



**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, October 4, 2012**  
Meeting Time: **4:30 PM**

**Members Present:** Tim Dargan (Chair), Phil Rinaldi, Sam Haddadin, Peter Hamblett, Matt Sylvia.

**Ex Officio Members:** Dan Barufaldi, Economic Development Director; Dean Trefethen, Mayor.

**Members Not Present:** Michael Joyal, City Manager; Jack Mettee, Marc Weinstein, Robert Paolini, Steve Wyrsh.

1. *The Chair called the meeting to order at 4:57 pm.*

The Chair called for a roll call attendance. The Chair introduced Bill Simons (Parking Manager).

2. Review and approval of the September 6, 2012 Regular Meeting Minutes. DOC 2, **VOTE**

**Motion:** P.Hamblett motioned to approve the September 6, 2012 minutes. Seconded by S.Haddadin. 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**  
**Vote:** U/A.

**Motion:** M.Sylvia 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”. **VOTE**

**Motion:** P.Hamblett motioned to seal the minutes. Seconded by M.Sylvia. Vote: U/A.

5. **OLD BUSINESS:**

- Infill Projects/ Parking Garage Status/TIF

Dan Barufaldi introduced Bill Simons (Parking Manager). B.Simons has been working on the details of the Infill Projects in the City, the parking garage status, and the TIF. He is a resource for DBIDA on the TIF.

B.Simons discussed the parking garage, the infill projects, and the TIF. He has been working on and discussed the TIF proposal which needs to be approved by the Parking Commission, DBIDA and the City Council. The committee is almost done on determining the original assessed value of the property. He commented that when the property goes from exempt to taxable, that baseline value stays with the taxing entities: County/ school, State/school and the City. The increment



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above that value is what goes into the TIF. Simons stated he asked the Finance Dept. to contact the Department of Revenue Administration regarding the State, School, and the local tax. Some towns in New Hampshire are doing the TIF differently with the State and School tax and there have been problems running TIF's in area towns. Additionally, the City Legal Department has created some draft enabling documents and draft Resolutions. Legal wants this done perfectly, therefore, the entire Chapter of the TIF enabling legislation will be dissected line for line, comparing two copies side by side, to avoid any discrepancies and give a fair presentation to the City Council. The enabling draft documents will be brought to the Parking Commission for first review on October 16, 2012. Additional meetings will be scheduled as needed.

Geotechnical and environmental assessments that were conducted were provided to Daly and also to Harvey Industries. Daly said there would be no problem; Harvey said it needs work. Simons took the highest number given by Harvey Industries and added 10% to the cost. We need to be conservative on the cost and conservative on the income.

The target date to submit is December 27, 2012 and the first reading would be scheduled for the January, 2013 meeting. The First Street lot has been put out for a RFP for development; this lot is on the river and is a critical parking lot. It could be the significant percentage of the TIF income if is authorized. The RFP is due back on October 18, 2012. Two appraisers have been obtained. The assessed value is \$125,000, but the value to a developer would be much higher. The plan is to bring everything back to DBIDA for the November agenda. What is critical to the decision is the long term income.

The Parking Commission recommends that the TIF Advisory Board be made up of the Chair of DBIDA, the Chair of the Parking Commission, and the other three members must be owners or occupants of adjoining property. We can expand to 7 (5 must be private citizens). The Parking Commission recommends that the City Manager be the Administrator. A joint meeting with the parking commission and DBIDA will be scheduled.

D.Barufaldi stated there have been two development companies who have expressed interest in the RFP. The City will have safeguards for the TIF, making sure risks will be removed for the City.

B.Simons confirmed the timeframe would be to have the first reading of the TIF in January, hold three or four meetings, and then hold a public hearing in March. There also needs to be a minimum of 15 days between the public hearing date and the final vote date. The critical dates would be April 1<sup>st</sup> when the assessment is done. If there is no development, the City still has a full year to have the TIF in place.

T. Dargan questioned Simons about tax revenue vs. purchase price.



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Simons discussed the City safeguards for the proposal. Even after two years if there is an empty parking lot with no development, they would still have to pay the value of the developed property. Guarantees will be built into the plan. There needs to be a very strong and steady cash flow which is why First Street is so important.

B.Simons discussed problem areas in other communities where towns did not follow the rules or had a lack of accounting. Another small town created a TIF properly, but did not properly transfer the money into the account correctly. Dover will do everything they can to prevent risks to the City with safeguards.

- Education/Business Connect Group/Chamber Education Committee/ Joint Meeting/ IFTA Charter School: will hold an event on 10/23/12 at the Bamford residence.

The Education/Business Connect Group is having great success in bringing educators and education management together with several business managers: Scott Johnson of Certified Retail Solutions; Annette Studebaker of Cramer Fabrics; Ted Manero of VXI; and Steve Hudson from HEI, are actively engaged in adjunct teaching in the schools with the CTC. Two of the companies have created paid internships. Staffing company Vezume' has established a free curriculum which teaches interviewing skills, how to conduct an interview, and how to look for a job for students. Students also get a 30 minute video resume. This will provide students with skill sets to enter the workforce.

The IFTA Charter School Committee – DBIDA is co-sponsoring this event at the Bamford residence on October 23 to get partnerships together. The DBIDA Board is invited to attend. The school combines one on one tutoring with online learning and unique teaching skills; they can get one on one help for that one segment. The IFTA is receiving grant money to get it going as a high school in 2013. It will be located at the previous McIntosh College location.

- Tourism Stakeholders Report: LaFrance Hospitality.

D.Barufaldi previously reported that the three LaFrance hotels were at 40% occupancy. Occupancy rates are now in the 90% range. Much of this is due to the fire onboard the USS Miami, which has brought in investigators, engineers, government and maintenance people. Hotels have already experienced 3200 daily bookings. Repairs on the sub will continue for another 18 months. Hotel packages for the Chamber groups for hockey teams and swim meets are happening; and Liberty Mutual has been bringing up people from Boston which has increased business stays.



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- Arts Commission – The City Manager has asked D.Barufaldi to be the liaison with the Arts Commission. The purpose of this is establish the economic effect of the arts and to enhance some activities of the arts moving forward. Members of the Arts Commission will attend the tourism group meetings.

### 6. NEW BUSINESS:

- Q4, 2012 Economic Action of Dover & Future advertising opportunities.  
We are awaiting a decision from Kennebunk Savings who may advertise in Q4 or Q1 2013.
  - DBIDA Web site & trade show graphics:  
The DBIDA website is virtually complete. City IT Department notified DBIDA that the DBIDA relocation web site cannot be on the City server. We are going with a private server for \$10 per month;  
Trade show graphics are completed and now looking at amending the mechanicals on the booth.
  - HOLASE Inc., LLC, which makes LED solar power/battery power stand alone portable traffic lights and street lights which will work for up to 10 hours per day, and up to 10 days. They are offering the City street lighting off the grid. It is totally solar powered and it uses a 4 volt battery. There are significant savings since the current street light electricity costs the City approximately \$30 per month. The City currently spends \$281,000 per year on street light operation. Holase is proposing a BETA site with no cost to the City and will give back \$8,000 per year. Essentially, it will be a rent to own system and the City will own the system after about 8 years. Community Services, Engineering, the Chiefs, street light manager Bill Belanger, and Doug Steele will meet and review what is being offered. The system will last for 20 years. The company is located in Enterprise Park in Dover. They are also talking with Rochester and Somersworth but are in Dover. They have plans to expand their operations. Component parts are made by Dover and NH companies.
  - Enterprise Park II – On October 10, 2012, D.Barufaldi will be appearing before the City Council at 7 pm to make a presentation about a proposal to begin to look at an Enterprise Park II.
7. Manager's Report: Economic Development Section, September, 2012. DOC 3 in packet
8. Monthly Financial Report:
- September, 2012 Month-End Report/ Year-to-Date/ Year-end Report vs. Budget. DOC 4, **VOTE.** At this point, DBIDA is running at 93% of the budget amount.



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In November, NNEPRA – Northern New England Passenger Rail Association will hold a meeting in Dover. The Planning Dept. and the City are cost sharing the meeting. The State of NH contributes nothing toward the Rail Association, but the State of Maine does. As a way of influencing the positive, every station along the route sponsors a meeting and participates in promotional activities. November will be Dover's turn. The Downeaster total ridership is 538,000 which is up over 9% over 2011. The Downeaster has brought more visitors to the Children's Museum and the Woodman institute Museum this year with the rising gasoline prices. Commuter riders to Boston from Dover and surrounding towns have also increased this year as Dover has free station parking,

The Appointments Committee will meet in November about appointing Annette Studebaker of Cramer Fabrics to the DBIDA Board.

The City of Dover is in the October/November issue of the Mother Earth Magazine. There is an article about the "8 great places you (maybe) never heard of." DBIDA is specifically mentioned.

### 9. ADJOURN: VOTE

**Motion:** P.Hamblett motioned to adjourn the meeting at 5:56 pm. Seconded by S.Haddadin.  
Vote: U/A