



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, September 6, 2012**
Meeting Time: **4:30 PM**

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

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

Members Not Present: Peter Hamblett, Robert Paolini, Matt Sylvia.

1. *The Chair called the meeting to order at 4:37 pm.*

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

2. Review and approval of the July 12, 2012 Regular Meeting Minutes.

Motion: S.Haddadin motioned to approve the July 12, 2012 minutes. Seconded by P.Rinaldi.
Vote: U/A.

3. **Entered 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.**

Motion: P.Rinaldi motioned to enter non-public session. Seconded by J.Mettee. 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.

1. OLD BUSINESS:

- Infill Projects/ Parking Garage Status/ TIF

Dan Barufaldi stated he is part of a TIF team that includes Bill Simons (Parker Manager); Alan Krans, (City General Counsel); and Christopher Parker, (Director of Planning & Community Development). B.Simons is finishing up the draft to put out an RFP for the First Street parking lot. It should be out next week. It will be a phased plan where parking will be available throughout construction. Sufficient parking is provided for at all times during development.



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S.Haddadin asked if the City is looking for a specific thing to be built or are they just collecting ideas.

D.Barufaldi stated there will be “use” guidelines including appearance, design covenants and other restrictive requirements in the RFP. The City will be assured it fits in and the quality level is there. The City is requiring commercial, office, and residential buildouts in a specified way.

T.Dargan asked D.Trefethen how the TIF workshop went that was presented to the City Council.

D.Trefethen mentioned the presentation was mixed. Two of the three Council members will be hard to sell. It is too early to judge. He feels it’s better than 50/50 for Council to approve.

- Education/Business Connect Group/Chamber Education Committee/ Vesume’ Group

The Education/Business Connect Committee is meeting early next week. On September 21, 2012 they will meet with the Chamber to explore activities including businesses working with education systems and share discussions are B to B and B to C business partners. The purpose of the meeting is to explore to find where the two groups activities and participants overlap where they can work together and where the activities of each group work better on their own.

The Vezume Group is a business staffing group. Area seniors (particularly the CTC seniors) are having a difficult time in getting and performing job interviews. Skill sets and technique are needed for good job search skills. Vezume will counsel the seniors at no charge, and assist them to do 30 second video resumes. They are coaching how to conduct an interview, how to dress, the proper body language, how to be timely for interviews, and how to address questions. They are developing an entire curriculum at the school to get that done.

Cramer Fabrics (Annette Studebaker) and Certified Retail Solutions (Scott Johnson) have done some adjunct teaching to bring the business world into the school. Both companies have established a pilot intern program where they will work with two to three high school



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students after school and for summer work. They will show the students how business works, and they will be paid. The pilot program is only with Dover High School and the CTC at present.

2. NEW BUSINESS:

- Q4, 2012 Economic Action of Dover & Future advertising opportunities. Advertising opportunities for the 4th Quarter are available. A full page ad is \$1200 and a half page ad is \$600. The ad will be on the back cover.

- DBIDA Website, trade show graphics, trade show brochure status:

The DBIDA website is still under construction. D.Barufaldi is now awaiting the entrée' codes to put the DBIDA website on the City server, and establish a link back & forth. Progress is moving forward. There will be a home page which will have bulleted accounts and 2 clicks access to specific relocation information. The trade show graphics are done and we are now putting the graphics on the trade show booth frame at Kent Creations. The original layout is being reworked. The tradeshow brochure is done and printed. The initial order was for 2500 copies.

- Enterprise Park II Discussion:

Regarding the need for an Enterprise Park II – there have been problems for new construction due to a lack of available commercial property. There has been open discussion to replicate the success of Enterprise Park. The Enterprise Park I bond is done this year. We need to assess the political will of the City Council and inform them of the need to acquire development land to replicate the success of the Enterprise Park I in terms of taxes provided to the general Fund (\$435,000 this year), businesses relocated to Dover (15), and jobs created (425).

S.Haddadin asked if land has been located for a future Enterprise Park II. He stated the first step is to find the land, and then move forward.

D.Barufaldi stated there are possibilities, but no bond to do it.



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Mike Joyal stated that when Enterprise Park was initiated, the City issued its own bond. The sale of the land would pay back the bond. The land sales did not happen, and the City took on the responsibility of paying back the bond. There is still one parcel of land available in Enterprise Park. We need to fill what is available in Enterprise Park before asking the taxpayers to develop another Enterprise park, but is recognized that due to the timing of build outs and relocations, if we wait until the land is all gone, we will face a year or two before we have space to offer incoming companies. There is a need for suitable buildings, but Dan Barufaldi does not recommend a speculative building project in this market.

There was discussion about the City budget.

D.Trefethen stated that the City Council would be excited about the creation of jobs, but not about spending dollars. He suggested that DBIDA present at a City Council workshop in the near future to discuss another Enterprise Park.

M.Joyal stated we should position to buy the land now, and make the move in a few years. To wait to purchase land in 4-5 years would be more costly in the long run. D.Barufaldi also recommends that approach due to the low land prices and low interest rates available now.

D.Barufaldi discussed the condition of the existing signage at Crosby Road Industrial Park. He asked DBIDA if they want to pay for a new sign. The industrial park does not have an association which would pay for or take care of the signs. The public roads and roadway are maintained by the City. He has been working on getting an association together which would ask tenants/owners to take care of the public and common areas in Enterprise Park, but that was not done at Crosby Road or Industrial Park Drive. He would like to see someone from the industrial park on the DBIDA board. He estimates the cost to be about \$4000 for the entry sign fit up and replacement of the index sign of park resident businesses.

M.Joyal wants to make sure it is on City property before the City pays for it. It is prohibited to spend City money on private property. However, if it is in the public right of way, it would make sense and it would be nice for potential marketing of the park.



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T.Dargan suggested putting out an RFP for signage if the signs are on City property.

J.Mettee recommended looking at both signs on Crosby Road – the primary sign and the listing sign. Both signs are in need of repairs and updating. He asked D.Barufaldi what direction he wants from the Board to secure a future industrial park.

D.Barufaldi would like to be directed to the next step by the Board.

D.Trefethen suggested a workshop. DBIDA would attend and present ideas to the City council.

D.Trefethen feels DBIDA should present the statistics of success for the original Enterprise Park in terms of companies attracted and in residence, number of jobs created, dollars of tax revenues provided to the General fund over the duration of the park's life to bond termination and beyond.

- “City of Opportunity” Update page reprint for insertion.
- Attraction Projects

George Bald, head of the DRED Commission (Department of Resources and Economic Development), is retiring November 1, 2012. We don't know who we will get to speak to at the State level. We are also losing our local DRED representative, Ms. Davis who is taking the Somersworth position (Director of Economic Development). We have good DRED contacts with Michael Bergeron and Cindy Harrington who is currently looking for a spot in NH for a Massachusetts food processing business.

Jack Mettee left the meeting at 5:40 pm.

T.Dargan spoke about the Grubb and Ellis Northern New England contract with DBIDA as exclusive agent for Enterprise Park. The agreement expires on September 17, 2012. He recommends renewing the contract for one year. Grubb & Ellis with both David Choate and Bob Anderson now on board, is the premier commercial real estate broker in the Seacoast.



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M.Joyal requested an update from D.Barufaldi about DBIDA receiving cut sheets, monthly reports, regular advertising efforts, and active contacts to the Board.

D.Barufaldi stated he has been receiving all requested reports.

Motion: P.Rinaldi motioned to renew the contract with Grubb and Ellis. Seconded by S.Wyrsh.. Vote: U/A.

3. Manager's Report, Economic Development Section, August, 2012. DOC 3 is in the packets. D.Barufaldi has been asked to report on the City Council management improvement goal setting (addendum to the report).

4. Monthly Financial Report:

- July and August, 2012 Month-End Report/ Year-to-Date/ Year-end Report vs.Budget. DOC 4.& 5 **VOTE**

Motion: S.Wyrsh motioned to accept the July, 2012 and the August, 2012 financial report. Seconded by P.Rinaldi. Vote: U/A

- FY 2013 DBIDA Budget **VOTE**

D.Barufaldi reviewed and discussed the FY 2013 DBIDG budget.

Motion: S.Haddadin motioned to accept the FY 2013 budget. Seconded by M.Weinstein. Vote: U/A

5. ADJOURN: **VOTE**

Motion: S.Haddadin motioned to adjourn the meeting at 5:54 pm. Seconded by P.Rinaldi. Vote: U/A