

CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Conference Room – City Hall, 288 Central Avenue
Meeting Date: **Thursday, November 6, 2014**
Meeting Time: **4:30 PM**

Members Present: Peter Hamblett (Vice Chair), Maurice Olivier, Scott Johnson, Phil Rinaldi, Matt Sylvia, Jack Mettee, Sam Haddadin

Members Not Present: Tim Dargan (Chair), Bob Paolini, Annette Studebaker

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 Vice 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 October 2, 2014 Board Meeting Minutes.

Motion: S.Johnson made a motion to approve the October 2, 2014 Board Meeting Minutes. Seconded by P.Rinaldi.
Vote: U/A

3. Non-Public Session:

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

5. OLD BUSINESS:

- Infill Projects / First Street Status

D.Barufaldi gave some updates and stated that the First Street project is moving along and all of the site issues have currently been dealt with including the replacement of electrical and utilities. Phase 1 building is on target, time wise and budget wise. He added that he is working with the developers to help them acquire a restaurant in the first level



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of the building and has met with an interested party that currently has a restaurant located in Portsmouth and they are looking to replicate itself here in Dover.

St. Charles property is working its way through the permitting process and this project will have commercial on the bottom floor including a restaurant with residential and office space on the upper levels. Within a couple of years they are scheduled to have an elder condominium complex to include 14 units and will be located towards the back end of the property on Park Street.

The Yacht Club development on Broadway will be a 21,730 sq. ft. mixed use building with 7,260 sq. ft. of commercial space on the first floor with 10 residential units above, and one 6,912 sq. ft. building with 9 residential units. They have leased a portion of the city parking lot to satisfy the parking needs and as part of the deal 27 more parking spaces will be added. This lot could be metered if necessary and in the future could be used as a two level parking deck as development occurs.

Third Street RFP was scheduled to go out last week; however legal has made some changes. It should be out next week and will be due by December 1, 2014.

- BizEd Connect Sub-Committee Report

S.Johnson stated that he attended a Tri-City CTC meeting along with A.Studebaker. The meeting of the CTC's had a representative from the State and they learned a lot of the CTC and based on one of the things he learned is that he needs to do some homework with the legislation. He added that he wasn't fully aware of what was irrelevant of outside advisors for technical centers. He added that there is a meeting with all outside advisors with the CTC's on November 7, 2014. We have been working on getting more businesses to the table to get involved with the internship. It is a challenge with creating new internships with businesses. You have to have the students ready and then the business needs to be ready at the same time.

Discussion continued regarding CTC, funding and Advisors.

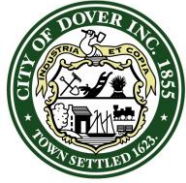
D.Barufaldi stated that 5,000 rack cards will be printed and the cost will be \$431.00. This will help our cause in order to get more businesses around the table.

- Parking Garage / PD Station Status

D.Barufaldi stated that this project is going well and the Orchard Street utility and reconfiguration is well under way and should be completed in combination with the marketing program that will be helping with parking. Parking will continue on the lot, but reduced for a period of time.

- Downtown Holiday Marketing Program / Darci Creative

D.Barufaldi stated that the marketing program was kicked off on Apple Harvest Day with a number of rack cards distributed. This also involves a web site www.drivingdover.com, which looks similar to the rack card. When you enter the downtown area you will see color coding signage and directional arrows, which will help with alternative parking spots. Also listed will be your particular designation on the website and linkages to businesses in town and it



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will tell you where one could park closest to that certain establishment. We are promoting a number of events. One is a scavenger hunt to facilitate people going to some of the alternative parking lots, as well as the Festival of Trees promotion where you can bid on a tree which is loaded with gift cards from all of the merchants. Announcements will be scheduled via e-mail, radio, open-mike and channel 22 and will take place through to the end of April. We want merchants supported through the holiday and we want to make sure we continue this support. Second part is to increase the shopping in Dover for all merchants in Dover, not just the downtown area. Valet parking was successfully accomplished for Blue Latitudes when they reopened their doors. They received great feedback and will plan to do some more with the Chop Shop in a few weeks.

S.Johnson confirmed with D.Barufaldi that a link is located on the city website.

6. NEW BUSINESS:

- Economic Action of Dover / Publication Status

D.Barufaldi mentioned that the new edition is out, however was unhappy with some of the picture due to the ink being very dark. He added that he did inform the printer that he is looking for better QC going forward.

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

D.Barufaldi stated that he made a presentation in Concord at Senator Watter's request in which he spoke about the history and development, as well as its success with BizEd Connect. The commission had the State Education Director present and other education oriented leaders. He added that this Board should be proud and appreciative of S.Johnson, A.Studebaker and P.Hamblett for their unselfish donation of time, expertise, equipment and facilities. They jumped in and have made it work. He added that he is very grateful that this has been a successful program.

- DBIDA Retreat Follow Up: Mission Statement finalization/priorities/sub-committee responsibilities

D.Barufaldi asked the members if they would like to review the mission statements that each member was to derive on their own to discuss. He mentioned that he has only received a few via e-mail, therefore suggests that the Board may want to table until the next meeting. He asked the Board for input.

P.Hamblett suggested making a note to come to the next meeting with their version of the mission statement.

S.Johnson agreed and confirmed that they will be sending their version via e-mail to D.Barufaldi.

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

D.Barufaldi stated the report in the packets is a rundown of the economic activity locally and regionally in the areas of retail and tourism, manufacturing and related services,

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



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D.Barufaldi mentioned anomalies, which is \$39.92 listed under retirement. He stated that he will review with Mr. Lynch. He believes it is an amount related to the administrative assistant. We are still running slightly under budget.

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

M.Olivier asked for a brief overview regarding some of the restaurants that are closing and or opening.

D.Barufaldi stated that the former space of Cartelli's Restaurant space has been leased to Cinco de Mayo, a Mexican Restaurant. He added that they he has been working with the Spaghetti Stain Restaurant; however it has been in decline for some time. The market has certainly changed and there is a high level of competition. He stated that they may have an interested party for the former space of Kelly's Row Restaurant. Seventh Settlement Brewery is uniquely and significantly profitable in its first year and has expanded their prep kitchen to decrease the turnaround time for orders as well as added two more fermentation tanks. The Hibachi Restaurant located at the Shaw's Plaza has had a problem between the restaurateurs and the lease holder so that has delayed the fit up. He mentioned that he gets inquiries from perspective restaurateurs every one to two weeks and people are already looking at the First Street location.

10. ADJOURN:

Motion: J.Mettee made the motion to adjourn @ 5:40 p.m. Seconded by S.Johnson. Vote: U/A