



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Workshop Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: October 7, 2025
Meeting Time: Immediately upon conclusion of 4:00 PM Regular Meeting

Present: Sean O'Connell, Rick Lundborn, Nathania Sitiwatjana, Guy Eaton, Karen Weston, Derek Fisher, Kristen Hopkins

Absent: Abby Bachman

Ex Officio Members Present: Christopher Parker, Deputy City Manager

Staff Present: James Burdin, Business Development Coordinator, Reid Bickley, Business Development Specialist

1. CALL TO ORDER

The Chair called the meeting to order.

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

2. STRATEGIC PLAN WORKING GROUPS

Members convened in simultaneous working groups to discuss action items from the DBIDA strategic plan.

Working Group I: Guides and Resources

Members G.Eaton, D.Fisher, K.Weston, and K.Hopkins discussed plans to review both the *Developer's Handbook* and the *Construction Guidelines* and to propose updates for each document.

D.Fisher shared insights from his recent experience developing a commercial property in Dover, noting areas where clearer guidance could improve the process for future applicants. The group determined that printed copies of both documents would be useful for in-depth review. Staff will prepare and distribute physical copies for members to pick up.

The working group will reconvene at the next scheduled meeting to begin drafting specific recommendations and revisions to modernize and streamline both resources.

Working Group II: Incentives

Members S.O'Connell, R.Lundborn, N.Sitiwatjana discussed Economic Revitalization Zone (ERZ) and RSA 79-E tax incentives.

C. Parker provided background on the creation of the City's two 79-E target areas and why those locations were selected. He also explained the minimum requirements of the enabling legislation and more stringent requirements that the City adopted to prioritize transformative projects done in partnership with the City.

The working group will brainstorm possible locations where application of ERZ and 79-E incentives would help the City to achieve its development goals.

3. ADJOURN

Motion: D.Fisher made a motion to adjourn. Seconded by K.Weston. Vote: U/A.