



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

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

Ex Officio Members: Dan Barufaldi, Economic Development Director; Scott Myers, Mayor; and Mike Joyal, City Manager

Members Not Present: Phil Rinaldi

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

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 February 3, 2011 Board meeting Minutes.

Motion: P.Hamblett motioned to approve the February 3, 2011 minutes. R.Paolini seconded. Vote: Unanimous approval.

D.Barufaldi expressed his appreciation to members for support at Council Meeting.

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: S.Wyrsh motioned to enter non-public session. S.Haddadin seconded. The Chair called a roll call vote. Vote: Unanimous approval.

J.Mette 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 third majority needed to pass.**

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

Motion: R.Paolini motioned to seal the minutes. M.Sylvia seconded. Vote: Unanimous approval.

5. Old Business:

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- D.Barufaldi discussed the Ambassador Program, with 22 Ambassadors currently serving as volunteers. He noted the program is moving forward, and recruiting for new ambassadors is continuing.
- D.Barufaldi noted he has received the Education Group Activity/School Performance 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.
- D.Barufaldi provided the Tuttle Farm status, reporting that DBIDA has been working with Suzanne Brown, Director of NHIAF of North Conway, who has located a potential purchaser. Plans include that the nursery will be outsourced, potential for a restaurant in the barn, a commercial kitchen for training and value added products and a campaign in conjunction with a food marketing company to market products nationally. NHIAF is currently working with the Tuttle family to keep Tuttle's open and start spring planting. The sale of the property is under negotiation. D.Barufaldi is optimistic that farm will be saved though these efforts. Organic farming and organic product potential may fill local demand for these products in the future.
- D. Barufaldi provided update of City Council presentation last night for next three years of funding DBIDA.

6. New Business:

- D.Barufaldi provided status of Surveys, Test Borings, and Geo-Technical Analysis for Downtown infill projects. McEneaney and Associates conducting the work for the downtown infill projects. D. Barufaldi announced the interim report is now available for subterranean stratification. Additional work was needed for an additional cost of \$1,500. Final Plan work to be completed within 30 days +/- . When work is completed the City can produce an RFP. T.Dargan asked if there were any environmental issues identified. D.Barufaldi noted there has not been anything noteworthy thus far despite a former tanner on one site. Groundwater tests will be conducted on a parcel adjacent to a former site of cleaners.
- D.Barufaldi noted the draft of the Economic Development Addendum/Master Plan Land Use Chapter was presented to the Planning Board at their January 25, 2011 meeting and approved by the Planning Board on February 22, 2011. A copy was disseminated to members in the meeting. D.Barufaldi recommends that the plan be updated again after current census results are made available.
- D.Barufaldi showed template for the Economic Action of Dover Quarterly Newspaper, which will consist of 8 pages on polished stock and published in a quantity of 5,000 quarterly with advertising for sale to fund the publication. The first publication should be available around March 30, 2011. T.Dargan asked if there will be an email blast and suggested the Chamber peek of the week. D.Barufaldi said he is exploring options.

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D. Barufaldi mentioned list of Dover businesses that he has available.

- D.Barufaldi discussed the Parking Forum with merchants at Café on the Corner a week ago. The attendees came up with suggestions to mitigate pressures that have been felt on the downtown business community. Free parking times were requested. Issues will be revisited at forum with Bill Simons and Brian Fisher. D.Barufaldi suggested Dover Main Street create flyers and distribute again as this was successful in information reaching the business community. Mayor Myers noted Council approved additional Phase Three meters. Mayor Myers invited DBIDA members to Coffee with the Mayor on Saturday.

7. D. Barufaldi provided an overview of the Manager's Report Economic Development Section February, 2010. D.Barufaldi highlighted that the unemployment rate in Dover is down to 4.4%, and nationally down to 9.1%. Portsmouth is the only local community slightly lower than Dover, with Pease and the Shipyard as major employment centers. D.Barufaldi stated he feels the Dover unemployment rate will remain stable for a time.
8. D.Barufaldi provided brief overview of the Monthly Financial Report indicated there were no major anomalies. A change order in drilling was noted. D.Barufaldi discussed that in the Spring more advertising money will be utilized for promoting Dover in various industry magazines.
 - Month-End Report / Year-to-Date Report disseminated to members.

Motion: R.Paolini motioned to accept the financial report as presented. S.Haddadin seconded. Vote: Unanimous approval.

9. ADJOURN

Motion: J.Mettee made the motion to adjourn the meeting at 5:30 pm. R. Paolini seconded. Vote: Unanimous approval.

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