



MADBURY PUBLIC WORKS PLANNING COMMITTEE

13 Town Hall Road, Madbury, NH 03823

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Approved 3/17/2025

OFFICIAL BUSINESS

Minutes of: February 10, 2025

Meeting Convened: 7:00 pm

Members in Attendance:

John Vanasco - Chair

Tony St. Louis - Vice Chair

Sara Anderson

Friz Green - alternate

Mat Paugh

Mark Avery

Support Staff:

Daphne Chevalier - Recording Secretary

1. Call to Order

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

2. Approval of Minutes: January 13, 2025

The committee read the January 13, 2025 minutes prior to the meeting and recommended no changes.

***Motion** by Member Green to approve the January 13, 2025 minutes as presented. **Seconded** by Selectperson Avery. **Motion passed unanimously (5-0-0).** (Member Anderson arrived after the vote.)*

3. Discussion of RFP points

Member Paugh reported on block sizes for the salt shed.

Selectperson Avery suggested reordering the items on the RFP list, identifying which items he believes should be listed first. The committee discussed the items on the RFP list, making edits to more closely align the items with the town's needs. The committee added a bullet item to include a provision to obtain all applicable permits.

Selectperson Avery shared with the committee that some of the language for the RFP should be based on guidance from the town attorney, which he will receive soon. The committee discussed the need for the selection criteria to include the needs of the town, including deadlines the town needs to meet in completion of the project. The only suggested changes to the RFP language

were to the Selection Criteria section (from “based on the totality” to “based on the comprehensiveness”).

Selectperson Avery suggested combining the two RFP drafts to make one RFP for posting. He recommended reaching out to companies that they know directly as well as posting the RFP.. Member Anderson recommended including a general statement about including utilities as an item on the RFP list; the committee added this language to the list. The committee discussed if they should include a request for a budget estimate as part of the RFP and ultimately decided not to include it. The committee selected April 30, 2025 as the deadline for proposals in response to the RFP.

Motion** by Member Green to approve the RFP and additions as amended by the committee. **Seconded** by Member Anderson. **Motion passed unanimously (6-0-0).

Chair Vanasco will work on combining the documents tomorrow and will send them out to the committee.

4. Other business

Member Paugh asked where he should store the blocks once he receives them from his contact in Lee.

5. Madbury Musings due April 20th

Chair Vanasco reported he received word that the town would like to hear about the committee's progress by including an update in the Madbury Musings. He will work on putting together an update for the Madbury Musing.

6. Next meeting

The next meeting will be 7pm, March 17, 2025 at the Town Hall.

7. Adjournment

Motion** to adjourn by Member Green. **Seconded** by Member Anderson. **Motion passed unanimously (6-0-0).

Meeting adjourned: 8:06 p.m.

Respectfully submitted by Daphne Chevalier.