



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

Members Present: Tim Dargan (Chair), Sam Haddadin, Pete Hamblett, Scott Johnson, Jack Mettee, Phil Rinaldi, Bill Rogers, Annette Studebaker, Matt Sylvia

Ex Officio Members: Dan Barufaldi, Economic Development Director, J. Michael Joyal, City Manager (*arrived at 5:05 p.m.*)

Members Not Present: Bob Paolini, Steve Wyrsh

Dave Choate, Colliers International was present for the non-public session.

Audio recording malfunctioned at the beginning of the meeting.

1. The Chair called the meeting to order at 4:29 pm.

The Chair called for a roll call attendance.

2. Review and approval of the September 5, 2013 meeting Minutes.

Motion: P.Hamblett motioned to approve the September 5, 2013 meeting minutes. Seconded by P.Rinaldi.
Vote: U/A

T.Dargan announced that S.Haddadin, M.Sylvia and J.Mettee joined the meeting.

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.**

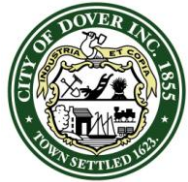
Motion: P.Rinaldi made the motion to enter non-public session. Seconded by P.Hamblett.
Roll Call Vote: U/A

- Company Contacts Status Report
- Properties Review

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 M.Sylvia. Roll Call Vote: U/A

D.Barufaldi gave updates:



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

5. OLD BUSINESS:

- Infill Project/ First Street Proposal Status report

Still on track with minor environmental mitigation issues that have been dealt with and it looks like it will continue to go through.

- Education/Business Connect Committee

The group has been trying hard to get the website off and running and to get the marketing program done.

A.Studebaker has been working to get the marketing done with the school. April O’Keefe is requesting more timely responses to finish up the website and get a marketing program underway. There is a waiting list of students for intern programs at the CTC and not enough companies. D.Barufaldi acknowledged that a number of people are working on this and said it would be appreciated if anyone can think of other companies to work with, in regards to the intern program.

- Tourism Stakeholders Group

Meeting on a monthly basis and putting the annual calendar together for all tourism-related groups including Children’s Museum. Jane Bard was appointed as the permanent executive director of the Children’s Museum of NH, replacing Justine Roberts. They have appointed a new person for development and marketing. This group is working well together with the Chamber. Main Street with the Irish Festival had over 750 people, which was a record. We are working on getting some bus tours. Parks and Recreation continues to bring in hockey tournaments and swim meets. The dinner and a movie program was so successful that it has been extended by two more events.

- Armory Sale Status

Armory sale is going forward and D.Barufaldi will be meeting with the buyers and their attorney next week to finalize the situation and get a closing date. The septic tank situation needs to be resolved. SBA financing awaits the end of the federal government shutdown.

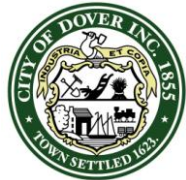
6. NEW BUSINESS:

- Seacoast Manufacturing

The first meeting was held and sponsored by Collier International Real Estate Group. This is a seacoast regional activity. The idea is to get manufacturing firms together to talk to each other and find out where vendors are and where to go within the area. This will help them work together within the seacoast.

- September 18 CC Presentation/September 25 CC Meeting Result

A presentation was made by T.Dargan at the City Council Workshop meeting, which outlined some of the accomplishments and achievements from DBIDA. The request was made for a renewal of a 3-year contract for DBIDA with the city. The city council meeting will be held on October 23rd @ 7:00 p.m. and T.Dargan requested members to support that meeting.



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

- Brochure Update & Video Discussion

Continuing to work on the update and have most of the stats and some reformatting finished. Waiting for the mayoral election, so that we will know what the second page will look like. Discussions beginning with Tom Gillis and Crystal Kent to put together a video to be used in closed loop at trade shows.

- IEDC Presentation Philadelphia October 7, 2013

The IEDC /Annual Convention will be held on October 6 – 8th and D.Barufaldi is presenting on October 7th. The subject matter has to do with the creative economy or the economy and the arts. Strand Theater feasibility study will be mentioned along with the integration and effects of the arts on the economy. It is an opportunity to put Dover on the map outside of our own region. We also will be presenting at the Greater Dover Economic Forum. D. Barufaldi spoke briefly about the event that will be held at the Three Chimneys Inn in Durham on October 18 at 7:30 a.m. (*flyer in packets*)

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

Report is in the folders to be reviewed. Downeaster numbers were just published for the first time in a long time at 784,000 for 2012 and the ridership continues to be on the incline. This is great for Dover that has a train station within walking distance of the downtown area. D.Barufaldi added that the hotels at Weeks Crossing have a shuttle available to downtown Dover when they have weekend events and also a shuttle from Skyhaven Airport.

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

A negative number is showing up on this report, which is in printing and binding. It is mostly for consulting for the brochure update and a small amount was used for printing and binding. Either the line item will be changed or monies will be moved. It is not an unforeseen expense. There is a small amount of money in expenditures under the retirement line item that was not budgeted for since neither DBIDA employee has retirement benefits and will be followed up on with D.Lynch.

Motion: P.Rinaldi motioned to accept the year-end report (unaudited) ending September 2013-Financial Report.
Seconded by M.Sylvia. Vote: U/A.

9. ADJOURN:

Motion: M.Sylvia motioned to adjourn at 5:23 p.m. Seconded by A.Studebaker. Vote: U/A.