



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

**Members Present:** Tim Dargan (Chair), Phil Rinaldi, Jack Mettee, Peter Hamblett, Annette Studebaker, Sam Haddadin, Robert Paolini.

**Ex Officio Members:** Dan Barufaldi, Economic Development Director.

**Members Not Present:** Michael Joyal, City Manager; Dean Trefethen, Mayor; Steve Wyrsh, Mark Weinstein, Matt Sylvia.

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

The Chair called for a roll call attendance.

2. Review and approval of the November 8, 2012 and November 14, 2012 Workshop meeting minutes.

**Motion:** J.Mettee motioned to approve the November 8, 2012 regular meeting minutes and the November 14, 2012 workshop meeting 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:** P.Hamblett motioned to enter non-public session. Seconded by S.Haddadin. Roll Call 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:** S.Haddadin motioned to seal the minutes. Seconded by P.Hamblett. Vote: U/A.

5. **OLD BUSINESS:**

- Infill Project/ First Street Proposal Status Report

D.Barufaldi stated that a report was made to the City Council allowing the project team to move forward with negotiations on the First Street infill project with the Garrison First Street LLC proposal.

- Education/Business Connect Group

D.Barufaldi reported that the Education/Business Connect Group is moving forward. There are adjunct teachings going on by the principals of three companies including HEI, as well as two intern programs.

A.Studebaker stated that two interns have started with Cramer Fabrics about 3 weeks ago and it is going quite well.



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D.Barufaldi reported that they have also been in touch with Great Bay Community College and met with President Will Arvelo as well as outreach people, the Director from the new Rochester workforce training center, and also people from the women's studies at Southern NH University. We are trying to have the same bridge that we have with the high school CTC program with the community colleges and the businesses. The graduates will receive skills that will help them find employment. Businesses will provide input into the program.

S.Haddadin asked what degrees the students are receiving.

D.Barufaldi confirmed that there are math degrees, technologies, and business degrees. Great Bay has the most advanced biotech program and equipment. For example, Lonza is already involved in the Great Bay program. It is nice to have that resource and he would like to get that capability into some of the businesses in Dover.

- Enterprise Park II/ City Council Presentation/ DBIDA Report.

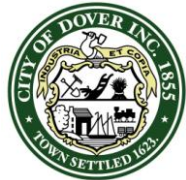
D.Barufaldi gave an update to Enterprise Park II: Barufaldi confirmed a site needs to be located. He asked if the Board if they want him to commit his time and resources into searching for possible sites. He will then bring the available sites back to the Board with pros and cons.

**Motion:** S.Haddadin motioned to authorize D.Barufaldi to identify several sites for the purposes of an Enterprise Park II. Seconded by P.Rinaldi. Vote: U/A.

R. Cruess of T.F. Moran has indicated interest in addressing the DBIDA Board early in 2013 about cooperating with DBIDA on an ECHO Business Park in Dover.

D.Barufaldi reviewed the Crosby Road signage. The entrance sign was originally purchased by DBIDA or DIDA. The current sign has been overgrown, is aged, and is in need of repair. The sign company he has spoken to has done repairs on a similar stone/aluminum sign at Pease. A pan sign is available for about \$600, but it will cost \$200 for the landscape cleanup, and mulching. The index sign which is now broken in the middle will cost approximately \$1200-\$1300 to replace. Barufaldi asked the Board if they would consider rehabbing the entrance sign, and replacing the index signs. The con is the index sign will constantly be changing with changes in the tenants. He doesn't see any benefit in replacing the index sign. He does recommend fixing the entrance sign. He stated there is no association that is required to maintain it. It is on the public right of way.

S.Haddadin asked if the cost of \$200 would be an annual cost to keep up with the landscaping.



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D.Barufaldi confirmed that he believes Bob Sherwood is mowing the lawn, but is not taking care of the bushes. He asked the Board to decide if they want to expend the \$800 for the entrance sign and landscaping rehabilitation and/or consider replacing the index sign.

T.Dargan asked about DBIDA's responsibility for the index sign or the entrance sign.

D.Barufaldi confirmed there is no responsibility on either sign; however the index sign is an eye-sore and should be taken down.

J.Mettee asked if a system could be set up to change out the index sign as necessary.

D. Barufaldi feels the index sign should go as the administration of getting tenants to update and pay for the sign maintenance is prohibitive. Board discussion ensued.

The Board agreed to remove the index sign and not replace it.

D.Barufaldi advised he will tell the sign company to remove the index sign as part of the deal.

**Motion:** J.Mettee motioned to include up to \$1000 for the rehabbing of the entrance sign. Seconded by P.Hamblett. Vote: U/A.

### NEW BUSINESS:

- Q4, 2013 Economic Action of Dover Review
- DBIDA Web site [www.locateindovernh.com](http://www.locateindovernh.com)

D.Barufaldi stated that the new DBIDA website including a data bank of available properties in Dover is now available. It is a two-click application which includes filtering and it's free. Prospective businesses can use the site to search for available commercial spaces or properties. Barufaldi is also looking into another website capability which would cost approximately \$437 per year that might be a little easier. The price is being negotiated by NH CIBOR with CATYLISTS in Chicago. They currently want about \$2500 per year that we are not willing to pay. This would be a 2-click capability for those looking for business locations in Dover or by region.

- Zoning Video w/ Planning Dept. & Mill:

D.Barufaldi participated in a Zoning video which extends form based code outside of the downtown area to 6 major access roads outside the downtown. It is a flexible system that does not rely on uses; the main criteria is



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does it fit, is it right for the context of the area. There are certain flexibilities, ie: parking requirements can be made more flexible. It can be used to support a mixed use urban village type development.

- HOLASE, LLC - City test projects

HOLASE, LLC made a presentation to Community Services, Fire, Police, and Planning. They are located on Venture Drive in Enterprise Park. They have solar powered LED street lights with a battery pack, and are totally off the grid. The battery packs will last 10 weeks with no sunlight. The portable traffic lights will go for 10 hours. They can be remotely run. It will save police officers lives and other lives at intersections and power outages. The lights run on 4 volts, they have 12x12 panels (red, yellow, and green). The City staff and the City Manager have authorized C.Parker in Planning to use these LED streetlights as a beta site on the community trail with the street lights, and also in Henry Law Park after the redesign. They have the capability of digital, non-mechanical, and not just electronic – changing of the lights at intersections during emergencies. The emergency lights at the north end fire station will be using these lights. A site at cross walks on Chestnut St. is also being considered. He pointed out that HOLASE have won several awards.

### 6. Manager's Report, Economic Development Section November, 2012.

Manufacturing is stabilizing and unemployment rates have gone down from 4.6% to 4.3% in October.

### 7. Monthly Financial Report:

- November, 2012 Month-End Report/ Year-to-Date/ Year-end Report vs. Budget. DOC 4. **VOTE.**

**Motion:** P.Hamblett motioned to accept the November financial reports. Seconded by J.Mette. Vote: U/A.

**ADJOURN:** **VOTE**

**Motion:** J.Mettee motioned to adjourn at 5:36 p.m. Seconded by S.Haddadin. Vote: U/A.