



**CITY OF DOVER**

## DOVER BUSINESS & INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Finance Conference Room  
288 Central Avenue, Dover, NH 03820  
Meeting Date: Thursday, October 1, 2009  
Meeting Time: 4:30 pm

**MEMBERS PRESENT:** Tim Dargan, Phil Rinaldi, Peter Hamblett, Marc Geuther, Michelle Sawyer

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

**OTHERS PRESENT:** David Choate, Grubb & Ellis Coldstream Real Estate, John Shaw, Itaconix, Yvon Durant,  
Itaconix

**MEMBERS ABSENT:** Brian Gottlob, Robert Paolini, Steve Wyrsh, Mark Weinstein

Meeting convened by Chairman Dargan. Quorum present.

**1. ITACONIX/ Principals Introduced/concept discussion**

**2. NON-PUBLIC SESSION pursuant to RSA 91-A**

Chair entertained a motion to enter a non-public session pursuant to RSA 91-A.

**Motion:** Rinaldi made the motion to enter a non-public session for the acquisition, sale or lease of real or personal property, Geuther seconded.

Roll call vote: U/A yes.

**ENTERED NON-PUBLIC SESSION**

**RETURN TO PUBLIC SESSION**

Chair requested a motion to seal the minutes of the non-public session because divulgence would render the proposed action ineffective.

**Motion:** Hamblett made the motion to seal the minutes, Sawyer seconded. Vote: U/A

Approval vote was U/A.

**3. Approval of Minutes of August 6, 2009 & September 3, 2009**

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

**4. Old Business-None**

**5. New Business**

**A. Board Vacancies Fulfillment**

Barufaldi stated that two vacancies need to be filled. Dargan stated that it is hard to get a quorum when members don't show up to the meetings. Matt Sylvia has filed an application with the Appointments Committee. Barufaldi suggested that it would be good to get someone from Enterprise Park on the Board. Annette Studebaker, the general manager of Cramer Fabrics, has expressed an interest. He stated that the Board needs to have representation of different locations in town as well as different businesses and industries. People who come to the Board have to bring something with them, a skill set, a representation, something that's unique that will be of value to this organization.

**B. Parking Garage Project**

Barufaldi stated that he has been working with the Parking Commission. He has done some preliminary exploration as far as potential investors, developers and locations. The Parking Commission want to progress a little slower due to the upcoming City Council elections. They are considering the 3 City lots as well as the TD Banknorth parking lot among other potential locations.

**C. Enterprise Park**

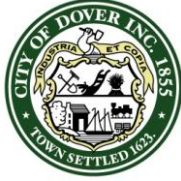
**• Signage Complete**

All of the signs are up and the landscaping is complete. The directory sign is in place as well.

**• Park Association By-Laws Approval**

**Motion:** Hamblett made the motion to approve the By-Laws, Sawyer seconded. Vote: U/A

**D. Tourism Project:**



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- **Arts Commission Meeting**

Barufaldi stated that the Arts Commission would like to join up with DBIDA to partner in the Tourism Project.

- **Discount Coupon Book Progress**

Coupon adds are currently being sold by Foster's. Wayne Chick, of Foster's, told Barufaldi that the Coupon Books weren't selling very well. Barufaldi stated that he had contacted numerous restaurants, hotels and the Children's Museum who told him that no one has been by to sell them any. Barufaldi has followed up with Chick of Foster's.

- **Economic Development Guide Progress**

Barufaldi stated that he recently approved the text in the guide. The guide is going to be a 30 page high quality book. They are going to produce 1,000 in full color. It is currently being formatted with the photographs. By the end of October, the Board should have a fully formatted guide to look at for final approval. The Board members requested a draft of the guide be provided for review.

- **Stakeholders Breakfast Meetings**

1. **LaFrance Hospitality Meetings**

Barufaldi stated that he spoke with the Regional and Local Marketing Director of LaFrance Hospitality. They have agreed to sponsor three Stakeholder Breakfast Meetings. They will have one meeting at each of their three hotels. They also agreed to use the Resource Guide, at the front desk, to promote Dover to their commercial visitors.

2. **Ambassador Program**

This will kick off at the Breakfast Meeting. City Councilor Doug Dede has volunteered to manage an Ambassador Program. He has a good background in retail merchandising. He'll be on board once his term has ended with City Council.

6. **Manager's Report: September, 2009**

Handout provided

7. **Unemployment Statistics**

Handout provided

8. **DBIDA Contacts Sheet**

Handout provided

9. **Macro Tax Data Request from NH DRA**

Handout provided

10. **Financial Report/Approval**

- A. **Month-End, YTD, vs. Budget-reviewed**

**Motion:** Sawyer made the motion to accept the financial report, Rinaldi seconded. Vote: U/A

11. **Adjourn**

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