



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, March 3rd, 2016**
Meeting Time: **4:00 PM**

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

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

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

Ex Officio Members Not Present: Daniel Lynch, Finance Director/Treasurer, Karen Weston, Mayor

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 **4:14 p.m.**

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

2. Review and Approval of the February 4th, 2016 Meeting Minutes.

Motion: Maurice Olivier made a motion to approve the February 4th, 2016 Board Meeting Minutes. Seconded by Jack Mettee. 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: Maurice Olivier 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: Matt Sylvia made a motion to seal the minutes. Seconded by Scott Johnson. Vote: U/A

Michael Joyal entered the meeting 4:38pm

David Choate left the meeting at 4:53pm

Jack Mettee left the meeting at 5:44pm

5. NEW BUSINESS:

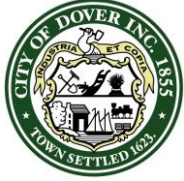


CITY OF DOVER

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, March 3rd, 2016**
Meeting Time: **4:00 PM**

- Downtown Merchants contacts report, Nicole Sukduang provided an update on working with Amtrak along with Amanda at Dover Main Street on creating a Downtown Dover travel package through Amtrak. Feed back on downtown Dover businesses doing well and some are working with each other to promote their businesses for prom and wedding season. Followed up with our new rep, Nik, at Fosters on a follow up story in regards to Java Factory. Currently working on a revised Downtown Dover Specials brochure for guests to utilize when staying at any of the Dover Hotels. Dan Barufaldi gave update on how the hotels are doing very well this time of year with the hockey tournaments and with the low gas prices, more people are traveling for meetings and overnight trips. The hotels have bus tours booked in full for 2016 and 2017 bookings are well underway with many bookings for three days, mid week.
- Waterfront Development status report: Jack Mettee had to leave, however Dan Barufaldi did mention they are working with Union Studio and still trying to figure out layout and synchronization with the paths to Maglaras Park with good traffic flow, which is still up in the air.
- Meetings held/ attended: listing of the meetings Dan Barufaldi has attended since the previous Board meeting.
 - Tourism Stakeholders meeting
 - Meeting with Northstar Development
 - CIBOR Statewide Meeting, Bedford,
 - Meeting with Optima Bank
 - Meeting with Northway Bank
 - Chamber Economics Forum: Dover's Triple Threat Economy
 - CIBOR Seacoast Meeting
 - CWDAC Committee Meeting
 - C-Pace Meeting
 - BusinessNH ad meeting at Pease.
 - Dover welcome sign removal project.
 - Wings & Wheels marketing meeting: Skyhaven.
 - EOC sign in at Fire station.
 - Chamber Government Affairs Committee: presentation.
 - Leads Lunch Meeting: Office Interiors.
 - DBIDA Rezoning Point Meeting.
 - Meeting with The Falls Tavern & Grill owner.



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, March 3rd, 2016**
Meeting Time: **4:00 PM**

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

D. Barufaldi gave an overview of the report distributed to the board members. One anomaly of \$1,190 over budget due to initially being told DBIDA would not get charged for the legal services provided by Richard Uchida on a specific project but ended up being charged.

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

Old Business was tabled for next meeting.

7. OLD BUSINESS:

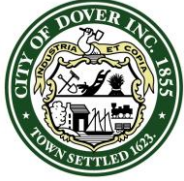
Participant Reports on Strategic Intentions Action Categories:

- Conversion of residential properties to commercial:
 - Scott Johnson, Point Person, Jack Mettee, Dan Barufaldi re planning presentation.
- Expand healthcare related businesses:
 - Pete Hamblett, Point Person, Steve Wyrsh, David peck
- Enterprise Park II land acquisition:
 - Tim Dargan, Point Person/ Covered in Non-Public Session.
- Sustain a vibrant downtown:
 - Phil Rinaldi, Point Person, Matt Sylvia
- 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
- DBIDA Budget enhancement tied to ROI Data development:
 - Matt Sylvia, Point Person

8. Manager's Report, Economic Development Section, February 2016.

The Manager Report is in everyone's packet to review. Unemployment rate was mentioned at 2.4%

9. Board Member comments / questions



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, March 3rd, 2016**
Meeting Time: **4:00 PM**

10. ADJOURN: VOTE

Motion: Steve Wyrsh made a motion to adjourn at **6:09** p.m. Seconded by Phil Rinaldi. Vote: U/A