

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 7, 2013**
Meeting Time: **4:30 PM**

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

Ex Officio Members: Dan Barufaldi, Economic Development Director

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

The chair introduced David Choate of Grubb & Ellis, Northern New England and Allan Krans, City Attorney to the meeting.

1. *The Chair called the meeting to order at 4:33 pm.*

The Chair called for a roll call attendance.

2. Review and approval of the January 3, 2013 and February 14, 2013 meeting Minutes. DOC 2 & 3.

Motion: P.Hamblett motioned to approve the January 3, 2013 meeting minutes. Seconded by P.Rinaldi.
Vote: U/A.

Motion: P.Rinaldi motioned to approve the February 14, 2013 meeting minutes. Seconded by J.Mettee.
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.**

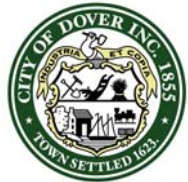
Motion: J.Mettee motioned to enter non-public session. Seconded by P.Rinaldi. Roll Call Vote: U/A.

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

Motion: J.Mettee motioned to seal the minutes. Seconded by B.Paolini. Vote: U/A.

D.Barufaldi introduced and welcomed Allan Krans, legal counsel for the City.

Atty. Krans thanked the board members for volunteering; he then made a presentation on the “Right to Know Laws”. Atty. Krans stated that city government is in a glass house. It is open and transparent for all to see. It shows everything including budgets, tax returns, minutes, and public documents and reveals everything that businesses don’t normally reveal.



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There are three important things to remember:

1. City government is open and Transparent
2. How we handle documents
3. How we conduct city business

He stated that there is a 5 day limit for posting public documents on the city website and that our documents are subject to inspection. In comparison, the DBIDA committee has a unique operating function, with much of it in non-public session. The rest of the city works in open session most of the time.

5. OLD BUSINESS:

- Infill Project/ First Street Proposal Status Report

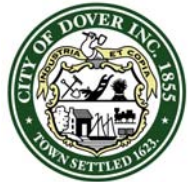
D.Barufaldi gave a status update on the First Street proposal. The committee consists of Dan Barufaldi, Bill Simons, Allan Krans, and Christopher Parker. The team is in negotiations with the First Street group, and it is moving forward nicely. It will be a quality anchor for development in the area to follow. The development will include one story of parking, with a restaurant on the first level, two floors of tenant office space, and the upper two floors of residential space. The top floor will have a highline restaurant. The building will be approximately 5 ½ stories in height. The residential units will be on the back side with balconies facing the river, and the restaurant with a river view deck. Proposers are planning on bridge illuminations and water features in the river. The acquisition price has not been finalized but could pull in ¾ of a million dollars in taxes per year.

T.Dargan asked what the intentions are with the final tweaks on the plan.

D.Barufaldi confirmed that the City Council has authorized the negotiations team to negotiate directly. He feels that they will go straight to council when ready after TRC and permitting.

- Education/Business Connect Group

Scott Johnson and Annette Studebaker have two intern programs that are going well. The high school students like the program and there is a waiting list. The students are in the process of developing a website to recruit new businesses, and a marketing program which is all done by students. VXI will join the intern program shortly. The program is successful thanks to the CTC educators, Scott Johnson and Annette Studebaker.



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- Tourism Stakeholders group

The Tourism Stakeholders group is continuing to flourish. They meet monthly. It includes the Dover Chamber of Commerce, the Dover Main Street, several hotels, Seacoast Local, the Arts Commission, restaurants, and is growing nicely. The group is incorporating the arts events into the program.

- Meeting with Bill Rogers & Follow Up

T.Dargan discussed that he had a meeting with Bill Rogers who is interested in volunteering in joining the DBIDA Board. He will have to make application and then go to the appointments committee. Mark Weinstein has advised Tim Dargan he is resigning from the board due to his busy schedule. Board members are welcome to suggest anyone interested in joining the Board as a new member.

The personnel subcommittee, consisting of Mark Weinstein, Steve Wysch, and Tim Dargan, never met. D.Barufaldi's performance review with the input received by the Board will be finalized for the April Board meeting.

6. NEW BUSINESS:

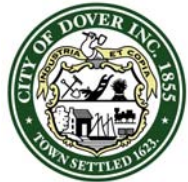
- Meeting with Mr. Jalbert/ C&J Bus Lines:

D.Barufaldi stated that there was a nice article in the Foster's about business success in Dover that mentioned the train, but not the bus service specifically. He met with City Manager Mike Joyal, Planning Director Chris Parker, and Mr. Jalbert to discuss Foster's article written by Michelle Kingston and containing quotes from the two Directors. DBIDA in the future will make a point to discuss transportation infrastructure including the bus, and the train.

T.Dargan explained that DBIDA did not write the article and that we need the stats to discuss with the newspaper. DBIDA until this point did not have any statistics about bus ridership.

- Regional Promotion/ Advanced Manufacturing/Aerospace/February 28, 2013 meeting:

D.Barufaldi is involved with DRED, and local and regional Economic Development Directors who are contemplating outreach for advanced manufacturing and aerospace clusters. We will all be more successful with limited resources if we reach out on a regional basis. The first meeting was held with some issues arising. There was discussion about poaching between communities. Also, the State has received a federal grant for \$300,000 – and they have created a new organization called NHADEC which met at the Great Bay Community College last week; it targets supporting export for small to medium sized aerospace components producers in NH. No municipalities have the means to do trade shows in Europe. NHADEC is looking at local economic development



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groups for support. Barufaldi would like to use the regional group and elect a representative to work on the export portion of it, which the grant would pay for.

- Q1, 2013 Economic Action of Dover Review:

The Economic Development Dept. has recently acquired a volunteer to deliver the quarterly newspapers.

- HOLASE LLC City test projects update:

HOLASE, LLC, the LED solar power company has now installed the LED lamps on the parking meters in the city. The LED lamps contain solar panels with battery packs (11 as a trial run). That company is now getting a contract with Irvine, California to do street lights in the parks (approximately 1800 street lights if the first installation works well). These lights are off the grid and the average life is 23 years. They also have a pending contract in New Mexico.

7. Director's Performance Evaluation/ Compensation

As previously discussed, Dan Barufaldi's Performance Evaluation will be completed by Tim Dargan for the April meeting.

8. Manager's Report, Economic Development Section February, 2013 – briefly discussed.

9. Monthly Financial Report:

- February, 2013 Month-End Report/Year-to-Date Report vs. Budget. DOC 4.

D.Barufaldi stated that there are errors in the February financial report and corrections will be done by Dan Lynch for the April meeting. The Board did not vote on the financial report as it will be corrected next month.

D.Barufaldi mentioned that Tony McManus stopped into his office and wanted to know if DBIDA and the city would support spending \$12,500 over two years to put in a Dover segment in an Irish town in Ireland Makum Museum. Barufaldi stated he would not support it. McManus said that he would take it to the City Council.

10. ADJOURN:

Motion: J.Mettee motioned to adjourn at 5:48 p.m. Seconded by P.Hamblett. VOTE: U/A.