



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall Council Chambers, Conference Room
Location: 288 Central Ave, Dover, NH 03820
Meeting Date: **Thursday, December 3, 2015**
Meeting Time: **4:00 PM**

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

Members Not Present: Annette Studebaker (Vice Chair)

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

David 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 **4:02 p.m.**

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

2. Review and Approval of the November 5, 2015 Meeting Minutes.

Motion: Peter Hamblett made a motion to approve the November 5, 2015 Board Meeting Minutes. Seconded by Phil Rinaldi. Vote U/A

3. Non-Public Session:

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

- 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.

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

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

5. NEW BUSINESS:

- Downtown Merchants contacts report:
Nicole Sukduang gave update -



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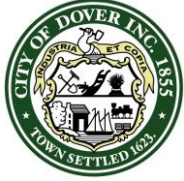
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The Specials & Discount rack card and the Map & Info marketing piece have been printed and distributed to the Dover Hotels and Inns to provide to the hotel and Inn guests. A quantity of 500 were printed and divided. Nicole will follow up every month to every other month with the hotels/inns to see how their supply is and also will follow up with the local businesses to find out if they are seeing the pieces being used. This data will help with the next batch to be printed whether it needs updating or should stay as it is.

Mike Gillis now has access to the Driving Dover map and will be able to update at some point. Once the update occurs the map on the piece will be revised.

- Staff Development: Vue-works Class: Barufaldi 11/18/2015. - Went to the class to review a city wide system and mapping system which will be very beneficial to locate properties.
- CIBOR Statewide Meeting, Bedford, 11/25. - Attended the meeting and was given a great job shout out for the business development for the City of Dover.
- Rand-Whitney Groundbreaking Ceremony: Weston, Barufaldi.
 - Dan Barufaldi and Mayor Karen Weston were at the groundbreaking ceremony. They discussed with Nick Smith, R-W President, that for the ribbon cutting, they are going to try arranging for Bob Kraft, Tom Brady, Gronk or others to attend, as it is the Patriots off season. They will have the Super Bowl trophy there. Karen Weston mentioned this may be the biggest ribbon cutting ceremony in the history for the City of Dover.
- Temescal Alternative Health Distribution Center Approval. – The Marijuana dispensary center has received approval and is moving forward.
- Meet & Greet Dinner 11/10/2015. Tim Dargan talked about what DBIDA has been working on and a review what we are doing for the future.
- Meeting with Northway Bank. - Dan Barufaldi had a lunch meeting with the Senior Commercial Vice President and 2 Senior Lenders as Northway Bank is interested in opening a branch in the Dover area in the future.



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- EOC/ Seabrook Disaster Training 11/18/2015. – Dan Barufaldi mentioned the City receives grant matching money credit per department head that attends the meeting. The grant money is determined based on each of the Department head's salary.
- CIBOR Seacoast Meeting 11/20/2015. - Dan Barufaldi was in attendance for this meeting.
- Earth, Sea & Space Museum Meeting, Crystal Kent, 11/23/2015. Dan Barufaldi and Crystal Kent had an office meeting to discuss the Earth, Sea & Space Museum funding and development status.

6. Financial Report: November, 2015 Month-End Report/ Report vs. Budget **VOTE**

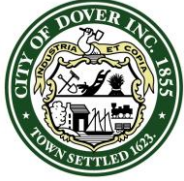
D. Barufaldi gave an overview of the report distributed to the board members.

Motion: Jack Mettee made a motion to accept the 2015 November Month-End Report. Seconded by Scott Johnson. Vote U/A

7. **OLD BUSINESS:**

Participant Reports on Strategic Intentions Action Categories:

- Conversion of residential properties to commercial:
 - Scott Johnson, Point Person
Covered in Non public
- Expand healthcare related businesses:
 - Pete Hamblett, Point Person , Meeting with Greg Walker, WDH
Peter Hamblett has not received a follow up from Greg Walker but the initial meeting they had was a good meeting. All consolidations in healthcare were discussed in regards to the fact that many healthcare facilities buy based on joint purchasing through joint distribution centers. It was discussed Dover might be a viable option for a distribution center to be developed.
- Enterprise Park II land acquisition:
 - Tim Dargan, Point Person
Covered in Non-Public Session.

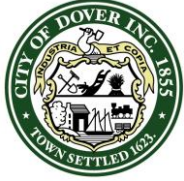


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- Sustain a vibrant downtown:
 - Phil Rinaldi, Point Person
Nothing to report.
- Work with schools and Community organizations to ensure a future work force:
 - David Peck, Point Person (Annette Studebaker absent)
STEAM pilot was approved and still involved with the Invent-a-Lab but still no interest from the Dover School District.
- Continue to connect with, interact with other local groups with similar goals:
 - David Peck, Point Person
Nothing to report.
- Work with the media to publish, promote, showcase local company achievements/ awards:
 - Administrative Assistant, Nicole Sukduang, Rack cards, maps
Discussed in New Business.
- Identify the annual commercial tax ratable increase to measure development progress: / Tax Ratable Base growth Report
 - Sam Haddadin, Point Person
Have not done anything
- DBIDA Budget enhancement tied to ROI Data development:
 - Matt Sylvia, Point Person
Nothing new to report
- Waterfront Development status report, Jack Mettee
 - Union Studios Meeting / CWDAC
Per the initial meeting there was a follow up meeting where Union Studio came up here to take pulse on issues, concerns and a site walk with people from the city to review any issue's that the design team should be aware of, like the hazardous materials site. Signed contract and will be doing some site plans, the results to come soon possibly by January 1st 2016.



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- Third St. RFP DBIDA Review, Dan Barufaldi
 - Chris Parker interface with Parking Commission and another group, apparently DBIDA Board Members are the only ones that did not like the development plan, the others had some minor tweaks. Chris Parker went back with suggesting a total redo of the building from the original proposal. A better plan will be provided when it become available and Chris Parker will come back to review with the entire DBIDA Board.

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

No November Report re City Manager. **Consolidating November and December**

Next Meeting: Tim Dargan confirmed next meeting to be January 7th 2015 Vote: U/A

9. **ADJOURN:**

Motion: Sam Haddadin made a motion to adjourn at 5:55 p.m. Seconded by Peter Hamblett. Vote: U/A