



**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, July 11, 2013**  
Meeting Time: **4:30 PM**

**Members Present:** Tim Dargan (Chair), Pete Hamblett, Phil Rinaldi, Sam Haddadin, Bob Paolini

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

**Members Not Present:** Steve Wyrsh, Jack Mettee, Matt Sylvia, Annette Studebaker, Dean Trefethen, Mayor.

Guests Present: Scott Johnson, President of Certified Retail Solutions, Inc. and Bill Rogers, Technology Executive and Business Partner.

**1. The Chair called the meeting to order at 4:32 pm.**

The Chair called for a roll call attendance. The Chair introduced Scott Johnson and Bill Rogers as prospective Board members.

*J. Michael Joyal arrived at 4:43 p.m.*

**2. Review and approval of the May 2, 2013 meeting Minutes.**

**Motion:** P.Rinaldi motioned to approve the May 2, 2013 meeting minutes. Seconded by B.Paolini.  
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.Hamblett motioned to enter non-public session. Seconded by P.Rinaldi. Roll Call Vote: U/A.

- Company Contacts Status Report.
- Properties Review
- Company Presentation

**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.

**5. OLD BUSINESS:**

- Infill Project/ First Street Proposal Status Report



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D.Barufaldi stated that the First Street infill project land development agreement is well on its way and close to completion. There is a 52-page agreement which contains every known guarantee to the City. The agreement contains great things for the City of

Dover including a guaranteed tax levy for 24 years. There is a performance mortgage relative to two-phase build out. The first phase includes a 44,000 s.f. commercial/retail space on the first floor, second floor office space, and high-end residential units on the upper floors. The residential units will face the river with private balconies, fireplaces, and parking underground. The second phase includes a second larger building, which will be 4 ½ stories high. There will be a 12,500 s.f. restaurant on the river with a deck, and a thru- arch so the public can access the riverwalk. The development will produce \$275,000 per year in tax revenue. The plan will provide many public improvements including fountains, illuminations of the bridges, and landscaping, and will hopefully raise property values in the area. The proposal will go to the City Council at the July 24<sup>th</sup> meeting. If approved by the Council, signatures will take place during the first week of August.

- Education/Business Connect Group

D.Barufaldi gave an update on the Education/Business Connect Group that has been enhanced with Pete Hamblett, who has agreed to join the group after meeting with Annette Studebaker who is getting more participating partners around the table. There is a CTC waiting list and the kids are enthusiastic, they are making money, and acquiring skills. The group will expand. The target is to have 6 more businesses' within 6 months and 12 additional in 12 months. Other board members are welcome to join the group. This group is not limited to manufacturing, but open to service businesses like financial institutions, health care, building trades, and electronics. The group meetings are the 2<sup>nd</sup> Tuesday of the month. The next meeting will be held August 6 at 10:00 a.m. in the 2<sup>nd</sup> Floor Conference Room.

- Tourism Stakeholders Group

D.Barufaldi stated that the Tourism Stakeholders Group is working very well. The group is involved with the Children's Museum, the Dover Main Street, Parks & Recreation, hotel and restaurant groups, and is expanding in activities. There is a new community event coming up – Dover Dinner and a Movie Series which is going to the next tourism meeting to be organized. The series is a combined effort of Dover Main Street, local restaurants and businesses. There will be four different movie nights over the course of August and September which will convert the Cocheco Mill Courtyard into an outdoor café/movie experience. It has been done in Nashua and has been successful.

- Scott Johnson & Bill Rogers Board Applications

DBIDA's newest board member applications will go to the Appointments Committee next week; once they are appointed, it then goes to City Council for a vote at the July 24<sup>th</sup> meeting.



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- Crosby Road update

The Crosby Road Industrial Park signs have been updated and are done; Dover's Community Services Department will mulch the site and clean up the landscaping. A special thanks to Mike Leary at Sundance Signs for the quality of the sign improvements for only \$800.

### 6. NEW BUSINESS:

- Brochure Update & Video Discussion

The DBIDA City of Opportunity brochure is going through an update. The statistics in the current brochure are out of date. D.Barufaldi would like to order another 1000. D.Barufaldi feels that DBIDA needs a video. A video is important in "selling Dover" and it is the attractant of choice for potential businesses. He has obtained a cost estimate of \$7,900 and he would like to do it in combination with other organizations/businesses.

S.Haddadin stated that he knows of someone who may be able to do the video as well.

J.Michael Joyal mentioned the Safran/Snecma video and we could use a similar format and salvage some of the content.

Board discussion ensued.

- Seacoast Regional Promotion Progress Report
- Regional Promotion/ Advanced Manufacturing/Aerospace NHADEC

DBIDA is now involved with the seacoast regional promotion which includes Pease, Portsmouth, Dover, Somersworth, and Rochester. This is something that DRED is involved with also, and we can do more extensive outreach if it is done regionally. Albany International and Safran in Rochester will be bringing in 12-15 vendors and putting them within a 40 mile radius of Rochester. This is a good way for Dover to get in the mix and attract some of those vendors into Dover. There will be some cooperative efforts between Dover, Somersworth, and Rochester and will attract new jobs for the area.

We are involved in a regional promotion with regards to advanced manufacturing, and particularly aerospace. All the industries involved include robotics, electronics, and machining, which fits in to what we are trying to bring to Dover in the way of advanced manufacturing. NHADEC at the state has received grant money which will attract high-tech aerospace or defense business to New Hampshire's seacoast. There needs to be more discussion with international companies. They had only met with 39 domestic companies at the Paris Airshow. It is a start and we can get it done better.



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- HOLASE LLC City test projects update

HOLASE LLC – which makes the LED lighting systems' principal is not returning calls. The 11 lights on the parking meters are inoperable and are being dismantled.

- Advertising/ \$1,200 for Q2 Economic Action of Dover paper secured

The second quarter advertising has been secured by Optima Bank and will include an article about the Morrison's.

### 7. Monthly Financial Report: May & June, 2013 Month-End Report/Year-End Report vs. Budget DOC 3, VOTE

D.Barufaldi pointed out that there is an anomaly in the year-end actual vs. budget due to salaries being belatedly spread over two budget years due to timing and payment backlog to March 1<sup>st</sup>. The year ends a little over \$18,000 under budget. New expenditures for the brochure update and the potential of a video will take up some of the balance.

**Motion:** P.Hamblett motioned to accept the yearend report (unaudited)/ending June 2013 -Financial Report. Seconded by S.Haddadin. Vote: U/A.

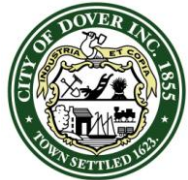
T.Dargan discussed the need for a new budget.

J.M.Joyal commented that this is the final year of the 3-year contract which ends June, 2014. DBIDA is funded through June, 2014 and the Board needs to re-budget the renewal through June, 2017. Once the budget is decided, it needs to go to Council. \$130,000 would support DBIDA on an annual basis with CPI Urban increments.

D.Barufaldi stated that he will develop a 3-year proposed budget prior to the August DBIDA Board meeting. He suggested August discussions with the budget taken to City Council at the September 4<sup>th</sup> City Council meeting.

T.Dargan commented that he would like to see tax revenues shown on a report through June 30<sup>th</sup> for Enterprise Park. He suggested that Scott Johnson be used as a case study on businesses in Enterprise Park. The Finance Director is developing the latest Enterprise Park tax revenue report through the 2013 fiscal year in cooperation with the Assessor's office and will have the results by July 30<sup>th</sup>.

Scott Johnson agreed to provide a case study of his very positive experience with Dover economic development for presentation at the September 4<sup>th</sup> City Council meeting.



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Board discussion ensued.

The next DBIDA Board meeting is scheduled for Thursday, August 8, 2013.

### **8. ADJOURN:**

**Motion:** S.Haddadin motioned to adjourn at 5:43 p.m. Seconded by P.Hamblett. Vote: U/A.