DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

CITY OF DOVER

Meeting Type:	Regular Meeting
Meeting Location:	2nd Floor Conference Room 288 Central Ave, Dover, NH 03820
Meeting Date:	**Thursday, September 3, 2015**
Meeting Time:	**4:00 PM**

Members Present: Tim Dargan (Chair), Maurice Olivier, Matt Sylvia, Jack Mettee, Scott Johnson, Sam Haddadin, Phil Rinaldi

Members Not Present: Annette Studebaker (Vice Chair), Peter Hamblett, David Peck

Ex Officio Members Present: Dan Barufaldi Economic Development Director, Karen Weston Mayor, Daniel Lynch, Finance Director/Treasurer, J. Michael Joyal City Manager

Ex Officio Members Not Present:

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 **4:05 p.m.**

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

2. Review and Approval of the July 9, 2015 Meeting Minutes.

Correction needed: Matt Sylvia was a member that was not present at the 7/9/15 DBIDA Meeting.

Motion: Jack Mettee made a motion to approve the July 9, 2015 Board Meeting Minutes as amended. Seconded by Sam Haddadin. 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. Roll call vote, simple majority needed to pass.

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

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4. Return to public session. The Chair requested a motion to seal the minutes because divulgence would "render the proposed action(s) ineffective".

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

5. OLD BUSINESS:

Participant Reports on Strategic Intentions Action Categories:

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

Scott Johnson, Matt Sylvia, Jack Mettee and Sam Haddadin met with people at the Planning Department to take a hard look at all the wards as some properties are suitable for rezoning. Before presenting to the board the four of them are going to assess all six wards first. They have reviewed wards five and six as they represent the majority of the rezoning potential property available as they do not think there will be a lot in the other four wards. As Jack had suggested at the last meeting they will set up a priority matrix for how they are going to weigh what we are going to recommend bringing to the board to present to everyone. They will be taking a closer look at lot size and utilities. There are a total of ten things to look at to get a preliminary rating done. Production drive left side is residential not sure why. We have another meeting to look at why this is. There is another meeting scheduled to look at ward five on September 15th, so it will be a couple months to look at all the wards before presenting. Maurice Olivier asked where are the properties in ward six Scott Johnson responded that it is a discussion that is not appropriate for public session but as they narrow down it can be discussed further in non public session. Dan Barufaldi thinks it is valuable but to start we have oversight and drive the rezoning for the best interest of Dover. Scott Johnson responded if you currently see the residential property that is bordering industrial that could be rezoned once you put together it could add to something significant.

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

  Peter was not present however Maurice Olivier who is working with Peter on this indicated they will meet with Jeff Watson COO CGI business solutions out of Hooksett who does a lot of work in the field of fringe benefits. Moe indicated Pete had mentioned he was going to have a lunch meeting with him at Café Espresso but he is still waiting for Pete's report on what was discussed. There is also another meeting to be had with Greg Walker the CEO Wentworth Douglas. These are beginning steps on the first phase to get a feel for why people are here and what drew them here. Also collecting a list of other companies that left, why they left and where did they go and why. They are in the preliminary stages of interviews.

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

  Tim Dargan asked if anyone used DBIDA business card yet. Matt Sylvia replied that it is nice to have something where the information is all in one place and being an advocate as part of the Board when out in the community is more official. Scott Johnson was talking with the owner of Chop Shop who mentioned that he would like make an outdoor art walk and add additional lighting to Myrtle Street. Scott provided his DBIDA business card and said if he could be a resource to follow up with him. The owner needs to contact Jane Hamor, Dover Arts Commission, who is part of the Tourism Stakeholders Group, as she indicated interest. Scott Johnson saw Atlas metal bending company truck out of Dover, so he went over to provide a business card and after talking, the company submitted a bid and they are now a vendor for Scott Johnson. Phil Rinaldi said DBIDA business cards really help however his name needs to be corrected next time around that have two L's instead of one.

- Enterprise Park II land acquisition:
  - Tim Dargan, Point Person

  Covered in Non-Public Session.

- Sustain a vibrant downtown:
  - Phil Rinaldi, Point Person
- Completed above

- Work with schools and Community organizations to ensure a future work force:
  - Annette Studebaker, Point Person - Not Present

  Scott Johnson provided an update indicating that he along with David Peck attended an event at Seymour Osman Community Center to promote BizEd. Scott Johnson also met with UNH Cooperative Extension 4H to interview a student for intern program but thinks they will just hire him as he is of high quality. Phil Rinaldi will be meeting with Rotary and will be working with them.

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

  Tim Dargan says we should look for commitment.

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

  To review in December or January

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

  Tim Dargan heard the outreach reports and recommends all Board members reach out to the community.

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

  Work is on-going.

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

  Working is on-going.

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

  David Peck was not present, however, Tim Dargan and Dan Barufaldi provided a refresher on who to work and interact with such as the Chamber of Commerce, Main Street and Rotary outreach.

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

  Dan Barufaldi indicated that Nicole has reached out to local restaurants and businesses to do business retention for mom and pop shops to hear their challenges or provide help. Per the Manager Report for August, the downtown merchants are doing better than they have been. The city marketing program has helped. Everyone including advanced manufacturing companies is concerned with the macro economics in the world worrying people in export. Now the dollar gained strength versus other currencies. This adds to cost of American goods overseas. Manafactuing and machine companies have not felt a big impact yet, but they will. A question on the status of Flight Coffee Shop was asked and Dan Barufaldi responded they anticipated opening date the first week in October.

Michael Joyal entered meeting 5:09 pm

- 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:
  Tax Ratable growth Report
  - Sam Haddadin, Point Person

  Sam indicated he had more questions than answers with Matt Sylvia. Dave Peck put together what they came up with. Residential properties in Dover were assessed at $2 billion and commercial at $700 million. Ratio of commercial to residential is 25/74, but the long range target is 60/40. Commercial would need to increase by $650 million. It is not known where this amount will come from as we don't have too much land to develop from residential. How long it will take to move to the 60/40 ratio? Dan Barufaldi said we have two questions, how much of actual land to move from one category to another and the valuation increases as the value of commercial land increases as it is developed. How many dollars can we get out of an acre? What is the number of commercially zoned acres available that do not have any commercial improvements on it already? To get the conversion that needs to occur to get to the 40%. Is there additional city cost? David Peck is supposed to be meeting tomorrow with Chris Parker to get answers on some questions. Scott Johnson mentioned that the VMD project on Silver St. yields a $30 million project amount of land involved in that project is 30 acres ($1 million per acre). Numbers are skewed as you would never get one million per acre from residential. Sam Haddadin indicated Enterprise Park could give us a better average. Matt Sylvia suggested we use as back of the envelope Enterprise Park as an example on average to figure how many acres you need to try to arrive at a realistic number. Where can we move the needle to in how many years? Assuming 2014 static figure to work with which we know is not happening but trying to figure out conversion rate as a base figure. Scott Johnson suggests using five acres get $2 million per acre. Dan Barufaldi states that with so many variables one big danger is to look at apple and oranges and think it is apple to apples. Don't put too much plausibility in 40/60 we don't need to get to that but we do need to move the needle. Sam Haddadin states the shift to 60/40 would provide a 92% increase in commercial zoned land. Scott Johnson stated that a $30 million increase is 5%. It depends on the size of parcels and buildings. Dan Barufaldi said in Enterprise Park we have $505,000 in tax ratable but half is wet lands, so need to look at usable acres, take usable and what it produces. Dan Lynch added that if you take the top ten tax payers for the City, Liberty mutual value is $67 million range take what is on 6th street simple math you look at ten of those to the commercial tax base. Top 10 tax payers it is also online it can give you idea of about 10% of the overall assessment of community, and then look at other projects for rezoning we need to get to the objective of 40%. Sam Haddadin thought David Peck had a meeting with Chris Parker at 1pm tomorrow. Dan Barufaldi mentioned contact with Planning Department should be limited to one DBIDA working group to work with Planning Dept. David Peck may not know that we are already meeting with the Planning Department. Scott Johnson and David Peck will coordinate the effort.

- DBIDA Budget enhancement tied to ROI Data development:
  - Matt Sylvia, Point Person

- Waterfront Development status report,
  -Jack Mettee, Point Person
  Jack Mettee met with council in workshop session and gave the board an update on that meeting. Waterfront established a subcommittee to review proposals from public infrastructure design team for the park and public amenities and other utility infrastructure the city will be responsible for. They have selected Union Studio to put together a team of broad range specialist planners, landscape architects, architects, economic marketing specialists etc. Currently in negotiations and they will be meeting with the planning staff to work with staff to offer advice to get best possible contract on the money we want to spend, work we want done and timeframe. Jack Mettee will recommend that the City Council hire Union Studio. A presentation given by Gary Bannon working with rowing groups in seacoast area to put water front access for small craft to enter and exit the water. Gary presented a project to help design long term water front access along with a park. Yesterday received ok from land and water conservation fund on a grant program for local communities for park and recreational projects. These funds and project will fold into the bigger waterfront redevelopment project. With the council approval they hope to start with group in October. A lot of public input and opportunity to add input on design is anticipated. Maurice Olivier was wondering the cost and Jack Mettee said within $100K. This is a phased contract and to get through phase one will need to hire developers and they may need adjustments to the plans. This will be an ongoing contract. Waterfront is now within a TIF district and will be funded thru the TIF district.

- **Renewal for the exclusive enterprise park listing agent**.
  -All Board Members
  Dan Barufaldi asked for the board's thoughts on this. Tim Dargan mentioned the annual renewal listing is set to expire and the original document was from 2007, so it has been 8 years since selecting David Choate of Colliers International as the listing agent. Tim Dargan feels David Choate does a great job but asks should we throw it out for some bids for due diligence. Sam Haddadin feels he has been very knowledgeable in the commercial real estate field. Michael Joyal provided that there originally had been a few RFP's for real estate services. Requirements for monthly reporting, advertisements, signage were all in the original agreement. Jack Mettee responded that David Choate is fine but still may want to think about going out to get RFP's. Sam Haddadin wanted to know if this was to receive bids at a lower percentage. Dan Barufaldi mentioned eight years is a long time however he goes to CIBOR meetings which David Choate runs and finds him to be one of the most

knowledgeable real estate people he knows. Scott Johnson mentioned that David Choate has been his agent for many years and it is nice he is committed to this area. Sam Haddadin also mentioned that he believes David Choate was the realtor of the year last year for commercial real estate, confirmed by others on the board. Michael Joyal suggests continuing with the effort to put out an RFP to see what is out there for providers and service with basic outline request for a proposal. This will also be to see what value and service other providers may be able to bring to the table. Tim Dargan requests to go back to David Choate to receive a temporary extension on his term from September thru December as part of the process for due diligence in regard to the renewal process. Tim Dargan to receive empowerment to request for three month continuity in place. Jack Mettee asked to proceed with request for qualification process.

Motion: Jack Mettee made a motion for a 90 day extension with David Choate and request for RFP's. Seconded by Maurice Olivier. Vote U/A

6. NEW BUSINESS:

- Ratification of Wetlands survey Expense.
  Dan Barufaldi the committee for enterprise park II allowed him to go forward with the RFP and the expense of $3850 for the wet land survey. However, Tim would feel more comfortable if the full board ratified it.

Motion: Matt Sylvia made a motion Seconded by Phil Rinaldi. Vote U/A

- Appointment of Vice-Chair would like to conduct Board Member interviews regarding their position.
  She will reach out to board member on their interests, role and goals on the board. If Chair doesn't change then people on the board do not get their opportunity to push their agenda or concerns. It is a good discussion to have so expect a call from Annette Studebaker to have a high level chat in the next month.

- Bob Paolini resignation/ replacement.
  Bob had been a long time member of the board had lot of valuable input over the years surrounding developments. Being a builder he was a great resource for us. He found that he was not around Dover enough to be able to commit to the board. We did thank Bob for his support. We are down to nine board members so based on our strategic intention we are always looking for good people to drive our mission forward. Thank Bob for his support on behalf of the City.

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

Dan Barufaldi gave an overview of the report distributed in the DBIDA Board member packets.

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

- DBIDA Treasurer/ City Finance Director provides an FY 2015 year-end report
  At this September Board meeting:

Dan Lynch gave an overview of the report distributed to the board members.
Scott Johnson indicated there was a drop in 2009 to 2010 the net taxes assessed by about $1.3Million. What was the reason for that? Dan Lynch responded that it was primarily due to the economy drop. Strictly result of a reassessment. Analysis of debt service coverage. We stayed within budget and stayed in dollar amount for fiscal year 2015. Tim Dargan provided the budget this year for $161,842 indentified another $15,000 to go to economic development that the city council approved.

Motion: Matt Sylvia made a motion to accept the Annual Year-End Report. Seconded by Phil Rinaldi. Vote: U/A

Motion: Phil Rinaldi made a motion to approve the July Monthly report Seconded by Matt Sylvia. Vote: U/A

Dan Barufaldi wanted to mention the $415 in advertising is for the tri-city alliance ad.
Motion: Sam Haddadin made a motion to approve the August Monthly report Seconded by Matt Sylvia. Vote: U/A

Next Meeting: Sam Haddadin motioned to make next meeting October 1st. Seconded by Jack Mettee. Tim Dargan confirmed next meeting to be October 1st 2015 at 4pm at McConnell center 306 Vote: U/A

9. ADJOURN:

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