

**Town of Boscawen  
Brownfields Advisory Committee  
MEETING MINUTES  
Tuesday, January 4, 2022, at 5:30 PM**

**Members Present:** Fred Reagan, Mason Donovan, Tim Kenney, Kellee Easler, Lorrie Carey – Ex-Officio, Alan Hardy – Project Coordinator, Michael Tardiff – Executive Director CNHRPC, Matthew Monahan – Senior Planner CNHRPC, Katie Phelps – Town Administrator, Dorrie Paar – EPA Brownfields Project Manager.

Meeting called to order at 5:30pm

Roll call completed.

**Review of Prior Meeting Minutes**

The Committee reviewed the draft minutes from December 14, 2021.

**Motion made by Lorrie Carey to approve the minutes as presented, seconded by Kellee Easler. All in favor. None opposed.**

**Old Business:**

Dorrie Paar, EPA Brownfields Project Manager, says the Section 106 Historic Preservation process has been started. There are concerns for the safety of the building and Historic Preservation is on board with demolishing the building if there are safety concerns.

Matthew Monahan, Senior Planner at CNHRPC, has been in communication with Project Coordinator Alan Hardy to discuss a few options. One would be what happens if the building comes down on its own. The second is would it be beneficial to have the QEP involved in the discussion as the demolition may impact their plan. There have also been discussions surrounding finding contractors for demolition and the process of selecting one.

Mr. Hardy said that the contractor that did work on the Penacook site for the City of Concord is a gentleman named Mark Piontkowski. He has a long reach excavator and is interested in the job. Mr. Hardy has also reached out to Matt Walsh at the City of Concord to see if he has a list of demolition contractors that worked on their site. They are looking for someone who understands what they're dealing with, not just someone with the right equipment.

Michael Tardiff, Executive Director at CNHRPC, asked if soliciting three quotes was in line with the procurement process of the Town. Mr. Hardy said yes. Ms. Paar noted that if you wait until you've contracted with the QEP, they can procure for you without having to do the bidding as far as EPA standards are concerned. Mr. Hardy asked if the Historians would need to be onboard at the same time. Ms. Paar said it was agreed that there would be a consultation with an Architectural and Archaeological Historian that have expertise. Part of the Architectural Historian's duties would be to get photographs before the building is demolished. That individual would need to be onboard sooner rather than later if demolition is going quickly. Lorrie Carey questioned whether Jim Garvin was still doing consulting work.

The Committee discussed the status of the smoke stack. Ms. Paar will confirm if the stack is of any historical importance to preserve. Mr. Hardy said the stack is attached at the river side of the

soap building. There was another chimney taken down by a prior owner. Ms. Paar asked if the Town's Historical Department has any interest in the site or if the stack contributes to the viewscape. Mr. Hardy said he hasn't heard that said. When the other chimney came down it disappeared quickly because people came to pick up the rounded bricks for fire pits.

Fred Reagan brought up the abatement proposals he noted from the QEP proposals. Mr. Hardy discussed the status of the dilapidated buildings and current condition and the potential hazard of materials dropping into the Commercial Street roadway and river.

### **New Business:**

Two QEP proposals were received prior to the December 21<sup>st</sup> deadline and reviewed by the Committee members ahead of the meeting. Proposals were received from Credere Associates, LLC and Sanborn, Head & Associates, Inc.

The Committee members reviewed the scoring sheet that will be used to rank the QEPs. The interviews will enable the BAC to get a sense beyond what's on paper. For example – the building coming down, historic preservation, etc. Mr. Tardiff noted that only two responses were received. If six responses were received the BAC would have needed to vet them to get to the top three to move to the interview phase. Timing and detail were different between the two proposals. You learn something from both in an interview process and it helps to better choose the QEP that will best fit the needs of the Town. Ms. Carey asked if timing and historical resources should be on the scoring sheet. Mr. Tardiff said that would fall under Proposed Project Approach. Mr. Hardy noted that the picture on the Sanborn Head proposal at the bottom of page 10 is not part of the Town's subject site and is privately owned property. Discussion ensued about ownership of that portion of the property and the history associated with it.

Mr. Tardiff and Mr. Monahan will work with Ms. Paar to compose a list of interview questions. The core questions would be asked during both interviews. This would assist in coming up with a quantifiable score to choose and make a recommendation to the Select Board. Mr. Hardy asked if the potential building demolition would come into the discussion during the interview. Mr. Tardiff said yes, we should try to learn as much as we can when we have the QEPs attention. Ms. Paar agreed especially if we are going to be using the QEP to contract with a company to take the building down. She went on to say that they want the most technically capable firm to be working with the Town. After the interviews are completed she recommends that the BAC make a decision as soon as possible for recommendation to the Board while the information is fresh.

Mr. Tardiff said he sees the staff participating in the interview process. Ms. Paar concurred. The staff can participate but only BAC members will vote on the QEP recommendation.

The Committee discussed dates and times for QEP interviews and Committee member availability. The interviews will be held via ZOOM and arranged by Central NH Regional Planning Commission Staff. Two interview blocks will be scheduled Tuesday, January 11<sup>th</sup> between the hours of 3:00pm and 5:30pm with a discussion from 4:00 – 4:30pm. Katie Phelps inquired if meeting minutes would be necessary for the interviews on January 11<sup>th</sup>. Mr. Tardiff said no, the record would be the scoring of the QEPs.

Mr. Monahan wanted to note that we need to ask both QEPs the same interview questions. Mr. Tardiff, Mr. Monahan, and Mr. Hardy will work on the first cut of questions and the BAC members can add to it. Ms. Carey said that when they do this for the Cooperative Extension they

have the questions ahead of time and a member of the group is assigned certain questions to ask. Ms. Paar asked that when the interviews are set up that the QEPs are told what the structure of the interview are – whether that’s a presentation or a visual presentation or display. She doesn’t want a perceived imbalance from the beginning of the interview. Ms. Carey said if they started with an introduction, their qualifications and the QEP had the list of interview questions in advance they know what the Committee is going to ask and they will be prepared to answer it. Ms. Phelps questioned if the Committee wanted them to have the questions ahead of time. Ms. Carey said yes. Mason Donovan said yes, let them prepare. Mr. Tardiff said the questions will need to be finalized by Friday. The BAC members will filter questions to Alan to add to the list.

Next Meeting: February 1, 2022 at 5:15pm.

**Motion to adjourn made by Kellee Easler and seconded by Mason Donovan. All in favor. None opposed.**

Meeting adjourned at 6:16pm.

*Minutes respectfully submitted by Katie Phelps*