



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, February 5, 2015**
Meeting Time: **4:30 PM**

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

Members Not Present: N/A

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 4:33 p.m.*

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

2. Review and Approval of the January 8, 2015 Meeting Minutes.

Motion: A.Studebaker made a motion to approve the January 8, 2015 Board Meeting Minutes.
Seconded by P.Hamblett. 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: J.Mettee 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: S.Johnson made a motion to seal the minutes. Seconded by P.Hamblett. Vote: U/A

5. **OLD BUSINESS:**

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

D.Barufaldi stated there is no update with the St Charles property. The development with the Yacht Club is moving forward, and First Street has a roof on it.

- BizEd Connect Sub-Committee Report



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D.Barufaldi stated he was at the meeting with the Superintendent of Dover, Mayor Weston, A.Studebaker and S.Johnson. The BizEd Connect members expressed their frustration regarding the lack of support from the school with the program. The Superintendent of Dover stated they had other issues they needed to work on first before working with the program. D.Barufaldi further stated that they will reduce the pressure until the school is ready, and that BizEd Connect will continue working with the Somersworth and Rochester CTC intern programs. Mayor Weston will be meeting with the Superintendent of Dover on February 6, 2015 for further discussion.

- Parking Garage / PD Station Status

D.Barufaldi stated the workers were putting in the sheet piles to satisfy the excavation in the parking garage, and there were problems that developed at the Chop house as a result. The city is taking care of any damage, and the owner understands the benefit the garage development will be to his business. They are going forward with the development.

J.M.Joyal arrived at 5:14 p.m.

- Downtown Holiday Marketing Program / Darci Creative

D.Barufaldi gave the update stating there are 368 radio spots, and there has been a fourth radio interview with an open mike. The next promotion is the Cupid Dice Roll where people will go Downtown to get clues on Friday, February 13, 2015. They will pick 50 random people who will have a chance to roll dice that will spell out Cupid. The first person to spell out Cupid will win \$25,000. The odds are 1 in 7000. Flyers and cards have been distributed regarding the promotion.

The Get to It with Driving Dover website has been successful with the huge amounts of visits on the social media sites. They are also receiving good feedback from the merchants. There is a listing of geographical sites that came in showing a variety of locations in the United States, as well as local interest in the sites.

The second phase is a branding operation to enhance downtown and other businesses in Dover. The merchants have been pleased with the promotions. Darci is a good company who worked successfully in Portsmouth and Maine.

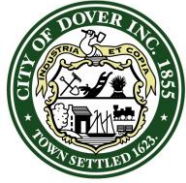
6. NEW BUSINESS:

- Status of DBIDA involvement or not in waterfront project? VOTE

D.Barufaldi stated the Board needed to vote on whether or not to be involved in the Waterfront project.

T.Dargan stated he would entertain a motion to stay out of the Waterfront.

D.Barufaldi stated he had a meeting with the City General Counsel and City Manager who stated that according to 162-G 15.A, DBIDA is only allowed to do developing in commercial, industrial and business sections, not residential. The Waterfront development is primarily residential. There are commercial aspects that DBIDA could still be involved in with the project.



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Motion: A.Studebaker made a motion for DBIDA to stay out of the Waterfront project, with the information at hand, as it was currently structured. Seconded by S.Johnson. Discussion ensued with members of the Board concerned with the wording of the motion and thought that DBIDA could still be involved in some aspects of the project, as well as some members wanted more information before a decision was made. S.Haddadin suggested to table the discussions until further information is received.

J.M.Joyal stated he discussed with the City Attorney whether DBIDA could lead this project which consists of commercial, business, and retail, as well as residential, public recreation and waters. He further clarified with the City Attorney that according to 162 G, DBIDA is organized under state law to promote commercial and industrial development, not recreational or residential, and for that reason DBIDA could not take responsibility for that part of the project or on a full scale basis. He further stated that he hopes DBIDA would facilitate and promote the commercial aspects of the project, and is also concerned with the wording of the motion that DBIDA would have nothing to do with the project.

R.Paolini suggested the Board consider membership in CWDAC to have more DBIDA representation in that Committee. K.Weston stated her goal was to keep DBIDA involved and wants them to put in applications for the vacancies in CWDAC. The DBIDA member could attend CWDAC meetings as a resident and come back with information for the DBIDA members. She further stated the need to reword the motion and suggested a vote to table the project until there is more information and discussion with the City Attorney. She further added that there are ways for DBIDA to remain involved in the project, such as, developing community parcels or helping to oversee parcels.

A.Studebaker withdrew her motion. S.Johnson withdrew his second.

- Confirm Board Contact Liaison Assignments and schedule Activities. (Ad hoc committees?). Clarify what the individual committee tasks will be, who will do what and when the expectation is to report back with information gathered.

T.Dargan stated Bylaws Article 9 Committees Section 2 regarding organizing Standing Ad Hoc Committees and renaming the task groups.

D.Barufaldi designated the following Committees:

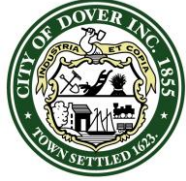
The Waterfront Committee members are Robert Paolini, Scott Johnson and Jack Mettee.

The Enterprise Park II Committee members are Tim Dargan, Sam Haddadin and Dan Barufaldi.

The BizEd Connect Committee members are Annette Studebaker and Karen Weston.

The Healthcare Initiative Committee members are Maurice Olivier and Pete Hamblett.

The Downtown Development Committee members are Matt Sylvia and Phil Rinaldi.



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D.Barufaldi requested that each Committee be prepared for the next meeting to discuss the plans for the assigned group.

- Suggestions on attracting more medical facilities, suppliers, equipment manufacturers. Convenient MD meeting with Jeff Weston.

D.Barufaldi stated that there are two new medical facilities located in Dover. One is Ascent Sports Medicine located at 19 Webb Place Rd, and the other is Convenient MD. D.Barufaldi and A.Studebaker will be meeting with Jeff Weston from Convenient MD to discuss what brought them to Dover, what they are looking for, and if they have any suggestions how Dover could attract more facilities like theirs. K.Weston stated she spoke with Jeff Weston and he said he would be willing to work with the City on these things that were discussed.

- Status of Strategic Plan. Who's working on this?

The Strategic Planning Committee members are Maurice Olivier (Chair), Scott Johnson, and Annette Studebaker.

- Discussion of the role of Board members. Officer Election at March meeting. Why are you on the board? How do you or can you contribute? Appoint nominating committee with vote.

D.Barufaldi stated there will be an election of officers at the next meeting, and he is asking the Board members to consider the questions that are on the Agenda before the next meeting.

The current officers are T.Dargan as Chair, P.Hamblett as Vice-Chair, P.Rinaldi as Secretary, D.Lynch as Treasurer.

The Nominating Committee to elect officers at the next meeting are Pete Hamblett (Chair), Jack Mettee and Matt Sylvia.

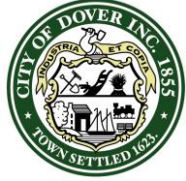
If any member is interested in any of the elected positions, they will need to notify the Nominating Committee. P.Hamblett asked if there is a job description available for Board Members. D.Barufaldi will research and get the information to him.

- Director's Evaluation/ Compensation Scheduling (Due March 1, 2015)

The Ad Hoc Committee members for Dan Barufaldi's review are Annette Studebaker, Tim Dargan and Scott Johnson.

- Discuss DBIDA/RSA Corporate status. Review DBIDA name.
 - Review current by-laws and clarify RSA 91A

D.Barufaldi stated the Corporate Attorney will be at the next meeting to discuss 162-G 15.A that DBIDA is organized under, as well as, clarification on RSA 91A, The Right to Know Act.



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- Sign Ordinance Amendments/ Land Use chapter of the Master Plan

D.Barufaldi has been involved in the Sign Ordinance Committee, and the amendments were presented at the workshop meeting on February 3, 2015. He was also involved with the Land Use Chapter of the Master Plan also presented at the workshop. The Planning Board will vote on these things at their next meeting.

J.Mettee was also at the workshop meeting and will bring the recommendations for the economic piece of the Land Use Chapter at the next meeting. He further stated that there are four or five other economic development strategies pertaining to the Land Use Chapter.

D.Barufaldi stated the letter included in the meeting packet is from the Energy Committee which states the committee just got a new chairman who wants to get together with DBIDA and discuss what it is they do.

D.Barufaldi gave an update on the Strafford Regional Planning Commission and the EDA grant which Dover is now allowed to apply for the grant which supports economic development in low income areas, such as the regional waterfront.

7. **Manager's Report**, Economic Development Section, January 2015

8. **Financial Report: January 2015 Month-End Report / Report vs. Budget**

D.Barufaldi stated they are under budget and gave an update on the various advertising investments.

Discussion ensued regarding examining the report, the fiscal period and prorated information.

Motion: P.Rinaldi made a motion to accept the amended budget in the Monthly Financial Report-January 2015 (unaudited). Seconded by M.Olivier. Vote: U/A

9. **ADJOURN:**

Motion: P.Rinaldi made a motion to adjourn at 6:11 p.m. Seconded by S.Haddadin. Vote: U/A