



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting: Council Conference Room – City Hall
Location: 288 Central Avenue, Dover, NH 03820
Meeting Date: **Thursday, October 2, 2014**
Meeting Time: **4:30 PM**

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

Members Not Present: Peter Hamblett, Sam Haddadin, Matt Sylvia, Bob Paolini

Ex Officio Members Present: Dan Barufaldi, Economic Development Director, Karen Weston, Mayor, J. Michael Joyal, City Manager

Ex Officio Members Not Present: Daniel Lynch, Finance Director/Treasurer

Guest: Catherine Cheney, Dover City Councilor

D.Choate, Colliers International, was present for 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 4:35 p.m.*

The Chair called for a roll call attendance.

2. Review and Approval of the September 11, 2014 Board Meeting Minutes.

Motion: S.Johnson made a motion to approve the September 11, 2014 Board Meeting Minutes.
Seconded by P.Ranaldi.

T.Dargan mentioned some amendments. On page 1- Maurice Olivier's name is listed twice. Page 8- D.Barufaldi paragraph, third sentence, should read where "DBIDA's" reputation is on the line and "we" would not be able to change the outcome. Page 9- 8 voting members were present; therefore the vote should be 7 to 0 (1 abstained).

Motion: M.Olivier motioned to approve the minutes as amended. Seconded by P.Rinaldi. Vote: U/A

3. Review and Approval of the September 4, 2014 Retreat Meeting Minutes.

T.Dargan thanked D.Barufaldi for putting the retreat together along with Jamie Batson for running it and Chief Driscoll for allowing us to hold it at the North End Fire Station.

D.Barufaldi added that they did everything possible to make them feel at home and comfortable. It was appreciated.

Motion: A.Studebaker made a motion to approve the September 4, 2014 Retreat Meeting Minutes. Seconded by J.Mettee. Vote: U/A

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.



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

6. OLD BUSINESS:

- Infill Projects / First Street Status

First Street construction is on schedule. Third Street RFP was about to be issued for the development of the First Street infill, which will be mixed use.

J.Mettee asked what will be the time table to get someone on board and start construction.

D.Barufaldi said the RFP was just about to be sent out.

M.Joyal added that it is still in the works and we expect to have proposals with the results back and to the council in order to make a decision by the end of this fiscal year.

- BizEd Connect Sub-Committee Report

D.Barufaldi stated that a lot of things have been going on with the help of A.Studebaker, S.Johnson, P.Hamblett and K.Weston. We are now an official Sub-Committee. He added that he was Chair, however since this change it should not be chaired by staff.

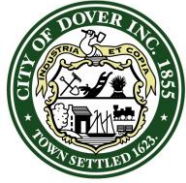
K.Weston agreed and suggested S.Johnson or A.Studebaker. After a brief discussion, S.Johnson and A.Studebaker volunteered to be co-chairs.

S.Johnson stated that he did meet with some folks from the Chamber and the Children’s Museum to welcome the new superintendent. The Chamber has agreed to help them with finding advisors for some of the school curriculum.

D.Barufaldi added that the Chamber Education Committee has a new chair-woman and she has indicated that they would like to join forces. Going forward we will make the connection with interested folks and to forward the BizEdConnection program.

S.Johnson asked about membership and the rules. He stated that he had someone approach him to join and he feels he would be a good fit.

T.Dargan said the more the merrier; this is why we formed the sub-committee to work with the school folks.



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Discussion took place regarding membership and rules.

M.Joyal added that if you have people that are interested, even if they are not formal members, please encourage them to participate.

D.Barufaldi reiterated the need to get interested folks on board.

A.Studebaker passed out line cards that were discussed in the past for members to view.

D.Barufaldi added that since Dr. Elaine Arbour has come on board, we have had an amazing amount of not only cooperation, but participation on her part, the CTC Director L.Paradise and on the part of Delilah Smith, the coordinator for school to work. He thanked A.Studebaker and S.Johnson for making it work.

T.Dargan suggested a vote should be made for the co-Chairs.

Motion: P.Rinaldi made a motion to appoint A.Studebaker and S.Johnson co-chairs of the BIZED connect Sub-Committee of DBIDA. J.Mettee seconded. Vote: U/A

- Parking Garage / PD Station Status

D.Barufaldi stated that the project is moving forward, the parking surrounding the construction is being very well handled by Bill Simons. In connection with this construction and what happened to the restaurants. There has been a great deal of misinformation with the city's involvement. He stated he was convinced that the City Council and City Staff did extraordinary things and in a timely manner. He learned that Bob Carrier got together a coalition of five construction companies that offered to do the renovation for them with no labor cost, materials only. The City did everything possible, including a 10 year, 0% loan. As ambassadors of Dover, DBIDA should get the word out about the actual facts that took place.

K.Weston agreed and stated that the City has done everything and anything it could legally do to help.

- Downtown Holiday Marketing Program / Darci Creative

D.Barufaldi stated that this will be kicked off on Apple Harvest Day and the theme is "Get to it". It is about the fact that during the construction period Dover is open for business and it is also about a longer term branding program for all merchants in Dover, not just downtown. We have 30,000 rack cards that are being printed and will be distributed tomorrow. They show a map on the back, which outlines all alternative parking spots available during construction. These spots will also be covered on the website www.drivingdover.com using drop pins. This is a color coded program and the marketing website will be going live tomorrow. There will be physical way finding signs in various colors and on the website. The cards will be distributed from points in Dover, Portsmouth, Rochester, Somersworth, York, Kittery and Barrington. This will run until Memorial Day. Discussion continued.



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M. Joyal added that the Darci Group will be conducting promotions, press releases along with radio and television spots. The parking is in anticipation that we may have some parking venue displacements during the holidays. We will have the maps, the website and also advertisements.

7. NEW BUSINESS:

- Economic Action of Dover / Publication Status

D.Barufaldi thanked T.Dargan and Federal Savings Bank. They are funding the next Economic Action newspaper by advertising their new Dover branch lobby configuration in a back cover ad.

- Recent Signing of SB335 into Law by Governor Hassan in Dover

D.Barufaldi stated that this has been signed and will help BIZED Connect and CTC. This passed with Senator Watters help. This will provide to companies that donate professional staff time and/or equipment the opportunity. To receive up to 25% of BPT of EBT tax exemption, depending on the extent of that donation. This means more businesses in the program leading to more students in the programs. Right now we have a back log of students.

A.Studebaker asked how a company would take advantage of that program.

D.Barufaldi stated that within three months there should be an application process with directions and you should be able to do it on-line. You would have to log time and sign off from a group donating time.

M.Joyal added that he assumes the form may require that you save records verified by the school. A follow up will be conducted in order to guide you on how this will work.

- DBIDA Retreat Follow Up Actions/Priorities/Sub-Committee Responsibilities

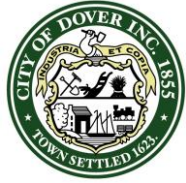
D.Barufaldi stated that the packets include a retreat follow up sheet. He said that this sheet describes what T.Dargan and he felt was important elements of the DBIDA Mission and DBIDA priorities. He encouraged suggestions or revisions.

A lengthy discussion took place with all members' thoughts and suggestions of what was important to them that should be in placed in the Mission Statement.

K.Weston added that a way to speed it up is to come up with a summary sheet to look at before the next meeting to digest. This would save us from a long period of time.

D.Barufaldi suggested that before the next meeting we should use all submissions as a skeleton and add or subtract from that summary.

It was decided to send submissions to D.Barufaldi in order to discuss at the next meeting.



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D.Barufaldi said that they came up with five priorities at the retreat. We are between a what if situation with regard to the pending decision by the City Council relative to the administrative attachment of the waterfront development to either DHA or DBIDA.

1. Priorities for things to be happening in 2019:

- a. If DBIDA is not involved in the waterfront development in a primary role; Enterprise Park II is purchased, roads and infrastructure and a building constructed.
- a. 1. If DBIDA has a primary role in the waterfront development that would become the number one priority. A hotel and conference center on the waterfront would be included.
- b. Expanded BizEdConnect activity including more communities, businesses and students in the program.
- c. DBIDA taking a central role in expanding healthcare related businesses and institutions in Dover.
- d. Sustained downtown development activity and the current downtown marketing effort extended (Budget request to City Council to fund it).

J.Mettee stated that he would like the board to consider one more item or priority. D.Barufaldi spends a lot of time on tourism part of Economic Development and he would like to see a priority and effort put in the area of cultural heritage tourism. This is a pretty big deal for the State of NH and Dover and he would like to see us maintain and enhance the level of effort in that area.

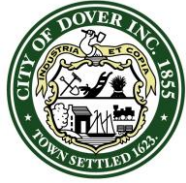
T.Dargan said the number one priority is what realistic goals we have for D.Barufaldi. We can put a lot of other things in there, but we need to figure out what is possibly doable.

K.Weston added that she does not want to lose focus on Enterprise Park II. If we don't get out there and find land, to me it is one of the highest priorities that we as DBIDA and need to get our hands on the land needed. We need to get aggressive to get some land.

Discussion continued.

2. Build DBIDA Board Capacity:

- a. DBIDA influence in Board Member appointments to acquire the needed skill sets, balanced expertise and experience, needed resources and contacts to further DBIDA goals.
- b. Engage the Board in the Mission. Board Members appointed to working task forces by design to support DBIDA priorities.



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D.Barufaldi read the suggested work groups.

T.Dargan added that this will progress DIBIDA goals and Dan's goals.

M.Olivier asked how they came up with the names that are assigned.

D.Barufaldi stated that this was assigned to a specific member because of the interest in the category.

T.Dargan spoke about Board member appointments and a type of talent that we are looking for to join DBIDA.

K.Weston explained that when somebody becomes interested in joining a particular board they fill out the form and the City Clerk will send out to the Appointments Committee. We then will receive comments to see if that person is a good fit. We can review applications before and send an e-mail or call for input consideration.

T.Dargan said that would be helpful.

D.Barufaldi said that pertaining to item b; we are looking for a balance and a skill that will fit our needs. Discussion continued regarding the work groups.

T.Dargan added that we could consider the work group you have been assigned to and send an e-mail to my DBIDA account stating what you would be interested in and we can kick it around that way.

J.Mettee thanked D.Barufaldi for his effort in putting together the task forces and work groups.

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

D.Barufaldi stated that City of Dover unemployment is now down to 3.9% from 4%.

9. Financial Report: September 2014 Month-End Report / Report vs. Budget

D.Barufaldi mentioned a correction that was brought up to Daniel Lynch, Finance Director/Treasurer. The budget giving to DBIDA by City Council is \$132,500 for this year, not 134,500 and the budgetary use of fund balance is \$9,182.00 not \$7,182.00. No anomalies.

Motion: M.Olivier made a motion to accept the amended budget in the Monthly Financial Report-September 2014 (unaudited). Seconded by J.Mettee. Vote: U/A

10. ADJOURN:

Motion: P.Rinaldi made a motion to adjourn at 6:15 p.m. Seconded by S.Johnson. Vote: U/A