



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, December 5, 2013**
Meeting Time: **4:30 PM**

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

Ex Officio Member: Dan Barufaldi, Economic Development Director

Members Not Present: Steve Wyrsh

Ex Officio Members Not Present: J. Michael Joyal, City Manager, Karen Weston, Mayor

Dave Choate, Colliers International, was present for the attendance roll call, reading of the Minutes from the previous meeting and the non-public session.

1. *The Chair called the meeting to order at 4:31 p.m.*

The Chair called for a roll call attendance.

2. Review and approval of the November 7, 2013 meeting Minutes.

Motion: J.Mettee made the motion to approve the November 7, 2013 meeting Minutes. Seconded by A. Studebaker. Vote: U/A

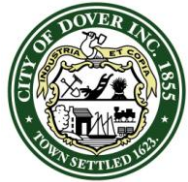
3. **Entered non-public session** pursuant to RSA 91-A for the purpose of the acquisition, sale, or lease of real or personal property. **Roll call vote, simple majority needed to pass.**

Motion: M.Sylvia made the motion to enter non-public session. Seconded by S.Haddadin. 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: J.Mettee made the motion to seal the minutes. Seconded by P.Rinaldi. Roll Call Vote: U/A

5. OLD BUSINESS:



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, December 5, 2013**
Meeting Time: **4:30 PM**

- Infill Project/ First Street Proposal Status Report

D.Barufaldi stated there has been a slight delay due to an environmental hitch which is not serious. The arsenic level there is slightly high. He stated that any urban infill area will have arsenic. Because digging this up would be expensive the developer will put surface parking on the first level and will change the configuration of the building. Parking will be adequate for the merchants in the area. This project will be done in one phase with both buildings being built at the same time and this will save money. This is very active and breaking ground should be in the spring.

P.Hamblett asked if parking spaces would be lost.

D.Barufaldi stated that they would not lose parking spaces because some will be created at First Street for this project and there would also be parking outside the first building being constructed.

A.Studebaker asked if some of the footprint would be lost.

D.Barufaldi stated that was the case. They would lose four parking spaces which would be made up on the street and there would be a change in the loading zone, but the cost would be the same. He stated optimistically the project would be completed in 18 to 24 months.

- BizEd Connect Group Report

D.Barufaldi commented that A.Studebaker and S.Johnson have given lots of time and effort working with teachers and the director, and met with the superintendent asking for a commitment. They expect to have the website up and running by the end of the year. This was done by students with the help of A.Studebaker and S.Johnson. Goals are to get more companies involved and get the program underway. There is another meeting scheduled with the superintendent the 2nd week of January along with CTC people and the whole staff.

- Tourism Stakeholders Group Report

D.Barufaldi stated this program is going extremely well with events with the Children's museum and the Chamber, and the tree lighting is this week. The Chamber and the Arts Commission would like to get together in a cooperative effort to broaden their scope and develop the Dover Arts Festival which is



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, December 5, 2013**
Meeting Time: **4:30 PM**

currently a five week music/arts festival. Dover has a lot going on, so the thought is to brand it and make it successful, using Portsmouth's Vintage Christmas branding as an example.

D.Barufaldi gave an update on the Hampton Inn which will be closed until February. They lost 93 rooms to renovation. Other hotels in the area have been full.

M.Sylvia asked about the occupancy rate for Dover hotels.

D.Barufaldi stated it is much better now. Hotels in the area used to break even but recently they have gotten lots of business from the National Guard at Pease, investigation and engineering workers due to the submarine, Miami, at the Portsmouth Naval Shipyard, and engineers from out of town working on the bridge in Portsmouth, all staying at area hotels.

S.Haddadin stated Microtel has been booked.

D.Barufaldi stated that the hotel was purchased by a company specializing in turnarounds, so it is more successful now. They had a very low economy rate, going too far under market rate, and didn't make it, but they are doing better now. Twenty-eight bus tours are booked for 2014, primarily from Canada, at LaFrance hotels. The Robotech event at UNH brings in thousands.

D.Barufaldi stated there is now an annual calendar with everyone included – the Chamber, Main Street, etc., and it is working well with good cooperation between them.

- Armory Sale Status Report

D.Barufaldi stated the Armory sale closed on December 4, 2013 at noon after all kinds of hiccups. It closed without SBA approval. The owner has already started renovations and two tenants are renovating as well.

S.Haddadin asked if it was one company in the building.

D.Barufaldi stated there are two different companies: an automotive restoration company (the owner), a motorcycle restoration and repair company, and there is also a small restaurant.



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, December 5, 2013**
Meeting Time: **4:30 PM**

T.Dargan stated that D.Barufaldi saved the city \$40,000 on this deal.

7. NEW BUSINESS:

- Police Station/ Parking Garage Project Support

D.Barufaldi stated there will be a City Council workshop meeting about the combined parking garage and police station facility project. It looks like there is support for this and there may be a vote on December 11. He also commented that this project is important to DBIDA because a parking deficit is expected and it would mean a parking garage for Dover in two years. Without the Police Department and parking garage confirmation, it would take 7-8 years to get a parking garage.

J.Mettee asked why it would take so long if the projects were not done together.

He explained the options including TIF and new market tax credits. He stated that the parking garage would pay for itself with the business it would bring in and with enhanced property values, and he would support it. He encouraged DBIDA members to voice their support to councilors.

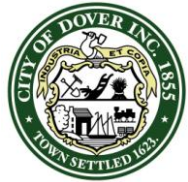
- Mast Road Business Park Discussion

D.Barufaldi stated something had come to light about Mast Road and he referred to the map that was in the packet for this meeting. He stated that only a 300,000 square foot building is being considered. He discussed well heads in conservation land, pollution and EPA standards, as well as solution options. That would delay development at Mast Road beyond the initial 300,000 square foot building.

T.Dargan referred to the Enterprise Park Analysis of Debt Service Coverage sheet in packet and stated that the Park will produce \$2.4M over the life of the project and \$506,000 every year. He stated that due to the difficulties of trying to develop a park with conservation land and well heads, it is important to find an Enterprise Park II Plan B.

D.Barufaldi stated that if the Board is in agreement he will ask D.Choate to look for a plan B. There was agreement.

- NHBR Seacoast Section Ad- FYI



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, December 5, 2013**
Meeting Time: **4:30 PM**

D.Barufaldi stated DBIDA would be running an ad in this magazine. He contracted to put the ad in next to all the New Hampshire data because lots of companies are coming in from other NH/MA locations and he thought it was a good value.

- Trade Show Display- FYI

D.Barufaldi stated there have not been many trade shows that would be advantageous for DBIDA but some are coming up in the next year and he would like two banners with visual displays of various aspects of Dover. He will bring it to the next meeting. He also wants to get a closed loop video to display at a table at trade shows.

- City of Opportunity Book Update- FYI

D.Barufaldi stated there will be an updated book out shortly with a new cover and it will include a new mayor's page, photo and message.

8. Manager's Report, Economic Development Section, November, 2013

D.Barufaldi stated this report is in the packet showing the new unemployment figure for Dover was 4.2%. In September it was at 4.0% but, due to the government shutdown, figures were not available for October and November until today.

9. Monthly Financial Report: November, 2013 Month-End Report/Year-End Report vs. Budget

D.Barufaldi noted the usual anomaly of the charge for printing and binding was still there. The Finance Director will fix this soon.

T.Dargan had questions regarding the monthly and year to date figures.

D.Barufaldi answered his questions and commented that this report is a non-intuitive report, that the system creates it and it can't be changed.

B.Rogers commented that a person who started a company in Newmarket (Itaconics) said that D.Barufaldi was the best contact he ever had.



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, December 5, 2013**
Meeting Time: **4:30 PM**

D.Barufaldi remembered the company and there was some discussion about why the company did not locate in Dover or Somersworth.

Motion: J.Mettee made the motion to accept the financial report (unaudited) ending November 2013-Financial Report. Seconded by P.Hamblett. Vote: U/A

D.Barufaldi stated the Chamber has scheduled the annual dinner with awards and that members and spouses are invited. If any member would like to attend they should let him know. It is on 1/24/2014 at the Regatta Room in Eliot, ME.

D.Barufaldi let members know that there is a new training program for nonprofit board members in the current issue of the NHBR and if anyone is interested they should let him know.

A.Studebaker stated that a BizED student wrote an article for the Economic Action of Dover newspaper.

D.Barufaldi said he has been trying to contact Brian Kelly of Kelly's Row Restaurant and received a message that Brian will call him back but he has not heard from him so far. D.Barufaldi may ask the person who bought Tuttle Farm to buy the back cover ad of the Q4 Economic Action of Dover paper.

There was discussion regarding the date for the meeting in January and if it was a problem for any of the members. It was decided not to change the meeting date and the next meeting will be on January 2, 2014.

9. ADJOURN:

Motion: A.Studebaker made the motion to adjourn at 5:59 p.m. Seconded by S.Haddadin. Vote: U/A