



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, March 1, 2012**
Meeting Time: **4:30 PM**

Members Present: Tim Dargan (Chair), Sam Haddadin, Phil Rinaldi, Marc Weinstein, Jack Mettee, Matt Sylvia, Peter Hamblett, Robert Paolini.

Ex Officio Members: Dan Barufaldi, Economic Development Director; Mike Joyal, City Manager; Dean Trefethen, Mayor.

Members Not Present: Steve Wyrsh

1. *Chair called the meeting to order at 4:43 pm.*

The Chair called for a roll call attendance. The Chair introduced David Choate of Grubb & Ellis.

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

Motion: P.Rinaldi motioned to approve the February 2, 2012 minutes.

Review and approval of the February 23, 2012 minutes (Joint meeting of the Parking Commission and DBIDA.)

Motion: P.Rinaldi motioned to approve the February 23, 2012 minutes.

B.Paolini seconded. Vote U/A. The joint meeting minutes will then be passed onto the Parking Commission for their approval

J.Mettee joined the meeting at 4:36 pm.

When the joint meeting was opened, Jack Mettee was not present and a quorum was not met. *J. Mettee left the meeting at 5:04 pm during the February 2, 2012 meeting. 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.**
4. **Return to public session.**
5. 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.

6. OLD BUSINESS:



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- Parking Commission/DBIDA joint meeting update. Both boards want to hold off moving forward with the RVD revised proposal. A new RFB may be requested. The boards agree that that they would consider recommending a TIF to the City Council and that the existing proposal could not move forward with tax revenues from a TIF or from the parking system alone – both would be needed. C.Parker and D.Barufaldi agreed.
- The original proposal was the only proposal that was presented to a quorum of the DBIDA Board and DBIDA voted not to recommend that proposal.

On April 4, 2012, Tim Dargan, members of the DBIDA board and members of the Parking Commission, and RVD will make a presentation to the City Council. The purpose of that meeting is reporting to the Council with recommendations of both the Parking Commission and DBIDA.

M.Joyal stated that the intent was at the conclusion of the process, both DBIDA and the Parking Commission would make a recommendation to the City Council. The original meeting date was scheduled for March 7th but it was rescheduled for April 4th. This gives ample time for various concerns to be worked out. The purpose of the workshop is to allow RVD a chance to present their latest proposal presentation to the City Council from the sole company proposal. The meeting will start off with a presentation of the process that was directed from the City Council. The ultimate intent was to seek proposals from a handful of developers that had expressed an interest and to do a complete infill development which included all the infrastructure, and constructing a parking garage. The workshop will air all of these concerns for the DBIDA, the Parking Commission and the Council.

- T.Dargan asked if there may be another proposal between now and the April meeting. M.Joyal stated he is not sure. Discussion between board members ensued about City Council reviewing the proposal, information from both boards and ultimately the Council making a decision.
D.Barufaldi stated that even though DBIDA and the Parking Commission did not recommend this proposal, we are 110% for infill development and a parking garage.
- Education/Business Connect Group meets monthly. The group is making good progress. The group includes Scott Johnson, President of Certified Retail Solutions and Annette Studebaker General Manager of Cramer Fabrics. Both firms are beginning intern programs with the public schools system both with the high school and CTC. The interns would end up as tech level employees hired out of high school. Also science and math people graduating from college would intern and may be hired on. Other companies are expressing interest. This is a



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national trend. Dover has a low level of unemployment (3.9%) but many required skill sets are not here. This is a local attempt to improve job retention locally and retain our kids in Dover.

- Tourism Stakeholders Group continues to meet monthly. It is a group that includes the hospitality industry, the Children's Museum, the Woodman Institute, and also arts people from the mills. The Main Street program and the Chamber have organized yearly calendars for the year so events can be piggybacked on events (swim meets, hockey tournaments, chamber events etc.) Hotels are starting to see positive impacts. We are hoping that restaurants will also stay open when events are going on in the City.
- Q1, 2012 Economic Action of Dover Newspaper – on the table. Advertisements are available for remaining quarters in 2012. D.Barufaldi thanked Sam Haddadin for his advertisement in the Q1 edition.

7. NEW BUSINESS:

- Q2-4, 2012 Economic Action of Dover & Future advertising opportunities.
- Under the general heading of advertising. DBIDA has put out two RFP's for advertising: One is for tradeshow graphics. We have a tradeshow booth framework, but it needs graphics.
- The second RFP is for our own website. Meetings with site locators have confirmed a trend that they all now start their search online and it is important to have a website which is easy to access and navigate. If the search engine is too difficult, the site locators will just close out of the website and move on. In the RFP, we begin Phase I – which is looking to develop a website of our own. The cost estimate is \$5-\$6k. We need a website, a domain name, search optimization and maintenance. The plan is to have current land/property listings on the web so commercial real estate, developers, and companies can search directly on our website for properties currently listed. The website can also tie into the City of Dover website. S.Haddadin stated he can recommend a search engine. D.Barufaldi stated he will look at Google as well.
- M.Joyal mentioned that the Arts Commission is beginning to focus. There is new energy, and an active role working with Jane Hammer and Ed Spuler who is seeing new ideas including the creative economy as it relates to the arts, and performing arts. There is also a new performance venue starting up in the City on Third Street in the old B&M building which is underway. It will include jazz, and blues music and some dancing.
- Enterprise Park II Discussion. D.Barufaldi is working with the Zoning Review Committee. As part of that effort he has been looking at some sectional maps of Dover in an effort to turn some potential lots into Enterprise Park II consideration in the future. He will keep the board up to date. Currently Enterprise Park has 15 businesses, 420 employees, and the City would like to replicate this in the future. When the Park is full, the City would receive about a half



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million dollars a year in tax revenues. As commercial land availability in Dover continues to shrink we need to think about it quickly.

- D.Barufaldi stated that one of the goals in a goal setting meetings of the City Council is to move the ratio of commercial to residential land from 30/70 to 40/60 which is a big move, and will assist in keeping the tax rate viable.
- Dover 2023 – is a community conversations effort starting now through June. It is an outreach to the community to get citizens' concepts of what Dover should look like through 2023. The first session is March 10th at 9:00 am-12 noon. It is a large scale community visioning exercise at the Middle School. It is open to the citizens of Dover. There will be three series to the program: City Wide Conversations, Neighborhood Meetings to develop the Vision concepts, Neighborhood Meetings to develop implementation strategies. There will be training for moderators and Board members are welcome to attend.
- Tuttle Farm update. There are negotiations going on between Bill Tuttle and two potential buyers. The original two investors from Massachusetts, and a second that is looking at it as an outsourced collection of things: they are looking to put in Shain's Ice cream, Wentworth greenhouses, etc. In last two weeks, the investors have been very quiet.

Bob Paolini left at 5:28 pm

- Initiate Director's Performance Evaluation: T.Dargan stated its time for D.Barufaldi's performance evaluation. T.Dargan recommends removing the evaluation from his hands alone and giving it to an evaluation committee. Committee members who volunteered were Pete Hamblett, Marc Weinstein, and Tim Dargan.

8. Manager's Report, Economic Development Section, February, 2012. (handout)

9. Monthly Financial Report:

- January and February, 2012 Month-End Report/ Year-to-Date Report vs. Budget.
The January report is available. The February report is not available due to the month-end ending last night and Dan Lynch being out of town. **Vote: on January report only.**

Motion: Motion to accept the January 2012 Financial Report by J.Mettee. Seconded by S.Haddadin. Vote: U/A.

- Mike Joyal spoke to the Board. He requested that at the April 4, 2012, workshop, after the proposals are discussed on the infill project, he would like to see an economic development update (Quarterly) at the second half of the meeting for Dan Barufaldi to give that update.



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DBIDA will remind the City Council that funds are obligated by contract and show the Council what DBIDA has done to date. One of the four City Council goals in the next 2 years is to promote economic development through their funding and support

10. ADJOURN

Motion: P.Hamblett motioned to adjourn at 5:34 pm. Seconded by J.Mettee. Vote: U/A.