



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

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

Ex Officio Members: Dan Barufaldi, Economic Development Director

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

1. *The Chair called the meeting to order at 4:36 pm.*

The Chair called for a roll call attendance.

2. Review and approval of the February 14, 2013 meeting Minutes.

Motion: A.Studebaker motioned to approve the February 14, 2013 meeting 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.**

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

- Company Contacts Status Report.
- DBIDA Director's Performance Evaluation/Compensation.

D.Barufaldi left the room during part of the non-public session and returned when called.

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

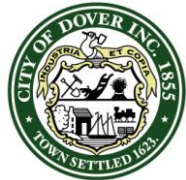
Motion: J.Mettee motioned to seal the minutes. Seconded by R.Paolini. Vote: U/A.

D.Barufaldi was recalled to the meeting.

5. **OLD BUSINESS:**

- Right to Know Presentation: Allan Krans *

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



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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.

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.

Infill Project/ First Street Proposal Status Report

The First Street proposal is close to completion. Negotiations with the developers are being finalized, the selling price has been agreed upon, and parking spaces are now being discussed; next week should wrap things up.

Education/Business Connect Group Rotary presentation

The Education/Business Connect Group did a nice presentation for the Rotary Club. Dan Barufaldi thanked Annette Studebaker who brought an antique bobbin and Scott Johnson spoke about the intern program. There is a potential interest from a man from an investment firm that would like to add a new intern program. D.Barufaldi also thanked P.Rinaldi for getting us into the program.

P. Rinaldi suggested attendance at business open houses and to follow up with Rotary Club members who attended the session.

D.Barufaldi stated that he got a call from John Dyhan, who would like to learn how Dover achieved such a successful economic development program, would like help in putting together one in Hampton. D.Barufaldi will help.

The Keene Regional Center for Advanced manufacturing will attend the next Education and Business Connect Committee meeting.

The Arts Marketing Company with outlets in Concord and Manchester will set up in the plaza in front of the Cocheco Falls Mill – coordinating with the Dover Arts Commission and One Washington Street Mill. It will



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be a juried presentation. As a note, the town of Conway has been doing it for 4 years. The kick off will be June 11th.

6. Tourism Stakeholders Group/ C&J Marketing Rep Attended

The Tourism Stakeholders group is continuing to flourish. They meet monthly. It includes the Dover Chamber of Commerce, The NH Childrens' Museum, the Parks & Recreation Department, Dover Main Street, Seacoast Local, the Arts Commission, restaurants, and local hotels. It is growing nicely. The group is incorporating arts and family events into the program and coordinates the events and annual calendars of the groups.

The Boston Globe printed an article about Dover. D.Barufaldi suggested that we follow up with hotel groups after a few weeks to see if there are any upticks.

T.Dargan discussed the Woodman Institute, which was not included in the article, but wants to increase marketing.

7. Meeting with Bill Rogers & Follow up – There is no news about Mr. Rogers. DBIDA has openings for one or two more directors and asked board members to consider Dover residents and business owners/managers with qualifications, contacts, and skill sets that could benefits DBIDA.

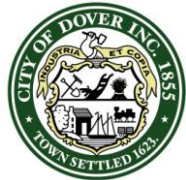
8. NEW BUSINESS:

- 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 stated that at the meeting Jim Jalbert of C&J voiced his concerns about the Foster's article that included the Downeaster AMTRAK train, but neglected to include C&J. He met with City Manager Mike Joyal, Economic Development Director, Dan Barufaldi, Planning Director Chris Parker to discuss the Foster's article written by Michelle Kingston and contained quotes from the two Directors. In the future, DBIDA will make a point to discuss transportation infrastructure including the bus, and the train. It was suggested that J.Jalbert send a marketing representative to the next Tourism Stakeholders meeting, which they did. This is progress.

T.Dargan commented 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/Feb.28 meeting* - the next regional meeting on April 9th will be April 17th in Exeter.



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- Q1, 2013 Economic Action of Dover newspaper Review*

- HOLASE LLC City test projects update – To date, 11 lighting systems have been installed on the parking meter kiosks. HOLASE is looking for a purchase order from the city for the community trail street lights (4-5 of them) off-the-grid, solar only, battery pack LED's. The purchase order is being released from the Dover Fire Chief this month for traffic lights at the north end fire station egress. They have now received a purchase order from Irvine, California for \$26,000 and another order from a New Mexico town with an unspecified dollar amount, and are making progress.

- 2013 Land Use Board Meet and Greet – Tuesday April 30, 2013 @ McConnell Center at 6:00 p.m.

An email invitation will be sent to all DBIDA members with the agenda for this event.

9. Manager's Report, Economic Development Section March, 2013 – handed out for board members.

D.Barufaldi was informed of the Board's decision on his compensation from March 1, 2013 to March 1, 2014. The difference is to be paid retroactively from March 1, 2013.

A motion was made in non-public session to vote on the actual 2013 annual employment appraisal for the Director of Economic Development, Daniel Barufaldi. The annual increase of 3% was based on prior discussions in the non-public session. The Board also extended his vacation time by one week.

Motion: A.Studebaker motioned to accept the annual appraisal and salary increase. Seconded by M.Sylvia.
Vote: U/A

10. Monthly Financial Report:

- March, 2013 Month-End Report/Year-to-Date Report vs. Budget. The budget has now been corrected. D.Barufaldi explained that they are now operating at 8% under budget for the year; but that will change as he will be attending some trade shows and have expenses for site selection magazine registry and advertising.

Motion: P.Rinaldi motioned to accept the Financial Report as presented. Seconded by R.Paolini Vote:
U/A.

11. ADJOURN:

Motion: M.Sylvia motioned to adjourn at 5:35 p.m. Seconded by P.Rinaldi. VOTE: U/A.