



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, November 4, 2010**
Meeting Time: **4:30 PM**

Members Present: Tim Dargan (Chair), Marc Weinstein, Robert Paolini, Matthew Sylvia, Jack Mettee, Peter Hamblett (Vice Chair), Sam Haddadin

Ex Officio Members: Dan Barufaldi, Economic Development Director; Scott Myers; Mayor,

Members Not Present: Mike Joyal, (City Manager); Steve Wyrsh, Phil Rinaldi

Others Present: David Choate, Lisa Ertle (Recording Secretary)

Vice Chair called the meeting to order at 4:30.

1. Call to Order. New Board Member, Sam Haddadin, introduced.

The Vice Chair and Board Members welcomed Sam Haddadin.

2. Review and approval of the October 7, 2010 special Board meeting Minutes.

Motion: M.Sylvia motioned to approve the October 7, 2010 minutes. J.Mettee seconded.
Vote: Unanimous approval.

3. Enter non-public session pursuant to RSA 91-A for the purpose of the acquisition, sale, or lease of real or personal property. Roll Call Vote, simple majority needed to pass.

Motion: M.Sylvia motioned to enter non-public session. R.Paolini seconded. Roll call Vote: Unanimous approval.

The Chair arrived at 4:35 pm.

- Enterprise Park Report David Choate
- Other

The City Manager arrived at 5:00 pm.

Motion: P.Hamblett made the motion to return to public session. J.Mettee seconded. Roll Call Vote: Unanimous Approval.

4. Return to public session. Vote to seal the non-public session minutes because failure to do so would render the proposed action(s) ineffective. Two thirds majority needed to pass.

The Chair requested a motion to seal the minutes because divulgence would render the proposed action ineffective.



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, November 4, 2010**
Meeting Time: **4:30 PM**

Motion: J.Mettee motioned to seal the minutes. M.Sylvia seconded. Vote: Unanimous approval.

5. Old Business:

- **Ambassador Program, Kick off Breakfast Tomorrow**
D.Barufaldi noted that 21 people will be attending the Orientation Breakfast for the new ambassadors. Among the attendees will be the Mayor, City Manager and Planning Director, Coordinator, Doug Dede and the Economic Director. EDD noted the Dover Business Inventory list is adding new businesses and is nearly complete.
- **Education Group Activity (Limited DBIDA time resources)STAC Visit**
D.Barufaldi noted data received from schools, both public and private, will help brand Dover as a great educational city. This will give a factual base that will show the diversity and excellence of education in the City of Dover. He has met with STAC's Principal, the Curriculum Chief and the Science Curriculum Director. They are looking into getting the hard science students into internships, at the high school level, with local companies. D.Barufaldi noted his participation with the Education Group is to provide local economic effect information when needed.
- **DoverTech Status Report**
D.Barufaldi discussed his meetings with affiliates from Maine, and the involvement from the University of New Hampshire Extension. He suggested mini forums with intellectual exchanges that will precede a larger DoverTech event.

D.Barufaldi discussed the \$100 donation from DIBDA for the City to the Gundalow Company. He discussed the benefits of bringing the Gundalow Company to the Dover waterfront. A second boat is being built and should be ready by mid to late summer of 2011.

6. New Business:

- **RFP's for Downtown Infill Projects: Surveys, Test Borings, Geo-Technical Analysis, Environmental Phase I** has been published. Information from the data will be available for infill development projects, and will provide detailed information to developers.
- **TIF**
D.Barufaldi noted the legislation for enabling Tax Incremental Financing (TIF) has been passed. He noted the enabling legislation will be a benefit when the City of Dover moves ahead.
- **Land, Sea and Space Museum Proposal:**
D.Barufaldi noted the City Manager has asked the Land Sea and Space Museum (LSS) Board to provide a letter that describes a detailed project proposal. He discussed the benefits this project will bring to the economy through tourism.



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, November 4, 2010**
Meeting Time: **4:30 PM**

- Economic Action of Dover Quarterly Newspaper:
D.Barufaldi noted he has received bids, from bank sponsors, on production of the Dover Quarterly Newspaper. The paper will provide various aspects of the economic activity in Dover. The newspapers will be hand distributed to various locations.
- DBIDA Development Land Acquisition for Future:
D.Barufaldi discussed the necessity of land acquisition. He asked the Board members to consider the acquisition of land given the limited space available at Enterprise Park. The Board discussed the use of existing buildings for companies, and current property use. D.Barufaldi asked Board member for recommendations for potential land acquisition.

7. Manager's Report Economic Development Section: October, 2010.

D.Barufaldi briefed the Board on the Economic Development Section provided to the City Manager. A printed version was available in their packets.

8. Monthly Financial Report:

- Month-End Report / Year-End Report vs Budget.

D.Barufaldi explained the monthly financial report to the Board members. The City Manager explained the Unifund Treatment of personal services in the report as being all expended in the first month.

T.Dargan and D.Barufaldi discussed the Unifund program, which is used to generate the monthly financial reports. Discussion ensued on encumbered monies. M.Joyal explained the Unifund financial report figures. The Board discussed the report.

Motion: P.Hamblett motioned to accept financial report. R.Paolini seconded. Vote: Unanimous approval.

9. ADJOURN

Motion: J.Mettee made the motion to adjourn. S.Haddadin seconded. Vote: Unanimous approval.