



**CITY OF DOVER**

## DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting  
Meeting: 2<sup>nd</sup> Floor Conference Room, City Hall  
Location: 288 Central Avenue, Dover, NH 03820  
Meeting Date: **Thursday, June 5, 2014**  
Meeting Time: **4:30 PM**

**Members Present:** Tim Dargan (Chair), Phil Rinaldi, Scott Johnson, Bob Paolini, Matt Sylvia, Jack Mettee, Pete Hamblett

**Members Not Present:** Maurice Olivier, Annette Studebaker, Bill Rogers, Sam Haddadin

**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 4:36 p.m.*

The Chair called for a roll call attendance.

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

2. Review and approval of the May 1, 2014 Meeting Minutes

**Motion:** S.Johnson made a motion to approve the May 1, 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 and to discuss personnel. Roll call vote, simple majority needed to pass.

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

### 5. OLD BUSINESS:

- Infill Projects

D.Barufaldi stated that all projects are going well. First Street is underway. The Third Street RFP is just about out. The Parking Garage and Police Station are set to go.

- BizEd Connect Group Report



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- NHAN Mayoral Summit 5/13, NH Afterschool Network

D.Barufaldi stated that A.Studebaker, K.Weston and he attended this summit. The NHAN is similar to BizEd Connect and the keynote speaker there asked D.Barufaldi to explain the BizEd Connect model.

On June 26th K.Weston is having a mayoral summit at the McConnell Center and mayors from the surrounding area have been invited. The purpose is to talk about BizEd Connect and to try to get them to work together.

- CTC School to Work Counselor Position Interviews

April O'Keefe, the CTC Career Services Coordinator, is retiring, and BizEd Connect members have been allowed to participate in the selection of her replacement.

At the June BizEd Connect meeting there was an appreciation brunch for the students who worked on the BizEd Connect website.

- Parking Garage/PD Station Status

Discussed above under Infill Projects.

D.Barufaldi suggested that the Board have a retreat on Thursday, September 4, 2014 8:00 a.m. to 12:00 noon to discuss DBIDA objectives and to set goals for the coming year. Location to be determined. Due to the date of this summit, it was decided that the regular DBIDA meeting that month will on Thursday, September 11, 2014 at 4:30 p.m.

Discussion ensued regarding the next DBIDA meeting and the July 4th holiday. It was decided that the next DBIDA meeting would be on Thursday, July 10, 2014 at 4:30 p.m. T.Dargan stated he will send out emails to Board members reminding them of these changes.

*The Chair announced an Agenda adjustment – 8. Monthly Financial Report will be discussed next because it needs to be voted on and a member needs to leave the meeting early.*

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

D.Barufaldi stated the negative amount of \$501.07 under dental insurance is being investigated by Dan Lynch and the negative amount under contractual lawn care is the open purchase order which will be there until the next fiscal year which begins on July 1st. There were no other anomalies and DBIDA is still under budget for the year.

**Motion:** P.Rinaldi made a motion to accept the Monthly Financial Report-May 2014 (unaudited).  
Seconded by M.Sylvia. Vote: U/A

*P.Hamblett left meeting at 5:46 p.m.*



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### 6. NEW BUSINESS:

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

D.Barufaldi stated he is still looking for advertising help. S.Johnson said he will look into BizEd Connect putting an ad in this newspaper.

*B.Paolini left meeting at 5:50 p.m.*

- Downtown Holiday Marketing Program

This program has been implemented to handle access to parking throughout the construction period downtown. TD Bank has provided 100 more parking spaces for patrons of downtown businesses.

- NH Aerospace & Defense Consortium: Mayor Weston

D.Barufaldi stated that the Mayor participated in this consortium. The Consortium sent an invitation to the Quebec aerospace group and the Canadian council attended the event. There was a ceremony at Pease on May 12, 2014 which the Governor of NH attended. A letter signed by the Governor and the Mayors of Dover, Rochester, Portsmouth, Somersworth and the Pease Board Chair was sent to a number of Canadian companies in the Montreal area and it appears there is a possibility of working with them.

- *Business in Focus/Dover Magazine Article, June Edition*

D.Barufaldi stated this magazine goes to 333,000 business executives and K.Weston is in touch with the writers. He stated the magazine article is good for Dover.

- State of the City Address May 16<sup>th</sup>

D.Barufaldi stated he participated in a panel at the State of the City Address on May 16, 2014. The address was well attended.

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

D.Barufaldi stated there is more information about the State of the City Address in the Manager's Report.

There was discussion regarding an article in Fosters about Enterprise Park, which was also in the NH Business Review, and an article in Fosters by Jerry Turner about BizEd Connect.

### 9. ADJOURN:

**Motion:** S.Johnson made a motion to adjourn at 5:55 p.m. Seconded by M.Sylvia. Vote: U/A