



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, February 3, 2011**
 Meeting Time: **4:30 PM**

Members Present: Tim Dargan (Chair), Peter Hamblett (Vice Chair), Mike Joyal, (City Manager), Matthew Sylvia, Phil Rinaldi, Sam Haddadin, Jack Mettee

Ex Officio Members: Dan Barufaldi, Economic Development Director

Members Not Present: Scott Myers, Mayor; Marc Weinstein, Steve Wyrsh, and Robert Paolini

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

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

1. Call to Order.

The Chair called for a roll call attendance.

2. Review and approval of the January 6, 2011 Board meeting Minutes.

Motion: M.Sylvia motioned to approve the January 6, 2011 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: P.Rinaldi motioned to enter non-public session. M.Sylvia seconded. The Chair called a roll call vote. Vote: Unanimous approval.

P.Hamblett and M.Joyal joined the meeting.

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: P.Hamblett motioned to seal the minutes. P.Rinaldi seconded. Vote: Unanimous approval.

5. Old Business:

- Ambassador Program
D.Barufaldi discussed the Ambassador Program. He noted the program is moving forward, and recruiting for new ambassadors is continuing.
- Education Group Activity/School Performance Metrics

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D.Barufaldi noted he has received the metrics for both the private and public educational institutes. He discussed the statistics that were generated and the benefits of these numbers as a selling tool for Dover's educational excellence and diversity.

- DoverTech Status Report/Idea Greenhouse/UNH Research, Commercialization Department Contacts

D.Barufaldi noted that Dr. Mark Sedam is the new department head at the University of New Hampshire Research to Commercialization Process Department. He discussed their monthly seminars, and their interest in putting intellectual properties and research products on the market.

- Tuttle Farm Status Report

D.Barufaldi discussed the arrangements that Suzanne Brown has planned for Tuttle Farm. The Board discussed the economic benefits that this development can bring to Dover. S.Brown will be present at the Tuttle Farm plans at the March DIBDA meeting.

6. New Business:

D.Barufaldi noted the two Economic Revitalization Zone (ERZ) districts, located on Mast Road and Sixth Street, have been approved. He discussed the benefits that will be offered to businesses.

- Downtown Infill Projects: Surveys, Test Borings, Geo-Technical Analysis/Status
D.Barufaldi noted the bid for the Downtown Infill Projects is complete for First Street, Third Street, School Street and Orchard Street city parking lots. McEaney and Associates will be conducting the work for the downtown infill projects.
- Economic Action of Dover Quarterly Newspaper
D.Barufaldi noted the design, articles and templates are currently being put together for the newspaper. The first publication should be available around March 15, 2011.
- Economic Development Addendum/Master Plan Land Use Chapter
D.Barufaldi noted the draft of the addendum was presented to the Planning Board at their January 25, 2011 meeting. The addendum was tabled for the February 22, 2011 Planning Board meeting, to allow for a public hearing. He described the process that may take place after the public hearing.
- iPad purchase Discussion
D.Barufaldi discussed the value of an iPad as a work related tool. He noted that he would like to have Board members to think over the proposal for this business expenditure. Board agreed it is a worthwhile tool and feels the expenditure is justified.

T.Dargan stated to the Board members that D.Barufaldi's contract expires on April 30, 2012. He noted D.Barufaldi has worked with the City of Dover for two years, and asked the Board to consider a three year renewal contract. Discussion ensued on funding, presentation material and data to present to City Council, and the process of an employee contract.

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T.Dargan asked Board members to consider extending a three year renewal contract, and support at the City Council workshop.

7. Manager's Report Economic Development Section January, 2010.
D.Barufaldi asked the Board members to contact him if they have any questions or concerns on the Manager's Report.

8. Monthly Financial Report:

- Month-End Report / Year-to-Date Report vs Budget.
D.Barufaldi discussed the open purchase order for \$17,500 for the parking lot geo-technical and the future use of money for advertising and consulting area.

Motion: P.Hamblett motioned to accept the financial report as presented. P.Rinaldi seconded. Vote: Unanimous approval.

9. ADJOURN

Motion: P.Rinaldi made the motion to adjourn the meeting at 5:30 pm. M.Sylvia seconded. Vote: Unanimous approval.