



**CITY OF DOVER**

## DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Business and Industrial Development Authority  
Meeting Location: Second Floor Conference Room – City Hall  
288 Central Avenue, Dover, NH 03820  
Meeting Date: **Thursday, June 7, 2012**  
Meeting Time: **4:30 PM**

**Members Present:** Tim Dargan (Chair), Marc Weinstein, Steve Wyrsh, Phil Rinaldi, Sam Haddadin

**Ex Officio Members:** Dan Barufaldi, Economic Development Director

**Members Not Present:** Michael Joyal, City Manager; Dean Trefethen, Mayor; Peter Hamblett, Matt Sylvia, Jack Mettee, Robert Paolini

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

The Chair called for a roll call attendance. The Chair introduced William Simons, Parking Manager; and David Choate, Grubb & Ellis.

2. Review and approval of the April 5, 2012 Regular Meeting Minutes.

**Motion:** P.Rinaldi motioned to approve the April 5, 2012 minutes. Seconded by S.Wyrsh.  
Vote: U/A.

3. Infill Projects/Parking Garage Status/TIF

William Simons was on hand to discuss the infill projects and parking garage status.

D. Barufaldi, W.Simons, A.Krans, C.Parker, Charles Reynolds, Jack Buckley, and Carrie Keech are on the subcommittee looking at TIF and the infill projects for the downtown.

D.Barufaldi asked W.Simons to speak to DBIDA about how the TIF is arranged in the City and to see if DBIDA will endorse this approach going to City Council.

W.Simons advised the board, at the request of City Manager, Michael Joyal, on July 18, 2012; he will present to the City Council a how-to and move forward with a TIF district, by comparing it to other communities. He has been collecting information from 8-9 communities within N.H. that are enabling legislation for TIF. Communities such as Rochester, Keene, Concord, and Peterborough, are superstars with their TIF. On May 18, 2012, the Parking Commission established and voted on the TIF District. The boundaries are distinct. The district is for City owned properties only, and encompasses the entire City owned parking lots and into the City streets. He stated that TIF rules were written in the 1970's and are confusing, so some cities have stumbled. The good news is that TIF districts can be updated at any time throughout their lifetime.

The next step is establishing a development plan and those plans are then submitted to the City Council. The plans do not have to be specific. Establishing districts within the City is important.

W.Simons stated he has been working with the Director of Planning, Chris Parker, by deciding



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which properties within the City can be split up and sold. The funds from the sale of the property and the income taxes will go into a dedicated fund which will pay for the taxes. The first bill for the garage will be \$800,000-\$850,000. The City cannot do it alone with just the parking income. When the TIF district is complete, and after all the bills are paid, all monies from the TIF district go to the City. The plan is to dice up the properties, sell them and reestablish TIF districts in the future. His best estimate for a time frame would be that the first shovel in the ground would be in the summer of 2013 and possibly have a garage built in the next 3-4 years. There is a lot of planning work to do in the meantime.

T.Dargan asked if the City can borrow money or can it be included in the bond. He asked about working capital.

W.Simons stated a financial plan can be set up, and he could advise the City Council to stay away from the General Fund. Construction would not begin for at least one year and there would be approximately \$400,000 from the parking system in the bank right away. There would be no expenditures for 2+ years – but a finance plan is critical. There are many challenges in setting up the TIF. There needs to be an Advisory Board, and who would be in charge of the financial aspects needs to be worked out. This varies from town to town. W.Simons will lay it out for the City Council at the July 18, 2012 meeting, and a step by step plan will be developed.

D.Barufaldi stated the City would most likely go to an experienced developer, who would subcontract the project out. The City would look at the quality of materials which guarantees the work down the road.

T.Dargan was asked about the timeline for selling the City lots to private hands.

W.Simons responded he estimates it would be one year from now until the first sale. He stated the sale would be structured, so there are no displacement issues within other City lots. The selection and location of lot development is critical. He spoke about the expanded option of Chestnut Street vs. First Street.

D.Barufaldi has been asked to be on the subcommittee. The Chair asked if a vote was necessary on the suggestion of D.Barufaldi being on the subcommittee. Board members all agreed.

W.Simons stated the City would develop 2-3 of the properties before the groundbreaking on the garage which he estimates 3-4 years out for the garage.



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T.Dargan asked about risks to the City. W.Simons stated that Jack Dugan is the statewide TIF representative. There are safeguards in place that minimize the risks for cities.

D.Barufaldi asked the Board to take a vote to move forward with this plan.

**Motion:** S.Haddadin motioned to endorse the TIF as presented. P.Rinaldi seconded. Vote: U/A.

4. **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. Vote: U/A.**

- Company Contacts Status Report.
- DBIDA Director’s Performance Evaluation/ Compensation

**Motion:** P.Rinaldi motioned to enter non-public session. Seconded by S.Wyrsh. Vote: U/A.  
*D.Barufaldi left the room during part of the non-public session and returned when called.*

5. **Return to public session.** The Chair requested a motion to seal the minutes because divulgence would “render the proposed action ineffective”.

**Motion:** S.Haddadin motioned to seal the minutes. Seconded by P.Rinaldi Vote: U/A.  
*D.Barufaldi was recalled to the meeting.*

D.Barufaldi was informed of the Board’s decision on his compensation from March 1, 2012 through March 1, 2013. The difference is to be paid retroactively.

A motion was made in non-public session to vote on the actual 2012 annual employment appraisal for the Director of Economic Development, Daniel Barufaldi. The annual increase of 2.5% was based on prior discussions in the non-public session.

**Motion:** M.Weinstein motioned to accept the annual appraisal and salary increase. Seconded by P.Rinaldi. Vote: U/A.

6. OLD BUSINESS:

- Education/Business Connect Group/Chamber Education Committee  
They are now meeting and will meet again in September with the Chambers Education Committee to explore overlapping areas and expand to new areas. The committee is moving along well.



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- Tourism Stakeholders Group is doing well with combining annual calendars with the Chamber events, the Children’s Museum events, Parks & Recreation, Dover Main Street, and the Woodman Institute. The group has also made progress with the hotel groups who shuttle business people to/from Dover hotels from Skyhaven Airport.

Carrie Eisner from the Dover Main Street Program has resigned to take another position in the private sector in Portsmouth. Sean Fitzgerald, Chamber liaison, and board member of the Main Street program along with Molly, the Executive Director of the Chamber met with D. Barufaldi to safeguard the existence and health of the Main Street organization going forward and to discuss how we could help during then transition period.

### 7. NEW BUSINESS:

- Q4, 2012 Economic Action of Dover & Future advertising opportunities.  
Bank of NH has purchased the Q2 edition ad; Federal Savings Bank has the Q3 edition ad.  
Q4 is still open.
- Enterprise Park II Discussion – was previously discussed in non-public.
- Trade show booth graphics and DBIDA web site projects status. D.Barufaldi has been working with Kent Creations on the trade show graphics. He has also met with the City IT group regarding how the servers will work, and how the domain name is registered. Final proposals will be coming back the week of June 16, 2012. As previously discussed, the website will link directly to the City site, will have its own domain name, and separate website. Kent Creations has measured for the booth, and they are using selective graphics. They will have a price for the graphics by the week of June 23, 2012. D.Barufaldi has approved the text for the trade show brochures.

S.Haddadin asked if DBIDA can accept and charge for property listings on the new web site. D.Barufaldi responded that properties must be MLS listed to appear on the database service DBIDA is purchasing for placement on the web site.

The “City of Opportunity” updated page is being reprinted for insertion. It replaces the previous Mayor’s message page. The front cover and updated page are one. The new pages are being printed at RAM Printing and will be ready soon.

- CEDS Report – The final report is done. It had a lot of mistakes and corrections are being made. The plan covers 2011-2016 and can be accessed at the Strafford County website. A copy of the report is on file in the DBIDA office.

D.Barufaldi recently did presentations for the following groups.



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- Strafford County Board of Realtors
  - Granite State Ambassadors.
  - UNH Macro-economics Class
  - Keller-Williams Seacoast ,the Portsmouth Group. They, like other area realtors are bringing more assets to Dover.
  
  - Top Ten Small Cities Award: Mother Earth Magazine has awarded Dover in 2012. The June edition will list Dover.
8. Manager's Report, Economic Development Section, May, 2012. Residential sales have increased in volume with prices remaining depressed. Commercial real estate sales activities are showing minimal to moderate improvement. The May Manager's Report, Economic Development Section, was distributed as a handout.
9. Monthly Financial Report:
- April, 2012 and May, 2012 - Month-End Report/ Year-to-Date Report vs. Budget.

There was a discrepancy on how revenues received by DBIDA for *Economic Action of Dover* advertising is not going into the DBIDA financial account, but is going into the general fund in error while expense for the paper are coming out of the DBIDA budget. D.Barufaldi will sit with Dan Lynch in Finance to resolve the problem.

**Motion:** P.Rinaldi motioned to accept both the April 2012, and May 2012 Financial Reports as presented. Seconded by S.Wyrsh. Vote: U/A.

### 10. ADJOURN

**Motion:** P.Rinaldi motioned to adjourn at 6:23 pm. Seconded by S.Haddadin. Vote: U/A.