



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, June 2, 2011**
 Meeting Time: **4:30 PM**

Members Present: Tim Dargan (Chair), Jack Mettee, Phil Rinaldi, Robert Paolini, and Sam Haddadin;

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

Members Not Present: Peter Hamblett (Vice Chair), Matthew Sylvia, Steve Wyrsh, Marc Weinstein, David Choate, and Mike Joyal, City Manager

Others Present: None

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 April 7, 2011 Board meeting Minutes.

T.Dargan noted a typo in item #5, last name misspelled.

Motion: S.Haddadin motioned to approve the April 7, 2011 minutes with correction.

P.Rinaldi seconded. Vote: Unanimous approval.

D.Barufaldi noted that D.Choate had nothing new to report for this meeting, and could not attend due to another engagement. Chair noted no non-public session was required today.

3. Old Business:

- D.Barufaldi noted a Skyhaven Airport Marketing committee was formed, and approval was received from PDA for \$2000 rack card program to produce rack cards and tri-fold brochures. There will be a marketing committee meeting in the morning, and bids have been received for the program. LaFrance Hospitality has agreed to put up hotel sign at the airport that says that a pilot can be picked up at the airport and brought to Dover, particularly after hours.
- D.Barufaldi discussed the Ambassador Program. There was a breakfast for the Ambassadors at the Gourmet Table at the high school, and a tour of the impressive career technical center. D.Barufaldi discussed that the Quarterly Newspaper provides articles with information on the educational offerings Dover provides, and the metrics are available to prove we have an excellent system to pitch to companies. D.Barufaldi will be creating a formatted informational piece to provide simplified information and the Board suggested gathering endorsements from companies. S.Haddadin suggested the Career Learning Center may be a resource that should be included, with their learning offerings



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, June 2, 2011**
 Meeting Time: **4:30 PM**

for businesses promoted. D.Barufaldi noted the Technical Center has provided this in the past. The Board asked if there is a resource guide for companies. D.Barufaldi noted he connects them to experts directly to assist.

- D.Barufaldi provided the Tuttle Farm status, reporting that DBIDA was updated by Suzanne Brown, Director of NHIAF of North Conway. There are Massachusetts brothers interested in purchasing the farm and it is under negotiation. These potential investors are interested in marketing farm products nationally and potentially operating a nursery, organic products, on-site restaurant and potential off-site animals may be raised for production.
- T.Dargan provided update of City Council funding. Agreement still needs to be signed since Council approved funding, and performance evaluation is in progress.

6. New Business:

D.Barufaldi provided updates:

- Downtown Infill Projects: Final report from contractor still pending. Interest is high.
- Economic Action of Dover Quarterly Newspaper: Second Edition released and feedback is encouraging. Advertising is in place for all four quarters.
- Downtown Merchant Promotion Status: Kicking off in June, this is a partnership with the Chamber, Dover Main Street, Parking Commission, and DBIDA. Radio spots will be on three different radio stations, a cross-street banner will go up, and merchants are pleased. Dover Main Street will be managing gathering statistics to measure program success.
- CEDS/Strafford Regional Planning: Economic Development Strategy Committee has five Dover projects submitted for the EDA grant. The infill projects and parking garage are among those that have been included. Grant funding ranges from \$50,000 for planning to \$20 Million for a project.

7. T.Dargan provided DBIDA Operating Rules to members.

Motion: R.Paolini motioned to approve the Operating Rules. S.Haddadin seconded. Vote: Unanimous approval.

T.Dargan announced DBIDA had been invited to EPA Sustainability Planning sessions.

8. D. Barufaldi provided an overview of the Manager's Report Economic Development Section May, 2011 distributed in packets. D.Barufaldi received information today that unemployment is down in Dover to 4.0%. There are only 700 unemployed persons out of 30,000 population. The national unemployment rate rose to 9.1%.

Document Created by: DBIDA Secretary	2011.06.02_BusinessIndustrialDevAuth.Agenda.rev
Document Posted on: June 6, 2011	Page 2 of 3



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, June 2, 2011**
Meeting Time: **4:30 PM**

9. D.Barufaldi provided brief overview of the Monthly Financial Report. Month-End Report / Year-to-Date Report disseminated to members. Trade shows are planned for the coming year utilizing carry-over funds to supplement the 2012 budget funding.

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

10. ADJOURN

Motion: - S.Haddadin made the motion to adjourn the meeting at 5:30 pm. P.Rinaldi seconded. Vote: Unanimous approval.