



**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, December 4, 2014**  
Meeting Time: **4:30 PM**

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

**Members Not Present:** Robert Paolini

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

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

**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 4:32 p.m.*

The Chair called for a roll call attendance. A quorum was present

2. Review and Approval of the November 6, 2014 Meeting Minutes.

A.Studebaker mentioned a revision was necessary on the attendance of the meeting minutes because she was not present at the last meeting.

**Motion:** S.Haddadin made a motion to approve the November 6, 2014 Board Meeting Minutes.  
Seconded by P.Rinaldi. Vote U/A

**Motion:** T.Dargan motioned to approve the minutes as amended. Seconded by P.Rinadli. 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 J.Mettee. 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

T.Dargan and D.Barufaldi discussed amending the agenda by pulling out #5, discussing the Mission Statement only for #6, and pulling out #7. D.Barufaldi wanted to proceed with arriving at a mission statement, and to vote on the financial report.



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**Motion:** P.Rinaldi made a motion to amend the agenda. Seconded by A.Studebaker. Vote U/A

### 5. OLD BUSINESS:

- Infill Projects / First Street Status
- BizEd Connect Sub-Committee Report
- Parking Garage / PD Station Status
- Downtown Holiday Marketing Program / Darci Creative

### 6. NEW BUSINESS:

- Economic Action of Dover / Publication Status
- Recent Signing of SB335 into Law by Governor Hassan in Dover
- DBIDA Retreat Follow Up: Mission Statement finalization/priorities/sub-committee responsibilities

The Board reviewed Mission Statements proposed by D.Barufaldi, A.Studebaker, P.Rinaldi, S.Haddadin, J.Mettee and S.Johnson. M.Olivier took a part of A.Studebaker's mission statement and then created the following statement: "**To facilitate and encourage sustainable economic growth within the community of Dover.** We provide leadership and coordination necessary to foster business development that provides quality of place, life and fiscal health. "

**Motion:** P.Hamblett motioned to approve the mission statement. Seconded by S.Johnson. Vote U/A

D.Barufaldi updated the Board regarding the Downtown Holiday Marketing Program. There are 60 radio ads and scavenger hunt program where people can get a ticket good for drawing to win \$500 shopping spree at shops in Dover. Drawing to be held at Jewelry Creations on December 22<sup>nd</sup>. The mayor will decide the time.

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

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

D.Barufaldi commented on the deficit number of \$119.79. The Planning Department Director applied The Planning Department Office Manager's retirement cost to the Economic Department in the interim of having no recording secretary. After a brief discussion with Planning Director, it was decided the Economic Department would be reimbursed.

**Motion:** T.Dargan made a motion to accept the amended budget in the Monthly Financial Report-October 2014 (unaudited). Seconded by P.Hamblett. Vote: U/A

### 9. ADJOURN:

**Motion:** P.Rinaldi made a motion to adjourn at 6:18 p.m. Seconded by A.Studebaker. Vote: U/A