



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall
Location: 288 Central Avenue, Dover, NH 03820
Meeting Date: **Thursday, April 3, 2014**
Meeting Time: **4:30 PM**

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

Members Not Present: Pete Hamblett

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

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

1. *The Chair called the meeting to order at 4:39 p.m.*

T.Dargan introduced a new member of the DBIDA Board, Maurice Olivier, who told the Board a little bit about himself.

The Chair called for a roll call attendance.

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

Motion: J.Mettee made the motion to approve the March 6, 2014 meeting minutes. Seconded by M.Sylvia. Vote: U/A

3. Review and approval of the March 24, 2014 Personnel Sub-Committee Meeting Minutes

Motion: A.Studebaker made the motion to approve the March 24, 2014 meeting minutes. Seconded by S.Johnson. Vote: U/A (Members not present at that meeting abstained from voting.)

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

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

5. **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 minutes. Seconded by M.Sylvia. Roll Call Vote: U/A

7. **NEW BUSINESS:**

- Director’s Performance Evaluation/Compensation Review



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D.Barufaldi was informed of the Board's decision on his evaluation and compensation. Grades on his evaluation were the same or higher and after discussion the Board voted on and approved in the non-public session an increase of 4.5%. More time was needed to review goals for his future evaluation and this will be discussed with him in May or June.

- Downtown Merchants Marketing Program

D.Barufaldi explained the Downtown Merchants Marketing Program, which will include valet parking, information on business websites as to the best place to park, maps, and TV/Radio advertisements. Interviews are being done with merchants for feedback. The City is investing money in this program to get the message out that "Dover is open for business" during the construction period.

8. Manager's Report, Economic Development Section, March 2014

D.Barufaldi stated that unemployment in New Hampshire is up 0.1% while in Dover it is down 0.1%. He stated there is a high level of interest for companies coming to Dover. With the winter weather retail has been down. Consulting, technology and financial businesses are doing well. The most parking transactions ever recorded in one day took place on St. Patrick's Day this year.

9. Monthly Financial Report: March, 2014 Month-End Report/Year-End Report vs. Budget

D.Barufaldi pointed out one major cost was for contractual lawn care for Enterprise Park for the coming season. Also there are open POs in consulting services and printing and binding because there was an error found in the City of Opportunity booklet which is being corrected. The booklets should be in next week.

Motion: B.Paolini made the motion to accept the Month-End/Year-End Financial Report vs. Budget (unaudited) ending March 2014-Financial Report. Seconded by S.Haddadin. Vote: U/A

D.Barufaldi stated there will be a Mayoral Summit on Afterschool and Expanded Learning in Concord on May 13, 2014 with a speaker from Rolls Royce. He reminded the Board that the Meet and Greet Land Use Group Meeting will be held on April 8, 2014 from 6-8:00 p.m. He stated the TAC Meeting is on 4/21 at 6:00 p.m. and the next DBIDA meeting will be on May 1, 2014.

The Chair stated the rest of the meeting agenda would be deferred to the next meeting.

10. ADJOURN:

Motion: S.Haddadin made the motion to adjourn at 6:11 p.m. Seconded by P.Rinaldi. Vote: U/A