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, March 21, 2017**
	Meeting Time: **5:30 pm**

PRESENT: Jack Mettee (Chair), Dana Lynch, Norm Fracassa, Peg Purcell, Sean Fitzgerald, Matt Cox, Carla Goodknight, Dane Drasher, Kyle Pimental

EXOFFICIO MEMBERS: Michael Joyal, Mayor Karen Weston

STAFF: Steve Bird – City Planner, Gary Bannon – Recreation Director, Dave White – City Engineer

OTHERS: Jeremy Lake, Renee Bourdeau, Jen Martel, Rob Roseen, Barry Abramson, Rachel Rawlinson, Kevin McEneaney, Sean O'Connell, Chris Wyskiel, others

1. Meeting was called to order at 5:35 pm.

Mettee welcomed the two new members – Kyle Pimental and Dane Drasher

2. Election of Officers for 2017

Mettee: Our bylaws require the election of officers at the March meeting. I would like to open the floor for nominations for the positions of Chair and Vice Chair.

Motion: Cox made a motion to nominate Mettee as the Chair and Lynch as the Vice Chair, Goodknight seconded. Vote: Unanimous

3. Minutes of January 17, 2017

Mettee: There are two sets of minutes from January. One is for the regular meeting and the other is for the public meeting we had in order to enter into the non-public meeting.

Motion: Fitzgerald made the motion to approve the regular minutes of 1/17/17, Purcell seconded. Vote: Unanimous, with one abstention

Motion: Lynch made the motion to approve the minutes of 1/17/17 meeting to enter the non-public meeting, Fracassa seconded. Vote: Unanimous, with two abstentions

4. Citizens Forum: None

5. Changes to the Agenda: None

6. Correspondence: None

7. Old Business:

Overview of Phase 2 Work Tasks by Union Studio

Lake introduced team members and reviewed the task completions and status of work products to date.

1) Paddlesports Dock Design and Permitting

Martel: Dock construction specification documents are 99% complete pending city staff review. City should be able to go out to bid shortly. We have prepared a response to the DES request for additional information and that material was submitted yesterday so the permit should be issued soon.
Martel reviewed the dock design and final plans. Dock includes a kayak launch section that is ADA accessible.

3) Park Design/Programming

Martel: We received almost 750 responses. I have divided the potential park uses into 3 categories, one for easy to implement, second for uses that require partners, and third for uses that are better suited in other locations. The most desired uses can all be accommodated within the existing park design.
Mettee: Kayak rental seems far from the launch point. I like that the farmer's market is in a linear design. That works well. The results from the community outreach are being used very nicely.
Drasher: What type of material would be used for access to the river at the ramp?
Martel: Likely some type of rubber material, but we will have to research various types.
Goodnight: I would keep the farmers market further away from the restaurant to minimize conflicts. I like the informal performance space.
Pimental: If the benches are going to be secured, think about including charging stations.
Weston: How much of the dock is removed and where will they be stored?
Martel: The floats and gangway are seasonal and will be removed. In the short term they can be stored on the bulkhead area. I have some ideas for future storage, but have not discussed with staff.
Lynch: How large are the dock sections and how heavy are they?
Martel: Each section is 8 by 20 and they are heavy because they are made of wood. May need a crane and barge or float them to another location to remove.
Cox: Could you use a bubbler system like I have seen in lakes to keep the ice from forming?
Purcell: The large ice chunks that form in the river would take out any dock left in the river.

2) Concept Plan Revisions

Lake: Concept plan has been revised since last meeting. We put parking under a new 46 unit building. Increased the parking to provide 1.4 spaces per unit.
Weston: You are turning it into a residential development. Where could a business locate?
Lake: CWDAC will have to determine where such a use could work. Design guidelines could address that and alternative uses. It depends on how flexible you want to be.
Weston: People are concerned about the number of residential units and the school impact. There are many units being built in downtown as infill.
Lake: The development mix is based on the market analysis done for the site and by what the market we are seeing in the region. Design guidelines could be form based code. Parking should continue to be discussed.
Lake showed 2 renderings of the site from across the river.

5) Financial Analysis

Abramson: Ground floor commercial is desired but not supported by market. 9,000 square feet of commercial is more appropriate. Encourage live/work in townhouses. Office uses eat up parking spaces. The site could accommodate a hotel in the future. You should have flexibility in the RFP process. We have developed a phasing plan.
Abramson reviewed the phasing plan and explained a summary of the public improvement cost estimates. There is $15 million in bond financing from 2018 to 2025.

4) Bluff Excavation Wetlands Permit and Alteration of Terrain Permit

Roseen: The AOT permit has not been filed yet because we are dealing with how to handle the overburden from the bluff excavation. Severino has proposed using the overburden to cover the pre-1980 landfill north of the dredge cell. The issues are how close we want to go to the river, the depth of the cover and to make sure there are no wetland impacts. The Maglaras Park is not exempt from the state Shoreland rules. We should have this figured out soon. The response to the DES wetlands permit has been drafted. We have developed an interim landscaping plan from the dock to the bridge that calls for brush removal and placement of loam and seed over an area just under 50,000 square feet. Working with DES to make sure we can do that without a wetlands permit.

6) Critical Path Schedule

Roseen reviewed the critical path schedule that was developed by the consultants to make sure that all the tasks were in the proper sequence.

8. New Business:

A. Report on Bluff Excavation Contractor City Council Resolution

Bird: The proposed award of the bid for the bluff excavation to Severino Trucking is on the City Council agenda for tomorrow night. The amount is just over $862,000 and it includes placing the overburden near the dredge cell as was discussed earlier.

Joyal: It might be a good idea for CWDAC to make the Council aware of their support for this.

Motion: Lynch made the motion to support the City Council approving the Severino contract, Drasher seconded. Vote: Unanimous, with Goodknight abstaining.

B. Phase 2 Contract Change Order

Bird: Also on the City Council agenda is a change order to the Union Studio contract in the amount of $35,000. This covers the extra work the consultants have done on tasks in the phase 2 contract and new tasks that were not in the contract.

Lynch: Has staff reviewed this proposal and do you support it?
Bird: Yes I support the change order.

Motion: Goodknight made the motion to support the City Council approving the Phase 2 change order, Fracassa seconded. Vote: Unanimous.

C. Phase 3 Contract Discussions

Bird: I want to let you know that we have begun discussion with the consultants on developing a scope of services and cost estimate for the phase 3 contract. This is crucial because the balance in the existing contract is almost fully expended. We want to be able to not have a lull in the work effort so we hope to be able to bring the phase 3 contract to the City Council as soon as possible.

D. Archaeological Assessment

Bird: As part of the Wetland permit for the bluff excavation, the NH Division of Historical Resources is requiring that we have an updated archaeological assessment done. We decided to do the entire parcel since it will be needed for future permits. We have hired Kathy Wheeler of Portsmouth to complete the assessment which she hopes to complete in mid-April. She will have to do a site walk after the snow clears.

9. Committee member comments: None

10. Adjournment:

Motion: Lynch made the motion to adjourn at 7:43 pm, Fracassa seconded. Vote: Unanimous