

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, April 7, 2016**
Meeting Time: **4:00 PM**

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

Members Not Present: Annette Studebaker (Vice Chair), Maurice Olivier Steve Wyrsch

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 **4:05 p.m.**

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

2. Review and Approval of the March 3rd, 2016 Meeting Minutes.

Motion: Matt Sylvia made a motion to approve the March 3rd, 2016 Board Meeting Minutes, *with requested changes by Jack Mettee of a Scribner error on "Maglaras" second page second bullet & on the Agenda.* Seconded by Phil Rinaldi. Vote U/A

3. Review and Approval of the March 25th, 2016 Special Meeting Minutes.

Motion: Jack Mettee made a motion to approve the March 25th, 2016 Board Meeting Minutes. Seconded by Sam Haddadin. Vote U/A

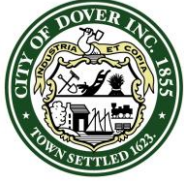
4. Non-Public Session:

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

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

Motion: David Peck made a motion to seal the minutes. Seconded by Peter Hamblett. Vote: U/A



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Karen Weston entered the meeting at 4:10pm

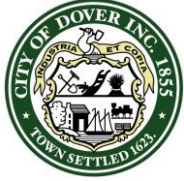
Peter Hamblett entered the meeting 4:16pm

6. NEW BUSINESS:

- Director's Performance Evaluation – Amend to postpone this item to the next board meeting.

Motion: Phil Rinaldi made a motion to table the Director's Performance Evaluation. Seconded by Scott Johnson. Vote: U/A

- Downtown Merchants contact report, Nicole Sukduang
Nicole Sukduang reviewed the downtown businesses she had meetings and discussions with in regards to the updated Special Brochure for Hotel guests. Nicole Sukduang has also had a discussion with the Dover Main Street Program Director on receiving a grant to fund the printing of the brochures that will be provided to the Hotels. Concluded letting the board know that she has followed up on Java Factory and they should be open within the week.
- Waterfront Development status report, Jack Mettee
The Waterfront concept design phase is completed. Jack Mettee asked if everyone is on the email list for the newsletter that he sends out on a monthly basis and if not to follow up with him. The preferred concept plan main focus of the park area, which is the City area of investment in terms of infrastructure for the park construction. The preferred plan outlines the certain functions on the water front including the rowing dock, boat dock, small hand powered dock, a kiosk, restroom with public plaza and potential site for café as well as pulling down some of the bluffs to allow flexibility with River Street and to allow some parking area which will make Henry Law Park area will be contiguous all the way around. The design is still open to changes but is pretty much what we are working with. Next step will be a specific design for the rowing dock, which the City received a grant for. Then we will be working on the finalized plan for the onsite hazardous waste material to determine what can be left there to be filled over, as we are aiming to minimize what needs to be removed, as it can get very expensive. In the next 3 to 4 months it is expected to have a finalized design for the rowing dock and the plan for hazard materials. After that, the final design for the park and once that is completed, we will go out to bid on the remaining area for the Waterfront for development.
- Meetings held/ attended:
 - NHEDA Spring Meeting in Raymond.



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- Meeting with George Maglaras re riverfront development.
- Meeting with Architect Tony Fallon re Shaw's Plaza project issues with Inspectors.
- Mike Gillis Meeting: Aligning our promotional efforts to use more in-house resources now available.
- SRPC Brownfields Grant Meeting with Planning.
- Continuous Care Retirement Community Meeting/ Jack Mettee and Moe Olivier
- Tourism Stakeholders meeting
- CIBOR Seacoast Meeting
- CWDAC Committee Meeting
- Dover welcome sign removal project status.
- Wings & Wheels marketing meeting: Skyhaven.
- Chamber Government Affairs Committee: presentation.
- Leads Lunch Meeting: Office Interiors.
- DBIDA Rezoning Point & PD Meetings.

7. Financial Report: March, 2016 Month-End Report/ Report vs. Budget **VOTE**

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

\$1,190 under the legal service line item is over budget because it was not budgeted at the time for Uchida services

Under the Staff Development line item, the amount of \$1,035 is a misinterpretation as it has to do with the Chamber Award and State of the City tickets for the Board.

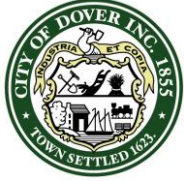
It was confirmed that the Tri-City Engineering payment came out of EPII CIP money.

Motion: David Peck made a motion to accept the Financial Report. Seconded by Matt Sylvia. Vote Passed
U/A

8. **OLD BUSINESS:**

Participant Reports on Strategic Intentions Action Categories:

- Conversion of residential properties to commercial: Covered in Non-Public session.



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- Expand healthcare related businesses:
 - Pete Hamblett, Point Person, Steve Wyrsh, David peck

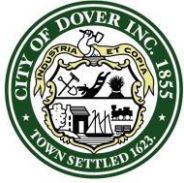
Peter Hamblett needs to get back together with the group as they do have four names from Wentworth Douglas of healthcare suppliers for the group to split up and contact to find out what they look for when they set up a base on healthcare for the region and what their standards are. Tim Dargan saw in the Boston Business Journal that Elliott Hospital in Manchester, NH is selling itself there are two bidders interested :HCA of America and Lahey. Dan Barufaldi spoke with Greg Wheeler and the entire industry is looking to consolidate and that is probably one of the first examples of that.

- Enterprise Park II land acquisition:
 - Tim Dargan, Point Person/ Covered in Non-Public Session.
- Sustain a vibrant downtown:
 - Phil Rinaldi, Point Person, Matt Sylvia

Went to some restaurants and they seem to be doing well and the other stores are happy. Will be going to check out 2 Home Cooks to see how they are doing now that the parking garage is done. Looking to do a follow up on how the Chop Shop is doing.

- Work with schools and Community organizations to ensure a future work force:
 - David Peck, Point Person (Annette Studebaker absent)

Dave Peck attended a meeting on Family Friendly Business at the Cocheco Country Club. It was well attended and an interesting event put on by The Chamber, Womens Foundation and Eastern Bank. The keynote speaker Amanda Grappone, editor Mat Mowry of the NH *Business Magazine*, Kathy Neils the Human Resource Officer from UNH, and Andrea Daly from McLane Middleton Law firm were also on the panel and spoke. An interesting thing that came out of the Winning Workplaces friendly environment was a question how do you feel about mandated family leave. Ms.Grappone said she did not like getting political but we try to do as much as she could but it can be very burdensome but was not sure. Most of the speakers said that to have it mandated by government is difficult for small businesses and they would rather it be more free for each company to work out with their employees. Tomorrow evening David Peck will be a judge at Inventalabs on pitches for businesses and product ideas. There is prize money up for grabs. Tim Dargan wanted to mention that he was at a Rochester annual Chamber meeting and Dean Graziano, who had received an award, talked at great length on the successes achieved working with the



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school system and on internships. Dan Barufaldi mentioned that it is nice to have a partner that wants to work with you.

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

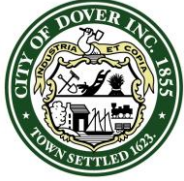
Wrapped into above discussion.

- Progress: Tax Ratable Base growth Report, Possible rezoning impact data development
 - Sam Haddadin, Point Person

Sam Haddadin indicated there is currently no growth report as it ties to the other committee meetings. Karen the Economic Development Director for Rochester who has a \$367,000 annual budget has a lot of info and slides of a compelling story on the success of the Rochester Economic Development. Tim Dargan would like to have a subcommittee build more information, facts and get involved in the economic data for Dover. Tim Dargan has a number of pieces on what to track in that area and a good start would be to utilize the state EMSI program that the State has purchased. Dan Barufaldi mentioned that the media group Mike Gillis has another person and we just need the content to provide to him. A good start for collecting the data needed would be the Assessor's office and to work with Dan Lynch. Jack Mettee followed up by stating he is a data guy and the City is behind on how they use data. There is a lot of good data but it is a lot of work to gather and sort through for the good data. He would like to put in an Economic Report Card but it needs to be in a format that is easy to read and understand. However he would not expect to have Sam do that. There was discussion on how much we can rely on the City and if we could get a volunteer or summer intern to gather the data. Sam Haddadin said the committee only met once and they were all over the place as there was no direction, so it was tabled until now.

Dan Barufaldi said the time is now and we will need some resources in the media group and we will need to go to Assessor's office and to Dan Lynch. We have over \$100 million development going on in Dover. It should be easy to find out what the tax ratable base increase has been the past year or several years. Sam Haddadin thought the committee's job was to come up with the improvement with the tax ratable base if we rezone from residential to commercial.

It was discussed the need to finding out what the base line from two years ago to last year and what the impact is going if we are able to rezone. Dan Barufaldi mentioned the objective is we want to justify our existence. We want to remind the City Council that they are investing \$161,000 annually in DBIDA and here is our contribution to what you are getting back. We are one of few departments in the City that is a profit center and we are not an expense and we want to showcase their investment in DBIDA. Tim Dargan indicated we need to pick out our metrics and start tracking and to use Enterprise Park to showcase the rezoning impact. This slide would be



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helpful for the rezoning presentation and what planning is all about. Need to regroup with and Tim Dargan would like to be included. Blend this with the rezoning and below enhancement tied to ROI to get a focus to co-blend the tasks.

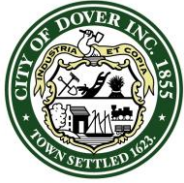
- DBIDA Budget enhancement tied to ROI Data development:
 - Matt Sylvia, Point PersonTo blend with the above task.

9. Manager's Report, Economic Development Section, March, 2016.

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

10. Board Member comments/ questions.

Jack Mettee wanted to discuss CCRC (Continued Care and Retirement Community Care). The need in the city that is not currently being fulfilled is the CCRC. Many assisted living, nursing homes etc. and are single purpose facilities for aging populations. CCRC would provide a full range of housing to independent to full care (example RiverWoods in Exeter). These tend to be successful facilities. Jack Mettee has spoken with Riverwood Executive Director, Justine Vogel, and she is interested in coming to the Strafford County area. Jack Mettee asked what she needed. It is necessary to have 10 acres of land, receptivity of local officials, close proximity to and services of downtown, enough interest with the market demographic. Dover in the north end does meet the criteria and hopefully there is receptivity from the City, services are there and restaurants available and five minutes to downtown. What does the Board think to continue to explore. Tim Dargan asked would this be public or private arrangement Jack Mettee thinks it would be 100% private. Jack Mettee would like the support from DBIDA to continue looking into this opportunity. Dan Barufaldi mentioned Michelle Taylor has eight nursing homes and she said the existing local Continuous Care Retirement Communities require people with a wealth base of three to five million and if that is true that would be pretty exclusive. Buy as a resident in Hingham MA was quarter of a million. Potential clients would sell their house to buy in and there is a significant monthly fee. RiverWoods is \$500,000 to \$1 million to buy in and \$89,000 per year it may come back to what is the facility size. Jack Mettee is looking for a consensus of the Board saying it is worth exploring. The consensus from the Board is it is definitely worth exploring. Some places have independent cottages that you buy in to and stay for the rest of your life. Dan Barufaldi asked Jack to proceed with bringing someone in to present.



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11. ADJOURN: VOTE

Motion: David Peck made a motion to adjourn at 5:56p.m. Seconded by Matt Sylvia. Vote: U/A