**Macallen Dam Study Committee**

**Meeting Notes**

**October 6, 2014 7:00 p.m.**

**Council Chambers of the Newmarket Town Hall**

**Present:** Peter Wallenberger, Dennis Abbott, Leo Filion, Robert Sheehan, Bill Arcieri, Dale Pike, and Diane Hardy, Town Planner. Rich Barrett was not present, but was excused.

**1.      Welcome and Introductions**

Afterintroductions, the members spoke about their background and why they were interested serving on the Committee.

**2.      Charge of the Committee**

The Town Council resolution, establishing the Macallen Dam Study Committee, was reviewed. It clarified the role of the committee to “examine all options the Town has for the removal, preservation, or other possibilities for the dam and report back to the Town Council with a recommended course of action related to the dam and the NH DES Letter of Deficiency.

**3.      Election of Officers/Rules of Procedure**

 Peter Wallenberger was nominated and agreed to serve as Chairman. Dennis Abbott was nominated and agreed to serve as Vice Chairman. Diane Hardy offered to prepare brief notes for the meetings. All the meetings will be televised on Channel 13 and videos are available on-demand for interested members of the public to watch. The committee decided to follow Robert’s Rules of Order for rules of procedure.

**4.      Background information/Resources Available**

Each committee member was provided a CD with the Gomez and Sullivan report on it. There are four (4) large binders in the Planning Office with other information related to the dam that committee members are welcome to come in and review. Also, most of the salient reports and studies have been posted on the Town’s website under the Macallen Dam Study Committee webpage.

**5. Meeting with Chuck Corliss at the NH DES**

Diane Hardy and Dale Pike reported on the encouraging meeting they had with Mr. Corliss of the NH DES Dam Safety Bureau in August with respect to saving the dam. Mr. Corliss suggested that the Town look at the “overtopping’ option in more detail to determine whether the dam in its current state can withstand the 100 year flood event. This would require hiring a structural engineer to conduct a stability analysis and possibly recommend some modifications for stabilization. It was reported that Mr. Corliss has recently accepted another position at the NH DES and would no longer be available to assist the Town with this process. Diane Hardy will contact the Dam Safety Bureau to keep them appraised of the progress being made and solicit input going forward. Steve Doyan, the Bureau chief, will be the contact until someone else is hired.

**6. Next Steps**

* It was suggested that the Town prepare a Request for Proposals (RFP) and obtain some proposals and costs for completing a stability analysis, so the Town has a clearer idea how much the next phase of engineering will cost prior to the Town meeting in March.

* Gomez and Sullivan has offered to provide a sample Request for Proposals (RFP) based on similar structural work their company has done.
* The Town will be requesting a proposal for hiring a surveyor or title researcher to determine the ownership of lands adjacent to the dam and to clarify various easements and rights associated the dam. Having a clear understanding of who owns what will be necessary in order for the Town to negotiate with adjacent landowners, regarding improvements are necessary to stabilize the dam and surrounding area.

**7.      Schedule moving forward**

 The Chairman will contact committee members about scheduling the next meeting in approximately three (3) weeks once information has been collected for the committee to start working on the Request for Proposals. (See Action items.) The committee would like to have a recommendation to the Town Council by the end of this year on what the next step should be.

**8.      Budget and Funding situation**

 There are currently no funds in the Macallen Dam Capital Reserve fund. So additional funding to continue engineering will be necessary. A warrant article will be on the Town Meeting agenda in March 2015 and the Capital Improvements (CIP) Committee has recommended $50,000 for FY 2015/2016 budget to be placed in the Macallen Dam Capital Reserve Fund to continue study of the dam.

**9. Action items**

* Prepare notes from the August 14, 2014 meeting with Chuck Corliss of the NH DES and sent Steve Fournier’s follow-up email to NH DES to committee members
* Follow-up with Gomez and Sullivan on sample RFP and with

surveyors on proposal

* contact Mr. Barrett to see if he is still interested in serving on the committee or perhaps there was a miscommunication about the meeting

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**10.       Adjourn**

 The committee adjourned at 8.55 p.m.