



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room – City Hall
Location: 288 Central Avenue, Dover, NH 03820
Meeting Date: **Thursday, January 8, 2015**
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, Robert Paolini

Members Not Present:

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 4:32 p.m.*

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

2. Review and Approval of the December 4, 2014 Meeting Minutes.

Motion: S.Haddadin made a motion to approve the December 4, 2014 Board Meeting Minutes.
Seconded by M.Sylvia. 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.Hamblett 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: J.Mettee made a motion to seal the minutes. Seconded by R.Paolini. Vote: U/A

5. **OLD BUSINESS:**

- Infill Projects / First Street, St Charles property, Yacht Club development status

D.Barufaldi proceeded to give the following updates:



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The infill project is on schedule, and is moving forward. The First Street has a roof on it, and the construction issues have been settled. There is a lawsuit pending against the City from the developers on sewer issues.

The St Charles property is still in the negotiation process. There are eight units available sub sized apartment units, the developers are asking for more and want to substitute residential on a portion of the bottom floor; the city declined their request.

The four story building on Central Avenue will have commercial/office space on the bottom floor, and residential on top three floors. The building on Park Street will be a senior's condominium. There will be a play park in the middle of the lot for the children in the daycare.

The Yacht Club development is in process with two buildings, one with commercial space in the front on bottom floor. The rear of the building is residential. The developers are working on a long term lease with the City for the parking lot. The City did not sell the parking lot to them because the city may want to eventually put in a two tier parking lot. The developers are putting in 27 more spaces, and the city will retain 25 more spaces as needed. The developers will handle the paving, striping and maintenance during the interim of the lease.

The Weeden property going forward with two commercial buildings in front with storage up the narrow rear of the property.

Future automation is building a second building of 4,800 sq. ft. on their property at Enterprise Park.

- BizEd Connect Sub-Committee Report

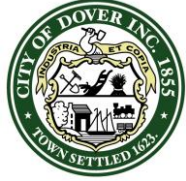
A.Studebaker stated they are making progress, and now working with Somersworth and Rochester schools. BizEd cards are available and are being passed out. Rochester is working on the postcard mailing. Somersworth is working on the poster.

Discussed ensued with the need for Advisors and the necessity for faculty involvement, as well as getting the Superintendents involved to accomplish this goal. S.Johnson stated there is a need for more faculty meetings other than the required two one hour meetings per year; this is limiting and unproductive.

Discussion revolved around how productive changes could be accomplished by having the Superintendents from the Dover, Rochester and Somersworth schools meet with the Mayors of the three cities. This meeting would include the need for more Advisors, faculty involvement and necessary curriculum changes.

- Parking Garage / PD Station Status
- Downtown Holiday Marketing Program / Darci Creative

D.Barufaldi gave the update reminding the Committee that there was a concern that Holiday shopping and events and the existing City development construction would likely create parking issues for local merchants, as it did for Somersworth who has lost merchants and has had trouble replacing them. In review of this, the Dover City Manager



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called for DBIDA to manage a Holiday Marketing Program to promote the downtown Dover businesses. Programs were established to assist the public with any parking issues they would have. The Holiday marketing promotions consisted of radio advertisements and a Christmas tree coupon event. Merchants donated to this program with merchandise and coupons. There was also a scavenger hunt, and a raffled \$500.00 prize winner. Valet parking was provided for restaurants over the holiday as well. There was a review meeting with Darci Creative to go over the next month promotion to address the slow period of January and February. Radio and television advertisements will be used until April to help with the slow period. Overall this program has been very successful, and most of the merchants are pleased with the outcome. There was only one merchant not pleased with the program, who is also losing their business.

6. NEW BUSINESS:

- Finalize Board Task Assignments and reporting needs.

Discussion ensued regarding the development of task forces in the Committee, and assigning certain tasks to members to obtain information, with these members reporting back to the Committee for decisions to be made as a whole.

J.M.Joyal clarified that when two members come together under the same task, under the 91A State law requirement that is considered a quorum, and there would have to be a recording of minutes. He further explained that when these members come together and converse, the meeting would have to be first posted and then the meeting would have to be accessible to the public. He then suggested the Committee could develop liaisons for certain tasks limiting the task to one person who could obtain information from other sources or Committees representing DBIDA with DBIDA's interests. Other more involved tasks could be assigned to a subcommittee.

J.Mettee suggested to move forward with the subcommittee. He further commented that the agendas or minutes do not have to be extensive.

Discussion ensued over forming liaisons, instead of task forces, clarifying that these members are only obtaining information and not making any decisions.

- Strengthening the UNH connection

D.Barufaldi, A.Studebaker and P.Hamblett attended a meeting at UNH. UNH has made the necessary connections with people who are developing a program of outreach to businesses, and has hired someone to work with local businesses. They have exchanged information. UNH has established a website portal to make available information for the intern program. Information was exchanged between the BizEdConnect members present to improve their connection and the shared goal of producing an intern program with the students and businesses at the university level as well as the current high school intern program.

- Discuss DBIDA/RSA Corporate status. Review DBIDA name.
- DBIDA Waterfront Development Discussion



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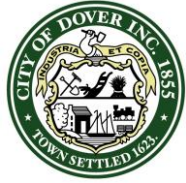
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T.Dargan clarified the DBIDA position stating that in review of the last meeting and because of J.Mettee, the Committee was able to obtain a lot of historical and pertinent information to assist in the process. The Committee came to an agreement that DBIDA has not decided yet as an entity to be involved in the Waterfront at any capacity at this point. DBIDA is not willing nor in a position to hold a vote until after the City Council decides which direction it needs to go. T.Dargan suggested a workshop take place. DBIDA's position is that they want to be involved if they control the process, including the current CWDAC Committee. We need to be careful if any DBIDA members as citizens of this Board join CWDAC if that's what they want to do, that their presence on that Committee is strictly as a citizen and not as a DBIDA representative. Until DBIDA is in a position to have an informed vote amongst DBIDA and their involvement if any on the Waterfront, then this Committee is stepping aside and letting the process continue to move forward on the City level without involvement from DBIDA at this point.

T.Dargan confirmed that the City Council would have to approach DBIDA to make their request for DBIDA involvement. He further stated that the Waterfront is under Dover Housing and has a Waterfront Committee and is still moving forward. It's up to City Council to say they want to go in another direction. Before DBIDA gets involved, they need to understand what direction they want them to go in and how DBIDA wants to move forward and what terms does DBIDA want to take control of the process and feel comfortable. It's a huge effort, and we can't take that decision lightly. T.Dargan feels a City Council workshop between DBIDA and the Waterfront Committee is necessary to move forward. The important thing is to keep this process moving and make this work. It is too important a piece of property not to have it work.

Discussion ensued regarding the role of the liaisons on the Waterfront Committee. Three DBIDA members were considering serving as liaisons on the Waterfront Committee, and J.Mettee is already doing so. J.Mettee could serve two roles by being involved as Chair of the Waterfront Committee and reporting back to DBIDA pertinent information. The other two members could attend the Waterfront Committee meetings and report back with information as well. T.Dargan confirmed that in his opinion, DBIDA members would be involved in the Waterfront Committee as citizens only and not as liaisons appointed to the Committee as representatives of DBIDA. He further stated that they could be liaisons by just attending a Committee and watching the Committee. His concern is that one or two people get on to the CWDAC Committee, and then DBIDA would supposedly be represented on the Committee. In his opinion, DBIDA wants to be involved in the Waterfront if it's in DBIDA's purview to run the Waterfront as an organization. We haven't done anything official yet to that fact, that's what he's been hearing from this Board. T. Dargan continued with a Waterfront presentation (he is uncertain as to where it came from) for Cochecho River Waterfront Development from the time when DBIDA was Dover Economic Development Corporation (DEDC) from the time frame of 2003-2005 approximately. It stated DEDC was created by State statute under Chapter 63, the laws of 1972, it's a body corporate. A nine member Board comprised of Dover residents including Mayor and City Manager. The powers of DEDC are to acquire, hold and dispose of personal property, to sell or lease plots of land, and to charge and collect fees for services, to make contracts with government agencies, public corporations, private corporations or individual, or to borrow money and secure the payment for such obligations. T.Dargan gave the opinion that DBIDA has already covered this ground back when this issue first started as to what entity would run the Waterfront. It was looked into at that time and it was determined that DBIDA or DEDC then could hold title to the property if the City Council voted that way. DBIDA is eligible to hold the Waterfront if that's what we want to do. J.M.Joyal stated he could have the City Attorney review the documentation. T.Dargan continued by stating he has all the bylaws and laws and documentation for review. J.M.Joyal stated this will help to determine the definition of DBIDA. T.Dargan further explained that DBIDA (DEDC) was actually introduced in 1992 by State Senator Shaheen.



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J.Mettee left the meeting at 5:54 p.m.

J.M.Joyal clarified what role the Housing Authority plays on the Waterfront by stating that they defer to the CWDAC Committee for study and to make recommendations. The Housing Authority is a “shell” for CWDAC to operate independent of the City Council. They have the authority to approve developing, but once developing is approved, the City Council owns and controls the land and ratifies the deal.

D.Barufaldi invited the Committee members to the Chamber Awards Banquet social on January 23, 2015 at the Cocheco Landing from 5:30 p.m.-9:30 p.m. The Committee members are invited as DBIDA guests. There are eight openings available.

7. Manager’s Report, Economic Development Section, December 2014

The Agenda listed the date as November which is incorrect. It should be listed as December.

8. Financial Report: December 2014 Month-End Report / Report vs. Budget VOTE

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

9. ADJOURN:

Motion: S.Haddadin made a motion to adjourn at 6:04 p.m. Seconded by M.Sylvia. Vote: U/A