

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, May 1, 2014**
Meeting Time: **4:30 PM**

Members Present: Tim Dargan (Chair), Sam Haddadin, Scott Johnson, Maurice Olivier, Phil Rinaldi, Annette Studebaker

Members Not Present: Peter Hamblett, Matt Sylvia, Bill Rogers, Bob Paolini, Jack Mettee

Ex Officio Members Present: Dan Barufaldi, Economic Development Director, Karen Weston, Mayor, J. Michael Joyal, City Manager (*arrived at 4:40 p.m.*)

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

The Chair called for a roll call attendance.

2. Review and approval of the April 3, 2014 Meeting Minutes

Motion: S.Haddadin made the motion to approve the April 3, 2014 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: A.Studebaker 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: P.Rinaldi made the motion to seal the non-public minutes. Seconded by S.Haddadin. Roll Call Vote: U/A

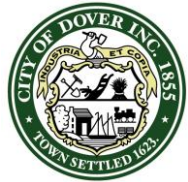
5. **OLD BUSINESS:**

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

D.Barufaldi stated the First Street proposal is moving along and groundbreaking should be soon.

- BizEd Connect Group Report
 - BizEd Connect Purpose Document

There was a lengthy discussion regarding terminology in the document regarding members, and if advisors are members. Also discussed was if it was necessary to have a director of the BizEd Connect Group and who the members are. It was determined that the members of the BizEd Connect Sub-Committee are members of DBIDA. Advisers are faculty at the schools.



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It was decided that “DBIDA” would be added before the word, director, in the first paragraph starting with “Whereas”.

Motion: S.Haddadin made the motion to accept the BizEd Connect Purpose Document as amended. Seconded by P.Rinaldi . Vote: U/A

Further amendments were discussed. K.Weston proposed an amendment to the third paragraph that begins with “Whereas” so that it reads “Advisers for the sub-committee shall be made up of the CTC Career Services Coordinator and at least three (3) school faculty members.

Motion: S.Haddadin made the motion to reconsider the vote. Seconded by P.Rinaldi. Roll Call Vote: U/A

T.Dargan asked for a motion to adopt the document with the two amendments.

Motion: S.Haddadin made the motion to adopt the document with the two amendments as discussed. Seconded by P.Rinaldi. Roll Call Vote: U/A

- BizEd Connect Webste Presentation-A.Studebaker

A.Studebaker showed the Board the BizEd Connect website home page with the logo and explained that it was entirely put together by students, and that the corporate partners page has a link to go to companies that are participating. She showed the video about Cramer Fabrics and explained that the videos for K9 Kaos and Certified Retail Solutions are still being worked on but will eventually be on the website.

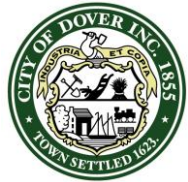
There was discussion regarding what it takes to be a corporate partner, that students will do marketing to make businesses aware of the website and the program, and that a presentation to the City Council together with school officials should be done.

A.O’Keefe, CTC (Career Technical Center) Career Services Coordinator at Dover High School, is retiring and it was discussed that this position is very important to the success of the program because she has been the liaison who matches up the students with the businesses and screens the students to make sure they are emotionally mature enough for the program. The CTC coordinator positions are not funded next year at the Somersworth and Rochester high school.

D.Barufaldi stated Frances Meffen wants to put a STEAM (Science Technology Engineering , Arts and Mathematics) school together due to gender bias in that most often boys go on to have careers in these fields and not girls. She also wants to start both genders off early in STEAM skills as they are needed in our economy.

- Parking Garage/PD Station Renderings/Status

D.Barufaldi stated the parking garage and police station were approved by the City Council. There was a public hearing with input, and the architects are now making improvements to some components of the design. Work on the parking garage is expected to commence on September 1st and it will take nine months. The police station will take longer and is expected to be completed in early 2016.



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6. NEW BUSINESS:

- City of Opportunity Book Update Printed-FYI

D.Barufaldi brought copies of the updated book for board members to look at. He stated 1000 have been used over the past five years. They are put together with a loose binder which allows for the insertion of pages as the need arises and the budget allows.

S.Johnson brought up a strategic action plan. D.Barufaldi stated he would like to work on setting goals and objectives and to set priorities for the next five years. Discussion ensued regarding a day long retreat with a facilitator maybe in September to develop a DBIDA Strategic Plan.

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

D.Barufaldi stated the quarterly newspaper is looking for an advertiser again for a back page ad that costs \$1200. T.Dargan stated he would ask Strafford Economic Development Corporation (SEDC) if they could do this advertisement.

- Downtown Holiday Marketing Program

D.Barufaldi stated he and Bill Simons have been talking to downtown merchants about how to help them through the construction that will be going on. They are positive and like that there has been dialogue. Money will be invested for the Chamber to act as general manager, and the Chamber is looking at the proposal and hopefully will have a positive response.

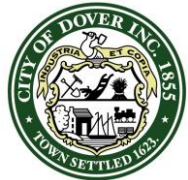
- NHAN Mayoral Summit 5/13, NH Afterschool Network, 8am-1pm, Grappone Center, Concord

D.Barufaldi reminded the Board that there will be a Mayoral Summit on Afterschool and Expanded Learning in Concord on May 13, 2014 with a speaker from Rolls Royce. There was also discussion regarding the Montreal Aerospace event in Portsmouth on May 12, 2014 at Pease that will be attended by Mayor Weston, Tim Dargan and Dan Barufaldi.

- TAC, Mayor Weston

K.Weston stated she will send the link to D.Barufaldi regarding the TAC (Transportation Advisory Commission) survey which is on the city website. D.Barufaldi stated the Cecil Group is looking for comments and suggestions. There will be a hearing on May 15, 2014 from 6:00-8:00 p.m. at the McConnell Center.

D.Barufaldi also reminded the Board that the City Manager's State of the City Address will be on May 16, 2014 at the McConnell Center from 7:30-9:00 a.m. DBIDA Board members are invited to attend compliments of DBIDA.



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7. Manager's Report, Economic Development Section, April 2014

D.Barufaldi stated that Dover's unemployment rate is down to 3.9% and Dover is one of only three municipalities in New Hampshire that are under 4%.

8. Monthly Financial Report, April 2014 Month-End Report/Year-End Report vs. Budget

D.Barufaldi stated there were no anomalies in the report and DBIDA remains slightly under budget.

Motion: M.Olivier made the motion to accept the Monthly Financial Report-April 2014 as presented (unaudited). Seconded by A.Studebaker. Vote: U/A

T.Dargan spoke to the person who came in to the meeting when the non-public session was over and told him that DBIDA does not have a public forum, but asked him if he wanted to address the Board.

He stated he only wanted to observe and listen during the meeting. He introduced himself. He is Eddie Edwards and he lives at 57 Clearwater Drive. He recently retired from the State and is running for state senate.

ADJOURN:

Motion: P.Rinaldi made the motion to adjourn at 5:56 p.m. Seconded by S.Johnson. Vote: U/A