



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, April 5, 2012**
Meeting Time: **4:30 PM**

Members Present: Tim Dargan (Chair), Sam Haddadin, Marc Weinstein, Jack Mettee, Peter Hamblett, Steve Wyrsh, Phil Rinaldi.

Ex Officio Members: Dan Barufaldi, Economic Development Director

Members Not Present: Dean Trefethen, Mayor; Mike Joyal, City Manager; Robert Paolini
Matt Sylvia.

1. *Chair called the meeting to order at 4:36 pm.*

The Chair called for a roll call attendance.

2. Review and approval of the March 1, 2012 Regular Meeting Minutes.

Motion: P.Hamblett motioned to approve the March 1, 2012 minutes. Seconded by P.Rinaldi. Vote: U/A.

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. Vote: U/A.**

- Company Contacts Status Report.
- Other

Motion: P.Hamblett motioned to enter non-public session. Seconded by S.Haddadin. Vote: U/A.

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

Motion: P.Rinaldi motioned to seal the minutes. Seconded by S.Haddadin. Vote: U/A.

5. OLD BUSINESS:

- Economic Development/ DBIDA City Council Workshop Presentation

D.Barufaldi discussed the River Valley Development (RVD) proposal recommendation presented to the City Council at the April 4, 2012 City Council Workshop session. After listening to the RVD proposal, T.Dargan gave the DBIDA board position to the Council, which was not to recommend the current proposal. Specific reasons were given to the Council. There was a joint meeting with the Parking Commission and DBIDA, but the DBIDA board did not have a quorum to consider the amended proposal. It was suggested to go back to the drawing board to review the



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list of issues including the gap in the amortization schedule. The Mayor stated we could not access the General Fund and there was an extended discussion from the Council members on how to proceed. There are active discussions between Council members. DBIDA remains strongly in favor of the infill and parking garage project, but could not recommend the proposal as presented.

Tim Dargan spoke about RVD developer Mike Patenaude, speaking at the City Council meeting last night. The developer stated that he was not invited to the meeting where the Board voted. He also said he found out the outcome of the vote through the newspaper, which is incorrect. T.Dargan stated to the best of his knowledge, he believes RVD representatives C.Berry and possibly Attorney Schulte were present.

D.Barufaldi stated that after the meeting, he was advised by Mike Joyal to call Mike Patenaude. He attempted to personally call Mike Patenaude twice the same evening of the vote, and then once before 8 a.m. the next morning and advised him about the vote. At that time they had a conversation.

D.Barufaldi was not appreciative of his comments to the City Council last night, mentioning that he was never informed by DBIDA. At that meeting Chris Berry was present, and Mike Patenaude was unable to attend the meeting when the vote was taken.

Board members asked if he is going to rebid or step out.

T.Dargan stated he expects RVD to rebid, but that Mike Patenaude doesn't want a rebid.

D.Barufaldi stated he stayed in touch frequently with Mike Patenaude and Chris Berry throughout the process.

On Tuesday, April 10, 2012, City Manager Mike Joyal, Planning Director Christopher Parker, Dan Barufaldi, Parking Manager Bill Simons, and Chief Anthony Colarusso will meet to discuss the next steps in the infill project. D.Barufaldi recommends a rebid and a TIF to proceed. The net revenues on the parking meters is \$200,000, and revenues from the parking garage once built and the revenues from the sales of the properties involved rather than the gifting of the properties for \$1, and along with the TIF – once sold and built the developed tax value will cover the entire amortization schedule with some reserve getting us financing through City bonding at 3 ½%.

T.Dargan asked about the downtown planning meeting on Tuesday, April 10, 2012 with City staff.

J.Mettee, who chairs the Steering Committee for the Master Plan – recommends DBIDA members attend at least one Steering Committee meeting. He stated a lot of those meetings have been about



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the downtown including the intra-relationships between the three infill sites and part of the 2023 project, and the City staff meeting on April 10. J.Mettee's view was that the Parking Commission and DBIDA and the City Council are waiting for the developer to come back to the City Council in the next couple of months and he wanted clarification. This scenario is not necessarily the way it will go.

D.Barufaldi and T.Dargan stated that the City Council will consider the project but they will wait until after the budget approval. The developer is understanding of the wait time. T.Dargan stated the Mayor would like to fit it in between meetings and it will not happen before the budget approval.

T.Dargan stated the Parking Commission is recommending a TIF. He discussed a comment made by Councilwoman Catherine Cheney recommending a TIF and that it would pay for itself.

S.Hadaddin asked questions about how the TIF works.

D.Barufaldi stated you can set terms, minimal thresholds and put certain criteria into a TIF and explained the way a TIF uses incremental tax revenues from the post development incremental value.

Discussion about the number of net parking spaces was discussed by board members.

J.Mettee commented about having a clearer path of who is in charge and what responsibilities that person or group has would be best.

D.Barufaldi and T.Dargan agree.

S.Haddadin is concerned about not building enough levels now in the parking garage. He indicated we should be building them now vs. waiting until later, due to the inability to add levels later at a reasonable cost.

T.Dargan also stated building codes could change in the years to come making enhanced footings unusable by future building code requirements.

- **Education/Business Connect Group**

D.Barufaldi stated we learned things, specifically from our advanced manufacturing companies that we were not getting the required skill sets from the school system and from our high school graduates. He mentioned the IT programs which had been behind industry used programs.



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DBIDA got together with the Leadership team of the school system, and met with Curriculum Managers, and members of local businesses including Cramer Fabrics, Certified Retail Solutions. D.Barufaldi wanted to get the businesses into the school to talk to the students and to get the students out into the businesses, both of which are starting to happen. Both Certified Retail Solutions and Cramer Fabrics will enter the schools to train and mentor the students and both have agreed to internships. Also the Executive Director of The Manufacturing Extension Partnership, Zenagui Brahim, has started to attend the meetings. This State agency can help to access grant monies for the program. The Children's Museum is also coming into the Business Connect Group.

- **Tourism Stakeholders Group**

The Tourism Stakeholders Group continues to get enhanced cooperation by the Children's Museum, the Dover Chamber, the Hotel group, (which provides shuttles from Rochester to Dover) and Skyhaven Airport. There is an annual calendar which combines the Parks & Recreation in scheduling events, which piggy-backs events scheduled with the Dover Main Street program, Chamber events and the Woodman Institute.

- **Flags/Banners /Lights Placement Agreement**

Two meetings have taken place with those involved in the placement of flags, banners, lighting and after a second meeting a decision was made. There is a signed agreement with terms and locations of the flags, banners, lights.

6. NEW BUSINESS:

- Q2 & Q4, 2012 Economic Action of Dover & Future advertising opportunities. FSB has agreed to sponsor the Q3 edition ad. We are now hunting for Quarter 2 and Quarter 4 ads.
- Enterprise Park II Discussion

D.Barufaldi stressed it is time to start looking at parcels. The gravel pits are a possibility and the current industrial park on Littleworth Road. He does not see anything out on Route 155 of sufficient size at this time.

P.Hamblett asked about educating the City about the need for additional properties.

D.Barufaldi has been working with the City Council on the need. With the state of economy, DBIDA will have to push hard to get acceptance to purchase more land.

P.Hamblett asked about bonding 100%.

T.Dargan replied if we can sell infill properties, we can afford to purchase other properties, depending on what use the City Council decides for those monies.



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D.Barufaldi stated that Severino will purchase all the gravel pits and then sell them off.

The Pike Industries property was discussed. DBIDA is looking for approximately 90 acres.

P.Hamblett asked about the price tag and how much land.

D.Barufaldi mentioned it is the quality of land and the amount of usable land that is the question, along with the price. DBIDA would like to stay under \$50k per acre. The Enterprise Park bond will be completely paid for in 2013. The City Council would have to approve the use of the incremental bond money. Board members discussed using the incremental bond money, using money from the General Fund, or a TIF to pay for Enterprise Park II.

- NNEPRA (Downeaster) Report. A letter was handed out which was sent to the Secretary of Transportation involving the Tiger Grant for three items which will help the Downeaster service in Dover. The Dover letter was one of 28 letters that went to the Secretary of Transportation, including the Dover Chamber. A copy of all letters also went to all NH Congressional delegates.

- Director's Performance Evaluation Committee

The evaluation committee has met and is reviewing DBIDA FY2012 Plan and Goals. A status of performance against the various goal segments was requested and will be in the committee's hands early next week. The goal is to have the Director's evaluation ready in May, 2012 for final signoff. Steve Wyrsh has volunteered to type up the final performance review document.

- Cost of commercial Dover real estate list and updates system.

D.Barufaldi has requested a commercial property listing service to be used with the iPad previously approved, along with the new DBIDA website and the link to the City website. He would like an updated listing of commercial properties to use with clients in the field. He has been investigating the cost of the service and the initial quote was given at \$2000 per year for the service. With T.Dargan's suggestion, D.Barufaldi met with CIBOR and as a group they purchase this service; and the NECPE has a service for about \$400 per year, and it is updated every 15 minutes. There is an RFP on the website and trade show graphics for the booth frame. The only realistic quote received was from Kent Creations.

In regards to the website, D.Barufaldi has gone to a number of meetings where site location companies search, and their feedback was that we need a 2 click search system. Any more than that, they exit the site. He has a listing on an outside site, which is a basic listing. We have already received 40 hits. He is convinced we need our own website, with a link to the City site, but also wants the property listing and the data management system on the DBIDA site.



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- There is an RFP on the website. A long distance company from N.C., quoted \$7700 but doesn't want to come here, they want to do it long distance. Kent Creations quoted at \$3750 to set it up and couple it with the \$400 service he feels we can get what DBIDA needs. Annie Dove and Marty Beatrice will review the service and website and sit with D.Barufaldi and if DBIDA agrees, also with Kent Creations. There is a \$10 per month fee to run it. The service is free for six months. D.Barufaldi made it clear in the RFP to be able to change things as we wish. We will pursue the Kent Creations quote, which is the only local company. They were the least expensive and the most effective for what we need. It falls under the consulting services and advertising budgets. (\$6512). DBIDA will own the website and we can update it. The \$3750 quote is for the website, and \$2750 is for the booth graphics. The latter under the advertising line item. The total is approximately \$6500.

Motion: S.Haddadin motioned to go with Kent Creations and approve the approximately \$6500 for the website and the booth graphics. M.Weinstein seconded. Vote: U/A.

7. Manager's Report, Economic Development Section, March, 2012 – DOC 3

8. Monthly Financial Report:

- March and February, 2012 Month-End Report/ Year-to-Date Report vs. Budget. DOC 4 & 5,
VOTE

Motion: P.Hamblett motioned to accept both the February, 2012 and March, 2012 Financial Reports. Seconded by S.Wyrsh. Vote: U/A.

- A letter was received from the Chamber to thank D.Barufaldi for serving as a panelist on the Chamber Forum.
- D.Barufaldi presented a statistical report from PolEcon Research on local trends in population and demographics in Dover.
- Dover population growth among households, family households, and especially families with children exceeds those for New Hampshire, Rochester, and Strafford County significantly. The percentage of households with children is up 10.4% in Dover with the above entities coming in all negative between -4.1% and -10.2%. Dover, while becoming the fastest growing City in NH, has maintained a value balance between the cost to live here (taxes & fees) and the quality of place (amenities offered).
- Dover has 2.1% more private sector jobs over what it had prior to the recent recession. NH: -4.5%. Portsmouth -2.9%, Rochester -7.7%, U.S. -5.5%. 2003-2010: Dover is at the top of most NH communities on private sector growth since the recession of the early 2000's (6.7%).



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The Dover private sector wage growth shows Dover adding higher quality jobs at a faster rate than our neighboring communities. Dover's average weekly wage is approximately \$920/week and the NH average weekly wage is \$890.

Jack Mettee left at 5:58 pm

9. ADJOURN

Motion: P.Hamblett motioned to adjourn at 6:12 pm. Seconded by S.Haddadin. Vote: U/A.