



**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, August 6, 2009  
Meeting Time: 4:30 pm

**MEMBERS PRESENT:** Tim Dargan, Phil Rinaldi, Marc Weinstein, Marc Geuther, Michelle Sawyer, Steve Wyrsh

**EX OFFICIO MEMBERS:** Mike Joyal, City Manager, Dan Barufaldi, Economic Development Director, Mayor Scott Myers

**OTHERS PRESENT:** David Choate, Grubb & Ellis Coldstream Real Estate

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

Meeting called to order.

### 1. Approval of Minutes of July 9, 2009

**Vote:** U/A

### 2. Old Business

#### A. Enterprise Park Report (Coldstream Realtors)

Barufaldi stated that Fisher decided that they didn't want to build a new building. They would like to purchase an existing building and make changes to it if necessary. Fisher found a building on Industrial Park Drive that they could modify and expand. They're currently in negotiations with Chad Kageleiry. The business will stay in Dover but not in Enterprise Park.

Choate stated that Odyssey Press, in Rochester, decided to stay where they are. The partners could not decide if they wanted to move. F.W. Webb is looking at two sites, one being in Enterprise Park. The lot that they are looking at does have some wetlands so they would need to see if they could work on wetland mitigation. Choate played a voicemail from F.W. Webb's Chief Engineer.

Barufaldi stated that he would discuss the wetland mitigation with Planning Director Chris Parker. The Conservation Commission will have to be involved.

Choate stated that they will be working with K-9 Kaos whose property is being taken by the widening of the General Sullivan Bridge. They are trying to relocate. She would prefer to be near Exit 8 or Exit 9 and use this opportunity to expand her business. Barufaldi stated that the owner would like to board dogs and have some veterinarian activity there as well. Choate and Barufaldi are currently searching for land for her to relocate to.

**Motion:** Myers made the motion to allow Barufaldi to look into the wetlands mitigation to satisfy F.W. Webbs requirements, Rinaldi seconded. **Vote:** U/A

### 3. New Business

#### A. Enterprise Park

##### • Signage

Barufaldi stated that a new sign, to replace the one being refurbished, will go up at the entrance. A directory sign has been ordered from Sundance Signs. The cost is under \$4,000.00, installed, for all three.

##### • Park Association/Covenants, Draft By-Laws, Title Issues

Barufaldi went over the Park Association By-Laws. Barufaldi consulted with the City Attorney to make sure they comply legally. There was discussion regarding the conveying of DBIDA property from private to public lands. The Board agreed the By-laws should read like the deed covenants.

#### B. New Activity

Barufaldi provided the Board members with a list of contacts he's met with within the last month.

City Manager Joyal stated that if there are any contacts that need confidentiality, the specific names should be redacted.



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### **D. Barufaldi DBIDA Contacts**

**July 9 – August 6, 2009**

July 9: Enterprise Park meeting with, XXXXXXXX Mike O'Shea & Andy McBeth.

July 13: Leads Group Meeting:

Matt Sylvia, TDBanknorth  
Rick Henke, Connectivity Point  
Susan Miltner, Seacoast Business Machines  
Art Guadano, AG Architects, PC  
Jeff Hiatt, Performance Business Solutions, LLC  
Bob Dunfey, DeStephano & Associates, Portsmouth  
Paul Bergeron, Federal Savings Bank, Commercial Lending  
Guy Mitchell, MDCOM  
David Choate, Coldstream Real Estate Advisors

July 14: AMTRAK/ NNEPRA Meeting Bruce Woodruff, Len Mulligan, Devin Merullo.

Tourism Project Meeting: Don Andolina, Planning Board.  
Gundalow Annual Meeting, Portsmouth: Re Transportation Ctr. Manning.  
Jeff Taylor, Board Chair  
Nathan Hazen, Board Member  
Molly Bolster, Executive Director

July 15: Meeting with XXXXXXXX, James Brown re ARC Loan Program.

July 16: Meeting with Bob XXXXXXXX (XXXXXX) re Enterprise Park and other Dover properties.

July 20: Meeting with Kent Creative re Economic Development Resource Guide.

July 21: Meeting with Fosters, Tony Limanni, re Discount Coupon Book and PR's for Tourism.

July 22: Meeting with TDBanknorth, Gary Barr VP, Matt Sylvia, re small business lending.

DBIDA City Council Presentation

July 24: Northern New England Passenger Rail Authority Operations Meeting Old Orchard Beach, ME.

John D. Bubier, NNEPRA Chair, Biddeford City Manager  
Len Mulligan, Manager of Passenger Services, NNEPRA  
Loyal Davis, Chair, Traveler Northeast, Portland, ME

July 27: Meeting with Children's Museum, Heidi Duncanson, Marketing Manager re Tourism Project coordination, integration, Dover discount coupon book, Ambassador Program, cooperation with Woodman Institute re marketing.

Tourism Project/ Ambassador Program meeting with Don Andolina, Planning Board.  
Meeting with Red Maple Sportswear, David Stensland, 45 Crosby Rd.

July 28: Red Maple Sportswear re:XXXXXXX.

Meeting with Rick Jones, Planning Dept. re Dover Small Business Loan Program.

July 29: XXXXXXXXXXXXXXXXXXXX re ARC Loan/SBA contacts for lenders in program/ several calls to SBA NH. Calls to 6 banks re ARC Loan lending.



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Meeting with Warren Haggerty, SBA NH re Lenders for ARC Loan Program. Calls to Alice Zachos, Asst. Director, SBA NH re non-functioning Arc Loan Program, Microloan Program, Microcredit Program.

Meeting with Fosters, Tony Limanni, re Coupon Book and PR's  
Parking Commission Meeting.

July 30: Meeting with Co-Managers of XXXXXXXXXXXXXXXX& partner) re their business model, lease situation, available viable properties in Dover, diversification of their product lines, parking, etc.  
Dover Events Coordination Committee meeting at the Chamber re Holiday events & programs, street tree and building lighting.

July 31: Meeting with XXXXXXXXXXXXXXXXXXXX, re property at XXX Crosby Rd..  
Meeting with Mike Leary, Sundance Signs re Enterprise Park installation schedule and Directory Sign formatting.

August 4: Parking Commission Meeting.

August 5: ERZ Districts Presentation, Chamber Govt. Affairs Committee.

### **C. Downtown Parking Facility; Parking Commission Population Status**

The Parking Commission is populated with 5 of the 6 members and they have had two meetings. One of the things Barufaldi has asked them to consider is that they explore a public/private investment parking garage. At their last meeting, they passed a resolution to the City Council to allow Barufaldi to research that avenue.

### **D. ERZ Approvals**

#### **• Forum with DRED**

Barufaldi stated that at the last forum, nine businesses attended and he is currently setting up a second forum through the Chamber of Commerce to allow more businesses, within the district, to be aware of the ERZ Benefits.

#### **• ARC Loan Program**

This has been a non functioning program locally. Barufaldi has contacted seven local banks. None of them will participate. He contacted NH SBA and Federal SBA. SBA can't do anything about it. They suggested that he get together with the NH federal legislators. He stated that there are only five banks in NH that have made an ARC loan and only 701 loans have been made nationally. The program has been around for one and a half months. It's a dysfunctional program due to an administrative burden. He's in the process of looking for some other SBA loans for local businesses.

### **E. Tourism Project/Volunteer Intern**

#### **• RFP's: Economic Development Resource Guide, Discount Coupon Book**

The Tourism project with the volunteer intern has been doing very well. They have the entire tourism project pert charted. They've received an agreement from the Northern New England Passenger Rail Authority and Amtrak to place a discount coupon book, for Dover, in all of the seatback pockets on all Amtrak trains between Portland and Boston. They will also have a split ticket where someone can stop in Dover on their way to their destination without a fare penalty. Foster's is currently making the coupon books for them.

The Economic Development Resource Guide has been started. It will be full of City of Dover statistics, pictures, and demographics; anything that an incoming company would want to know.

#### **• Ambassador Program, Lapel Pins**



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Barufaldi handed out Ambassador Pins to the Board members. There will be an Ambassadors and Stakeholders breakfast in the Fall.

#### **4. Manager's Report: August 2009**

- A. Industrial Parks**
- B. Waterfront Redevelopment**
- C. Parking**
- D. Finances**
- E. Economic Statistics**
- F. Pending Items**
- G. Downtown Development**
- H. Tourism**

#### **5. Monthly Financial Report**

- A. Month End Report/Year-End Report vs. Budget (City Format)**
- B. Enterprise Park Analysis of Debt Service Coverage**
- C. DBIDA Analysis of Debt Limit as of June 30, 2009**
- D. 2010 DBIDA Budget**

**\*All above items were approved\***

**\*The Board members were able to take the Manager's Report and Financial Report home to read\***