



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall, First Floor Conference Room
Meeting Date: Thursday, February 4, 2021
Meeting Time: 4:00PM

PRESENT: Scott Johnson (Chair), Todd Sigmon (Vice-Chair), Tim Dargan, Sam Haddadin, Matt Sylvia, Periklis Karoutas, Doug DeDe, Steven Wyrsh, Karen Weston

ABSENT: Guy Eaton, Maurice Olivier (Secretary), Sean O'Connell

EX OFFICIO MEMBERS PRESENT: Dan Barufaldi, Economic Development Director; J. Michael Joyal, City Manager; Reid Amy, Deputy Economic Development Director; Dan Lynch, Finance Director

EX OFFICIO MEMBERS ABSENT: Bob Carrier, Mayor

David Choate, Colliers International, was present for roll call attendance, reading of the minutes from the previous meeting and a portion of the non-public session.

Chair S. Johnson called the meeting to order at 4:12 PM. He noted that certain members of the DBIDA Board are participating in this meeting remotely, and as the Chair of the DBIDA Board, he has, per NH RSA 91- A:2, III (b), declared an "emergency" within the meaning of that statute and waive the requirement that a quorum be physically present at the meeting. Remote members will identify their location and any person present with them at that location. All votes will be by roll call.

The City of Dover has taken extra steps to ensure the physical location of this meeting conforms with all safety provisions during the pandemic, including social distancing, face coverings, and frequently sanitized facilities. Although qualified members of the public can participate in the meeting by speaking at the physical location, the public is encouraged to leave comments in advance by emailing: DoverBusinessandIndustrialDevelopmentAuthority-All@dover.nh.gov, or mailing written comments to the DBIDA Board, Dover City Hall, 288 Central Ave., Dover, NH 03820. Messages must be received no later than 1 p.m. the day of the meeting and should identify the name and Dover address of the person leaving the message or providing the comment.

1. CALL TO ORDER

The Chair called for a roll call attendance. A quorum was present.

2. REVIEW AND APPROVAL OF THE NOVEMBER 9, 2020 DRAFT MEETING MINUTES

MOTION: S. Wyrsh made a motion to approve the November 9, 2020 draft meeting Minutes. Seconded by T. Sigmon. Roll Call Vote: S. Johnson-yes, T. Dargan-yes, D. DeDe-yes, K. Weston-yes, M. Sylvia-yes, P. Karoutas-yes, S. Wyrsh-yes, T. Sigmon-yes, S. Haddadin-yes

3. NON-PUBLIC SESSION

Enter non-public session pursuant to:

RSA 91-A:3 II (c)

RSA 91-A:3 II (d)

RSA 91-A: 3 II (j)



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MOTION: T.Sigmon made a motion to enter non-public session. Seconded by M.Sylvia. Roll Call Vote: S.Johnson-yes, D.DeDe-yes, M.Sylvia-yes, P.Karoutas-yes, S.Haddadin-yes, S.Wyrsh-yes, T.Dargan-yes, T.Sigmon-yes, K.Weston-yes

4. RETURN TO PUBLIC SESSION:

The Chair requested a motion to seal the non-public session meeting minutes pursuant to:
RSA 91-A: 3, III

MOTION: K.Weston made a motion to seal the non-public meeting minutes. Seconded by S.Haddadin. Roll Call Vote: S.Johnson-yes, K.Weston-yes, D.DeDe-yes, M.Sylvia-yes, P.Karoutas-yes, S.Haddadin-yes, S.Wyrsh-yes, T.Dargan-yes, T.Sigmon-yes

5. PUBLIC SESSION:

- **R.Amy returns as Deputy E.D. Director.**

The Board welcomed R.Amy back, as the Deputy E.D. Director.

- **FY22 Budget Discussion. Roll Call Vote.**

The Board discussed the upcoming FY22 Budget.

MOTION: S.Wyrsh made a motion to recommend/approve the proposed FY22 Budget. Seconded by S.Haddadin. Roll Call Vote: S.Johnson-yes, K.Weston-yes, D.DeDe-yes, M.Sylvia-yes, P.Karoutas-yes, S.Haddadin-yes, S.Wyrsh-yes, T.Dargan-yes, T.Sigmon-yes

- **RFP for Enterprise Park real estate services sent out 1/29/21.**

A request for proposal was sent out to bid on real estate services for Enterprise Park.

- **No Land Use Meet and Greet this year.**

The Land Use Meet and Greet has been cancelled this year, due to COVID-19.

- **Downtown Merchant Report: R.Amy.**

R.Amy gave an update regarding the status of the downtown businesses.

- **Support and Relief Efforts: D.Barufaldi**

D.Barufaldi discussed the different financial relief programs that are available to businesses, as well as support efforts made by different State organizations.

6. FINANCIAL REPORT: January 31, 2021 Month-End Report/Report vs. Budget

D.Barufaldi went over the financial report.



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MOTION: T.Dargan made a motion to accept the January 31, 2021 Financial Report. Seconded by K.Weston. Roll Call Vote: S.Johnson-yes, K.Weston-yes, D.DeDe-yes, M.Sylvia-yes, P.Karoutas-yes, S.Haddadin-yes, S.Wyrsh-yes, T.Dargan-yes, T.Sigmon-yes

7. CWDAC: Waterfront Status

No update was given.

8. MANAGER'S REPORT: Economic Development Section: January 2021.

The manager's report was emailed to Board Members.

9. BOARD ATTENDANCE: S.JOHNSON

S.Johnson went over the importance of Board attendance, and expectations for the upcoming year. D.Barufaldi discussed the City Council parameters regarding missed meetings for City Board members.

10. BOARD MEMBER COMMENTS/QUESTIONS

Board members discussed COVID-19 shots.

11. ADJOURN

MOTION: K.Weston made a motion to adjourn at 5:45 PM. Seconded by S.Haddadin. Roll Call Vote: S.Johnson-yes, K.Weston-yes, D.DeDe-yes, M.Sylvia-yes, P.Karoutas-yes, S.Haddadin-yes, S.Wyrsh-yes, T.Dargan-yes, T.Sigmon-yes