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, October 17, 2017**
	Meeting Time: **5:30 pm**

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

EXOFFICIO MEMBERS: Karen Weston (Mayor), Mike Joyal (City Manager)

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

OTHERS: others

1. **Meeting was called to order at 5:30 pm.**

2. **Minutes of September 19, 2017**

   Motion: Mettee made motion to approve minutes of 9/19/17, Purcell seconded. Vote: 8 in favor

3. **Citizens Forum:** None

4. **Changes to the Agenda:** None

5. **Correspondence:** None

6. **Old Business:**

   A. Review of Updated Project Schedule and Next Steps

   Bird: There is an updated project schedule from Horsley Witten, which Jon Ford will review at the November 21st meeting, but I want to highlight a few items. Phase 2 tasks are complete. Property and topo survey plans have been completed by Doucet Survey. The developer RFQ process is on schedule. The public dock is behind schedule. The site grading and shoreline stabilization plans are underway.

   Mettee confirmed that the plans include roads and utilities.

   B. Report on Bluff Excavation and Alteration of Terrain Permit Status

   Bird: The AOT permit was approved by DES in September. Just heard this week that NHDHR will approve the findings from the City's Phase 1B assessment. Horsley and Witten have been communicating with the Army Corps of Engineers so their wetlands permit can be issued once they have the letter from DHR. Severino is ready to go and worked with Maine Drilling and Blasting to identify abutters that will have to be notified of the pre-blast meeting,

   Lynch: Who is responsible for organizing the pre-blast meeting?

   Bird: I have been working with Severino, the blasting company to coordinate with the Fire Department, who will host the meeting.

   C. Report on Public Dock Construction Bid and Pre-proposal Meeting Held October 11th

Bird: The dock RFP was issued on September 29th. We added a cost option for the annual removal and installation of docks so we will have an idea of the cost or decide if the City staff can do the work. A pre-proposal meeting was held on October 11th with a good turnout. Bids are due on October 26th.

D. Archaeological Assessment Phase 1-B Update

Bird: The NHDHR has e-mailed approval but we are waiting for the letter. We will have to keep the trails away from the identified sensitive area.

E. Update on Developer RFQ Issued on September 29th

Bird: The RFQ was issued on September 29th. It was e-mailed to almost 200 companies, including developers, lawyers, engineers and realtors. It was sent to the Urban Land Institute and put on the City web-site and Dover Download. 100 color copies were printed and Dan Barufaldi will distribute copies at all his meetings. Please spread the word to companies and people that you work with. There is a pre-proposal site visit on October 19th at 2:00 pm.

F. Update on Final Waterfront Design Guidelines

Bird: The design guidelines were finished with great effort from Mike Gillis. It is available on the City web-site. I have it up on the computer if you want me to review it.

Lynch: I think it came out very nice. It was an excellent product thanks to all the hard work of sub-committee members.

7. New Business:

A. Report from Park Programming Sub-committee Meeting on October 4th

Purcell: We had a good meeting to review the options for the design of the park building.

Bird presented the PowerPoint presentation that Jeremy Lake of Union Studio gave at the October 4th meeting.

There was a discussion on the design options for the building and how it fits into the rest of the park.

B. Discussion on Developer RFQ Submissions Review Process

Lynch: The RFQ lays out the submission review process. We want to be prepared for an efficient review process. I have spoken with some committee members about being on a review sub-committee to look over the submissions.

Bird: The City will be involved with the Purchasing Agent and myself.

Lynch: We need to develop the process and a scoring matrix before the November 21st meeting. We want a structured and defined process. I would like to appoint Cox, Fitzgerald, Drasher, Woodburn and myself to the sub-committee to work with City staff. We will bring back a recipe to the full committee. The time it takes is dependent on the number of responses we get.

Motion: Mettee moved to direct the interim Chair to appoint a sub-committee to establish an evaluation matrix, set up a schedule for the evaluations, involve the full CWDAC, involve City staff and report back to us at the November meeting Fracassa seconded. Vote: All in favor

8. Committee member comments: None

9. Adjournment: Lynch adjourned the meeting at 6:18 pm.