

CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Second Floor Conference Room – City Hall
288 Central Avenue, Dover, NH 03820
Meeting Date: **Thursday, August 7, 2014**
Meeting Time: **4:30 PM**

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

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

Ex Officio Members Present: Dan Barufaldi, Economic Development Director, Karen Weston, Mayor, Daniel Lynch, Finance Director/Treasurer

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

Guests: Christopher Parker, Planning Director

1. *The Chair called the meeting to order at 4:34 p.m.*

The Chair called for a roll call attendance.

2. Review and Approval of the July 10, 2014 Board Meeting Minutes.

Motion: S.Johnson made a motion to approve the July 10, 2014 Meeting Minutes. Seconded by A.Studebaker. 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: S.Haddadin made a motion to enter non-public session. Seconded by P.Rinaldi. 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”.

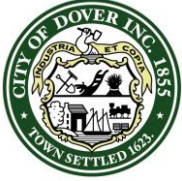
Motion: P.Rinaldi made a motion to seal the minutes. Seconded by S.Haddadin. Vote: U/A

5. **OLD BUSINESS:**

- Infill Projects / First Street Status

Christopher Parker, Planning Director, joined the meeting at 5:10 p.m.

C.Parker stated that First Street closed on July 17. There was an agreement in place prior to the closing so that construction could begin at the site. The site work will be all set by Apple Harvest Day and it will be a 14-month process to construct the proposed building there. They are on track regarding the building permit and were early with Planning Board approval and the closing. There are some ideas for commercial first floor tenants. The lighting and landscape plan are being developed.



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C.Parker passed out a summary for the Third Street Request For Proposals. He explained that after the First Street project, staff talked about what didn't work and made changes. He met with his colleague in Concord who oversees their downtown infill projects and found that he already had 65-70% of what Concord had in their document. He went through the summary and explained many details. He stated Third Street should go before the Planning Board in a year. He stated the new Police facility should be completed by January of 2016 and the parking garage should be completed by October 2016.

There was discussion regarding scoring criteria and DBIDA giving more input regarding the Third Street RFP. T.Dargan requested that reports and information be given to DBIDA in a more timely manner in the future so that DBIDA members have time to go over the reports.

C.Parker left the meeting at 5:25 p.m.

- BizEd Connect Group Report

A.Stuebaker stated the next BizEd Connect Meeting will be on September 9, 2014 at 2: 30 p.m. at Dover High School, Career Technical Center at the Gourmet Table. They will be welcoming the new Dover CTC Career Services Coordinator, Delilah Smith. The Somersworth CTC students will be working on the line card to be mailed out to local businesses. She would like to meet with all three CTC directors (Dover, Somersworth and Rochester).

- Downtown Holiday Marketing Program

D.Barufaldi stated that the company, Darcy Creative, in Portsmouth has been selected to do the marketing program for Dover while construction is going on downtown. He explained this company handled the Kittery bridge plan and the Portsmouth parking plan, and demonstrated professionalism and creativity in their proposal. The program will run from September to April and includes TV spots, radio advertising, discount programs, handouts to come back for discounts, way-finding electronically on business websites and physical way-finding signs.

6. NEW BUSINESS:

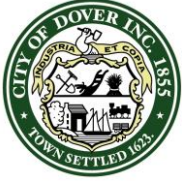
- *Economic Action of Dover / Future Ad Acquisition Status*

D.Barufaldi stated Federal Savings will be doing the next ad. He explained there will be a front page article and a back page ad and it will include pictures of the new lobby at the bank. SEDC will do another ad.

S.Haddadin stated he wants to do an ad in September and D.Barufaldi stated that can be arranged.

- Recent Dover Publicity / Articles

D.Barufaldi stated Fosters did an article about Dover receiving the Certificate of Achievement for Excellence in Financial Reporting by the Government Financial Officers Association of the United State of the U.S. and Canada. He stated the Keene Sentinel is going to have an article about Dover in the newspaper by Tony Paradiso, who writes for the Keene



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Sentinel as well as the New Hampshire Business Review. Tony said he chose to interview D.Barufaldi because of Dover's successful Economic Development Program. D.Barufaldi said it was a team effort here in Dover and that is why it is successful.

- DBIDA Retreat Location and Facilitator RFP Status

D.Barufaldi stated the retreat will be on September 4, 2014 from 8 a.m. to 1 p.m. at the North End Fire Station. A facilitator has been hired, Jamie Banton of the Mather Group, who has a Dover background and experience with goal setting and visioning. He will be speaking with her next week with T.Dargan to set the program. The regular DBIDA meeting will be on September 11, 2014 at 4:30 p.m.

- Resignation of Bill Rogers from DBIDA Board

D.Barufaldi stated that Bill Rogers has resigned from DBIDA. He has accepted a long-term consulting position in Atlanta, Georgia.

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

D.Barufaldi mentioned that the Manager's Report is in the packet.

8. **Year-End Treasurer's Financial Report / Dan Lynch: July 2014 Month-End Report / FY2014 Year-End Report vs. Budget**

Daniel Lynch joined the meeting at 5:42 p.m.

D.Barufaldi introduced Daniel Lynch, Finance Director/Treasurer of DBIDA, who gave out a copies of the balance sheet for DBIDA.

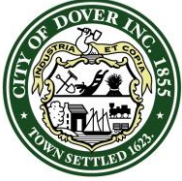
T.Dargan asked what would happen if, when DBIDA gets rid of the land, they don't get enough money to pay off the investment.

D.Lynch stated they would recognize a loss on that sale.

T.Dargan asked if there was an appraisal on the land.

D.Lynch stated he thought there was one from the 1995-96 timeframe.

D.Lynch spoke about FY 2014 and went through the financial report, giving details and answering questions by board members. He stated Enterprise Park net property tax revenue since its inception life to date was \$2.4M. The FY2014 report will be finalized when it is presented to the City Council in December. He explained the debt service on Enterprise Park has been paid and DBIDA has no outstanding obligations or debts.



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Motion: M.Olivier made a motion to accept the Treasurer's Report as presented. Seconded by P.Rinaldi. Vote: U/A

D.Barufaldi noted a mistake that D.Lynch pointed out to him in the FY 2015 budget. The transfer from the general fund in the first year is \$132,500 and the budgetary use of fund balance is \$9,182, and the end number remains the same, \$145,282. The 3-year contract goes up in cost. He asked that members review the budget and vote at the next meeting to accept or amend it.

9. **ADJOURN:** A.Studebaker made a motion to adjourn at 5:55 p.m. Seconded by S.Johnson. Vote: U/A

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