

**Board of Selectmen**  
**June 21, 2018**

**Present:** Lino Avellani, Chair; Connie Twombly; Vinton Wallace; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Representatives of HEB, TEC and Hoyle, Tanner were present as indicated below. Mr. Avellani called the posted meeting to order at 10 a.m. Ms. Collins led all present in the Pledge of Allegiance.

The Board was joined by Christopher Fournier and Jason Ross of HEB Engineers. Mr. Fournier provided brief background information, including their experience with NH DoT's Bridge Aid Program. He also spoke to the qualifications of both representatives present. Mr. Fournier presented a display of each of the Town's 7 bridges, while Mr. Ross summarized their initial assessment of each bridge, as follows:

North Old Farms Road – The cost to the Town to repair was estimated at \$100,000, while the cost to replace (2026) was estimated at \$140,000 (assuming funding through the State's bridge aid program).

North Wakefield Road – Repair 1 wing wall, maintain and monitor. The current guardrails are an issue.

Canal Road at Copp's Brook – Repair wing wall and bridge rail, then maintain.

Canal (Newichawonock) – Minor repairs, and address guard rails with a view to addressing through the bridge aid program. This would need to be coordinated with the Town of Acton, Maine. We should develop a contingency plan in the likely event it is necessary to close this bridge. We could get the project shovel ready. Ms. Collins advised she has submitted an application to NH DoT for this bridge, as well as the bridge on Maple Street, in order to get on the bridge aid list.

Marsh Road – Minor rehab would cost about \$125,000, while replacement through the bridge aid program would cost the Town \$120,000.

Maple Street – This bridge should be closed to all traffic. We could apply for accelerated construction, with FEMA involved through hazard mitigation. The Town could ultimately pay only 5% of all costs to replace.

Bridge Street – Is in good shape and was not discussed due to time constraints.

The firm has experience with historic bridges, having worked on the Stark covered bridge. Both Mr. Fournier and Mr. Ross are licensed in Maine, as well as NH. They would involve the public via public hearings (and are ready to begin that process) and in which they would actively participate. They are currently working with Effingham, which has a similar situation which Wakefield is facing. They referred to other towns with which they have been involved. Ms. Collins noted she has checked several references, with the firm receiving full score. Mr. Fournier and Mr. Ross left the session at 10:28 a.m.

The Board was joined by Jody Trunfio, Richard Friberg and Georgia Tentas of TEC Engineers. Mr. Trunfio provided background information. He presented a display which included all 7 Town bridges, each of which he has visited and each of which is unique. Mr. Trunfio proposes 2 teams to perform a qualified inspection of each bridge, following which a report will be developed. During this inspection they would identify any areas of concern that would require immediate attention, as well as determine which bridges need attention in order to prolong life of same. They would develop a CIP for the Town to prioritize projects.

Mr. Friberg has experience with small NH towns, working with constituents in order to develop recommendations.

## **Board of Selectmen**

**June 21, 2018**

**Page 2**

He sees the TEC staff as an extension of town staff, noting he acts as the town engineer for Seabrook. Mr. Friberg is licensed in Maine and has much experience with historical permitting at all levels. He advised Ms. Collins he has had experience (in MA) working with FEMA mitigation funds in conjunction with state bridge aid funds.

Mr. Friberg stated he has worked with a number of town similar to Wakefield (Wolfeboro, Meredith, Dover, Stratham and Newfields) but has focused more in the seacoast. All confirmed they would participate in public hearings held by the Town of Wakefield, adding they have worked well with NH DoT and have a number of contacts there.

Mr. Trunfio stated their relation with NH DoT, familiarity with individuals in the State bridge aid program, close location, responsiveness, flexibility and willingness to work together to find a solution that works for all are all factors making TEC an excellent candidate for this project. Mr. Trunfio, Ms. Tentas and Mr. Friberg left the session at 10:55 a.m.

The Board was joined by Sean James, Aaron Lachance and Josif Bicja of Hoyle, Tanner & Assoc. Mr. James provided background, noting their significant experience with municipal bridges. He referred to several of the towns with which they have worked. Mr. Lachance would be the project manager and is very familiar with this area. Mr. Bicja spoke to their experience working with NH DoT's state bridge aid program.

Mr. Lachance stated the ultimate scope of work would be designed to meet the Town's needs. He has visited each of the bridges. He is currently working with the Town of Rollinsford. Theirs is a large company, but they work well with small projects. They would first produce a report of facts and establish public information meetings as necessary. Mr. Lachance estimates 1-2 days of field work.

Marsh Road – In the long term, we would be looking at replacement. Mr. Lachance noted the close proximity to a conversation area.

Bridge Street – Is ok, just requires maintenance.

North Old Farms Road – Mr. Bicja stated this would likely need to be replaced entirely.

North Wakefield Road – This bridge was recently addressed and would require maintenance, which the Highway Department could address.

Maple Street – This could either be replaced or entirely removed. Mr. Bicja stated it will likely collapse soon. It could be put on the removal list for now (through the state bridge aid program) with the Town deciding later to replace. Mr. Bicja noted they could work with people at the bridge aid program to fill a slot created by another town on the schedule not being able to make the time constraints.

Canal Road (at Copps Brook) – They have worked with similar bridges.

Canal Road (Newichawannock) – They have worked with stone arch bridges and have staff to address historical and/or environmental issues.

When asked whether they have experience with State bridges, Mr. James advised they specialize in municipal bridges but work actively with both NH and Maine DoT. They have considerable experience working with the Division of Historical Resources.

## Board of Selectmen

June 21, 2018

Page 3

Mr. Bicja shared a 10-year plan he developed for the Town of Milford, as well as a cash-flow worksheet. When asked about culverts, Mr. Bicja noted that a culvert over 10' could qualify for the state bridge aid program. Mr. Lachance advised that he currently is project manager for 5-6 projects; however, they have sufficient staff to meet each town's needs. Mr. James referred to their having much business from repeat clients. Mr. James, Mr. Lachance and Mr. Bicja left the session at 11:40 a.m.

Mr. Wallace is impressed with the information provided by Hoyle, Tanner. He would rank the firms as follows: Hoyle, Tanner; HEB; TEC.

Mr. Avellani would rank the firms as follows: HEB; Hoyle, Tanner; TEC.

Ms. Collins ranked HEB first in her original matrix because of the time frame; however, the Board could not go wrong with any choice. HEB is very local and has worked with many small towns like Wakefield. Hoyle, Tanner definitely has resources but works more with larger towns. HEB already has done a large part of the assessment and would be ready to go by the end of August. HEB is the only firm to include FEMA mitigation funding availability in the original qualification packet. All 3 firms have a relationship with DoT and DES. Hoyle, Tanner has done more projects due to the size of their firm.

Ms. Twombly agrees that Hoyle, Tanner provided an excellent presentation and packet of information. However, she believes that HEB affords the best time frame. Ms. Collins noted that an RFQ is different than an RFP. There is no lowest bidder in the case of RFQ's. DoT state bridge aid requires RFQ's. The Town would negotiate the cost with choice #1. If no agreement is reached, the Town moves on to choice #2—no going back to #1. **Mr. Avellani moved to authorize Kelley Collins to negotiate in accordance with state bridge aid requirements with these firms in the following order: HEB; Hoyle, Tanner; TEC. Mr. Wallace seconded the motion, which passed 3-0.**

Ms. Collins referred to references she check with for each firm. All have licensed engineers in multiple states, licensed inspectors and staff versed in preservation.

**Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombly – 'aye'; Mr. Wallace – 'aye'; Mr. Avellani – 'aye'. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 12:20 p.m. **Mr. Avellani moved to seal indefinitely the minutes of the immediately preceding Non Public Session. Mr. Wallace seconded the motion. Roll call vote: Roll call vote: Ms. Twombly – 'aye'; Mr. Wallace – 'aye'; Mr. Avellani – 'aye'. The motion passed unanimously.**

**Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombly – 'aye'; Mr. Wallace – 'aye'; Mr. Avellani – 'aye'. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 4 p.m. (having recessed during the previous Non Public Session).

**Board of Selectmen**  
**June 21, 2018**  
**Page 4**

**Mr. Avellani moved to seal indefinitely the minutes of the immediately preceding Non Public Session. Mr. Wallace seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously.**

The meeting adjourned at 4:01 p.m.

Respectfully submitted,  
Toni Bodah, Secretary  
(A portion of these minutes were transcribed from notes of Kelley Collins, Town Administrator)

Approval of Minutes:

---

Lino Avellani, Chair

---

Connie Twombly

---

Vinton Wallace