



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Second Floor Conference Room, City Hall
288 Central Avenue, Dover, NH 03820
Meeting Date: **Thursday, August 5, 2010**
Meeting Time: **4:30 PM**

- 1. Members Present:** Tim Dargan (Chair), Dan Barufaldi (Ex-Officio), Scott Myers (City Mayor Ex-Officio), J.Michael Joyal, Philip Rinaldi, Peter Hamblett, Robert Paolini, Peter Hamblett, Marc Weinstein, Steve Wyrsh, Matthew Silvia, Jack Mette
Others Present: David Choate

The Chair called the meeting to order at 4:35 PM.

2. Review and approval of previous meeting minutes (June 21, 2010)

Motion: P.Rinaldi made the motion to approve the June 21, 2010 Minutes. R.Paolini seconded.

Vote: Unanimous Approval

3. Non-Public.

Motion: R.Paolini made the motion to enter into non-public session pursuant to RSA 91-A for the purpose of the acquisition, sale, or lease of real or personal property. M.Silvia seconded. The Chair called for a Roll Call. **Vote:** Unanimous Approval

4. Return to Public Session.

Motion: P.Rinaldi made the motion to seal the minutes on Real Estate because divulgence would render the proposed action(s) ineffective. M.Silvia seconded. **Vote:** Unanimous Approval

T.Dargan noted they had a review of the Economic Director D.Barufaldi. D.Barufaldi will choose documents for public review in regards to his Salary Requirement/Performance Review.

Salary Requirement/Performance Review:

T.Dargan asked if D.Barufaldi wanted to add any comments or questions with regard to his review. D.Barufaldi noted he appreciated the review and thought it was fair. He hoped that in the future the review would take place within the agreed timeframe. T.Dargan noted that at the time of the review, they were in the middle of budget reviews. P.Hamblett asked D.Barufaldi if there is anything the Board could do to help him out. D.Barufaldi noted he will need help with DoverTech; support, sponsorship and publicity. BAE, Seimens and GE are probable attendees for DoverTech, that could bring experience with licensing products. UNH, UM, SMU research labs have products that they want to commercialize. K.Hersey, of UNH Research and Commercialization, is enthusiastic about this project. M.Gillis is working with him on publicity through Channel 22. He feels DIBDA needs more publicity, and public awareness. He noted there will be a quarterly newsletter, and any help with the press would be helpful.



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D.Barufaldi added that he is appreciative of the Board; they have experience and good institutional information. He really enjoys working for the City of Dover and enjoys his job. T.Dargan noted the Board is in agreement with his compensation award as stated in this budget, and will adjust the budget and salary rate retroactively. M.Joyal appointed him to the Airport Advisory Committee at Skyhaven Airport. S.Meyers noted the City Council has a lot of good reviews of D.Barufaldi, and has heard that the council and Dover Citizens have positive interactions with him.

The Board voted unanimously for Chair to be a sponsor for the 2010 Budget Goals.

Motion: P.Hamblett motioned to adopt and approve the amended goals for the 2010 Budget. P.Rinaldi seconded. **Vote:** Unanimous Approval

5. Old Business:

* Ambassador Program, Dover Business Inventory

D.Barufaldi noted as part of the Ambassador Program, intern Doug Dede, is working on the business compendium, and will have a compilation of 700 Dover Businesses in the inventory. The compendium will include a small bio of the business, their growth, and contact information. S.Meyers asked if this is for internal use only, D.Barufaldi stated that they will be sharing the compendium with the Dover Chamber of Commerce, and hoping to sell the list to interested parties. He feels this will be valuable to local businesses. M.Joyal noted this will establish a point of contact list. T.Dargan noted this will add value to City of Dover.

* Parking Site Activities/1st St.Survey, Borings/Geotech Analysis, 2010 Budget Carryover:

D.Barufaldi noted City of Dover has been able to carryover an unexpended amount of money from the 2009/2010 budget for the 2011 fiscal year. The amended budget, about \$27,000, will be used to do site survey, test borings and Geotech Analysis for public parking lots. When RFP's are available they will have a lot of data for potential developers that will allow for detailed negotiation and will submit a copy of the RFP's, when they are finished, for the Board to review.

* DBIDA Publicity:

- Channel 22 DBIDA Presentation
D.Barufaldi noted he is working with Mike Gillis on monthly DIBDA presentations to discuss what DIBDA is working on.
- Dover TV monthly presentation
D.Barufaldi noted this interview presentation, is done online representing a for profit television. He feels this will enhance exposure for Dover.
- Rotary Presentation



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D.Barufaldi noted he did another presentation with the Rotary. The presentations communicate the DIBDA projects and get their name out to community leaders. At the last meeting a couple of Ambassadors signed on.

D.Barufaldi noted that for publicity he has submitted two applications to NH Economic Development Authority for two awards that will be coming up in October for the Dover Economic Resource Guide and the Teaser Cards. He applied for these because it gains publicity state wide for DIBDA.

6. New Business:

* DoverTech

- Publicity: PR's (Fosters & DRED). Web site, Link'd In, Facebook, Twitter
D.Barufaldi noted that hard work is being put into DovernTech, and the website (and social networks) are up and running.
- Universities and Maine Development Organizations partnerships
D.Barufaldi noted that he has put together an Executive Committee to help execute their partnership with the Universities. He noted DoverTech has moved to a Regional level, but will remain a Dover program with local sponsorship. Meetings in the future may be held in other locations, to help advertise DoverTech. He noted Tony Perkins has contacts within Siemen and GE and will bring some people from these places to offer licensing technologies. There will be presenters from the Universities discussing there products that they would like commercialized.
- Board Assistance with Sponsors/Presenters
D.Barufaldi noted that he has mentioned the Sponsors and Presenters in the previous agenda items at this meeting.

* NOFA DOT & HUD Grant Application

D.Barufaldi noted the advantage of working with Maine Institutions helps enhance chances for federal grant approval. Due to the low numbers of the Maine Economics this will help out both states in qualification, and will help increase critical mass from a regional standpoint. There will be an event held yearly, and will help make Dover an educational City, a technical crossroad and help with publicity.

* Board Appointment (Sawyer vacancy)

D.Barufaldi noted the Board may need to speak with the Appointments Committee to fill a vacant position. S.Meyers noted DIBDA had five applicants; two were hired, and have one vacant position open. Three people have been interviewed in the past couple of months. D.Barufaldi feels that it would be beneficial to have an Enterprise Park business owner on the Board. He recommended Annette Studebaker, of Kramer Fabric, company located at Enterprise Park. She has expressed interest in applying for a Board position in the future.



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* New Dover “Teaser” Cards

No discussion took place.

* WIFI signs

With permission from IT, and M.Gillis they developed the standard WIFI signs with City of Dover colors. D.Barufaldi noted that 10 aluminum WIFI signs have been ordered, the designation points will be in private sectors. They also have decal WIFI stickers that they will be distributing in the perimeter location.

7. July City Manager’s Report/Economic Development Section

D.Barufaldi noted the statistics have been brought up to date as of July 22, 2010. The amended budget indicates where unexpended balances from 2009 & 2010 came from. He noted the breakout items are included due to legal requirements cited in RSA 162-G. This will allow for carryover on the line item assignments for future use. The breakouts in the categories are behind the amendments. He asked for the Board to consider the resolution, which will allow money to be used for the 2011 budget. He noted the restrictions and restraints this resolution has. He asked for approval on the budget, line items, break outs and resolution. Once approved the Parking Garage Sites project can begin.

S.Wyrch asked if Boring and Garage Site Surveys are part of the DIBDA responsibilities. D.Barufaldi noted that Parking Garage Commission requested City Council and City Mayor to task for parking garages sites. The project became the responsibility of DIBDA to do the RFP’s for parking sites.

R.Paolini asked if this will go out for bid, D.Barufaldi noted there is a request for proposals. M.Joyal noted DIBDA is looking to create a partnership with the Parking Commission, this will team up the funds for RFP’s, and will help move the project forward. He noted this is an economic aspect with mixed use, and the parking garage project includes the use of empty parking lots. S.Myers suggested that we should connect with the City Council to report the work DIBDA has contributed in the Parking Garage Commission RFP’s.

Motion: P.Hamblett made the motion to approve the Resolution. S.Wyrch seconded. **Vote:** Unanimous Approval

8. July Financial Report

D.Barufaldi noted the budget is suspended for this month, because the budget needs to be amended. Next month the Board will have the performance review salary adjustment against the budget numbers in the financial report. He noted they have the financial numbers on file, but amended reports will give comparatives. There are no anomalies in the report. T.Dargan noted the Board needs to make a motion for the amended budget. Discussion ensued on what will be included in amendment according to RSA legal requirements. M.Joyal noted the “Parking Garage Survey” is not specifically for parking garages; this includes the facilities with empty parking lots. The Parking Garage Commission is



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obtaining information to solicit the private sectors, to fix empty parking spaces and to include mix use and generate tax revenue. M.Joyal suggested adjusting language on Parking Garage Activities header on Agenda. D.Barufaldi noted a change will be made.

Motion: S.Wyrch motioned to approve the 2011 Draft DIBDA Budget with line item breakouts, for a total of \$174,953, and with the change of language to Parking Garages header on Agenda and Minutes. P.Hamblett seconded. **Vote:** Unanimous Approval

9. Adjourn

Motion: T.Dargan made the motion to adjourn at 6:15 p.m. P.Rinaldi seconded. **Vote:** Unanimous Approval.

DRAFT