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, January 16, 2018**
	Meeting Time:	**5:30 pm**

PRESENT: Dana Lynch (Acting Chair), Dane Drasher, Norm Fracassa, Kim Schuman, Matt Cox, Sean Fitzgerald, Peg Purcell, Dennis Ciotti

EX-OFFICO: Karen Weston (Mayor)

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

OTHER: George Maglaras, Chad Kageleiry, Kevin McEneaney, Samia Touma, David Choate, Larry Pilla, Doug Steele, Robert Carrier

1. **Call to Order**

2. **Approval of Minutes from December 19, 2017 Meeting**

   Motion: Drasher made motion to approve minutes of 12/19/17, Purcell seconded. Vote: UA

3. **Citizens Forum**

   Lynch: We have a guest this evening, Samia Touma, an Architect who is going to be our new member, starting next month. I invited her to get a sense of where we are with this process.

   Larry Pilla: I'm very interested in this project. I know it's been a long-time coming and apparently things are starting to move. My only concern with the couple of artists' drawings that I've seen online, it looks like it's 80-90% private housing development. I was kind of taken aback when I saw that because I thought there was going to be more public space as a part of that.

   Lynch: We have taken the public input more recently, focusing it based on that questionnaire and other input from the public. There is about an acre-sized public park along the waterside. We are entering the phase now where we will start to see the plans.

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

5. **Correspondence:** None

6. **Old Business:**

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

   Lynch: I drove by yesterday to see how things were going. There's a lot of machinery moving around up there.

   Bird: I received an email from Tom Severino with an update. They took 2 weeks off over the holidays. They resumed work on Monday. They are in the process of removing overburden. Due to the snow removal efforts, they decided to delay the blasting to January 22nd.

   The pre-blast meeting was held on December 20th, 2017. This was our second pre-blast meeting. We had 6 or 7 residents that attended. Representatives were there from the blasting company and from Severino. The takeaway was to encourage the residents that are in the area that have any concerns to have the blasting company come out and do a pre-blast survey.

B. Report on 1/11/18 Pre-permitting Meeting with Permitting Agencies

Bird: We had a meeting up in Concord at the Department of Environmental Services offices. Our consultants from Horsley and Witten, GZA, and Ironwood, presented the current state of the plans to those Permitting Agencies, represented by Fish & Game, Wetlands Bureau, Alteration of Terrain, Hazardous Waste, and the Heritage Bureau. There's going to be a follow-up meeting dealing with wetland permitting part, because that is a sizable portion, both for inland wetlands and wetlands along the river that would be impacted.

Lynch: Was there any discussion of schedules? Did they seem receptive to the schedules that we were anticipating, as we moved forward?

Bird: There was quite a bit of discussion about timeline and schedules. They seem to be willing to work with us. At this point, everything looks positive.

7. New Business:

A. Recommendation from Developer RFQ Review Subcommittee on Submittals

Drasher: As indicated previously, we received qualification responses from 6 developers. After careful review at a public meeting, the Subcommittee allowed all 6 to proceed to the interview stage. We, then, publicly advertised our two interview sessions and held them on January 8th and 10th. The session protocols were discussed in detail.

The Subcommittee then met on January 11th in a public meeting to deliberate, at-length, on the relative merits of both the written submissions and the interviews. Criteria for deliberation were explained. In the end, we chose the following 3 Developers as the most qualified to effectively execute the design and build of our waterfront project (in alphabetical order):

A. Cathartes

B. Chinburg Properties

C. Summit Land Development

Lynch: I just need to say what a thorough job the Subcommittee did. I would like to compliment them on their hard work. This evening, we should vote to approve the recommendations of the Committee and move forward with the RFP process.

Motion: Drasher made motion to approve the recommendations of the Subcommittee for the 3 Applicants to move forward to the RFP process; Fitzgerald seconded. Vote: UA

B. Discussion on Preparation of Request for Proposals Document and Timeline

Lynch: We need to prepare a detailed RFP. If there are thoughts on content, they should be submitted. We will use a model that we have already at the City level that will be expanded to include the specifics of this project. We'll also be enlisting the services of Barry Abramson.

Bird: I have started putting the RFP together, but no draft this evening. I started with the RFQ document, which will be calibrated to the RFP format. I'd like to have a version to review by the February 20th meeting.

Lynch: If we could issue the RFP by March 1st, I'd like to try to get a response back from the 3 parties with n 45 days. Ultimately, I'd like to have a decision around May 1st, 2018.

Bird: It is fair to anticipate that the 3 selected applicants would be making their preparations, designs, and plans for the parcels, prior to receiving the RFQ, thereby not delaying the process.

Lynch: I want to adequately cover the land planning issues and the interests in what, if any, alterations they're offering, regarding the concept. Phasing will be an important question. Abramson will assist on the financial information aspect.

Purcell: Is the development going to be split between the 3 developers, or is it going to be awarded to 1 developer?

Bird: All of them chose the better part of the whole site.

Lynch: It'll keep the process simpler to have 1 developer work on the entire project.

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

Bird: You have the notes from that meeting. This was requested by Horsley Witten to meet with Police, Fire, Public Works, and City Engineers to go over some of the details of their 75% plans. It was a very productive meeting. We got some great feedback. The comments that we received from various Department Representatives will be taken into consideration.

Lynch: Will Horsley Witten be getting back to the City and/or Committee with responses to these comments?

Bird: I anticipate that they would attend the next meeting to provide an update on the meeting notes and present any changes to the plan that would have to be approved by the Committee.

Lynch: These are the improvements that are under the purview of the City related primarily to the park, the roadway, and utilities.

Bird: Park encompasses shoreline stabilization and the future dock layouts.

Weston: On the River Street design, did they come up with any recommendations of putting the River Street behind the pump station?

Bird: They were basically asking what the pros and cons were.

Weston: Councilors did a tour of waterfront. That intersection is a blind spot and dangerous and the recommendation was to have the road moved behind the pump station and do landscaping.

Bird: By raising the elevation of the site, overall, it might help with sight-distance issues.

Lynch: I support the idea of moving the intersection from a safety standpoint. One of the things we're going to have to consider, as we move forward with that design, if it's determined to be the best layout for the street for whatever reasons, it'd be important to convey that to the 3 Applicants as possible to draft that into the land development considerations.

8. Committee member comments:

Lynch: We had a joint meeting with the Planning Board. It was a very good, well-attended event. I had an opportunity to meet some of the members of the Energy Commission. I know that our RFP needs to address energy conservation efforts in the design and reinforce that.

9. Adjournment:

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