DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

CITY OF DOVER

Meeting Type: Regular Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: Thursday, March 4, 2021
Meeting Time: 4:00 PM

PRESENT: Scott Johnson (Chair), Todd Sigmon (Vice-Chair), Maurice Olivier (Secretary), Tim Dargan, Sam Haddadin, Matt Sylvia, Guy Eaton, Periklis Karoutas, Doug DeDe, Sean O'Connell, Steven Wyrsch, Karen Weston

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

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

Chair S.Johnson called the meeting to order at 4:01 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 FEBRUARY 4, 2021 DRAFT MEETING MINUTES.

MOTION:
S.Wyrsch made a motion to approve the February 4, 2021 draft meeting Minutes. Seconded by T.Sigmon. Roll Call Vote: S.Johnson-yes, T.Sigmon-yes, M.Olivier-yes, T.Dargan-yes, S.Haddadin-yes, M.Sylvia-yes, G.Eaton-yes, P.Karoutas-yes, D.DeDe-yes, S.O'Connell-abstain, S.Wyrsch-yes, K.Weston-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)

MOTION: K.Weston made a motion to enter non-public session. Seconded by T.Dargan. Roll Call Vote: S.Johnson-yes, T.Sigmon-yes, M.Olivier-yes, T.Dargan-yes, S.Haddadin-yes, M.Sylvia-yes, G.Eaton-yes, P.Karoutas-yes, D.DeDe-yes, S.O'Connell-yes, S.Wyrsch-yes, K.Weston-yes

P.Karoutas left the meeting.

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 T.Dargan. Roll Call Vote: S.Johnson-yes, T.Sigmon-yes, M.Olivier-yes, T.Dargan-yes, S.Haddadin-yes, M.Sylvia-yes, G.Eaton-yes, D.DeDe-yes, S.O'Connell-yes, S.Wyrsch-yes, K.Weston-yes

5. PUBLIC SESSION

- **David Choate Enterprise Park Real Estate Services Contract Approval.**

MOTION: S.Haddadin made a motion to approve the contract for D.Choate of Colliers International, for real estate services for Enterprise Park. Seconded by T.Sigmon. Roll Call Vote: S.Johnson-yes, T.Sigmon-yes, M.Olivier-yes, T.Dargan-yes, S.Haddadin-yes, M.Sylvia-yes, G.Eaton-yes, D.DeDe-yes, S.O'Connell-yes, S.Wyrsch-yes, K.Weston-yes

- **RingCentral Training**

Board members discussed remote meetings. No issues were identified.

- **Board Member absenteeism/termination procedures need to be clarified and enforced.**

The Board discussed the decision by the City Council requiring attendance at City Board meetings, by Board Members. The record will be included at each Board meeting moving forward.

- **Healthy Aging Survey with SRPC Dr. M.Olivier, D.Barufaldi, and R.Amy to meet with Shana Sylvia.**

D.Barufaldi discussed the C.H.A.T. (Communities for Healthy Aging Transitions) project that the Strafford Regional Planning Commission is working on. Much of this work was already done by DBIDA, and M.Olivier has put together a small group to work on the next steps, which will include an action plan.

- **Strategic Intentions Plan three year update project to be managed by Dr. M.Olivier and his team.**

The Board discussed updating the Strategic Intentions Plan. M.Olivier will work with a group to update the document and it will be reviewed, and voted on, by the Board. S.Wyrsch, D.DeDe, and Mayor R.Carrier offered assistance for the project.

- **Ongoing notifications sent on all new relief/support programs for all businesses affected and covered, as well as all renter/landlord assistance. A significant administrative burden on top of added retention and attraction activities.**

D.Barufaldi discussed the notifications sent out to all entities regarding various assistance programs. There have been multiple updates and quick deadlines to get out, and time and resources have been spent on getting information out accordingly.

- **New business openings downtown.**

R.Amy gave an update of the downtown business climate. A new retail store has opened up inside 1 Washington. Board members discussed some of the SBA programs that are available to business owners.

M.Sylvia left the meeting at 5:31 PM.

- **Letter to NH Members of House Finance Division re: SBDC support.**

D.Barufaldi discussed a written letter to support funding for the New Hampshire Small Business Development Center. The letter is in response to a line item that was being cut in the BEA's budget that would have cut funding to the NH SBDC.

MOTION: K.Weston made a motion to approve a written letter to the House Finance Committee in support of funding for the New Hampshire Small Business Development Center. Seconded by S.Haddadin. Roll Call Vote: S.Johnson-yes, T.Sigmon-yes, M.Olivier-yes, T.Dargan-yes, S.Haddadin-yes, G.Eaton-yes, D.DeDe-yes, S.O'Connell-yes, S.Wyrsch-yes, K.Weston-yes

6. **FINANCIAL REPORT:** February 28, 2021 Month-End Report/Report vs. Budget

D.Barufaldi went over the financial report that was shared.

MOTION: M.Olivier made a motion to accept the February 28, 2021 Financial Report. Seconded by G.Eaton. Roll Call Vote: S.Johnson-yes, T.Sigmon-yes, M.Olivier-yes, T.Dargan-yes, S.Haddadin-yes, G.Eaton-yes, D.DeDe-yes, S.O'Connell-yes, S.Wyrsch-yes, K.Weston-yes

7. **MANAGER'S REPORT: Economic Development Section: February 2021.**

The Director went over the report that was emailed to Board Members.

8. **BOARD MEMBER COMMENTS/QUESTIONS:**

K.Weston asked for the Colliers sign to be repaired on Venture Drive.

9. **ADJOURN:**

MOTION: T.Dargan made a motion to adjourn at 5:51 PM. Seconded by T.Sigmon. Roll Call Vote: S.Johnson-yes, T.Sigmon-yes, M.Olivier-yes, T.Dargan-yes, S.Haddadin-yes, G.Eaton-yes, D.DeDe-yes, S.O'Connell-yes, S.Wyrsch-yes, K.Weston-yes