



**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, November 8, 2012**  
Meeting Time: **4:30 PM**

**Members Present:** Tim Dargan (Chair), Phil Rinaldi, Jack Mettee, Peter Hamblett, Matt Sylvia, Annette Studebaker, Mark Weinstein.

**Ex Officio Members:** Dan Barufaldi, Economic Development Director; Michael Joyal, City Manager

**Members Not Present:** Dean Trefethen, Mayor; Sam Haddadin, Robert Paolini, Steve Wyrsh.

1. *The Chair called the meeting to order at 4:34 pm.*

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

2. Review and approval of the October 4, 2012 Regular Meeting Minutes.

**Motion:** P.Hamblett motioned to approve the October 4, 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**  
**Vote:** U/A.

**Motion:** M.Sylvia motioned to enter non-public session. Seconded by P.Rinaldi. **Vote:** U/A.

The Chair invited William Simons, Parking Manager, into the non-public session.

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

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

Due to time restraints, D.Barufaldi requested to defer the remaining agenda items until the next meeting and go directly to the DBIDA Website demonstration by Kent Creative.

5. **NEW BUSINESS:**

- **DBIDA Website presentation:**  
Crystal Kent and Ryan Fernald from Kent Creative have finalized the DBIDA website. The website is a visually attractive website that ties into Dover’s 30-page Economic Development Resource Guide and will be used by relocation consultants to review key economic facts,



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comparative rankings, research and reports, business benefits, key locations within the City, and available commercial properties. The website has the ability to be updated every 15 minutes with new property listings as they become available. It will have a current news section, quarterly Economic Action newsletters, contact information for DBIDA, as well as key local contacts and have a direct link to the regular City website. The Board agreed to approve the website launch and it is now live at <http://locateindovernh.com>. The cost to host the site is \$10.00 per month.

6. ~~OLD BUSINESS:~~ *(these items were tabled)*

- ~~● Infill Project/ First Street Proposal Recommendation~~
- ~~● Education/Business Connect Group~~
- ~~● Joint Meeting/ IFTA Charter School: 10/23/12 event @ Bamford residence~~
- ~~● Enterprise Park II/ City Council Presentation/ DBIDA Report~~

7. ~~NEW BUSINESS:~~ *(these items were tabled)*

- ~~● Q2, 2013 Economic Action of Dover & Future advertising opportunities.~~
- ~~● DBIDA Website presentation~~
- ~~● Zoning Video w/ Planning Dept. & Mill~~

~~Manager's Report, Economic Development Section, October, 2012. DOC 3~~

8. ~~Monthly Financial Report:~~ *(this item was tabled)*

- ~~● October, 2012 Month End Report/ Year to Date/ Year end Report vs. Budget. DOC4.~~

~~**VOTE**~~

9. ~~ADJOURN:~~ **VOTE**

**Motion:** M.Sylvia motioned to adjourn the meeting at 6:06 pm. Seconded by J.Mettee. Vote:  
U/A