



CITY OF DOVER

DOVER BUSINESS & INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers – 288 Central Avenue, Dover, NH 03820
Meeting Date: Thursday, June 4, 2009
Meeting Time: 4:30 pm

MEMBERS PRESENT: Tim Dargan, Steve Wyrsh, Michelle Sawyer, Phil Rinalidi, Marc Weinstein

EX OFFICIO MEMBERS: Economic Development Director Dan Barufaldi, Mayor Scott Myers

OTHERS PRESENT: Dave Choate came in during the meeting.

MEMBERS ABSENT: George Maglaras, Brian Gottlob, Peter Hamblett, Robert Paolini, Marc Geuther

Meeting called to order.

1. Approval of Minutes of May 7, 2009

Motion: Rinaldi made the motion to approve the minutes, Wyrsh seconded. Vote: U/A

2. Old Business

A. Enterprise Park Report (Coldstream Realtors)

Tours of Enterprise Park were done the week of June 1, 2009 with Fisher, Bob Weisner of Robbins Auto Parts and Mike O'Shea, General Manager of F.W. Webb. They are all interested in putting a building up. Fisher is looking for 80,000-90,000 sq. ft. building. F.W. Webb would be putting up a 70,000 sq. ft building to incorporate a warehouse, distribution center and a show room.

Dave Choate stated that there has been a lot of activity within the last month. He stated that having Barufaldi as an Economic Developer has made a lot more happen than normal. If a client wants to view Enterprise Park, Barufaldi is available for them.

B. Waterfront Redevelopment Status

The Land Distribution Agreement was signed this week. Within three years they should be breaking ground.

C. Business and Events Contacts

Barufaldi explained the Children's Museum demographics. On average, they will have 110,000 visitors per year which equates to 35 cars per hour. That makes for a large parking problem if the Board doesn't start working on a parking facility. Barufaldi recently heard from an individual that will be moving his pie company into Washington Mills. He is planning on having a viewing tour for children to watch the pies being made. Barufaldi asked him to complete his business plan so that they could go over it together.

i. Farmers Market

The Farmers Market made the decision to move into the Herbal Path parking lot. There were six, in the group, that tried to find a location for them. They same day they got the approval from Ocean National Bank to hold it in their lot, Celeste from the Grower's Association decided to go with the Herbal Path parking lot. Barufaldi is hoping to place it in a closer downtown venue next year.

ii. Exit 9 WDH Building Ribbon Cutting

Barufaldi stated that the new building is a wonderful, state of the art building. It was well thought out and very efficient. It will be an asset to Wentworth Douglass Hospital.

iii. DALC/QOP Tourism Meeting

Barufaldi and Andolina (Quality of Place Committee Chair) met with the Dover Adult Learning Center. They would like to get DALC involved with educational tourism. Individuals can take a two hour course in computer basics, second language or vocational skills which could be combined with an entertainment or recreational venue. It would make Dover a destination for tourism.

iv. Arts Festival, Washington Mills



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Barufaldi will be meeting with Brint Shone from Washington Mills. They will be talking about making the Arts Festival better. They've already discussed putting a children's chalk artistry contest on the pavement at the Festival.

v. DRED/ITRC Networking Event at Odiorne Point Park

Barufaldi attended the Department of Resources and Economic Development meeting at Odiorne Park. He saw Christy Hartley and her boss George Bald. Bald will be attending a meeting with Barufaldi, Dargan and Joyal next week. Barufaldi is beginning to work closely with DRED.

vi. Networking Meeting, Leads Group

Barufaldi has met with the Leads Group for networking. The group has been meeting for 15 years. Barufaldi was invited to meet with them. It is a good opportunity to learn about business and commercial activities around Dover.

vii. Measured Progress Meeting with The Mayor

Barufaldi and Mayor Myers met with the top four executives at Measured Progress. It was a good meeting to understand some of the history of Measured Progress as well as a chance for them to get to know who Barufaldi is. There is a possibility that they will be developing more buildings within the company campus. It will allow them to expand the job market.

viii. Coffee with The Mayor Forum

Barufaldi attended the last Coffee with The Mayor. He realized that there is a lot of give and take during the meeting. It was an opportunity to showcase that Enterprise Park is already a money making venture for the City of Dover.

ix. Exeter Chamber Meeting re: Regional Tourism cooperation

He met with the President of the Exeter Chamber, Tom Krause. Krause is from the Buffalo, NY area. He was the President of the Niagara Falls Chamber of Commerce. He would like to work with Dover, in terms of regional tourism efforts.

x. Meeting with Jim Perreira, Martini Development

Barufaldi had an opportunity to meet with Jim Perreira. He is looking to move to Dover in terms of development.

xi. Meeting with Weichert Realty Group, Portsmouth

At their request, Barufaldi met the commercial part of the Weichert Group. It is their assessment that the City of Dover is about to bloom. On their part, they will move more assets to Dover.

xii. Ward 5 & 6 Discussion Meeting

There was a lot of talk about the budget issues and Willand Pond at the discussion meeting.

3. New Business

A. Enterprise Park

i. Landscape Maintenance and Signage

Barufaldi put out a verbal RFP for landscape cleanup and maintenance. He selected Bob Sherwood to work on the seasonal landscaping for the public areas. DBIDA received a great price for the season. He also put out a formal RFP for signage. It is to refurbish and replace the current signs. The current signs are faded and disheveled. One has fallen down. He also included a directory sign which would allow people to find the businesses they're looking for. The cost would be under \$5,000. Barufaldi and Sawyer discussed creating an Economic Development Resource Guide brochure.



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ii. **Park Association/Covenants**

Barufaldi stated the City Attorney, Allan Krans, is creating an Association By-Laws draft and an Association Agreement draft. He has already notified leading tenants that the agreements will be coming out soon for their review and discussion.

B. Downtown Parking Facility

At the May meeting, Barufaldi was given permission to explore a TIF and public/private approach for a parking facility. From what he has heard, in terms of City Council, he's not sure that TIF is a viable way to go, given the current tenure of the Council re debt incursion.. There has been some interest from investors regarding a public/private parking garage project. Sawyer stated that when the parking committee met, there was some interest regarding event centers and condominiums with a parking garage. In order for the investors to start showing interest, a formal RFP needs to be put out by the City. Barufaldi will test the waters with some potential investors to gauge their initial interest level.

C. ERZ Approvals (Forum with DRED arranged June 19th)

DBIDA and the Dover Planning Department working together were successful in obtaining Economic Revitalization Zoning Districts approved by City Council. The applications have gone on to the State. He is expecting an approval by Tuesday. He already has one company interested in pursuing it. A forum is being presented by Christy Hartley, of DRED, on June 19.

D. ARC Loan Program (Agility Mfg)

The ARC Loan program is good for small existing businesses with cash flow and/or credit problems. ARC Loans can give a business up to \$35,000 over a 6 month period. No repayment is required for a year after the last payment. If they have problems paying it back, they can extend the repayment for up to 5 years. There are no fees and no interest over the first year. Agility Manufacturing is already in the process of applying for it.

E. Tourism Project

Barufaldi is working with Don Andolina and a volunteer intern, Devin Merullo, on the Tourism Project. They are going to hold a stakeholders breakfast to get feedback, consensus and an Ambassador's program started.

F. Chamber Government Affairs Committee Invitation

He has been invited to join the Government Affairs committee. Before formally accepting, he would like DBIDA's input. Everyone agreed that it was a good idea but it was suggested that he join as an Ex-Officio Liaison Member.

4. Board Retreat Session

A. Review DBIDA By-Laws re: Executive Committee Functions. Changes approved.

B. Resolution documenting Director's oversight and governance policies and procedures in conformance with City policies, rules, and regulations for City Department Heads. Approved.

C. Director's goals and objectives, work plans areas and measurement criteria (Project Description Sheet). Approved

D. ERZ Districts (3) Approved for DBIDA endorsement to City Council.

5. Future Reporting Topics Approved.

A. Industrial Parks

B. Waterfront Redevelopment

C. Parking

D. Finances



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E. Economic Statistics

Barufaldi went over the latest unemployment figures for the Board to review.

F. Pending Item

G. Downtown Development

The committee is meeting on June 5.

H. Tourism

6. Frequency and Format of DBIDA Reporting to City Council. Approved

A. Economic Development Section of City Manager's Monthly Report in writing

B. Economic Development Director's In-Person Quarterly Report to City Council

7. Monthly Financial Report to DBIDA Board

A. Month End Report (City Format)

B. YTD Report (current) from City Finance Department

Barufaldi suggested that when the meetings are held at the beginning of each month, there isn't a necessity for two reports. When the meetings are scheduled after the first week of the month, an updated financial statement will be provided.

8. Adjourn

Motion: Rinaldi made the motion to adjourn, Weinstein seconded. Vote: U/A.