

CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall 2nd Floor Conference Room
Location: 288 Central Ave, Dover, NH 03820
Meeting Date: **Thursday, January 7th, 2016**
Meeting Time: **4:00 PM**

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

Members Not Present: Annette Studebaker (Vice Chair),

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 **4:00 p.m.**

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

2. Review and Approval of the December 3rd, 2015 Meeting Minutes.

Motion: Matt Sylvia made a motion to approve the December 3, 2015 Board Meeting Minutes with requested changes by T. Dargan and D. Peck. Seconded by Jack Mettee. Vote U/A

Mayor, Karen Weston arrived at the meeting at 4:03 pm.

Peter Hamblett arrived to the meeting at 4:10 pm.

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 and to discuss personnel issues. Roll call vote, simple majority needed to pass.

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

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 Phil Rinaldi. Vote: U/A

Motion: Matt Sylvia made a motion to suspend the agenda, new and old business with the exception of the financial report due to time constraints occasioned by an extensive non-public agenda. Seconded by Phil Rinaldi. Vote pass U/A



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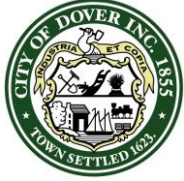
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Peter Hamblett left the meeting 5:54pm
Steve Wyrsh left the meeting at 6:51pm

5. NEW BUSINESS:

- Steve Wyrsh introduction
- Downtown Merchants contacts report: Nicole Sukduang
- Waterfront Development status report, Jack Mettee
- Tourism Stakeholders meeting 12/01/2015
- Meeting with Bill Simons, Nicole re parking garage promotions 12/15/2015
- CIBOR Statewide Meeting, Bedford, 12/9.
- Meeting with Northway Bank (second meeting).
- Ash Fischbein, Jeff brown meeting 12/08/2015.
- HEI Bankruptcy Explanation meeting Ed Neister 12/9/2015.
- Justin Avery/ DRED Meeting, EMSI System of Data Analytics 12/17/2015.
- Chamber Awards Press conference 12/17/2015.
- 7th settlement/ Tim Dargan meeting 12/17/2015.
- Tony Paradiso meeting 12/18/2015.
- Chamber Awards Selection Committee 12/7 and 12/11/2015.
- CIBOR Seacoast Meeting 12/18/2015



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

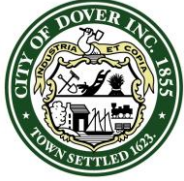
D. Barufaldi gave an overview of the report distributed to the board members. A small anomaly under the office supplies to note due to the unexpected cost of Board business cards and a 4-draw file cabinet. Dan Barufaldi has asked the Financial Director to move funds from the advertising line item to the office supplies line item for next month's Financial Report.

Motion: Sam Haddadin made a motion to accept the Financial Report. Seconded by Scott Johnson. Vote Passed U/A

7. OLD BUSINESS:

Participant Reports on Strategic Intentions Action Categories:

- Conversion of residential properties to commercial:
 - Scott Johnson, Point Person
- Expand healthcare related businesses:
 - Pete Hamblett, Point Person , Advice from Greg Walker, WDH
- Enterprise Park II land acquisition:
 - Tim Dargan, Point Person/ Covered in Non-Public Session.
- Sustain a vibrant downtown:
 - Phil Rinaldi, Point Person
- Work with schools and Community organizations to ensure a future work force:
 - David Peck, Point Person (Annette Studebaker absent)
- Continue to connect with, interact with other local groups with similar goals:
 - David Peck, Point Person
- Progress: Tax Ratable Base growth Report
 - Sam Haddadin, Point Person



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

8. Manager's Report, Economic Development Section, December, 2015.

Motion: David Peck made a motion to have a meeting set up with the City Manager, City Planner & the Mayor, with members of the DBIDA Board, to reaffirm our role in the review and approval of all infill and other development projects from inception to completion. Seconded by Matt Sylvia. Vote Passed U/A

9. ADJOURN: VOTE

Motion: Phil Rinaldi made a motion to adjourn at **7:16** p.m. Seconded by Sam Haddadin. Vote: U/A