

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, April 2, 2015**
Meeting Time: **4:30 PM**

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

Members Not Present: Robert Paolini, Jack Mettee

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:

1. *The Chair called the meeting to order at 4:31 p.m.*

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

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

Motion: A.Studebaker made a motion to approve the March 5, 2015 Board Meeting Minutes as it is written because that was how it happened. Seconded by S.Johnson. Vote U/A

Motion: A.Studebaker made a motion to revise how the tasks are referenced to points of interest. Seconded by S.Johnson. 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: S.Johnson made a motion to enter non-public session. Seconded by S.Haddadin. 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.Rinaldi made a motion to seal the minutes. Seconded by S.Haddadin. Vote: U/A

5. OLD BUSINESS:

- Contact Point People reports: 5 minute limit.
 - Director’s Evaluation & Compensation Report



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T.Dargan gave the update regarding D.Barufaldi's review stating they have offered him a 4% raise bringing his pay to \$102,576.71, adding the health insurance buyout stipend will remain at the \$6,000 level. D.Barufaldi accepted the proposal.

Motion: M.Sylvia made a motion to make the adjustment as proposed to 4%. Seconded by P.Rinaldi. Vote U/A

- Strategic Plan Report

M.Olivier gave the update regarding his report. He stated he is preparing the next version of draft for the next meeting. The full draft with recommendations will be provided for the May 7, 2015 meeting.

M.Joyal stated not to work the draft around the City Council budget, adding there is a quarterly update with the City Council in June, and the DBIDA Board can ask for assistance then.

- BizEd Connect Report

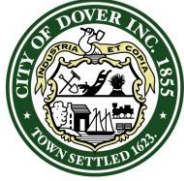
D.Barufaldi stated the Dover High CTC will be pursuing their own intern program; therefore, the BizEd Connect point of interest people will be working with the Dover Housing Authority, which consists of 41 students who would benefit from the BizEd Connect program.

He further stated the Great Bay Community College is interested in working with DBIDA regarding a paid intern program with their students. The BizEd Connect point of interest people will meet to discuss how to move forward with this project. Also, Work Start, associated with the Great Bay Community College, will cooperate with them for interns.

- Commercial Waterfront Development Report

S.Johnson gave the updated information as it was obtained from J.Mettee who is the point of interest person for this report, stating that according to the new report by Abramson, the substance regarding the Waterfront is the same, which indicates that it will primarily be a residential development.

J.M.Joyal stated the intention for the waterfront is to have a mixed use development consisting of commercial, retail and residential. According to the Abramson Report, there is not a strong market for commercial and retail development. He stated work needs to be done on the site to activate development on the waterfront which begins with residential development, leaving areas available for the possibility of commercial use. The intention is to use the site for recreational and public use as well.



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- Healthcare initiative Report

P.Hamblett distributed a document for the Board to review regarding the goal to develop Dover as a primary location for healthcare professionals and healthcare equipment companies. He stated the need to determine who these providers are and determining what their intentions and strategies are, as well as what attracted them to Dover.

- Downtown Development report

M.Sylvia stated the purpose is to retain and attract downtown merchants, and to act as an advocate to provide resources to assist merchants.

Discussion ensued regarding assisting D.Barufaldi in his outreach to businesses by having business cards made which Board members could distribute to merchants.

- Parking Garage/PD Station Status

D.Barufaldi gave the update stating the parking garage is expected to be open before Thanksgiving. This will be a non-attendant parking garage. The parking process will be that each space will be numbered and the person will have access to their number. There is no need to return to the car with the receipt. The person can add time as needed to their space by calling the number on the receipt and using the identification number provided on the same receipt. EZ Parking can also be used there. The Parking Enforcer will have a hand held meter.

The Police Station will be completed 18 months after mid-November.

- Downtown Holiday Marketing Program Report

D.Barufaldi stated the marketing program is winding down. There are 486 televised 30 second video spots which will be aired until April 26, 2015. The commercial begins with a sepia historical view of Central Avenue in Dover transforming to color video with a statement about Dover.

He stated the program received good results from the merchants with many showing an increase of 4-7% in retail sales above last year.

6. NEW BUSINESS:



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- Discuss dissolution of BizEd Connect as a sub-committee of DBIDA.

A.Studebaker stated the Rochester CTC has too many projects and are not able to participate in the BizEd Connect program. She added the Somersworth and Dover CTCs will be handling their own intern programs.

Motion: A.Studebaker made a motion that the sub-committee, BizEd Connect, be dissolved and no longer be part of DBIDA. S.Johnson clarified BizEd Connect would no longer be a formal committee, but there would remain a point person and activity associated with the program. Seconded by S.Johnson. Vote U/A

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

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

D.Barufaldi clarified information on the March report.

Motion: S.Johnson made a motion to accept the 2015 February Month-End Report. Seconded by P.Hamblett. Vote U/A

Motion: S.Haddadin made a motion to accept the 2015 March Month-End Report. Seconded by M.Sylvia. Vote U/A

9. **ADJOURN:**

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