

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

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

**Members Not Present:** Scott Johnson, Bob Paolini

**Ex Officio Members Present:** Dan Barufaldi, Economic Development Director, Karen Weston, Mayor, 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 4:30 p.m.*

The Chair called for a roll call attendance.

2. Review and approval of the February 6, 2014 Meeting Minutes

**Motion:** P.Rinaldi made the motion to approve the February 6, 2014 meeting minutes. Seconded by S.Haddadin.  
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 M.Sylvia. 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”.

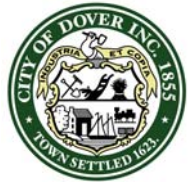
**Motion:** M.Sylvia made the motion to seal the non-public minutes. Seconded by P.Rinaldi. Vote: U/A

### 5. OLD BUSINESS:

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

D.Barufaldi stated this is very close to closing. It has City Council approval and they expect to break ground in the spring.

- BizEd Connect Group Report



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D.Barufaldi stated that A.Studebaker has been working very hard with the students to get the website up and running by the end of the month.

- Tourism Stakeholders Group Report

D.Barufaldi stated the group is expanding. There is a theater group involved as well as C&J Bus Lines, the Children's Museum, the Chamber of Commerce, Dover Main Street, the Arts Commission and area hotels. He stated the hotels are doing well now with good occupancy rates.

*There was an agenda adjustment: New Business items two through six will be discussed next along with items 7 and 8, and then the Board will go back to New Business item one which will be discussed last.*

### 6. NEW BUSINESS:

- Mast Rd & Alternative Business Park Discussion/CIP Approval \$2.45 Million

D.Barufaldi stated this has CIP approval of \$2.45M but it has not gone through the budget process yet.

- City of Opportunity Book Update- FYI

D.Barufaldi showed the booklet to the Board with the Mayor's picture and message and updated statistics in it. He stated it would be going to press for another thousand in the coming week.

- Dover Business List Update Underway

D.Barufaldi stated the volunteer is about halfway through the process of updating this list.

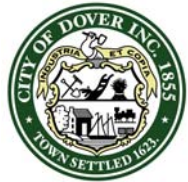
- Director's Performance Evaluation/Compensation Review

D.Barufaldi mentioned that March 1<sup>st</sup> was his fifth anniversary with DBIDA. He gave a handout to members that outlined the plans and goals for 2013/2014 and what has been accomplished by DBIDA in that timeframe so far.

T.Dargan asked for volunteers to sit on a personnel subcommittee for the director's review, and A.Studebaker, B.Rogers and S.Johnson volunteered.

- *Economic Action of Dover* latest edition/Future Ad Acquisition Help

D.Barufaldi stated the newspaper was on the table for members to look at, and he asked for help with future advertising which will be used to pay for it.



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### 7. **Manager's Report**, Economic Development Section, February, 2014

D.Barufaldi stated the Manager's Report for February is in the packets for this meeting.

### 8. **Monthly Financial Report:** February, 2014 Month-End Report/Year-End Report vs. Budget

D.Barufaldi stated the printing and binding expenditure has been fixed. He pointed out that the tickets for the January Awards Banquet falls under "staff development" in the report. There were no other anomalies.

**Motion:** J.Mettee made the motion to accept the Month-end/Year-end Financial Report vs. Budget (unaudited) ending February 2014-Financial Report. Seconded by M.Sylvia. Vote: U/A

### 6. **NEW BUSINESS:**

- Proposed TIF District Status/Board Approval/Disapproval

D.Barufaldi stated that on 3/5/2014 he received the latest version of the TIF program which contained some small changes to baseline numbers and the map was changed to include roadways as well as the parcels. He asked for the support of the Board at the next City Council meeting.

Discussion ensued regarding details of the TIF, property values and tax rates.

T.Dargan stated he was in favor of the TIF because it stimulates development. He asked J.Mettee to explain the reservations he has about the TIF which he had sent in an email to T.Dargan.

J.Mettee stated he felt it was important to see the new proposal that includes the changes that were made before he would give his support. He stated his concerns were technical and were regarding financing as shown, assumptions and multipliers.

M.Joyal stated he added additional information regarding assumptions and background information about the district and what the district is being formed to do, as well as information due to feedback received from people who have spoken at meetings about the TIF.

K.Weston stated she wanted details of the TIF to be clear and that is why there have been five workshops over the past five weeks on the TIF.

It was decided that the Board needed more details and the latest TIF proposal with changes would be emailed to Board members for their review before the next City Council meeting.



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**Motion:** P.Hamblett made the motion that the Board will support the TIF for the downtown district as an economic development tool for the City at this time. Seconded by A.Studebaker. Roll Call Vote: U/A

### 9. ADJOURN:

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