

 CITY OF DOVER	COCHECHO WATERFRONT DEVELOPMENT ADVISORY COMMITTEE - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center Room 305, 61 Locust Street, Dover, NH Meeting Date: Tuesday, July 14, 2015 Meeting Time: 5:00 pm
---	---

PRESENT: Jack Mettee (Chair), Dana Lynch, Sean Fitzgerald, Dennis Ciotti, Norm Fracassa, Steve Brewer, Brian Gottlob, Thom Hindle and Carla Goodknight (5:10)

EXOFFICIO MEMBERS: Mayor Karen Weston, Michael Joyal, Allan Krans

STAFF: Steve Bird – City Planner

OTHERS: Cora Quisumbing-King

1. Meeting was called to order at 5:04 pm.

2. Minutes of March 31, 2015

Motion: Ciotti made the motion to approve the minutes of 3/31/15, Hindle seconded. Vote: Unanimous

3. Citizens Forum: None

4. Changes to the Agenda: None

5. Correspondence: None

6. Old Business:

A. Review of CWDAC Work Plan

Mettee reviewed the updated the work plan and copies were distributed.

7. New Business

A. Report From Design Team RFQ Review Sub-committee and Consultant Recommendations

Mettee: Eight teams submitted proposals. The committee met to review the proposals and selected four to interview over two days. The committee selected Union Studio as the best team. They have worked on similar projects and have a good team approach. BETA was the next most qualified team and they really think outside the box.

Lynch: The lead person for Union Studio will be a good person to be the face of the project at public meetings. He has a strong ability to lead the team.

Fracassa: I felt the same way. We were able to reach a consensus on Union Studio. They have good communication among team members, very cohesive. They have a good community planning focus and excellent graphics.

Goodknight: BETA's approach was refreshing and creative thinking was a strong suit. All the applicants were well qualified. Union Studio has a good community outreach program.

Mettee asked Bird to review the results of his efforts at checking references.

Bird indicated that the references for Union Studio were excellent and he spoke with three of them, including Newburyport officials. BETA's references were also very good. Overall there were no issues raised.

Mettee: The committee took their responsibility seriously. This is a big step in the process. This is where all our ideas will come to fruition. Thanks to the committee for all their hard work. We need to have a vote to recommend Union Studio. We will then enter into negotiations to develop a scope of services.

Motion: Lynch made the motion to accept the recommendation of the sub-committee to select Union Studio and forward that recommendation to the City Council and the Dover Housing Authority. Vote: Unanimous.

B. Discussion on Development of Scope of Services for Design Team

Mettee: I would ask Bird to describe the outline of the scope of services that he has prepared that is in front of you.

Bird reviewed the outline and described the list of work to be completed by the consultant.

Mettee: There is an opportunity to dovetail this work with the LWCF project that Gary Bannon has received funding for and described to us at our previous meeting.

Brewer: Will the meetings with the design team be CWDAC meetings? Will there be any developer stakeholder involvement in the process? Will the developers sway the design and then walk away?

Mettee: We have done a lot of public participation. Some will be CWDAC meetings. There will be questions of how we coordinate the public improvements and the private development.

Krans: Did Union Studio weigh in the issue of how and when to engage private developers?

Mettee: We did not specially ask them about that but they have the experience to handle it.

Lynch: We should add to the scope of services the issue of dealing with private development design issues.

Brewer: The concept design will be important to the city and the developer will more interested in profit issues.

Goodknight: We should bring developers in early to be involved in design concepts. Then go back to CWDAC to further the process.

Fracassa: Union Studio made it clear that they are in charge and will represent the City's best interest.

Mettee: They used a similar process in Newburyport, which was a well thought out, deliberate process, including an opportunity to have public input.

There was a general discussion about how to develop the scope of services.

Mettee: If any members want to be involved, please let me know.

Krans: You should meet early on with the City Attorney to develop a road map to keep the process open and transparent.

Ciotti: Does the consultant become a city employee at some point?

Joyal: The City will be hiring the consultant, who will be directed to work with CWDAC. Permits will be pulled on behalf of the City. The City will sign all permit applications until the land is conveyed to a developer.

Goodknight: We are still intending to work with more than one developer.

Krans: The contract will be between the City and Union Studio, not with DHA and CWDAC.

Weston: Do we have any idea of the cost and what the source is for funding?

Joyal: The funding will come from the Waterfront TIF.

Krans: What would be the timeframe to accomplish all the tasks in the scope?

Mettee: It is hard to say until the scope is finished, but at least 6 to 9 months.

Brewer: The public process will likely add time to that estimate.

Krans: The permitting process will be an unknown factor impacting the timeline.

8. Committee member comments: None

9. Adjournment

Motion: Brewer made a motion to adjourn at 5:57 pm, Lynch seconded. Vote: Unanimous