COCHECHO WATERFRONT DEVELOPMENT ADVISORY COMMITTEE – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 305, 61 Locust Street, Dover, NH**
Meeting Date: **Tuesday, November 15, 2022**
Meeting Time: **5:30 PM**

MEMBERS PRESENT: Dana Lynch (Chair), Norm Fracassa (Vice Chair), Dane Drasher, Matt Cox, Kim Schuman, Jack Mettee, Liz Goldman, Kyle Pimental
MEMBERS EXCUSED ABSENT: Otis Perry, Sean Fitzgerald, Steve Brown, Dennis Ciotti
EX-OFFICIO: Michael Joyal (City Manager), Ryan Crosby (DHA Executive Director)
STAFF: Steve Bird – Project Manager, Gary Bannon- Recreation Director
OTHERS: Jen Fried, Hallie Wood, others

1. **Call to Order and Roll Call at 5:30 pm**
2. **Approval of Minutes from September 20, 2022**

   Motion: Mettee moved to approve the minutes of September 20, 2022. Drasher seconded. Vote: U/A
3. **Citizen's Forum:** None
4. **Changes to the Agenda:** None
5. **Correspondence:** None
6. **Old Business:** None
7. **New Business**

   A. Report from Park Sub-committee on Crew Club Recommendation

   Lynch reminded all that CWDAC approved plans from Cathartes and endorsed them to the Planning Board. The committee agreed to work with paddle sports community on a facility and a transition plan/ temporary facility for rowing access during construction. The subcommittee has been working on those tasks.

   Vice Chair Fracassa provided an update highlighting:
   - Paddle groups which participated in the meetings
   - Plan to provide maximum access to dock during construction with signage, fencing and communication
   - Identified temporary location for paddle storage at the Pad-ready site of Building F
   - Identified options for permanent location for paddle storage:
     - Planned City Pavilion building
       - Not an adequate location
       - Multiple uses planned for that space
       - Size not large enough
       - Possible use restrictions due to grant funds
     - Within first floor of Building F
       - Discussion with Great Bay Rowing (GBR) and Cathartes didn't go very far
       - Concern of early morning activity with residents above
       - No guarantee of long-term occupancy
     - Stand-alone building on City property within the park (48' x 96')
       - Best option
       - Location found after reviewing environmental and utility restrictions
       - Reviewed designs of boathouses. The proposed size is based on their specs

- Structure would include an office and restrooms
- Proposed size meets current needs with room to expand
- One-story w/ peaked roof (22'-28' height)
- Install water/ sewer hookups while working on the street
- Southern portion of the roof could support solar panels
- Distance from building to dock 220 feet- about the same as now
- Showed and described proposed design to fit in with the rest of the project
- Location is on City property, so land would be leased by GBR and they would be responsible for building permits, design, construction, and maintenance

This proposal presented to GBR and Dover City officials with positive feedback from both. Cathartes also has seen the plans and feedback was positive- they will wait for further info on the boathouse project. The Park Subcommittee backs the solutions presented for the three tasks and asks CWDAC for their endorsement to take the next steps.

Questions, Comments, Discussion from the Committee:

- Pad/ utilities installed vs timing of fundraising/commitment from GBR
- How does the City enforce design guidelines of the structure?
- Timeframe of temporary structure/ fundraising and building of permanent structure
- Access for dock access during construction will be part of contract once construction company is retained. Access will be given as much as possible with safety and construction progress in mind
- Public art suggestions

Motion: Cox moved to endorse the Park Subcommittee's findings and approve their recommendations with regard to temporary dock access and location of temporary and permanent structures. Seconded by Mettee. Vote U/A

B. Report on Bid Process for Public Improvement Contractors

Bird updated the committee. Four bidders were prequalified and provided with bid plans and specifications. The pre-bid meeting occurred October 5 and all four were there. The bid due date was October 26 and no bids were received. The City engineer has talked to each to find out why they did not submit bids and has provided a summary to the staff.

Common themes/reasons not to bid:

- March 15 deadline for river work not realistic (imposed by environmental permits)
- Trouble getting cost estimates from sub-contractors (too busy to put in bids at that time)
- Companies are too busy to start within the timeline proposed (have other projects underway)

The City is planning to rebid the project and is researching how to adjust the March 15 date and whether the project could/should be divided into two phases and possibly two separate bids. If revised plans go as hoped, the construction schedule would alter to start in the upland portion and then move down to the river.

C. Request for Letter of Support for Land and Water Conservation Fund Grant Application

Bird noted the intent to apply for funding for construction of the park pavilion building. Seeking up to $500,000 that requires a funding match from the City.
They have put out a bid for an architect to design the building, held the mandatory meeting and four companies attended. Monies spent on the architect and on the site prep can be used from the grant. The application is due December 16 and Bird requests the committee send in a letter of support.

Motion: Goldman moved to write a letter in support of the grant. Seconded by Cox. Vote U/A

8. Committee Member Comments:

None

9. Adjournment

Motion: Mettee moved to adjourn at 6:38 pm. Drasher seconded. Vote: U/A