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, December 19, 2017**
Meeting Time:	**5:30 pm**

PRESENT: Dana Lynch (Vice Chair), Dane Drasher, Norm Fracassa, Kim Schuman, Matt Cox, Kyle Pimental, Sean Fitzgerald, Jack Mettee, Dennis Ciotti

EX-OFFICO: Michael Joyal (City Manager), Karen Weston (Mayor)

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

OTHER: Liz Goldman, George Maglaras, Chad Kageleiry

1. **Call to Order**

2. **Approval of Minutes from November 21, 2017 Meeting**

   Motion: Mettee made motion to approve minutes of 11/21/17, as amended; Drasher seconded. Vote: UA

   Pimental noted: Fourth bullet for Number 6, it's the Sea Rise Report should be replaced with C. Rise (Coastal Risk in the Sea Coast) Report

3. **Citizens Forum**

   Goldman: My name is Elizabeth Goldman. I have lived here in Dover for 20 years or so. I was one of the Co-Authors of the Stewardship Chapter of the Master Plan. I did read the letter that the Energy Commission sent with respect to Energy Efficiency. I wanted to take the opportunity to look at issues like how the buildings are sited, trying to use low-carbon emission technologies for the buildings.

   The other thing I wanted to mention was I looked at the RFQ and I looked at the 8 responses (design concepts) and they're all pretty vague at this point. I wanted to ask a couple of design questions:

   - Where is the bus stop located? Rationale: Providing commuter connections to and from the city.
   - Is there a way to mimic, or in some way to reference the Mill Building in the new proposed construction?
   - Can we try to ensure the incorporation of street-side retail in the new designs?

   Mettee: As far as the passive solar, that wasn't in the RFQ. But I do think that is an opportunity, once we move down the line, that that certainly will be a topic of conversation. With respect to the bus stop, I think it's a great idea. As far as the consistency with the Mill motif, within the design guidelines, not all of the buildings would be suitable for that, necessarily, although there may be some brick, etc. There will be multi-family buildings, and that we'd certainly encourage prospective developers to consider the consistency with the Mills, in terms of the types of designs.

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

5. **Correspondence:**

Bird: The letter that sent back to the Energy Commission, that was then disbursed to all the Committee Members.

6. **Old Business:**

A. Report on Bluff Excavation Progress and 12/20/17 Pre-Blast Meeting

Bird: In preparation for this meeting, I asked Tom Severino to give me an update on where they were. I was down there yesterday looking around, and things are progressing. The tree clearing began on December 5th, and it is now complete. This week, they're doing stump removal and stripping the loam off the site. They'll be shut down during the Christmas week. January is when they're going to move into the overburden removal. Blasting would begin at some point in January.

There is a second pre-blast meeting tomorrow at City Hall, at 6:00 p.m.

There is a pre-permitting meeting with DES and other State Agencies on January 11, 2018 in the afternoon, with the location TBD, where they're going to discuss the next set of permits that they're going to be needing related to the Grading Plan, Shoreline Stabilization, and any Wetland Impacts that are associated with the Grading Plan.

B. Report on Public Dock Construction Bid Award and Great Bay Rowing MOU

Bird: On December 13, 2017, the City Council approved the Dock Bid Award to the company Dock Doctors. They also approved a Resolution accepting the donation from Great Bay Rowing of $19,000 to allow the project to move forward on the requested budget. The Purchasing Agent sent the draft Contract to Dock Doctors for their review yesterday. Once the Contract has been executed, work will commence as soon as ice is out, or by April, whichever takes place first.

The following questions were asked by the Committee:

Q. Does this donation have some obligations attached?

A. There's a Memorandum of Understanding that the City Attorney has drafted and is yet to be finalized, which is an understanding between the City and Great Bay Rowing acknowledging their donation, and addressing their concern regarding accessing the water during the construction.

Q. Should we be looking into shoreline remediation prior to commencing construction?

A. It's called a fixed pier. Four to six pilings are driven into the bank, near the water's edge. That particular area is a fairly stable area. We will have a better idea after the pre-permitting meeting in January in terms of DES' view of bank stabilization.

7. **New Business:**

A. Report from Developer RFQ Review Subcommittee on Submittals

Drasher: Our Subcommittee met last Friday to review the submissions and to advance all six developers to the interview stage. He went into detail regarding the developers who are involved in the process. He described the process of reviewing the submissions. Interviews will be conducted by the Subcommittee January 8, 2018 and January 10, 2018, from 8:00 a.m. to 11:00 a.m., and members of the full Committee are invited to attend. The anticipation is to be able to provide recommendations to the full Committee at its next meeting. This evening, we have copies of each of the developers' submissions, if any Committee Member would like to pick up a copy that doesn't already have one, and they are also posted online.

Lynch: I just want to add that the Subcommittee discussed developing some generic questions to be asked of the developers during the interviews. He requested Committee Members to submit any questions they may have, whether they be generic questions or specific questions.

Bird: I did distribute the schedule on the desks in front of you.

Discussion was had regarding the precedence it may set, since they are allowing the late submission to be considered.

Weston: In response to the late submission, I want to go on the record as opposing that, because a rule is a rule, and when you have rules, we're supposed to follow them. And this is not following the rule.

Ciotti: I received four correspondences about how unfair it was accepting a late RFQ. My whole qualm about this was, if there were extenuating circumstances, they would have relayed such information. But in the contrary, they said they'd be there on-time.

Drasher: It was received electronically before 2:00 p.m., although the hard copy was received at 2:04 p.m.

Lynch: No one appeared to the noticed public meeting to convey their sentiments regarding the proposals, prior to the vote.

The following questions were asked by the Committee:

Q. Did the RFQ have a 2:00 time limit on it?

A. It says responses due 12/06/2017, 2:00 p.m.

Q. Was there any discussion within the Subcommittee that this issue should be brought to the full Committee for a vote?

A. We felt that the Subcommittee's charge was to bring forward their recommendations to the full Committee, with regard to scheduling of the interviews. This topic was not something they felt they needed to bring to the full Committee.

B. Report on Horsley Witten Meeting with City Technical Staff on 12/12/17

Bird: Horsley Witten asked to have a meeting with the City's Staff that would be involved in reviewing the planning documents. We had great attendance from various City Departments. We had a nice discussion about the 75% plans that Horsley Witten has prepared. We've got some good feedback from members of the City Staff.

Lynch: Just to clarify that the 75% plan is for the city-owned long-term improvements.

8. Committee member comments:

Bird: Land Use Board Meet and Greet on January 9, 2018 will hold a presentation on the draft of the Climate Adaptation Chapter of the Master Plan.

Mettee: Inquired if there's been any effort to identify a replacement for the member that resigned.

Lynch: Reminded the Committee of the member that resigned. Felt that moving forward, giving the fact that we're going to start reviewing a lot of proposals that will include a lot of architectural details and information, it would be good to have an Architect onboard. I was able to track down Samia Touma, who took the time to review the City's Design Guidelines and got back to me and thought that we'd done a good job. She expressed a deep interest on being in the Committee. So I asked her to submit a Nomination Application to the Appointments Committee, which she did about a week and a half to two weeks ago.

An update was given regarding that Application.

9. **Adjournment:**

Motion: Fitzgerald made motion to adjourn; Drasher seconded. Vote: UA