

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, September 1, 2016**
Meeting Time: **4:00 PM**

Members Present: Tim Dargan (Chair), Matt Sylvia, Jack Mettee, Scott Johnson, Sam Haddadin, Phil Rinaldi, Maurice Olivier, Guy Eaton

Members Not Present: Peter Hamblett, Steve Wyrsh, David Peck

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 4:00 PM

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

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

Motion: P.Rinaldi made a motion to approve the July 7, 2016 Board Meeting Minutes. Seconded by S.Haddadin. 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: J.Mettee made a motion to enter non-public session. Seconded by M.Sylvia. Vote: U/A.

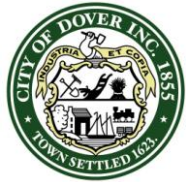
4. **Return to public session.** The Chair requested a motion to seal the minutes because divulgence would “render the proposed action(s) ineffective”.

Motion: S.Haddadin made a motion to seal the minutes. Seconded by P.Rinaldi. Vote: U/A.

5. **NEW BUSINESS:**

- Annette Studebaker’s Resignation

T.Dargan discussed the reasons behind the resignation of Annette Studebaker. D.Barufaldi made comments concerning the rationale behind her decision. T.Dargan stated the Board needs to start looking for a new Vice Chair. T.Dargan stated that M.Olivier is taking on the role of interviewing each member of the Board and noting what their goals and objectives are, as well as what they will contribute.



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- Director's Performance Evaluation & Compensation Review

Motion: J.Mettee made a motion to accept the Performance Evaluation as proposed by the subcommittee. The Director's compensation package increases the health insurance buyout by \$3,000.00, to a total of \$9,000.00. D.Barufaldi's salary remains the same. Seconded by S.Haddadin. Vote: U/A.

- *IN FOCUS* magazine article on Dover

D.Barufaldi stated that he and K.Weston were interviewed by FMG Magazine for an article about Dover. The article will be published in their September issue.

K.Weston left the meeting at 5:23 PM

- Waterfront Development Status Report/Severino Proposal, J.Mettee

J.Mettee gave an update about the waterfront concerning the design and logistics of the waterfront development. He stated there will be a Waterfront Advisory Committee meeting on September 20, 2016. He gave an update concerning the Severino Proposal. Discussion continued explaining the reasons Severino decided not to go forward with the project.

J.Mettee stated that he and M.Olivier met with Justine Vogel from Riverwoods, in regards to a continuing care retirement community coming to the city of Dover. He spoke about the organization and their mission. Discussion ensued concerning impact of adding this type of facility to the city.

- Review of August 23rd Planning Board Rezoning Workshop/Neighborhood meeting on September 6th at 5:30PM

S.Johnson stated he attended a Planning Board meeting concerning the Production Drive conversion of properties. He said that the city has more control over commercial development than residential development. D.Barufaldi stated there is a Planning Board meeting coming up on Sept 13th concerning the rezoning of Quail Drive. S.Johnson requested DBIDA Board members attend that meeting. Discussion ensued about a neighborhood meeting on Sept. 6th to answer any concerns the residents of Quail Drive. S.Johnson talked about the need to balance commercial and residential development for the future of the city. Discussion continued regarding concerns the citizens may have with rezoning, and DBIDA's role in answering those concerns.

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

T.Dargan stated that there are Financial Reports for July and August; but there is no budget because the Director's salary and benefits have not been finalized. D.Barufaldi stated there have been a number of issues, because last year the retroactive piece got flipped from the year before. He stated you can't look at a normal baseline and figure it out.



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He said between now and the next meeting he will put together a proposed budget to be submitted at the next meeting for approval.

Motion: M.Olivier made a motion to accept the July and August budget with the proposed changes. Seconded by G.Eaton. Vote: U/A.

7. **FY Financial Report: D.Lynch**

D.Barufaldi stated that the FY Financial Report usually done in September will have to be tabled until next month.

8. **OLD BUSINESS:**

Participant Reports on Strategic Intentions Action Categories:

- Conversion of residential properties to commercial:
S.Johnson, Point Person; J.Mettee, D.Barufaldi; re Planning Interface and Strategy Redevelopment.

- Expand healthcare related businesses:
P.Hamblett (absent), Point Person, D.Peck (absent)

- Sustain a vibrant downtown:
P.Rinaldi (absent), Point Person; Reid Weston, downtown contacts report

R.Weston gave an update concerning the businesses in the downtown area.

- Work with schools and Community organizers to ensure a future work force:
D.Peck (absent), Point Person

- Continue to connect with/interact with, other local groups with similar goals:
D.Peck (absent), Point Person

- Progress: Tax Ratable Base growth report, possible rezoning impact data development:
S.Wyrsh (absent), Point Person; re Assessor's Data Bases DBIDA budget enhancement tied to ROI data development:
M.Sylvia, Point Person

M.Sylvia stated the he and S.Wyrsh needed to meet. Discussion ensued concerning the fine tuning that would need to be accomplished for the next meeting.



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9. Manager's Report: Economic Development Section: August, 2016.

The manager's report is located in the packet for review.

D.Barufaldi gave a reminder of the upcoming meetings on September 6th and September 13th.

10. Board Member comments/questions:

11. Reminder: Planning Board Rezoning Meetings:

- Neighborhood meeting at 5:30PM. Location: TBD
- Planning Board Rezoning vote session on Production Drive. 9/13.

12. ADJOURN:

Motion: S.Haddadin made a motion to adjourn at 6:14PM. Seconded by S.Johnson. Vote: U/A.