CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	McConnell Center, Room 306 61 Locust Street, Dover, NH 03820
Meeting Date:	**Thursday, June 4, 2015**
Meeting Time:	**4:00 PM**

Members Present: Annette Studebaker (Acting Chair), Maurice Olivier (Acting Vice Chair), Peter Hamblett, Phil Rinaldi, Matt Sylvia, Jack Mettee, Scott Johnson

Members Not Present: Tim Dargan (Chair), Sam Haddadin, 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

1. *The Chair called the meeting to order at 4:06 p.m.*

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

2. Review and Approval of the May 7, 2015 Meeting Minutes.

Motion: J.Mettee made a motion to approve the May 7, 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: P.Hamblett made a motion to enter non-public session. Seconded by S.Johnson. 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.Hamblett made a motion to seal the minutes. Seconded by P.Rinaldi. Vote: U/A

5. <u>OLD BUSINESS:</u>

- Waived to allow a full discussion and approval of the proposed Strategic Intentions for DBIDA for the next three years.

6. <u>NEW BUSINESS:</u>

- Full review and discussion of the Strategic Intentions proposal: Moe Olivier.
  <u>VOTE</u>

A.Studebaker asked for Board member comments regarding the report, and if there were any changes needed to be made. The Board members were in agreement with the report.

K.Weston arrived at the meeting at 4:30 p.m.

D.Choate, Colliers International, arrived at the meeting at 4:32 p.m.

J.M.Joyal stated the importance of keeping the City Council informed with DBIDA involvements.

Motion: M.Sylvia made a motion to accept the Strategic Intentions Report draft. Seconded by S.Johnson. Vote U/A

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 P.Hamblett. Vote: U/A

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 J.Mettee. Vote: U/A

The following changes were made to the Strategic Intentions Report:

The last page: Change: From 30, 60, 90 and 120 days out to **7, 15, 30 and 45 days out.**
1.1: Change: From 6-9 months to **9-12 months as needed.**
1.1a: Added: **(Jack Mette/Scott Johnson)** to the last sentence.
1.2: Removed: **most likely** from the last sentence.
1.2a: Change: From **be assigned the point of interest of** to **monitor and make contact with**
1.2a: Added: **(Pete Hamblett/Moe Olivier)** to the last sentence.
2.b: Added: **The Director with the two Board members will present the information gathered to the Board to develop a plan for implementation.**
3. Added: **Time frame for implementation is immediate.** Last sentence.
3.a Removed: **to insure sustainability and educate**
3.a Added: **Time frame 15 days.** Last sentence
3.b **Removed 3.b**
3.a Added: **comma** after Director and participation. The word **entire** in bold.
4.a Added: **Time frame on-going.** Last sentence.

4.b Added: **The Director with the Board will select the most suitable parcels and initiate acquisition. Time frame 36 months.**
5. Insert: **downtown** between other infill.
5.a Added: The Director **with the entire Board** will monitor
Added: **Time frame on-going.** Last sentence.
5.b Added: **Time frame for implementation 12-24 months.** Last sentence.
B.1 Added: **Time frame on-going.** Last sentence.
B.2 Remove: **to** (after activities)
B.3 Replace: offer with **consider**
Remove: **by capping impact and application fees whenever possible.**

A.Studebaker suggested a separate workshop meeting to complete the editing for the Strategic Intentions Report, adding the time and date will be confirmed via email. The Board agreed with a show of hands. The Board members agreed with D.Barufaldi to change the next regular meeting from July 2, 2015 to July 9, 2015. A.Studebaker suggested the Board members consider 11:00 a.m. to 1 p.m. for the workshop meeting.

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

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

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

9. ADJOURN:

Motion: P.Rinaldi made a motion to adjourn at 6:09 p.m. Seconded by M.Sylvia. Vote: U/A