

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, March 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

Members Not Present: Matt Sylvia, Robert 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, Anthony Blenkinsop, City General Counsel

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 4:34 p.m.*

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

2. Review and Approval of the February 5, 2015 Meeting Minutes.

Motion: J.Mettee made a motion to approve the February 5, 2015 Board Meeting Minutes with the amendment. Seconded by P.Rinaldi. Vote U/A

A.Studebaker stated she had an amendment to the February 5, 2015 Regular Meeting Minutes motion located on page 3, paragraph 2. She further stated that she wanted the motion to be read exactly as it is on the tape. The corrected motion should read: “for DBIDA to stay out of the waterfront project with the information at hand, as it was currently structured.”

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: S.Haddadin 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.Haddadin made a motion to seal the minutes. Seconded by P.Rinaldi. Vote: U/A

5. **OLD BUSINESS:**



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- Nominating Committee Report/ Election of officers

P.Hamblett stated their Committee met via telephone. He further stated the Committee proposed that T.Dargan be elected as Chair, A.Studebaker be elected as Vice-Chair and M.Olivier to be elected as Secretary. D.Barufaldi clarified that according to the bylaws, the Treasurer is the City Finance Director, Dan Lynch.

Motion: P.Rinaldi made a motion to accept the Nominating Committee Report. Seconded by S.Haddadin. Vote U/A

- Other Sub-Committee reports:
 - Director's Evaluation & Compensation Report

This was discussed in the non-public meeting.

- Strategic Plan Report

M.Olivier presented the report on behalf of T.Dargan, A.Studebaker, S.Johnson, and D.Barufaldi while referring to documents distributed to the Board members. He stated that the Strategic Plan was broken down to four phases:

-To review DBIDA's existing plans.

-To review the outcomes of the retreat on February 14, 2015 using the SWOT (Strengths, weakness, opportunity, and threats) analysis.

-A meeting was held on February 17, 2015 to discuss strategic planning.

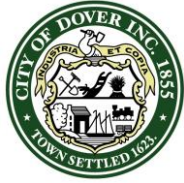
-The Committee will meet on March 10, 2015 to discuss tactics, and meet with D.Barufaldi and discuss an interview the City Manager and the Mayor.

The Committee will also meet on March 24, 2015, April 14, 2015, April 28, 2015 and then on May 7, 2015 to present to the Board their recommendations for review and ratification by June 2015.

J.Mettee asked the difference between individual and committee. M.Olivier clarified that some work is done on an individual basis, such as working on the drafts.

J.Mettee suggested an interview with the Assistant City Manager. J.M.Joyal suggested interviewing Chairs from other Committees, such as, Planning, CWDAC, and the Conservation Committee.

M.Olivier clarified the timeline being 24 - 36 months out with strategic intentions to incorporate other feedback focusing on the following tactics: defining and composing, growth and positioning, operational focus and financial



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imperatives. He added that this will lead to 15, 30, 60, and 90 day action plans to define the next steps in moving forward.

J.M.Joyal suggested they take into consideration the Master Plans and the Land Use Chapter update, and that there are things DBIDA could be involved in with the goals set forth in these plans. He added that he would like to use this strategy in application to his personal work goals regarding management framework. He further added this would be a useful tool in examining Economic Development and measuring its success.

- BizEdConnect Report

K.Weston stated she met with S.Johnson, Elaine Arbor, and Louise Paradis regarding the BizEd Connect involvement with the CTC Program at the Dover High School. She further stated that they had concerns with the BizEd Connect website, and would like to adopt it under their program and have it available on the CTC website.

S.Johnson stated that Dover CTC has added the BizEd Connect website link to their website, which is now located at the bottom of their web page. He further stated that they feel that they are already doing a good job with their program, and that they want to take over the whole operation. He added that he believes the BizEd Connect DBIBA members are viewed as outsiders.

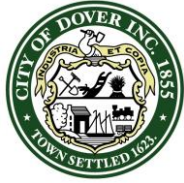
Discussion ensued regarding the need for DBIDA to evaluate how they want to proceed with BizEd Connect due to the lack of teacher and administrative support on the program. Discussion continued with the numbers of students working on the BizEd Connect website decreasing due to graduation and the lack of recruiting additional students to proceed with the program. S.Johnson confirmed in conversation with a CTC student that the teachers are not distributing the cards.

Discussion ensued regarding the apprenticeship program and the BizEd Connect concept to have students working as interns to obtain real work experience. A.Studebaker stated if the students were aware of the program, they would want to participate.

P.Hamblett suggested obtaining PTA support to assist with the program.

P.Rinaldi stated the Rotary Club has a program with 70 students, 11 are seniors. He added he could speak to the advisor about notifying the students in the program about BizEd Connect.

S.Haddadin suggested having one of the students create a facebook business page for BizEd Connect and boost postings by choosing the demographic to attract other students.



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- Commercial Waterfront Development Report

J.Mettee stated the authority by consensus agreed to keep the existing structure with CWDAC as the Advisory Committee which would report to the Housing Authority with the City Council ratifying decisions regarding the Waterfront.

J.Mettee stated that CWDAC is moving forward with activity and contacts with attention to the marketing study by Abramson & Associates. He further stated that Barry Abramson presented the marketing study and uses that could occur on the Waterfront with data from various sources. He added that with the information Mr. Abramson provided, a realistic future is primarily residential, and that the market segment shows that is where the market is today, and that the numbers are not there for a hotel.

D.Barufaldi stated the marketing study is conservative, and that he had indication from two hotel groups that would be interested in development. J.Mettee confirmed it was a conservative approach, and that there are factors that could arise that could change the projection. He added that if the project were developed in stages over a 5- 10 year period, this could produce different results over time.

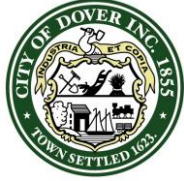
D.Barufaldi asked if the community wants an emphasis on residential. J.M.Joyal stated the objective of the study is to have a realistic approach in the near future regarding building and occupying in new construction. He further stated that this study examined this for more commercial and less residential, and that the reality from the consultants is there is not a market to support that kind of development on the Waterfront. He added that there is a need to invest in residential units, such as, multi-family units, condos, and townhouses.

J.Mettee stated that there is a consultant design team that would assist with the other things, such as, the park and the redevelopment of the waterfront. A.Studebaker confirmed with J.Mettee that TIF paid for the park and to take down the bluff.

M.Olivier left the meeting at 6:04 p.m.

Discussion ensued regarding the housing units and absorption rates.

- Enterprise Park II Report
- Healthcare initiative Report



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- Downtown Development report

- Parking Garage/PD Station Status

Update for this item was postponed to the next meeting.

- Downtown Holiday Marketing Program/ Darci Creative

Update for this item was postponed to the next meeting.

6. NEW BUSINESS:

- Right-To-Know Presentation: City General Counsel

This was discussed during the Executive Session.

- Discuss DBIDA RSA/ Corporate status.

P.Rinaldi left the meeting at 6:09 p.m.

Due to a lack of quorum, T.Dargan postponed the remaining reports and updates to the parking garage and holiday program to the next meeting.

S.Johnson proposed a time limit be set for the Committee updates.

7. Manager's Report, Economic Development Section, February 2015

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

9. **ADJOURN:**

Motion: T.Dargan made a motion to adjourn at 6:09 p.m. due to lack of quorum.

The Committee met in Executive Session to confer with legal counsel regarding the Right to Know Act.