



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, August 8, 2013**
Meeting Time: **4:30 PM**

Members Present: Tim Dargan (Chair), Phil Rinaldi, Bob Paolini, Jack Mettee, Bill Rogers, Scott Johnson, Annette Studebaker, Pete Hamblett

Ex Officio Members: Dan Barufaldi, Economic Development Director

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

Dave Choate, Colliers International was present.

The Chair welcomed Scott Johnson and Bill Rogers as new members.

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

The Chair called for a roll call attendance.

2. Review and approval of the July 11, 2013 meeting Minutes.

J.Mettee mentioned an amendment to the first sentence on the second page. He stated that it should say “land development agreement” after the First Street infill project.

Motion: P.Rinaldi motioned to approve the July 11, 2013 meeting minutes as amended. Seconded by B.Paolini. Vote: U/A

P.Hamblett arrived at 4:41 pm

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: R.Paolini motioned to enter non-public session. Seconded by S.Johnson. 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: P.Hamblett motioned to seal the minutes. Seconded by A.Studebaker. Roll Call Vote: U/A



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5. OLD BUSINESS:

- Infill Project/ First Street Proposal Status Report

D.Barufaldi stated that this is approved by the City council, signed by the developers, and pending phase II environmental mitigation, which is ongoing, is well within the mitigation budget and will progress to ground breaking in late Fall or early Spring depending on the weather.

- Education/Business Connect Group

D.Barufaldi stated that this Group is now joined by three of our board members, A.Studebaker, S.Johnson and P.Hamblett. This Group is doing very well and at their request we brought in Somersworth and Rochester, Economic Development Directors and the Somersworth CTC education person. D.Barufaldi mentioned that he is enthused, because the group is working very hard to do a number of things and get more businesses around the table and by opening up to Rochester and Somersworth we have more access and resources for new businesses. The students are cross educating themselves in CTC. This is a very positive thing. We have a program to get more businesses around the table and also have a web site that is coming to fruition. We have a marketing program with our intern programs and they are extremely successful. He thanked S.Johnson and stated he has 10 interns. A.Studebaker stated that she has two interns and one that is now full time. All three members are helping to contact people and it is a very successful program. He thanked them for making it happen.

- Tourism Stakeholders Group

D.Barufaldi said that they are still meeting regularly and the annual event calendars for all participating groups are all coordinated. He mentioned the Arts Festival and added that the band sounded good.

6. NEW BUSINESS:

- Three Year DBIDA Budget Discussion / September 4 City Council Workshop Presentation

D.Barufaldi and T.Dargan will be doing a presentation at the City Council meeting on September 4, 2013 and talk about extending the DBIDA contract for another 3 years. He added that he has done a one on one with the City Councilor members and believes that it will be a unanimous vote. T.Dargan confirmed that they will be meeting with the Finance Director, Dan Lynch on August 13, 2013 and will be looking at the budget projection. T.Dargan added that all members are welcome to attend that meeting and the projections will be distributed after the meeting. He confirmed with D.Barufaldi that the City Council meetings will be September 4, 2013 and that is a workshop and the regular meeting will be on September 18, 2013, tentatively.

A.Studebaker asked if they are looking for support at the September 4, 2013 meeting.



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D.Barufaldi said anytime you show up it indicates a level of interest.

- Brochure Update & Video Discussion

D.Barufaldi stated that the brochure update is being completed, but would like to hold off until election in order to update the Mayor's greeting page.

- Seacoast Regional Promotion Progress Report

D.Barufaldi stated that this is something we participate in carefully, because this is a regional promotion and includes Pease, Portsmouth, Dover, Somersworth and Rochester. We are working through some questions from DRED. He stated that he has not given up on this and it is still in the works.

- Summer Economic Action of Dover Paper Produced

Copies were distributed.

- Enterprise Park/ Sixth street Intersection Revamp in the CIP

D.Barufaldi informed A.Studebaker and S.Johnson and told them that they would be happy to know that Enterprise Park, Venture Drive and Sixth Street intersection revamp is now in the CIP program for the next fiscal year for design and for implementation. We are looking at 2016, but it will happen.

- Dover businesses Recognition program

We are also looking at, from the direction of the City Manager, to get some of our businesses recognized. We have some great companies. There are 12 categories in the NH Business Review Awards Program. We also cooperated with the very recent Chamber Recognition Awards task force that they pulled together over a year ago and want to make it a point every spring and every fall to alert the companies and get their application in and get our companies awarded.

- IEDC Presentation in Philadelphia on October 7th.

D.Barufaldi also mentioned that he would be doing a presentation at the International Economic Development Council annual meeting in Pennsylvania in early October. He has been asked to do a presentation on Economic Development and the Arts in a vibrant community. He mentioned the Strand, Arts Market, and Henry Law Park in the summer, Dinner and a Movie and other things with the Arts community. This is becoming an increasing part of the economy, known as a creative economy.

7. Manager's Report, Economic Development Section, July 2013



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A copy is in the packet and also a copy of the financial report.

8. Monthly Financial Report: July, 2013 & Month-End Report/Year-End Report vs. Budget.

D.Barufaldi stated that there are no anomalies. Some things will end up being moved around in the course of the year. We always come in at or under budget and it is managed carefully.

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

9. Strafford County Regional Planning Commission Support Letter

D. Barufaldi mentioned the letter in the packet sent by the City Manager, requested by Cynthia Copeland, Strafford Regional Planning Executive Director. They came before City Council and asked for a letter of support to become an Economic Development District and they want to be a research arm for Economic Development for Strafford County. He said he does attend the CEDS meetings, which is the Comprehensive Economic Development Strategy meeting. It develops the content of the annual CEDS plan and it drives the grant applications to the Economic Development Authority, which are federal monies.

10. ADJOURN:

Motion: J.Mettee motioned to adjourn at 5:43 p.m. Seconded by A.Studebaker. Vote: U/A.