

**CITY OF DOVER**

## DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center Room 306 Chambers  
Meeting Date: **Thursday, October 1, 2015**  
Meeting Time: **4:00 PM**

**Members Present:** Tim Dargan (Chair), Maurice Olivier, Matt Sylvia, Scott Johnson, Sam Haddadin, Phil Rinaldi, David Peck

**Members Not Present:** Annette Studebaker (Vice Chair), Peter Hamblett, Jack Mettee

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

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

D.Choate, Colliers International, was present for roll call attendance, reading of the minutes from the previous meeting and a portion of the non-public session.

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 September 3, 2015 Meeting Minutes.

**Motion:** Scott Johnson made a motion to postpone the September 3, 2015 Board Meeting Minutes until they were amended. Seconded by –Matt Sylvia. Vote U/A

### 3. Non-Public Session

#### 4. 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 issues. Roll call vote, simple majority needed to pass.

**Motion:** Matt Sylvia made a motion to enter non-public session. Seconded by Sam Haddadin. Vote: U/A

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

**Motion:** Scott Johnson made a motion to seal the Non Public minutes. Seconded by Sam Haddadin. Vote: U/A

Matt Sylvia and Maurice Olivier left the meeting at 5:25pm

### 6. OLD BUSINESS:

Participant Reports on Strategic Intentions Action Categories:

- Conversion of residential properties to commercial:



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288 Central Ave, Dover, NH 03820  
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- Scott Johnson, Point Person

Scott Johnson has been reviewing ward by ward with Jack Mettee and Sam Haddadin on current zoning maps (see handout). They have been studying to find properties that could be rezoned for commercial use. There is a list of properties to be considered based on their viability and doability. A master list will be completed to present to the board. The next meeting the list will be finalized and prioritized with a scoring matrix.

- Expand healthcare related businesses:

- Moe Olivier, Point Person (Pete Hamblett absent)

PASS - Both not here

- Enterprise Park II land acquisition:

- Tim Dargan, Point Person

Covered in Non-Public Session.

- Sustain a vibrant downtown:

- Phil Rinaldi, Point Person

Matt Sylvia and Phil Rinaldi had discussions with business owners at Harvey's and Nicole's Hallmark Store. It comes down to having Bill Simon educate the downtown business owners on the parking meters. The meters do have a description on them but the print is so small, many do not read it.

- Work with schools and Community organizations to ensure a future work force:

- David Peck, Point Person (Annette Studebaker absent)

David Peck provided an update on the STEAM proposal approved by school board. David is also going to Landmark College to attend a one day conference workshop on mentoring brilliant individuals with ADHD.

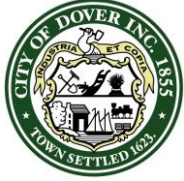
- Actively review strategic Intentions at regular intervals:

- Moe Olivier, Point Person

No update at this time.

- Continue to connect with, interact with other local groups with similar goals:

- David Peck, Point Person



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David is working with Dover Listens. The next thing on the agenda is for them to meet the candidates. Phil Rinaldi is working with the Interact students of the Rotary club. There are about 100 students involved in Interact. David Peck is having trouble connecting the Dover school system Administration and Staff with the Inventor Labs.

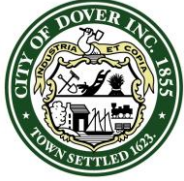
- Work with the media to publish, promote, showcase local company achievements/ awards:
  - Administrative Assistant, Nicole Sukduang

Dan Barufaldi announced that he will be on the Chamber awards judging, business of the year, committee.

Received the Economic Action of Dover paper and have begun distributing throughout Dover including new locations. We are working with Bill Simons in regards to the opportunity to make space available for tour buses to be able to park in the evening for the tour hotel residents to come explore Downtown Dover. Buses will not have to pay to park. Tour hotel residents will be able to eat where the locals eat to experience the real deal. Karen Weston mentioned that Jenato's will also allow one or two tour busses to park out front with prior approval. Karen Weston spoke with Carrie Vaughn about the Shop Local Program to cover north to south of Dover with shopping carts for an annual food drive. Tim Dargan mentioned that sounds like downtown merchants need to stay open longer. David Peck provided some feedback on Endless Sliders food truck, he had the food and said it was good and they indicated the city of Dover has been terrific to work with and they will be joining the Chamber.

- Identify the annual commercial tax ratable increase to measure development progress: / Tax Ratable Base growth Report
  - Sam Haddadin, Point Person
- DBIDA Budget enhancement tied to ROI Data development:
  - Matt Sylvia, Point Person (left at 5:25pm)
- Waterfront Development status report,
  - Jack Mettee, Point Person (not in attendance)

### 7. NEW BUSINESS:



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Scott Johnson gave DBIDA cards to downtown merchants and was eating at The Chop Shop and talked with Chris Kozlowski the owner of The Chop Shop on how business was doing. Tim Dargan and Dan Barufaldi had a follow up meeting with Chris Kozlowski owner of the Chop Shop to discuss the parking garage construction which has been causing some issues for the restaurant.

Bob Paolini replacement – Tim Dargan requested his fellow Board Members to keep looking out for good potential Board Members with needed skill sets. Tim Dargan spoke with someone who is interested, and this person would be a great addition to the board. Dan Barufaldi and Tim Dargan will be meeting with him soon.

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

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

9. Financial Report: September, 2015 Month-End Reports/ Reports vs. Budget

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

Under budget, no surprises and expected to do well thru rest of the year.

**Motion:** Sam Haddadin made a motion to accept the 2015 September 30th month-End Report. Seconded by Phil Rinaldi. Vote U/A

Next meeting November 5<sup>th</sup> 2015

9. **ADJOURN:**

**Motion:** Phil Rinaldi made a motion to adjourn at 5:59 p.m. Seconded by Sam Haddadin. Vote: U/A