



MADBURY PUBLIC WORKS PLANNING COMMITTEE

13 Town Hall Road, Madbury, NH 03823

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Approved 1/13/2025

OFFICIAL BUSINESS

Minutes of: December 2, 2024

Meeting Convened: 7:00 pm

Members in Attendance:

John Vanasco - Chair

Tony St. Louis - Vice Chair

Sara Anderson

Friz Green - alternate

Mat Paugh

Support Staff:

Daphne Chevalier - Recording Secretary

Others in Attendance:

John Steele

1. Call to Order

Chair Vanasco called the meeting to order at 7:00pm and called the role.

2. Approval of Minutes: November 18, 2024

*Motion by Member Green to approve the November 18, 2024 minutes as presented. **Seconded by Member St. Louis. Motion passed unanimously (5-0-0).***

3. Selectman vote on Transfer Station Location and Financing

Chair Vanasco explained the Select Board opted to proceed with the transfer station as the location for a Public Works.

4. Public Feedback Given at Last Select Board Meeting

Member St. Louis shared that there was some concern about the increase in traffic in the selected location. Chair Vanasco shared that he heard the State is facing a shortage of people who can plow the roads. Member Anderson stated this reinforces Madbury's choice to take care of plowing itself.

5. Progress of RFP

Chair Vanasco reviewed the email from Selectperson Avery with notes regarding the Select Board approval of water testing and the recommended points to include in an RFP. Member Anderson will work on RFP language for the January 13, 2025 meeting.

6. Water Monitoring Progress at Transfer Station and Possible Well Drilling Companies

Member St. Louis shared information about the location and condition of the water monitoring wells. He suggested securing the tops and having new locks installed to protect the wells. The committee discussed whether or not potable water is desirable on the site; if the water is potable, the goal is to prevent making the water worse. Member Anderson suggested testing the water if people are using the water from the wells, regardless of whether they are using the water for drinking. Chair Vanasco recommended testing the water ahead of time to establish a water quality baseline before any work begins. Member St. Louis explained there doesn't appear to be any record of who installed the wells; the committee wants to identify who has been responsible for the well in case someone else may carry the responsibility for monitoring or maintaining the wells. Chair Vanasco suggested recommending to the Select Board the name of a company to test the existing wells. Member St. Louis will contact Epping and a couple other companies to see what they will charge.

7. List of Possible Engineering Firms

Member St. Louis spoke with Scott Bouchard at UNH, who gave him a price estimate of \$12k to have an existing conditions survey completed. Chair Vanasco recommended reaching out to Jones & Beech.

Mr. Steele recommended reaching out to John Storer, the Director of the Public Works Department in Dover. Member Pough will review the soil samples. Mr. Steele suggested consulting the Town of Brookline, NH website, as they may have resources online of RSP language from when they went through the process of creating a Public Works recently. He will share the information he finds with Member Pough.

8. Requirements for Bidding

Chair Vanasco said based on his research it doesn't appear that Madbury requires a formal bidding process; however, he recommends getting more than one quote.

9. Equipment List

Member Paugh shared photos of a sample DPW building. He said the office is really small, enough for a desk and laptop. There is usually a small break room with a stove and microwave in public works buildings. For the salt and sand, he said the recommendation is to pour a concrete slab designed to prevent runoff. The cover would be metal. Member St. Louis said for double the price, you can get a metal roof to go over the box rather than a tarp cover, likely to cost about \$10k. Member Paugh recommends building it two blocks deep. Mr. Steele recommends having it face south.

10. Any Progress on Grants

No update on the Select Board's progress on grants at this time. Member Paugh suggested reaching out to folks in town for potential charitable donations. Mr. Steele recommended making the argument in grant applications that a DPW is critical infrastructure for the town.

12. Chair's Discussion with NHMA

Chair Vanasco will ask about whether potable water is required on a DPW site. He reported the RSAs say the town has the ability to do what it wants to do within the guidelines.

He stated the relevant RSAs in relation to a department of public works are as follows:

- RSA 31.1-A
- RSA 31.59-A - 31.59-D
- RSA 231.62-B
- RSA 231.63

13. Adjournment

The next meeting will be 7pm January 13, 2024 at the Town Hall.

Motion to adjourn by Member Green. Seconded by Member St. Louis. Motion passed unanimously (5-0-0).

Meeting adjourned: 8:00 p.m.

Respectfully submitted by Daphne Chevalier.