

**SOMERSWORTH RAIL ADVISORY COMMITTEE**  
**MINUTES OF MEETING**  
**JUNE 24, 2014**

**MEMBERS PRESENT:** Dale Sprague, Chair, Martin Pepin, Joanne Pepin, Brian Caple, Lara Willard.  
**MEMBERS ABSENT:** Jacqueline Hanlon, Paul Robidas, Travis Heon and Christien DuBois.  
**STAFF PRESENT:** Dave Sharples, Director of Planning and Community Development and Darcy Moore, Code/Assessing Clerk.

The meeting was called to order at 4:05.

**1) APPROVAL OF THE MINUTES OF THE MEETING OF MAY 13, 2014.**

**Motion:** Martin Pepin moved to approve the minutes of the meeting of May 13, 2014

Seconded by Brian Caple. Motion carried with a unanimous 8-0 vote.

**2) NEW BUSINESS**

Chairman Sprague introduced the draft purpose statement from Tony Donovan. Willard inquired if someone who responds to the RFP would be able to help draft it. Sprague stated he believed this was acceptable. The Committee discussed the advertising, interview and final decision making process for the RFP.

Martin Pepin expressed the want for the City Councils opinion on the RFP. The Committee agreed that the Economic Development Committee would probably be best suited to review the RFP and recommend it to Council. Sharples and Joanne Pepin both like the proposed purpose statement. Willard stated she would like to cross reference other RFP's to compare.

Sprague stated that the Committee is looking to move on this quickly. Willard discussed a business meeting she attended recently that included the Chamber of Commerce's from near-by communities such as, Portsmouth, Exeter and Dover. During this meeting it became apparent that rail is being seen as a necessity for growing communities. She realized that we are in a race with other communities. Sprague wanted to know if Portsmouth was interested, Willard said definitely. The committee then discussed problems Portsmouth may have with the feasibility for rail.

Caple stated that he would like to have other communities involved but doesn't want to have to compete. Martin Pepin stated he also doesn't want to have to compete for money. Sprague stated that Donovan mentioned competition is good. The Committee discussed the ways Federal grant money is looked at and the importance of Feds, Eds and Meds from Donovan's presentation in May.

Sharples would like an electronic copy of the purpose statement to draft the RFP. He offered to draft the RFP and then present the draft to Bob Belmore, City Manager. Sharples explained RFP process after it is approved; the RFP will be advertised, the City will then receive proposals and then interviewees will be selected from the group of proposals. It is the hope that members of this Committee would be represented on the interview panel. The scope of work for the project was discussed by the Committee and was determined that it will be defined when proposals are returned. Sharples stated that the scope of work can be intermixed between different proposals.

Committee was in agreement for Sharples to move forward with drafting the RFP and presenting it to Belmore.

Willard stated the need for a mission statement for the Committee. The Committee then discussed the Resolution that created the Committee and the need to review this to find the mission statement.

Sprague inquired whether the Committee would like to take the rail trip up to Brunswick. The Committee discussed the purpose of the trip.

Mayor Dana Hilliard joined the meeting 4:35

Willard wanted to know more moving forward with the RFP. Sharples will give it to Bob and then it will need to go to a committee from there, possibly EDC. Sharples stated he will be looking to give the RFP to Belmore the week of July 7<sup>th</sup>.

Martin Pepin stated no resolution had been made to create the Committee. The Mayor stated he made the Committee under the charter powers of Mayor's Office. The Mayor will forward Mayors Report which includes the creation of the Committee.

The Committee then further discussed the train trip to Brunswick. No date was set, it was decided that an e-mail will be sent to further discuss dates.

The Committee decided to meet again on July 15<sup>th</sup> at 4pm.

Meeting adjourned at 4:55pm.

Respectfully submitted:

  
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Darcy Moore Code/Assessing Clerk  
Somersworth Rail Advisory Committee