



**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, February 6, 2014**  
Meeting Time: **4:30 PM**

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

**Members Not Present:** Bob Paolini, Bill Rogers

**Ex Officio Members Present:** Dan Barufaldi, Economic Development Director, Karen Weston, Mayor

**Ex Officio Members Not Present:** J. Michael Joyal, City Manager

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 4:32 p.m.*

The Chair called for a roll call attendance.

2. Review and approval of the December 5, 2013 Meeting Minutes.

**Motion:** P.Hamblett made the motion to approve the December 5, 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:** J.Mettee made the motion to enter non-public session. Seconded by S.Johnson. Roll Call Vote: U/A

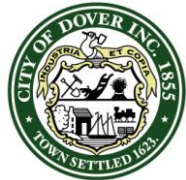
4. **Return to public session**

The Chair requested a motion to seal the minutes because divulgence would “render the proposed action(s) ineffective”.

**Motion:** J.Mettee made the motion to seal the non-public minutes. Seconded by S.Haddadin. Roll Call Vote: U/A

5. **OLD BUSINESS:**

- Infill Project/First Street Proposal Status Report/CC approval/Plans



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D.Barufaldi stated that the Infill Project on First Street was approved by the City Council. He said they have been “dotting the I’s and crossing the T’s” regarding some environmental issues which are being resolved, and he expects construction to begin in the spring. The agreement has been readjusted slightly regarding what is to be done with some of the off- take which will be used at the dredge cell in Maglaras Park. The developer will be paying for the tipping costs.

- **BizEd Connect Group Report**

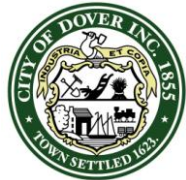
D.Barufaldi stated this group has been heavily resourced by A.Studebaker and S.Johnson and their companies. The group now has complete cooperation in the school group from the superintendent down to the CTC Director, and has always had the cooperation of April O’Keefe, the coordinator, who selects the students. They have finished a full year of a successful intern program. The companies offered all interns employment and even those going off to college will have summer employment. The group is meeting with the school group advisors on a frequent and regular basis. D. Barufaldi stated that A.Studebaker spearheaded organization and structuring, and S.Johnson donated his conference room and computer equipment. There have been delays with the website due to school bureaucracies, structured scheduling and curriculum issues, and initially some resistance that has been overcome. There have been problems with equipment and lack of up to date equipment in the schools, but the group continues to feel students should do the website. The group feels that by the end of the school year the website will be up and running. The website will give access to businesses to offer intern programs, and it will allow students to access the program. D.Barufaldi also stated that P.Hamblett has given his time to the group and he wants the Board members to realize and appreciate the effort given and what this program accomplishes. The program allows high school students who were not qualified for entry level positions at some advanced manufacturing companies to obtain training so that they qualify to enter the work force. It is good for the students and the businesses, and improves morale and productivity. Somersworth and Rochester are now interested in the program and their CTC people are attending meetings, and hopefully it will expand regionally and satisfy more businesses.

A.Studebaker stated one reason she asked that this item be on the agenda for this meeting is that they have encountered a hurdle in obtaining content for the website because consents must be obtained for student’s pictures to appear on the website. This has become an issue as to who is responsible for that and, since the website will be run by the students, should any offensive material appear on it, responsibility is an issue. She is proposing that the Board consider taking ownership of the website, BizEd Connect.

D.Barufaldi asked to entertain a motion for DBIDA to take ownership of the website.

Discussion ensued regarding liability for consent forms and content on website.

A.Studebaker commented that she feels any unforeseen liability should not be on S.Johnson. She stated she spoke with the city attorney about the consent form that Dover uses for its students but, because Dover takes in students from other towns, liability in that case is still a question. She stated that students are being overseen by faculty and advisors, by April O’Keefe, and by herself, S.Johnson and D.Barufaldi right now. The website contains all of the advisor’s names, pictures and biographies.



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S.Johnson stated that the student who started the website, a senior in high school, recently sold his media company and, because of that, legality could be a concern.

K.Weston recommended making a list of who the responsible parties are and reviewing it yearly for oversight.

A.Studebaker explained that BizEd Connect is an ad hoc group with no structure.

T.Dargan asked if it should become a subcommittee of DBIDA but also expressed concern for DBIDA's reputation and stated that he would want oversight of the students and their blog.

D.Barufaldi stated he does not want to burden DBIDA members with too much bureaucracy and also he did not want to burden the city attorney too much. He suggested putting together the list that K.Weston suggested and keeping it up to date, as he felt this would give DBIDA what they need.

Discussion continued regarding web content and liability.

T.Dargan requested a motion to create the BizEd Connect subcommittee of DBIDA.

**Motion:** A.Studebaker made the motion to create the subcommittee. Seconded by M.Sylvia. Vote: U/A

T.Dargan asked if there would be an issue transferring ownership of the website to DBIDA.

S.Johnson stated there would not be a problem.

T.Dargan asked if any other board members would like to be involved. He stated A.Studebaker, S.Johnson and P.Hamblett would be on the subcommittee. He verified with D.Barufaldi that he would be an ex officio member of the subcommittee.

Discussion ensued regarding transfer of ownership of the website to DBIDA.

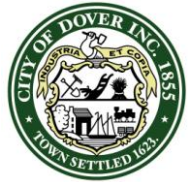
T.Dargan requested a motion to transfer ownership of the website to DBIDA.

**Motion:** P.Hamblett made the motion for DBIDA to accept ownership of the BizEd Connect website. P.Rinaldi seconded. Vote: U/A

T.Dargan asked the subcommittee members to give reports of meetings to the Board in the future.

- Tourism Stakeholders Group Report

D.Barufaldi stated the Tourism Stakeholders Group meets on a monthly basis and coordinates the calendar for hoteliers, restaurateurs, the Children's Museum, the Chamber of Commerce and Dover Main Street, and is



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helping to get merchants open for evening events. The group wants to see more retail activity but does not see anything huge on the horizon. The group is helping restaurants because some are less adaptable to social media and others are more adept in those areas and are more successful. He and volunteers are working with restaurants and retail who need help with business models and plans, and business retention. The C&J Bus Line is now a regular participating member of the Tourism group.

T.Dargan asked if the Downeaster folks were involved.

D.Barufaldi stated that the management of the Downeaster are all Mainers because the State of New Hampshire does not contribute to Amtrak.

K.Weston stated she was contacted by a person yesterday who stated they would not come to Dover anymore to take the train if they were going to have to pay to park at the Chestnut Street parking lot. K.Weston had asked the city manager what Dover contributes to Amtrak and she wanted to know if D.Barufaldi knew how much others outside of New Hampshire contribute to Amtrak.

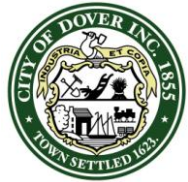
D.Barufaldi stated he believed the State of Maine subsidizes the Downeaster at about \$12M per year. He is a member of the Station Advisory Committee Group for the Downeaster, the Northern New England Passenger Rail Authority, and he stated that the Board of Directors are all from Maine. He has attended some meetings and he explained every once in a while they say they are going to start charging more for tickets in New Hampshire, or they will not be stopping here on some of the runs. He stated, on average, tickets on the Downeaster bought in New Hampshire are \$1.00 more than the tickets bought in Maine. He has also been on the New Hampshire Rail Transit Authority Board for a short time, and he is trying to see if he can get some state money, even a token amount, because now people are talking about a train from Montreal to Boston or New York, a “hotel train”. This is in the early stages and no one knows if it will succeed, but he is trying to influence the situation in Dover by influencing the state situation for rail.

K.Weston stated that the city manager put together some numbers for the cost for maintenance of the parking lot, the ticket machine, and maintenance of the structure at the Dover train station and the estimate was about \$50,000 per year that Dover taxpayers pay indirectly to the Downeaster. She explained that a proposal will be coming before the City Council to allow commuter monthly pass holders on the Downeaster to park for free. She was not able to find out if other parking lots for the Downeaster such as Saco and Portland charge for parking.

D.Barufaldi stated where there is a charge it is not very much. He explained that the Exeter and Durham lots have no spaces, so people come to Dover to park.

### 6. NEW BUSINESS:

- Police Station/Parking Garage Project Status/CC Approval



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This project has been approved by the City Council and the CIP. DBarufaldi stated he is pleased and this will add to the momentum of development in Dover.

- Mast Rd & Alternative Business Park Discussion/CIP Approval

CIP approval was obtained for Enterprise Park II. They are still working with the City Manager's proposal for Mast Road as Enterprise Park II. There are issues with the well head locations in the area. The well heads might have to be moved and, if that is the case, it is not known where development can occur. He recommends that DBIDA look at plan B and see if there is other land available in Dover because it will be some time before these issues are resolved.

There was discussion regarding the need to accommodate more students in Dover's schools, to build an elementary school would require 15 acres of land, and the Garrison, Woodman and Horne schools are at capacity now with no room to expand.

D.Barufaldi stated that a demographic unique to Dover is households with children under the age of 18 are growing at a rate of 10.4%, while in other towns in the area this demographic is in decline.

There was discussion that there are limited options for land for "Plan B" Enterprise Park II, that DBIDA needs to get moving on this and get creative, and that now is the time to buy.

- NHBR Seacoast Section Ad- FYI

D.Barufaldi mentioned the DBIDA advertisement in the NH Business Review Seacoast Section.

- Trade Show Display- FYI

D.Barufaldi displayed the banner he obtained for trade shows so DBIDA members could see it. He stated he had not found a trade show that he was planning to go to yet this year but he plans to look at regional trade shows with moderate sized companies that could make relocation decisions faster. The goal is to build advanced manufacturing clusters.

- City of Opportunity Book Update- FYI

D.Barufaldi stated he will have the updated pages back in about a week and can begin assembly.

- Dover Business List Update Underway

Volunteers are making phone calls to businesses to update the list. There are changes in principals, addresses, etc., and this will take a bit of time.

### 7. **Manager's Report**, Economic Development Section, December, 2013 & January, 2014



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T.Dargan asked D.Barufaldi how the Dover unemployment rate of 3.9% compared to Portsmouth.

D.Barufaldi stated Portsmouth's unemployment rate was 3.8%.

**8. Monthly Financial Report:** December, 2013 Month-End Report/Year-End Report vs. Budget & January, 2014 Month-End Report

D.Barufaldi stated there was the usual anomaly in the report. The "printing and binding" expenditure actually belongs in consulting services, and the Finance Department has not fixed it yet. He will try to get that fixed.

**Motion:** J.Mettee made the motion to accept the Month-end/Year-end Financial Report vs. Budget (unaudited) ending December 2013-Financial Report. Seconded by M.Sylvia. Vote: U/A

D.Barufaldi stated that at the time of his previous evaluation the board awarded him two personal days but that did not get into minutes as a vote. He would like to get that in the minutes with a vote, and he would like that to be retroactive because it was in the previous fiscal year.

**Motion:** M.Sylvia made the motion to accept the two personal days for the Director retroactive to FY 2013. Seconded by P.Rinaldi. Vote: U/A

D.Barufaldi stated that at next City Council meeting he will do an introduction on the proposed TIF and T.Dargan will speak briefly also. He asked for support from the Board.

The date and time for this meeting was discussed. Workshop is on 2/12/14, public hearing on 2/19/14, possibly a second workshop, and it should be completed by 3/31/14.

Discussion ensued regarding specific information on the TIF. It was agreed that D.Barufaldi would email TIF information to board members before the next workshop.

**9. ADJOURN:**

**Motion:** A.Studebaker made the motion to adjourn at 5:55 p.m. Seconded by J.Mettee. Vote: U/A