



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, December 2, 2010**
Meeting Time: **4:30 PM**

Members Present: Peter Hamblett (Vice Chair), Marc Weinstein, Matthew Sylvia, Jack Mettee, Steve Wyrsh, Phil Rinaldi

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

Members Not Present: Tim Dargan (Chair), Mike Joyal, (City Manager); Sam Haddadin, Robert Paolini

Others Present: David Choate, Jean Glidden (Recording Secretary)

Vice Chair called the meeting to order at 4:35.

1. Call to Order.

Vice Chair called for a roll call attendance.

2. Review and approval of the November 4, 2010 Board meeting minutes.

Motion: M.Sylvia motioned to approve the November 4, 2010 minutes. P.Rinaldi 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. P.Rinaldi 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.

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

5. Old Business:

- Ambassador Program

D. Barufaldi discussed the Ambassador Orientation breakfast, which was held for twenty new Ambassadors. These Ambassadors will promote and sell Dover when they travel outside the City.



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- Education Group Activity (Limited DBIDA time resources)
D. Barufaldi noted he is currently working with an Education Group. The group is working to sell Dover as a town with high quality education and diversity, both in the private and public school systems. The Vocational Technical department, in the public school system, is open to offer training cooperatives with companies. Dave Bamford, Brian Gottlob, Jack Buckley and D.Barufaldi have been asked to talk with school administrators. Currently they have spoken with the administrators from Dover High School and Saint Thomas Aquinas. These schools will be providing statistical data that will offer proof of their educational excellence. This will be important information for companies who would like to relocate to Dover.
 - DoverTech Status Report
D. Barufaldi noted he is looking into having mini forums, to help lead up to the major DoverTech event, in terms of intellectual property exchange. DoverTech will establish the Dover region, and Southern Maine as a technology area open for exchange of intellectual property and the development of knowledge based manufacturing. The University of New Hampshire has a new director of their Research to Commercialization Department. This department of UNH along with the University of Maine, University of Southern Maine, and Bernstein Shur (an IP law firm), will help organize the dates of the mini forums.
 - Tuttle Farm Status Report
D. Barufaldi stated that Suzanne Brown is the Executive Director of the New Hampshire Institute of Agriculture and Forestry. She now has a restaurateur that will open a restaurant, a nursery that will do the nursery piece of marketing, and will be working with a national food brand executive to work on optimizing the Tuttle brand. There will be a commercial kitchen for other organizations in the community to use. They are working on retaining working farmers on the land, and hope within the next three years to move the farm to organic farming. They have met with stakeholders and S.Brown is putting together a group to get funding for development. This is moving along and progressing.
6. New Business:
- RFP's for Downtown Infill Projects: Surveys, Test Borings, Phase One Environmental testing, Geo-Technical Analysis
D.Barufaldi discussed the pre-bid meeting, which was held on November 30, 2010, for the downtown infill projects and the Phase One Environmental testing. The bids will help put data in place for when development opportunities come ahead for the parcels. He



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noted the New Hampshire Department of Environmental Services may have grants available to help fund the environmental projects.

- **TIF**
D. Barufaldi noted there are several projects that are being considered for Tax Incremental Financing (TIF). When more information is available the project ideas will be brought to the DIBDA Board and to the City Council.
- **Land, Sea and Space Museum Proposal:**
D. Barufaldi noted that Land, Sea and Space Museum (LSS) have submitted a proposal letter to the City Manager. Once this has been reviewed by the City Manager it will be moved along to the City Council for their approval. Gary Bannon and D.Barufaldi have looked into possibilities of the donation of City owned park land for this project.
- **Economic Action of Dover Quarterly Newspaper:**
D. Barufaldi discussed the bids that have been received in regards to the design, format and print of a four page quarterly newspaper. Various people will be contributing column pieces, including columns from D.Barufaldi (Economic Director) of the activities of DBIDA and Economic Development. The quarterly newspaper will be hand distributed. P.Hamblett discussed the benefit of this newspaper in regards to awareness of Dover Economic Development accomplishments. S.Myers discussed the work and involvement from Mike Gillis (Media Services Coordinator, City of Dover, NH) for his work of informing the community via the media.
- **DBIDA Development Land Acquisition for Future:**
D. Barufaldi asked for the DIBDA board to think about land for the future. The Enterprise Park bonding will be done in 2011, and there is one parcel of land capable of fitting a 40,000 sq. ft. building left at Enterprise Park. He discussed the need for another industrial business park. Work on rehabilitation of buildings is being done, but they are slowly filling in. J.Mettee and D.Barufaldi discussed the rehabilitation of the old Davidson Rubber building. He noted there may be less than 25,000 sq. ft. left there. Discussion ensued on the bonding funds, and budget climate, and available parcels for acquisition. The Board agreed this was not the economic climate in which to request another bond for land acquisition.

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

D.Barufaldi said things are slowly improving in almost every sector.

8. Monthly Financial Report:



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

D.Barufaldi pointed out that the technical services balance is due to funds used for unforeseen costs for expedited work of architectural project renderings. The printing and binding costs represent easel boards for the same project. There are no anomalies. D.Barufaldi further discussed the salary portion and encumbered numbers that are on budget.

Motion: M.Weinstein motioned to accept financial report. M.Sylvia seconded. Vote: Unanimous approval.

9. ADJOURN

Motion: M.Sylvia motioned to adjourn the meeting. P.Rinaldi seconded. Vote: Unanimous approval.

DRAFT