

**Cochecho Waterfront Development Advisory Committee
Meeting Minutes
May 23, 2005**

Member Present: Dana Lynch, Frank Torr, Jack Buckley, Norm Fracassa, Dean Trefethen, Steve Brewer, Jack Mettee, Art Corte

Absent: Wendy Scribner, Pete Hamblett, Earle Goodwin, Joyce El Kouarti, Chris Wyskiel

Others: Mike Joyal, Scott Myers, Steve Stancel, Steve Bird, and Ken Costello

The meeting was called to order at 5:00 pm.

Item #1 Approval of the Minutes of May 9, 2005

Steve Brewer made the motion to approve the minutes of May 9, 2005.

Jack Mettee seconded the motion.

Vote U/A

Item #2 Maglaras Park Recreation Master Plan

Ken Costello of Kaestle Boos Associates updated the Committee on the process of preparing the Maglaras Park Recreation Master Plan. A neighborhood meeting has been scheduled for June 7th at City Hall. The purpose of the meeting is to give users of the park, neighbors and public officials an opportunity to provide input on the future development of the park. He has already presented the process to the Recreation Advisory Committee, which will act as the local sounding board for the project. He stated that the plans for the park need to be complimentary to the waterfront plans and that is why he has been attending some these meetings. Kaestle Boos Associates will prepare 2 or 3 concept plans for the master plan after the public meeting.

Steve Stancel wanted to make sure that the plan would be consistent with the Recreation Chapter of the Dover Master Plan. He was concerned about showing the existing property lines in relation to the dredge cell and the bluff area, as they will likely change as needed in the future. Ken Costello said that he would fix that on the plan shown to the public.

Item #3 Update from RFQ/RFP Subcommittee

Steve Brewer stated that he sent out the revise RFP via e-mail over the weekend and is looking for comments. Steve Stancel indicated that he has received many calls and e-mails regarding the RFQ. Stancel asked the committee about how to handle requests for copies of the mailing list used for the RFQ. Dana Lynch was concerned about giving out the mailing list. Scott Myers suggested putting the list of companies that have worked on the site on the website. After much discussion the consensus was to have the mailing list available for review in the office but not to mail it out or put it on the website.

Item #4 Long Range Planning Committee Report

Jack Buckley said that at the meeting last week they had a good discussion with Joe Allis, owner of the property between Main Street and Water Street. He is willing to work with the City on redevelopment plans and was supportive of the idea of improving the appearance of lower Washington Street.

There was a discussion of Tax Increment Finance (TIF) districts and Steve Stancel had distributed some information on TIF's. The plan is to hold a joint workshop with the City Council and Planning Board in the near future.

There was also a discussion of the need to organize a design charrette and Jack Mettee discussed the concept.

Item #5 Consultant Scope of Services

Steve Stancel explained that the list of tasks was finalized and the responsibility for each task was assigned to the staff, the committee or the consultant. An estimate of the number of hours was performed and the commercial appraisal cost was included. This is a first draft of the cost estimate. The cost is spread out over 1 to 2 years. Stancel asked for the committee members who are consultants to review the number of hours based on their experience.

There was a general discussion on the type of person or consulting firm that complete all of these tasks. It may be more than one person or one firm and it may require hiring sub-consultants.

Mike Joyal said that he has put \$50,000 in the revised budget for a waterfront consultant. The City Council public hearing for the budget is Wednesday night and he suggested the committee attend to support the funding request. Dana Lynch volunteered to do so. Joyal will communicate this information to the City Council in advance of the meeting.

Old/ New Business

Dana Lynch asked about the status of the butler building on the City parcel. Joyal indicated that it was used for storage and would be moved this year. The meeting was adjourned at 5:52 pm.