



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
March 27, 2024

**PRESENT:** BENJAMIN D. KNAPP, VICE CHAIRMAN; DAVID PRATTE, SELECTMAN; JANICE MATHEWS, CHAIRMAN; AND JAMES DRURY, SELECTMAN.

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**ABSENT:** Salim Blume, Selectman

Chairman Mathews called the meeting to order at 5:30 PM.

Chairman Mathews welcomed those present to a special meeting of the Weare Board of Selectman tonight for the topic of the River Road Bridge. Before entering the nonpublic session, Chairman Mathews spoke about the process and the reason for the nonpublic session.

She stated that the Town is moving forward with replacing the ailing River Road Bridge. Many residents and businesses are already impacted by the reduced weight limit. Even more would be negatively impacted if the bridge is placed out of service by NH DoT. Since the Town of Weare does not have bridge design and construction, and all of the many associated support functions, as part of our town human skillset, we must contract out. The process for bridge replacement started many months ago, and has, and will continue to, follow the standard process for municipally managed bridge aid projects. The process can be found at: [www.dot.nh.gov/doing-business-nhdot/municipalities-community-assistance/local-public-agency-bridge-information](http://www.dot.nh.gov/doing-business-nhdot/municipalities-community-assistance/local-public-agency-bridge-information)

In December 2023 an RFQ was published for engineering study, preliminary design, final design, bid phase services (related to construction) and engineer of record services for this project. Firms listed on the NH DOT Local Public Agency (LPA for short) pre-qualification list were invited to provide qualification statement proposals. To summarize the proposal contents, they are narratives about the company, key staff anticipated to be involved in the project, sub-tier consultants expected to be utilized, experience with similar projects, confirmation of current NH DoT LPA certification, availability to complete the work within the timeframe requested, and references.

Seven firms submitted such proposals. Earlier in 2024, citizen volunteers were solicited to help DPW Director Fiske and BoS representative Benji Knapp review the proposals. That team recommended three for the full Board of Selectman to interview. That is the step tonight, interviews of the three companies.

Chairman Mathews pointed out, so why a nonpublic? In the interest of calendar days, all three firms were invited here tonight, with separate proposal times. Each firm will pitch what strengths and competitive performance advantages each has and why their specific firm should be selected to move forward in the process. After their presentation, the Board will have an opportunity to directly question each firm. Given the competitive advantage each company perceives it will be pitching to us, as well as not providing a

45 unintended competitive advantage to the firms pitching second and third in order (they could modify their  
46 pitch based on presentations or questions we ask firm one), a nonpublic session under “c” seemed most  
47 appropriate so that the best company be chosen. That, in turn, I believe is in the best interest of the  
48 Taxpayers of Weare. I will further clarify that NO pricing proposals have been received at this point in the  
49 process and it will not be a topic of conversation this evening.

50 Chairman Mathews asked Town Administrator Bolton, for future special meetings such as this where a  
51 nonpublic session is the only item on the agenda, she would like to request that the agenda be formatted  
52 the same as our normal agenda, with a public call to order, then the non-public being the agenda  
53 item. While this is what will happen here tonight, changing the announcement will make it clear to the  
54 taxpayers that we are following the law by only entering a nonpublic from a public session.

55 With all that as background, **Chairman Mathews moved to enter a non-public session at 5:303 PM**  
56 **pursuant to NH RSA 91-A:3, II (c); Selectman Pratte seconded the motion. Roll call vote: Vice**  
57 **Chairman Knapp – yes; Selectman Pratte – yes; Chairman Mathews – yes; Selectman Drury – yes.**  
58 **Passed 4-0-0**

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60 After conducting interviews with three engineering company the Board and the subcommittee members  
61 discussed the presentations in an effort to narrow the decision to one firm. The Board asked that references  
62 be called, and the results of those references be provided to the Board Monday evening by DPW Director  
63 Fiske for a final decision.

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65 **Chairman Mathews motioned to come out of this nonpublic session per RSA 91: A-3 II (c) at 8:52**  
66 **PM; Selectman Drury seconded. Roll call vote: Vice Chairman Knapp – yes; Selectman Pratte –**  
67 **yes; Chairman Mathews – yes; Selectman Drury – yes. Passed 4-0-0**

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69 **Being there was no further business to come before the Board, Vice Chairman Knapp made a motion**  
70 **to adjourn at 8:53 p.m.; Selectman Pratte seconded the motion. Passed 4-0-0**

71  
72 **ADJOURNMENT**

73 A True Record.

74 *Naomi L. Bolton*

75 Naomi L. Bolton,  
76 Town Administrator