



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room
Location: 288 Central Ave, Dover, NH 03820
Meeting Date: **Thursday, July 9, 2015**
Meeting Time: **4:30 PM**

Members Present: Annette Studebaker (Vice Chair), Maurice Olivier, Peter Hamblett, Jack Mettee, Scott Johnson, Sam Haddadin

Members Not Present: Robert Paolini, Tim Dargan (Chair), Phil Rinaldi, Matt Sylvia

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

Ex Officio Members Not Present: Daniel Lynch, Finance Director/Treasurer, 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 Vice-Chair called the meeting to order at 4:31p.m.*

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

2. Introduction of new administrative assistant, Nicole Sukduang.

3. Tracy Smith was thanked for her service with DBIDA.

4. Review and Approval of the June 17, 2015 Meeting Minutes.

Motion: Jack Mettee made a motion to approve the June 17, 2015 Board Meeting Minutes. Seconded by Peter Hamblett. Vote U/A

5. **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: Scott Johnson made a motion to enter non-public session. Seconded by Maurice Olivier. Vote: U/A

6. **Return to public session.** The Chair requested a motion to seal the minutes because divulgence would “render the proposed action(s) ineffective”.

Motion: Peter Hamblett made a motion to seal the minutes. Seconded by Jack Mettee. Vote: U/A

7. **OLD BUSINESS:**

Participant Reports on Strategic Intentions Action Categories:

Report keep to 5 minutes or less. If not completed state that and give time frame when it will be ready when ready copy Mo and AS tracking the Strategic Intentions, along with point person.



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- Conversion of residential properties to commercial:
 - Scott Johnson, Point Person

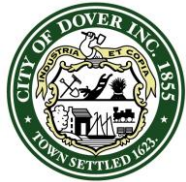
A copy of J. Mettee notes were received but have not been discussed with the point person. In review the intentions are to increase commercial tax ratable base in Dover, to attract manufacturing and healthcare businesses to increase tax base outcome, which will increase taxable rate by 15% effecting commercially zoned districts in Dover. Step one is to review the tax maps, next is to meet with city planning department to see of any other issues we are not aware of and meet with the local builder's to get outside opinions and present the findings to the board for consideration and input. Then to prioritize potential properties that J. Mettee and S. Johnson think are correct to what makes sense to go first to the board and once the Board agrees, go back to the city development plan to navigate the politics on any of the proposed changes. K.Weston: The indentified residential development that occurred on First Street on one side and there are apartments and on other side there is a need to identify the three properties that need to be upgraded to some form of commercial, as it is a mixed use zone. What are the steps after identifying the three properties on getting this completed. D. Barufaldi mentioned that we are at the strategic level at this time and at a subsequent meeting get to the tactic level. A. Studebaker request that the point person will report to DBIDA in the next meeting providing the board the results of the formal plan after a meeting has occurred between J. Mettee, S. Haddadin and S. Johnson

- Expand healthcare related businesses:
 - Peter Hamblett, Point Person

In April laid a partial work plan, part one is to look for names and contacts in the healthcare industry from the board. Any contacts you think would be helpful as to ask why Dover is a good place to locate to. Look to find other healthcare businesses to come to Dover. P. Hamblett will provide a recommendation to the Board on a plan of action on how to solicit to companies. Provide any additional healthcare industry contacts to P.Hamblett and M. Olivier.

- Active role in business retention, education:
 - All Board Members

A.Studebaker will play an active role in business retention. D. Peck, A. Studebaker and S. Johnson submitted work plans. M. Olivier accepts the task of combining plans. A.Studebaker requests that each person have a work plan for business retention. D. Barufaldi indicated all of the Board have different contacts and connecting with their contacts to gather info will help. A.Studebaker



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mentioned this should be discussed in the non public session for future meetings, K. Weston agrees the discussion on businesses shouldn't be in public (agenda item). J. Mettee asked if there will be a more proactive program from DBIDA to go talk with businesses on how to help them out, info that each board member can gather will be helpful.

A. Studebaker we are all out in the town and are exposed to business and can talk with them. If talking with a business owner or if the business is struggling or not what can be done to help promote. Main support will be from D. Barufaldi.

- Enterprise Park II land acquisition:
 - Tim Dargan, Point Person
 - Not present.

- * Sustain a vibrant downtown:
 - Phil Rinaldi,

Visit downtown businesses to promote DBIDA and will be active in the community and offer support to keep doing things better. To continue to be active in the community as a Chamber and Rotary member. On-going time frame he will keep attending meeting with the organizations he belongs to. P. Rinaldi will stop by D. Barufaldi's office and will email Dan, Matt and David on his activities. D.Barufaldi to help him with structuring to define what he will do. A. Studebaker will follow up with P. Rinaldi and M. Sylvia on downtown area.

- * Work with schools and Community organizations to ensure a future work force:
 - Annette Studebaker, Point Person

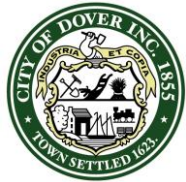
D. Peck work plan is not available yet. A. Studebaker and D. Peck had not met on work plan, she did meet with S. Johnson however the plan is not ready. The three will combine work plans to continue efforts on these work plans to combine them. Posters should be completed by 7/10, for BizEd connect. AS talked with S. Johnson on an intern or grad student for marketing for BizeD Connect to work on marketing tools for DBIDA. STEAM academy is moving forward and working on a presentation for school board. Scott Johnson wanted to know if DBIDA is going to get behind that for future (on agenda for next meeting).

D. Barufaldi met with S. Hamblett on the teen center, adult learning & children's home.

D.Barufaldi met with Lynn Tournimanis of Great Bay Community College who has expressed interest to work with BizEd Connect.

D. Peck making self available to speak with schools, colleges and community organizations.

Mentions the police will take him up on presentation workshop in September. BizEd connect will



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work with Fran on Steam project. The Inventor labs located down in Amesbury we will get the word out thru Fran, so that the Dover community is aware of the program.

A. Studebaker would like the word out to encourage businesses to work with intern apprentice program, as well. K. Weston mentioned the Dover High School renovation project the JBC meeting and workshop on JBC to city council are on Monday school board meeting and Wednesday City Council McConnell Center.

- * Seek future Board Members with skill sets, Board balance:
 - All Board Members

No updates at this time.

- * Actively review strategic Intentions at regular intervals:
 - Moe Olivier, Point Person

McConnell center discussion dedicated to review strategic intentions at regular intervals. It is clear the Board is to provide guidance to The Director. Scope of work to catalog inventory of what is taking place. Have some report this is what is being worked on by Board members. It may be one group might be struggling and need to refocus. We are not a supervisory function we are monitoring on DBIDA's behalf so if on a regular basis if it is asked where are we with twelve or so projects and the responsibility to maintain that. Complete once a quarter or once a month let see and look at what the work plans are and then figure what to do to help. They will be collected and we will inventory what is going on.

- * Expand our role to include more outreach to businesses:
 - All Board Members

Covered above, as this is redundant to above.

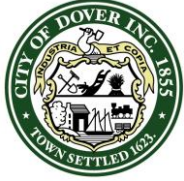
- Work with Director to identify where time is spent, where resources are best utilized:
 - All Board Members

Agreed to be monitored monthly

- Invest in marketing campaigns, literature and signage:
 - All Board Members

Part of the budget.

- Continue to connect with, interact with other local groups with similar goals:
 - David Peck, Point Person



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Submitted a work plan. Work on at the next meeting.

- Work with the media to publish, promote, showcase local company achievements/ awards:
 - Administrative Assistant NICOLE

Work with Chamber and other organizations like the Chamber that are award oriented to put a work plan together and to discuss at September Meeting.

- Continue to manage current DBIDA expenses within budget approved by City Council:
 - All Board Members

* Identify the annual commercial tax ratable increase to measure development progress:

- Sam Haddadin, Point Person -

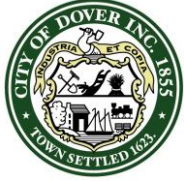
M. Sylvia, S. Haddadin and D. Peck all to work on. M. Sylvia not here for ROI update. S. Haddadin will start to look at his city email. D. Barufaldi mentioned he had indicated to review/use city email a few times in past meetings and that there had been clear indication from city attorney to look at Dover city email. S. Haddadin indicated he is to be part of Enterprise Park II. A. Studebaker indicates a reminder to check City email from her outlook calendar. You cannot forward attachments, there is limited memory and is cumbersome. K. Weston replied that you can ask for expansion on memory. D. Peck indicated he does not have a city email and will go to city clerk to sign an agreement, but he is sworn in. A. Studebaker request to share phone numbers that you are reachable at and she will poke by phone. S. Haddadin requesting a list of the phone tree with best reachable phone number. K. Weston indicated her home number is on the phone list but limited people have her personal cell.

A. Studebaker asks S. Haddadin if it will be ok to stay on with tax map with M. Sylvia, D. Peck and confirmed to add S. Haddadin back on to the Enterprise park II project and S. Haddadin replied, yes.

* DBIDA Budget enhancement tied to ROI Data development:

- Matt Sylvia, Point Person

Work plan for the ROI S. Haddadin is wondering if he knows what that was. D. Peck will forward to S. Haddadin. This topic will be discussed at the September meeting by S. Haddadin. S. Haddadin, D. Peck, M. Sylvia will all work together.



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8. NEW BUSINESS: J. Mettee bringing up an old but new request to bring back the waterfront program back to the table. He mentioned there will be meeting on 7/14, a subcommittee selection of the design consult team will submit a report in recommendation for a consultants hired by city. He will assist committee with design and permitting of the public portion of waterfront site. They will begin to do conceptual plan for waterfront where public infrastructure will be and to put together a master concept plan for the private area to be devoted to the private sector development plan. Recreation Department with Gary Bannon received a grant to look at a location for public boat access on cocheco waterfront. Will stay consistent with design looked at the advisory committee in a coordinated fashion. CWDAC Meeting on Tues 5 pm McConnell center. Crystal Kent will not be able to make next week's meeting but would like to go to a meeting. K. Weston to J. Mettee there is talk that someone is resigning and if anyone is interested to be a part of CWDAC Committee to contact K. Weston

- Review Proposed work plans.

9. Manager's Report, D. Barufaldi Economic Development Section June, 2015.

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

10. Financial Report: June, 2015 Month-End Reports/ Reports vs. Budget

- DBIDA Treasurer/ City Finance Director will give a FY 2015 year-end report at the September Board meeting.

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

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

Next Meeting: S. Haddadin motion to make next meeting September 3rd. Seconded by Pete Hamblett. A. Studebaker confirmed next meeting to be September 3rd 2015 Vote: U/A

9. ADJOURN:

Motion: J. Mettee made a motion to adjourn at 6:06 p.m. Seconded by S. Haddadin. Vote: U/A