

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, January 3, 2013**
Meeting Time: **4:30 PM**

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

Ex Officio Members: Dan Barufaldi, Economic Development Director

Members Not Present: Steve Wyrsh, Robert Paolini, Michael Joyal, City Manager; Dean Trefethen, Mayor.

The chair introduced David Choate of Grubb & Ellis, Northern New England 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 December 6, 2012 meeting minutes.

Motion: P.Hamblett motioned to approve the December 6, 2012 regular 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 M.Sylvia. 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”.

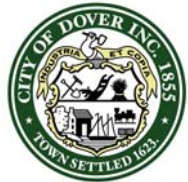
Motion: S.Haddadin motioned to seal the minutes. Seconded by P.Rinaldi. Vote: U/A.

D.Barufaldi announced that on Friday, January 25, 2013 at 5:30 p.m. at the Red Barn in S.Berwick, Maine. The Greater Dover Chamber of Commerce will hold its annual awards banquet and all DBIDA Board members and City Council are invited to attend as guests of DBIDA. Those interested in attending should let Dan Barufaldi know as soon as possible to reserve seats.

Also, Business New Hampshire will hold its 2013 Industry Forecast meeting on January 24, 2013 in Bedford, NH. It costs \$30 per person and many business experts will attend. Anyone interested in attending should let Dan Barufaldi know so he can get them registered.

5. OLD BUSINESS:

- Infill Project/ First Street Proposal Status Report



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DBIDA and the Parking Commission recommended the Bamford/McEneaney proposal to the City Council. In a non-public session, the City Council received those recommendations and authorized a task group (William Simons, Parking Manager; Christopher Parker, Director of Planning; and Dan Barufaldi, Director of Economic Development) to move forward with negotiations with the group. Several specific issues were addressed, and the City Council agreed with those issues; after the holidays the task group will sit with the principals and begin the negotiation process with an agreement supplied by a land use attorney and vetted by the City General Counsel.

- Education/Business Connect Group

The Education/Business Connect Group continues to meet monthly, and they will meet again next week. They are moving forward with the high school and some business leaders, including Annette Studebaker of Cramer Fabrics and Scott Johnson of Certified Retail Solutions involved in adjunct teaching and internship programs. It includes the Southern NH University and Great Bay Community College which will build a bridge between them and the schools. That approach is now being discovered all over. The business people are in agreement that you have to think “globally” but you act “locally” to get things done. We are grateful for the local involvement of Annette Studebaker of Cramer fabrics, Scott Johnson of Certified Retail Solutions and Steve Hudson of Healthy Environment Innovations. The group is moving forward with a local approach.

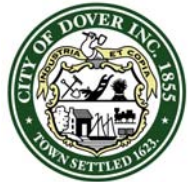
- Enterprise Park II/ ECHO Park Proposal Feb. Meeting

6. NEW BUSINESS:

Dan handed out a report entitled “Overview” outlining the ECO Park complex development in Londonderry by T. F. Moran and suggested the DBIDA Board review. With the Board’s approval, Robert Cruess of T. F. Moran will make a presentation at the February DBIDA Board meeting proposing an ECO Park (business park development) in Dover.

- Q1, 2013 Economic Action of Dover Review – Kennebunk Savings Bank has purchased the Quarter 1 advertising space and it will include an article from Kennebunk Savings Bank CEO Brad Page.
- DBIDA Web site/ Available Properties Data Base

The new DBIDA web site is now complete with the most up to date commercial properties listed in the data base. D.Barufaldi stated that after a year-long negotiation, we got it for free through NHCIBOR.



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- Zoning Video w/ Planning Dept. & Mill

D.Barufaldi was involved in a video clip including the Planning & Zoning Dept. for the extension of Form Based Code which will extend out to the gateway streets in Dover. D.Barufaldi stated that he is in favor of the code change.

- HOLASE LLC City test projects update

HOLASE Corp. at Venture Drive is a manufacturer of off-the-grid solar powered LED traffic lights and street lighting with long life battery packs. They have some street lights coming in on the community trail, and at the signal light near the Liberty North Fire Station. HOLASE will also be installing street lights at Chestnut Street and Fourth Street. There is a potential for three more lights in a new development which the TRC is currently reviewing, which may be approved.

William Simons, Parking Manager, is finding out that the Parking Bureau needs better lighting on the parking meters and HOLASE has designed a small light for the meter, a bar light for the meter, and a pole light. All components will be produced locally, which means growth for the company of upwards to 50 new employees. There is a technical company interested in a distributorship in China. Meetings to discuss that interest will be forthcoming.

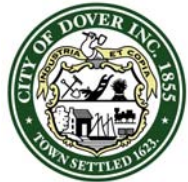
The NY Times recently published an article talking about a Vermont resort, which the FEDS are offering a green card to for foreign investors who bring \$500,000 in investments into the United States. This could add to the organic growth locally.

- DRED/ Regional Economic Development Directors will have a meeting on Friday, January 11, 2013 which includes Rochester, Portsmouth, Dan Barufaldi and Cindy Harrington. The meeting agenda is on how to work better regionally. Cooperative regional advertising will also be discussed.
- The Economic Development Director performance evaluation/compensation review is due March 1, 2013.

Tim Dargan questioned the status of D.Barufaldi's contract.

D.Barufaldi confirmed that he joined in 2009 and had a three year contract. In 2012, funding was approved for an additional three years, but his contract was not updated.

At T.Dargan's request, a personnel subcommittee will review and update the Director's contract for 2013-2015, complete a performance evaluation for the year ending February 28, 2012, and recommend a compensation package for the year commencing March 1, 2013. The committee will consist of Tim Dargan,



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Steve Wyrsh, and Marc Weinstein. T.Dargan and M.Weinstein confirmed interest in the subcommittee. Steve Wyrsh was not in attendance, but Weinstein is certain S.Wyrsh would participate.

7. Manager's Report:

- The Economic Development Section December, 2012 confirmed that the unemployment rate went up 0.2% in November from 4.3% to 4.5%. The slight increase in unemployment rates could be due to the amount of global financial debt problems and economic uncertainty of the U.S. government healthcare and taxation effects.

8. Monthly Financial Report:

- December, 2012 Month-End Report/ Year-to-Date/ Year-end Report vs. Budget. DOC 3. The Crosby Road landscaping and signage invoice of \$800 will be due in February and there are two site selection directory magazine renewals due shortly. There are no anomalies.

Motion: P.Hamblett motioned to accept the December financial reports as presented. Seconded by S.Haddadin. Vote: U/A.

9. ADJOURN:

Motion: J.Mettee motioned to adjourn at 5:27 p.m. Seconded by S.Haddadin. Vote: U/A.