



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall
Location: 288 Central Avenue, Dover, NH 03820
Meeting Date: **Thursday, July 10, 2014**
Meeting Time: **4:30 PM**

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

Members Not Present: Peter Hamblett, Bill Rogers

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

Ex Officio Members Not Present: J. Michael Joyal, City Manager, Daniel Lynch, Finance Director/Treasurer

Guests: Frances Meffen, Department Chair/Guidance, Director of STEAM Academy, Dover Middle School, and Jeff Brown, Commercial Lending, TD Bank in Dover.

David Choate, Colliers International, was present for the roll call attendance, 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 June 5, 2014 Meeting Minutes

Motion: M.Sylvia made a motion to approve the June 5, 2014 meeting minutes. Seconded by S.Johnson. 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 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 a motion to seal the minutes. Seconded by M.Olivier. Vote: U/A

5. OLD BUSINESS:

- Infill Projects / First Street Status

D.Barufaldi stated that Orchard Street is getting utilities put in. The police facility construction will follow, along with the parking garage. The downtown marketing program is underway and putting out the word that Dover is open for business.

- BizEd Connect Group Report



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T.Dargan welcomed F.Meffen, who gave an overview of the STEAM Academy. She is the Director of the STEAM Academy which is a hands-on, project-based, extended learning program at Dover Middle School during afterschool hours. STEAM is the acronym for Science, Technology, Engineering, Arts-Humanities and Mathematics. She wants to bring this program to the full school day in the future and will be presenting the concept to the School Board on 7/14/2014. An exploratory group has been meeting to brainstorm ideas and there has been a lot of positive feedback.

- Tri-City Mayoral Summit 6/26/14, Rochester & Somersworth

D.Barufaldi stated that Rochester did not attend this summit, but there was a good turn out from Somersworth and they were very positive.

K.Weston stated that the Somersworth superintendent appears to be very interested in the BizEd Connect alliance. She is hoping if Somersworth gets involved Rochester will follow. Somersworth will be reviewing the CTC agreement regarding what can and cannot be taught, and will possibly re-write the agreement.

D.Barufaldi stated that he heard very definitely that all of the academic rules that prevented certain things could be worked out.

A.Studebaker stated that L.Paradise will be getting together with Somersworth between now and the next BizEd Connect meeting and she asked L.Paradise to invite them to the August BizEd Connect meeting. They will be attending the September BizEd Connect meeting.

K.Weston stated she is confident that theory will become reality and they are willing to work to get cooperation, and are hoping to rewrite the tri-city agreements.

- CTC School to Work Counselor Position Interviews

A.Studebaker stated that Delilah Smith has been hired as the new CTC Career Services Coordinator and that she attended the last BizEd Connect meeting. She feels D.Smith will be a great asset.

- Parking Garage / PD Station Status

D.Barufaldi stated the Police facility and parking garage are on schedule.

- Downtown Holiday Marketing Program

D.Barufaldi stated the downtown marketing program was spoken about earlier in the meeting.

6. NEW BUSINESS:

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

D.Barufaldi stated an advertisement is still needed.



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There was discussion that the ad is needed in the next couple of weeks.

- Line Card Printing

A.Studebaker passed out line card prototypes for BizEd Connect for the Board to look at.

- DBIDA Board Retreat

D.Barufaldi stated the purpose of the retreat would be to set DBIDA goals and objectives for the coming year. He stated that in discussion with T.Dargan they thought it could be a half day retreat with breakfast and that with a good facilitator it would be possible to do this in about four hours. He asked members to give their input as to the location for this retreat.

T.Dargan stated that Wentworth-Douglass Hospital has community rooms that could be used.

P.Rinaldi stated the Chamber does retreats at Measured Progress.

S.Haddadin offered his house as a location for the retreat.

D.Barufaldi stated they will need audio/visual equipment and a facilitator, and asked if the Board wants to put it out to bid.

T.Dargan asked members to email D.Barufaldi with their suggestions. He stated the date for the retreat is Thursday, September 4, 2014. The date for the regular DBIDA meeting in September will be changed to Thursday, September 11, 2014. He suggested that the retreat be from 8 a.m. to 1 p.m. with breakfast and lunch, and have as a facilitator someone who is knowledgeable about the City and neighborhood projects, to give Board direction about what to focus on.

It was felt that Mike Joyal, City Manager, should attend if possible.

M.Olivier stated he was concerned that four hours would not allow enough time for discussion. He suggested the facilitator be given ground rules and that they be honored.

T.Dargan suggested the retreat be held from 8 a.m. to 1 p.m. with a working lunch.

- Recent Dover Publicity / Articles

D.Barufaldi stated there are a number of recent articles about Dover in the packets for this meeting.

- Refugee Situation / DBIDA Role

D.Barufaldi stated that representatives from the organization, Refugee and Immigrant Success, are going to speak at the City Council meeting in August.



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K.Weston stated they have not committed to doing this on that date yet.

D.Barufaldi stated the Manager of Immigration for the State of New Hampshire, Barbara Seebart, told him this does not have momentum. He said the New Hampshire Senate and Congressional representatives have been alerted to the situation.

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

There was no discussion.

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

D.Barufaldi mentioned there are still some negative numbers on the report but Dan Lynch will be at the next DBIDA meeting to give the year-end treasurer's report and he will clear these up. The draft FY2015 budget will go to T.Dargan and then will be presented to the Board.

There was discussion about increasing printing costs and health care costs in the FY 2015 budget. D.Barufaldi clarified that the cost for printing the line cards for BizEd Connect will be in the FY2015 budget and A.Studebaker should submit the estimate to him.

Motion: M.Olivier made a motion to accept the Monthly Financial Report-June 2014 (unaudited) subject to file amendments. Seconded by A.Studebaker. Vote: U/A

D.Barufaldi introduced a guest, Jeff Brown, who is the commercial lender for TD Bank in Dover. J.Brown stated he was here because he wanted to see what DBIDA does. He explained that his territory is the General Sullivan Bridge north and that he has lived in Dover since 2003.

9. **ADJOURN:**

Motion: J.Mettee made a motion to adjourn at 5:47 p.m. Seconded by S.Johnson. Vote: U/A