DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

CITY OF DOVER

Meeting Type:	Strategic Intentions Workshop Meeting
Meeting Location:	2nd Floor Conference Room, City Hall 288 Central Avenue, Dover, NH 03820
Meeting Date:	**Wednesday, June 17, 2015**
Meeting Time:	**12:00 PM**

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

1. *The Chair called the meeting to order at 12:09 p.m.*

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

2. Review and Approval of the June 4, 2015 Meeting Minutes.

Motion: A.Studebaker made a motion to approve the June 4, 2015 Board Meeting Minutes. Seconded by M.Olivier. Vote U/A

3. Introduction of our newest DBIDA Board Member, David G. Peck
(Lunch Service by Portable Pantry)

D.Peck introduced himself and summarized his background in business.

4. WORKSHOP: Full review, discussion and approval of the remaining portions and timelines of the Strategic Intentions document.

A.Studebaker stated the Board would review the Strategic Intentions Report draft that was distributed, adding she wanted to complete Item #6 on the distributed memo that accompanied the report. The Board members reviewed the changes from the last meeting. J.Mettee stated the final draft should have a date of acceptance on the front cover when the draft is approved or adopted.

The following changes were made to the Strategic Intentions Report:

Growth and Positioning:

A.2: Add: **Year Two/Three**
A.3: Add: **Year One-Three**
A.4: Add: **Immediate and Ongoing**
A.5: Add: **Year One-Two**

Operational Focus:

A.1: Add: **Year One-Three**
A.2: Add: **Year One-Three**
A.3: Add: **Year One-Three**

B.1: Add: **Year One-Three**

D.Barufaldi stated an Administrative Assistant has been hired in the Economic Development Department to work 28 hours per week, adding she has experience in marketing and can also assist him with the publications and various writing tasks.

C.1: Change: from: **Year One-Two** to: **Year One -Three**
C.1.b: Add: **as needed** at end of sentence
C.2: Add: **Year One-Three**
C.3: Add: **Year One-Three**

Financial Imperatives:

A.1: Add: **Year One-Three**
A.2: Add **Year One-Three**
A.3: Add **Year One-Three**

Discussion ensued regarding the DBIBA budget review process. D.Barufaldi clarified the contract is reviewed every three years by the City Council, adding they currently are in the second year.

A.Studebaker stated the Strategic Intentions Report will be approved at the next meeting as written with the time frames and without the names of the Board members.

Motion: P.Hamblett made a motion to adopt the Strategic Intention Report. Seconded by S.Haddadin. Vote: U/A

Discussion ensued regarding presenting the Strategic Intentions Report to the City Council on September 9, 2015, adding a workshop would be needed if an amendment was made to the document. J.M.Joyal suggested placing the City's overall vision statement on the cover page with the DBIDA vision statement.

The Board members agreed to have the next DBIDA meeting will be on July 9, 2015 due to the holiday. T.Dargan stated he will not be able to attend.

The following are the distributed assignments:

Growth and Positioning:

A.1. J.Mettee - S.Johnson - S.Haddadin - D.Barufaldi

A.2. M.Olivier – P.Hamblett
A.3. A.Studebaker – S.Johnson – M.Sylvia
A.4. T.Dargan – D.Barufaldi
A.5. T.Dargan – M.Sylvia
B.1. D.Barufaldi
B.2. D.Barufaldi
B.3. D.Barufaldi – K.Weston
B.4. M.Sylvia – P.Rinaldi
B.5. A.Studebaker – S.Johnson
B.6. D.Barufaldi – C.Parker

Operational Focus:

A.1. All Board members - Mayor
A.2. M.Olivier – A.Studebaker
A.3. All Board members with D.Barufaldi

D.Barufaldi reminded the Board members to check their City email.

B.1. All Board members
C.1 D.Barufaldi - Assistant
C.2 P.Rinaldi – M.Sylvia
C.3 Assistant

Discussion ensued regarding the possibility of changing DBIDA name and the history of the name.

Financial Imperatives:

A.1.-A.3. D.Peck – S.Haddadin – M.Sylvia (point person)

5. ADJOURN:

Motion: S.Johnson made a motion to adjourn at 1:04 p.m. Seconded by A.Studebaker. Vote: U/A