

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, May 7, 2015**
Meeting Time: **4:30 PM**

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

Members Not Present: Scott Johnson

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

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

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 4:31 p.m.*

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

2. Review and Approval of the April 2, 2015 Meeting Minutes.

Motion: M.Sylvia made a motion to approve the April 2, 2015 Board Meeting Minutes with the changes listed by T.Dargan and D.Barufaldi. Seconded by S.Haddadin. Vote U/A

T.Dargan stated a correction to the salary in the Director's review. The final salary is \$102,576.71, which is the 4% raise over his current salary.

D.Barufaldi stated a correction is needed under Members Present, adding A.Studebaker should be listed as the Vice Chair.

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 R.Paolini. 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: M.Olivier made a motion to seal the minutes. Seconded by R.Paolini. Vote: U/A

5. **OLD BUSINESS:**



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- Point People reports: (5 minute limit).
 - Strategic Plan Report

M.Olivier distributed copies to the Board members of the entire report for review. The Board members reviewed the details of the distributed documents of the Strategic Intention regarding the growing, positioning and operation focus of the City of Dover. The members were asked to review the report in detail for final discussion and approval at the next Board meeting on June 4th.

Discussion ensued regarding starting the next meeting a half hour earlier to go over the report and it was agreed to do so.

- BizEd Connect Report

A.Studebaker stated meetings have been established, such as the one at the Seymour Osmond Community Center on May 19, 2015 to gather specific age groups to introduce them to BizEd Connect. On May 26, 2015, tours have been established at facilities and workshops in June to follow-up from these meetings. There is also an outreach to local businesses at the Mill. A spreadsheet will be established with apprenticeship information.

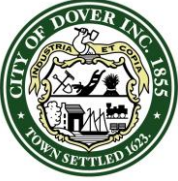
S.Haddadin stated representatives from the Dover Learning Center want to meet with a contact regarding the BizEd Connect program, adding there is an impression that the program is dissolved. A.Studebaker stated she would like to meet with them in July, adding they are working on an article to be placed in Fosters to inform the public of the program.

- Commercial Waterfront Development Report

J.Mettee stated the Advisory Committee is requesting qualifications from a design group to assist the City with the public planning portion of the waterfront development, adding the responses from the firms are due next week. The City will then offer a firm the opportunity to work with the City, and once they know which design, the City will bid for developers to work on the waterfront development.

- Healthcare initiative Report

P.Hamblett stated he is still trying to build a list of prospects to develop a plan to obtain information. A.Studebaker stated she was at Convenient MD and asked a representative what brought them to Dover. The representative stated it was due to the concentration of healthcare in Dover, the need for healthcare in this area, the location off the highway, and the hotels are also of interest to them for those who are away from home who need healthcare.



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D.Barufaldi also met with a representative at Prompt Healthcare at the Exit 9 medical practice and the reply was also due to the proximity to hotels and off highway and concentration of other healthcare facilities.

- Downtown Development report

P.Rinaldi stated he received complaints on parking. Some businesses are upset with the size and parking on First Street, adding that there is no underground parking. D.Barufaldi stated the land quality did not allow for underground parking, adding that the outside parking has above ground heated parking. He further stated the tenant parking on the property and diagonal parking in front.

D.Barufaldi updated on the change at the Mill stating the Timberland Design and Research has acquired commercial space there, adding there will be another 46 apartment units with commercial in the center.

- Parking Garage/PD Station Status

D.Barufaldi stated the development is on time and on budget, adding the Parking Garage will be open November 2015, and the Police Station will be completed February 2016.

D.Barufaldi gave an overview of the parking garage operation, adding the Arts Commission is considering designing signs for the floor locations.

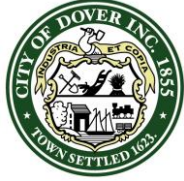
- Downtown Holiday Marketing Program Final Report

D.Barufaldi stated the Holiday Marketing Program is virtually complete, having ended on April 26, 2015. He gave an overview of the television commercials and the merchant survey regarding the program.

6. NEW BUSINESS:

- BizEd Connect Report.
- New Board Member Application

D.Barufaldi stated that K.Weston interviewed Dave Peck who is an active member with BizEd Connect. The nomination should come up at the City Council regular meeting on Wednesday. D.Barufaldi further stated that this is the first time DBIDA had any influence regarding who is part of the Board.



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A.Studebaker stated Mr. Peck is currently out of the country and will not be back in time for the next meeting. She further stated he has a skilled background and good credentials.

- May 12th Event honoring DBIDA Board Member Scott Johnson as “NHSBA Small Businessman of the Year” in Manchester. Attendees, travel arrangements.

D.Barufaldi stated those members interested in attending need to contact him so travel arrangements can be made. S.Johnson is also in the running for a national award.

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

D.Barufaldi gave an overview of report distributed to the members.

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

D.Barufaldi gave an overview of the report distributed to the members.

S.Haddadin stated he is willing to donate money to have business cards made for the Board members if there are no funds available for this.

Motion: J.Mettee made a motion to accept the 2015 April Month-End Report. Seconded by M.Sylvia. Vote U/A

9. **ADJOURN:**

Motion: P.Rinaldi made a motion to adjourn at 5:54 p.m. Seconded by P.Hamblett. Vote: U/A