderson

Friz Green - alternate

Mat Paugh (absent)

#### **Support Staff:**

Daphne Chevalier - Recording Secretary

#### **1. Call to Order**

Chair Vanasco called the meeting to order at 7:02pm.

#### **2. Old Business: Approval of Minutes - November 4, 2024**

***Motion** by Chair Vanasco to dispense with the reading of the minutes because everyone received a copy of the minutes prior to the meeting. **Seconded** by Vice Chair St. Louis. **Motion passed unanimously (5-0-0).***

***Motion** by Member Green to accept the November 4, 2024 minutes as presented. **Seconded** by Selectperson Avery. **Motion passed unanimously (5-0-0).***

#### **3. Discussion of selection of architectural firm**

Member St. Louis suggested the committee begin by getting the land surveyed, perhaps through an architectural firm. Member Anderson suggested consulting with a firm first. The committee agreed they need to establish the current conditions of the landfill. Member Anderson asked around and found that Attar Engineering is used by many municipalities.

Selectperson Avery suggested developing language for an RFP. He also suggested an existing conditions plan, a feasibility study, and options for how to develop the site with potential costs. Chair Vanasco will find out who he used for his property. Selectperson Avery said there isn't a legal requirement to put the item out to bid and the committee may want to review the Municipal Association (NHMA) website for their guidance. Chair Vanasco will call to determine if they

have any guidance on the committee's project. Member Anderson will see if she can find some RFP language. Member St. Louis will call some of the engineers he's used in the past.

### **3. Discussion on selection of well drilling firm.**

Chair Vanasco asked if the committee needs to talk with a firm. Selectperson Avery said the committee can find out who did the well for the library and Tibbets Field. He suggested getting a water monitoring firm to come in to check the water monitoring wells; if the water is bad, the committee may need to make a new plan, so it might be good to plan for this early in the process. Chair Vanasco and Selectperson Avery will talk with Town Administrator Fiegenbaum about water testing and Selectperson Avery will speak with the Select Board about financing the water testing.

***Motion** by Selectperson Avery to investigate the monitoring wells to determine the condition of the water. **Seconded** by Member Anderson. **Motion passed unanimously (5-0-0).***

Selectperson Avery offered to work on some RFP language and to bring in the next meeting. Member St. Louis will talk with Administrator Fiegenbaum about the well testing.

### **4. Budget for architectural firm and well drilling firm**

Chair Vanasco stated the committee can't move forward with budget planning at this time..

### **5. Other Business**

Selectperson Avery said the Select Board is in favor of the transfer station site but wants a chance for the public to comment, which will happen at the next Select Board meeting Thursday November 21, at 8pm at the Town Hall. This is not meant to lock in the location but to give the public a chance to provide feedback.

Member Anderson asked about next steps on the grants. Selectperson Avery said the Select Board hasn't heard back yet. He will ask Tom Faulk to check on that.

Member Anderson asked about the process of the bond audit. Selectperson Avery said the Board discussed it again, but they haven't made a move on it just yet because the office is currently busy with budget season.

Selectperson Avery shared the Board had a discussion with Member Paugh about what equipment he would need and want that could then transition into equipment for a Public Works Department. Member Paugh is developing a list for the Board.

Member Anderson asked what the committee's preference is for an existing condition survey. The committee thought it might be good to do it all at once as it won't be useful for the committee but will be for the engineering firm.

Chair Vanasco summarized the following tasks to be completed:

- Report on the well monitoring
- Develop RFP language
- Call the NHMA (Chair Vanasco to complete)

The next meeting will be 7pm December 2, 2024 at the Town Hall.

***Motion to adjourn by Member Green. Seconded by Member Anderson. Motion passed unanimously (5-0-0).***

**Meeting adjourned: 7:51 p.m.**

Respectfully submitted by Daphne Chevalier.