



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, May 16, 2017**
Meeting Time: **5:30 pm**

PRESENT: Jack Mettee (Chair), Dana Lynch, Dane Drasher, Kyle Pimental, Kim Schuman, Robbi Woodburn, Matt Cox, Carla Goodknight

EXOFFICIO MEMBERS: Mayor Karen Weston

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

OTHERS: Janice Gardner, Beth Fisher, Rachel Rawlinson

1. Meeting was called to order at 5:34 pm.

2. Minutes of April 18, 2017

Motion: Lynch made motion to approve minutes of 4/18/17, Cox seconded. Vote: Unanimous

3. Citizens Forum: None

4. Changes to the Agenda: None

5. Correspondence: None

6. Old Business:

7. New Business:

A. Report on Bluff Excavation and Alteration of Terrain Permit

Bird: The Alteration of Terrain Permit for the bluff excavation was accepted by DES on April 26, 2017 and they are accepting public comments until June 5th. The review period is typically 60 to 90 days.

B. Archaeological Assessment Update

Bird: Today I received the draft Phase 1A archaeological assessment from the consultant, but I have not had a chance to read it in any detail. It does recommend that a Phase 1B investigation be completed.

Bird agreed to send the report to the members.

C. Report from Design Guidelines Sub-committee

Lynch: Sub-committee met on May 5th. We used a template provide by Union Studio, which was very helpful. We are going to try meet every two weeks. Assignments of work tasks have been made to committee members.

Mettee: Last version had photographs of architectural features. Will these be included again?

Lynch: This is still being determined by Goodknight and Schuman.

Mettee: For the design review process, are you planning to use the approach laid out by Cecil?

Lynch: We may present it a little differently. We do plan to simplify it if possible. We will be bringing a document back to CWDAC soon. We would like to get it done by July but it will be difficult.

Mettee: We need to time the RFQ with the design guidelines. We appreciate your efforts.

Mettee: We have been working with Union Studio on preparing architectural renderings of the site from two different perspectives.

Bird used the laptop to display the renderings.

Goodknight: They did a good job with what we asked them to do. I am a little concerned with the massing of the buildings adjacent to the park. Need to show smaller buildings next to the green corridor where it intersects with the street.

Woodburn: Parking is a limiting factor to adding more stories to buildings to the rear.

Weston: I like the style of the buildings to the south of the pump station.

Mettee: We will contact Union Studio to discuss these revisions.

Woodburn: We will need to discuss how flexible the concept plan is when we are dealing with developers. Are we open to changes if we determine they are better than the plan?

D. Phase 3 Contract Discussions

Bird: Due to the work shifting to primarily engineering design and plans, we are going to propose changing the primary contractor to Horsley Witten instead of Union Studio. I have been negotiating with Jon Ford on the scope of services and cost estimate for the phase 3 contract. The works tasks were reviewed. The cost of the phase 3 contract was reduced from \$531,758 to \$428,677. Funding for this will be from the Waterfront TIF. We don't want a lull in the work effort so we will bring the phase 3 contract to the City Council on June 14th.

Mettee: What is the timeline for the work and what about the flex fund?

Bird: The contract runs through June of 2018. The contract includes \$75,000 in flex funds.

E. Review of Developer RFQ

Bird: I have prepared this draft RFQ for your consideration. I used the previous document and other RFQ's the city has prepared. I am looking for feedback from you.

Woodburn: In section 3-K I would add a timeframe for the improvements. In section 5-D we should ask for graphic requirements.

Bird: Remember that this is an RFQ not a RFP.

Lynch: The RFQ should be about qualifications, experience and financial capacity. In section 3-K add more detail to the list of site improvements and maybe illustrate them on a site plan.

Bird: We need to prepare a map showing the development pods and ask developers which areas they are interested in.

Goodknight: I see the site developed in phases with the most popular going first.

Woodburn: How do we allocate costs of improvements for items like the greenway to various developers? We need to think this out strategically.

Weston: Would any of the TIF funding be used by private developers?

Bird: No it will all go to public improvements.

Lynch: Private improvements will be maintained by homeowners associations. It is in their best interest to keep the site looking nice. This includes drainage and landscaping.

Mettee: How do we get RFQ comments to Bird? Please provide feedback by June 1st. Bird will send out the document in Word so members can use tracked changes for comments. Bird will present revised draft at the June 20th meeting for approval. The goal should be to present the design guidelines also.

F. Discussion on Procedure for Responding to Developer Proposals/Inquiries Prior to RFQ Release

Mettee: Developers have expressed an interest in developing the site and have contacted myself and Bird at various times. How do we handle these inquiries?

Woodburn: If we have a timeline in place they should wait their turn and follow the process.

Goodknight: They can participate in the process. We need to know all the pieces to make an informed decision.

Schuman: We should ask people to adhere to the process we have established.

Cox: It is really a procedural question. Follow the process we have outlined. Negotiations should be handled by the committee.

Goodknight: We are now just a few months away from issuing the RFQ.

Woodburn: We need to have a marketing plan for revealing the RFQ.

8. Committee member comments:

Bird: I need to know who wants to go on the gundalow trip by May 24th or see me after the meeting.

Drasher: I am going to attend.

9. Adjournment:

Mettee adjourned the meeting at 7:06 pm.