

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, February 4th, 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

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

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

Ex Officio Members Not Present: 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 4:02 p.m.

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

2. Review and Approval of the January 7th, 2016 Meeting Minutes.

Motion: Phil Rinaldi made a motion to approve the January 7th, 2016 Board Meeting Minutes, *with requested changes by Dan Barufaldi to add "r" to other located in the last paragraph on page 4 (Scribner error)*. Seconded by Scott Johnson. 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 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 Phil Rinaldi. 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 non-public minutes. Seconded by David Peck. Vote: U/A

Steve Wyrsh entered the meeting at 4:10 pm

Matt Sylvia entered the meeting at 4:14 pm

Michael Joyal, City Manager entered the meeting 4:33 pm

Chris Parker, Planning Dept. entered the meeting at 4:29 pm



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David Choate left the meeting at 4:41 pm

5. NEW BUSINESS:

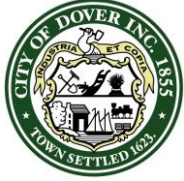
- 3rd St. Development Report: Chris Parker covered in non-public.
- Downtown Merchants contacts report:

Nicole Sukduang provided feedback on the Downtown Dover Discount rack cards mentioning a couple places have seen a few of the Downtown Discount card being used and one location indicated they heard a patron discussing their hotel stay and when asked if they had the discount card the patron mentioned they did not know about it and had not seen the card. Nicole will be following up with the Hotels to make sure they are providing and explaining them to hotel guests. Nicole is also looking into what needs to be done to have Dover offer a travel package in the Amtrak Downeaster Travel Package program and is currently waiting for a follow up from the contact with Amtrak.

Dan Barufaldi indicated the City of Dover hosted the Northern New England Passenger Rail Station operations Committee and had a great meeting at McConnell Center. A tour was provided throughout Dover. Good group to sell as they talk a lot with people who can represent companies who consider us for relocation. The Northern New England Passenger Rail Station operations Committee members left with several handouts on what Dover is doing including the National Citizens Survey for them to review, utilizing the opportunities to use the good things said about Dover to our advantage.

- Waterfront Development status report, Jack Mettee

CWDAC met with design team on Jan 14th to have a collaborative, conceptual design workshop to have a working dialogue on the conceptual design of the waterfront ideas were presented at the meeting held on Jan 19th. The design team came up with 3 rough concepts but before the concept discussion, there was discussion on how to deal with the slope to the old jail house property and how to grade and raise the site to cover the contaminated soils. A person on the team is working with the city on how to manage the contaminated soil and what the final plan. Part of the money the city is providing to the design team is money awarded to the city as a federal grant for the public dock facility, which is part of the larger park project. The next step is for the design team to come back with a more refined thinking on the concept plans. CWDAC meets monthly on Tuesday afternoons. The Waterfront



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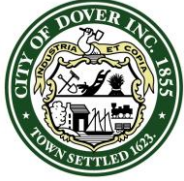
Concept Plan pdf that was used at the January 19th meeting is posted on-line at the Dover City Website.

- Presentation of the Citizen Survey report by the City Manager, Mike Joyal

Michael Joyal provided an overview of the 2015 NCS based on results that were conducted last fall. Dan Barufaldi sent out an email with the five different reports that were generated by the NCS. The dashboard summary of the NCS is administered to 500 jurisdictions and it benchmarks ourselves to other communities in the country. This Survey is done every two years and this is the fifth time the City of Dover has done this report. The quality of life, vibrancy of the downtown, economy and safety in community we ranked very well and many indicated they would recommend living in Dover. One area that ranked lower in our community than other parts in the country which was attendance at religious and spirituality events. Dover residents noted the economy is important and the rating is up and employment opportunities are up from the 2013 survey. Michael Joyal followed up indicating the City uses this survey to dig into the questions and details based on the ratings and opportunities for improvement. One of the areas of improvement based on the survey is improvement on streets and sidewalks, code enforcement was another area that ranked lower than other service, along with animal control are areas that will be looking at and digging into why these areas needs improvement. At this time the City Council is looking into the budget for improving the streets and sidewalks. Maurice Olivier mentioned there were 422 respondents do you have further detail on who the respondents are. Michael Joyal followed up that the survey based on a random sample. If the survey was sent to every single resident the score would be within plus or minus 5%. There is a break out on demographics and technical detail on one of the reports. The outcome of the NCS is a good positive perception of the Dover community. Matt Sylvia asked if the NCS can be compared to other communities and Michael Joyal indicated there are three communities in New Hampshire and another dozen in New England to be compared. This survey is part of the performance management system to evaluate if we are making improvement in certain areas.

David Peck left the meeting at 5:40pm

Jack Mettee wanted to know about the ongoing process to update the master plan and wondering if the Planning Department will take into account the suggestion to use the NCS to establish to the community that yes we are paying attention to the people living in the community. Dan Barufaldi indicated the NCS is a wonderful tool for the Economic Development Department to provide the good



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things in the community, and this is not just from the city but from the people living here in the community, to prospects as a great third party tool.

- Meetings held:
 - Tourism Stakeholders meeting
 - Meeting with Bill Simons, Nicole re-parking garage promotions
 - CIBOR Statewide Meeting, Bedford,
 - Meeting with Northway Bank (second meeting).
 - Chamber Awards Dinner.
 - CIBOR Seacoast Meeting
 - EMSI in touch with Justin Avery from DRED for training on an data analytics system which the state just invested in a premium version of the license to look into employment opportunities and what they are paid. Dan Barufaldi mentioned that if Sam Haddadin, Tim Dargan, Scott Johnson and Matt Sylvia want to meet with Justin Avery to discuss what EMSI can offer. Dan Barufaldi will send information on when Justin Avery is coming into town to review EMSI, so members of DBIDA can be exposed to this Analytics System and all it has to offer. At this time Justin is covering two regions but someone was recently hired to take over one of the regions from Justin Avery which will take some time to get acclimated. Will wait to meet Justin Avery.

6. Financial Report: January, 2016 Month-End Report/ Report vs. Budget **VOTE**

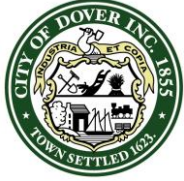
D. Barufaldi gave an overview of the report distributed to the board members. No anomalies and are very slightly under budget.

Motion: Phil Rinaldi 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/ covered in non-public session.
- Expand healthcare related businesses:



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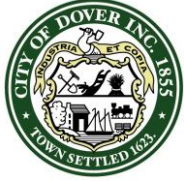
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- Pete Hamblett, Point Person,
Pete was not at the meeting but Maurice Olivier indicated he talked with Steve Wyrsh on including him in this strategic Intention group and Steve Wyrsh requested to see the write up in the Strategic Intentions to review. Maurice Olivier said there was a meeting with Greg Walker who mentioned the best thing to do is to contact medical distributors. Pete either has or is waiting for the contact list.
- Enterprise Park II land acquisition:
 - Tim Dargan, Point Person/ Covered in non-public session.
- Sustain a vibrant downtown:
 - Phil Rinaldi, Point Person Does not have any update, been on vacation
- Work with schools and Community organizations to ensure a future work force:
 - David Peck, Point Person (Annette Studebaker absent) – David Peck left the meeting at 5:40pm, however, Dan Barufaldi wanted to mention that he asked David Peck to investigate a WINS Grant which may be applicable to BizEd Connect and David Peck will follow up at the next meeting.
- Continue to connect with, interact with other local groups with similar goals:
 - David Peck, Point Person – left the meeting at 5:40 pm
- Progress: Tax Ratable Base growth Report
 - Sam Haddadin, Point Person - Will work with Justin Avery with the new software available.
- DBIDA Budget enhancement tied to ROI Data development:
 - Matt Sylvia, Point Person
EMSI with Justin Avery from DRED would be very good fit for this. Tim Dargan indicated when Justin comes in this new software he will review will provide a good direction so it is moving forward.

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

D. Barufaldi gave an overview of the report distributed to the board members. Highlighted the new unemployment rate is 2.4% and the NH Economic Conditions report was provided for review.



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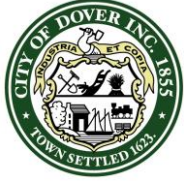
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Scott Johnson mentioned that he talked with Jack Mettee about development on Sixth Street and particular across from Venture Drive the Formax building which has set the tone for the park and maybe DBIDA should give an award to businesses on setting the tone for the area to talk about at a later time and add to a future agenda and Dan Barufaldi agreed with this idea. When private money comes in to Dover and they have gone above and beyond an award or recognition to the business would be good opportunity to provide and provide a proclamation from the Mayor. Jack Mettee followed up saying this award or recognition should be an on-going. It indicates to the community this is the type of development we want to see in our city. Dan Barufaldi said we will need to establish an award subcommittee of the board and those of you who would like to participate to let Dan Barufaldi know.

Tim Dargan wanted to let the DBIDA Board know an invite was received from the Chief of the Police Department to attend Ceremonial Cornerstone Lane to be conducted by the grand lodge of NH free and accepted mason at the new Dover Police Station on the Free Mason Dedication at a public building at 4 pm on February 10th at the Dover Police construction site. This is a big deal for them, Tim Dargan will be attending and would like to have as many of the DBIDA members attend.

Representative Katherine Cheney sent a request to add Mixed-Use Development to the definition of business and industrial facility, amending the RSA 162-G:3, IV. One reason this change request came about was because of the Waterfront for which DBIDA was ruled out because DBIDA is strictly industrial and commercial property and Waterfront had some residential component, the city attorney said it does not meet 162-G:3 so Katherine asked to roll out to the board to see if the board is in support bill 13-15 simply adding "mixed use" development in the 162-G. Reviewed suitable use commercial business use, mixed use development, which was the only thing added. Jack Mettee wants to know more about it adding, mixed use, it seems positive it may be a band aid. Tim Dargan thinks the Amendment to a proposal of a bill impacts DBIDA for ownership step in to help. Matt Sylvia asked how long have we been under the current 162-G and Michael Joyal confirmed the provision since the early 2000's. Karen Weston indicated that Katherine Cheney's intent was that DBIDA could not be a part of the Waterfront because of residential but mixed use will help include DBIDA will help for future use. Tim Dargan seems to think that Katherine Cheney is trying to correct it.

Motion: Sam Haddadin made a motion for DBIDA to support the amendment of HB 1315. Seconded by Scott Johnson. Jack Mettee opposed. Vote: 7/ 1 opposed



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9. ADJOURN: VOTE

Motion: Phil Rinaldi made a motion to adjourn at 6:06 p.m. Seconded by Scott Johnson. Vote: U/A