

CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall 2nd Floor Council Conference Room
Meeting Date: **Thursday, October 6, 2016**
Meeting Time: **4:00 PM**

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

Members Not Present: David Peck

Ex Officio Members Present: Dan Barufaldi, Economic Development Director; Karen Weston, Mayor; Daniel Lynch, Finance Director/Treasurer

Ex Officio Members Not Present: J. Michael Joyal, City Manager

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.

Guest: Beth Williams, Internship Coordinator from The University of New Hampshire, was present for a portion of the public session.

1. The **Chair** called the meeting to order at 4:02 PM

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

2. Review and Approval of the September 1, 2016 Meeting Minutes.

Motion: S.Wyrsh made a motion to approve the September 1, 2016 Board Meeting Minutes. Seconded by J.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: P.Rinaldi made a motion to enter non-public session. Seconded by G.Eaton. Vote: U/A.

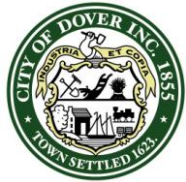
4. **Return to public session:** The Chair requested a motion to seal the minutes because divulgence would “render the proposed action(s) ineffective”.

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

T.Dargan spoke about Peter Hamblett submitting his resignation. He stated that the Board is very thankful for his service.

Motion: J.Mettee made a motion to amend the Agenda to discuss the Financial Reports before New Business. Seconded by P.Rinaldi. Vote: U/A.

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



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall 2nd Floor Council Conference Room
Location: 288 Central Ave, Dover, NH 03820
Meeting Date: **Thursday, October 6, 2016**
Meeting Time: **4:00 PM**

D.Lynch gave an overview of the report that was distributed.

Motion: J.Mettee made a motion to accept the Year End Report. Seconded by S.Haddadin. Vote: U/A

6. Financial Report: September 30, 2016 Month-End Report/Report vs. Budget VOTE

D.Lynch gave an overview of the report that was distributed.

Motion: P.Rinaldi made a motion to accept the September 30, 2016 Month-End Report. Seconded by S.Johnson. Vote: U/A.

D.Lynch left the meeting at 5:19 PM.

7. NEW BUSINESS:

- Waterfront Development Status Report/Protected Species Issue, J.Mettee

J.Mettee discussed the Waterfront Development. Discussion ensued in regards to the endangered plant species located in the area. He stated that the consultants set up a pre-permitting meeting for October 18th to talk about preliminary plans.

J. Mettee left the meeting at 5:24 PM

M.Olivier stated he would be interviewing all Board Members to discuss their contributions to DBIDA.

S.Haddadin said he would like a more formal way for DBIDA Board Members to renew their appointments. Discussion continued in regards to notification of the Board Members' terms.

- Review of Planning Board Rezoning Workshop/Neighborhood meeting on September 6th.

D.Barufaldi discussed the events of the meeting.

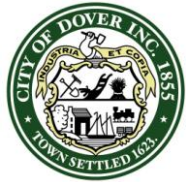
- Production Drive Planning Board vote/Approved Recommendation to City Council.

D.Barufaldi informed Board Members that he would be sending out the dates for the upcoming City Council meetings concerning rezoning. He would like DBIDA Board Members to show their support at those meetings.

8. 10/13 Meeting with Sean Clancy, GBCC re BIZEDCONNECT Intern Program.

D.Barufaldi stated there is a meeting on October 13th with Sean Clancy from Great Bay Community College. He informed the Board Members that they were welcome to join the meeting.

9. Pending meeting with UNH re BIZEDCONNECT – Guy Eaton referral.



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall 2nd Floor Council Conference Room
Location: 288 Central Ave, Dover, NH 03820
Meeting Date: **Thursday, October 6, 2016**
Meeting Time: **4:00 PM**

D.Barufaldi stated that B.Williams had agreed to meet with the Board to explain what she does, and how she could help local businesses.

10. Third Street Development approved by City Council.

D.Barufaldi stated the Third Street Development was approved by the City Council. He spoke about the benefits of this project; discussion ensued.

11. 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.

S.Johnson said the first project was successfully brought in front of the Planning Board. Conversation arose concerning future development within the city.

- Expand healthcare related businesses:

Point Person, D.Peck (absent); Steve Wyrsh

- Sustain a vibrant downtown:

P.Rinaldi, Point Person; Reid Weston, downtown contacts report

R.Weston gave an update in regards to the businesses in the downtown area.

P.Rinaldi spoke about the concerns of restaurants having difficulty finding wait-staff.

- DBIDA Budget for FY 2017:

D.Barufaldi gave an overview of the report that was distributed.

Motion: M.Sylvia made a motion to accept budget the budget as proposed. Seconded by S.Haddadin. Vote: U/A

Beth Williams entered the meeting at 5:54 PM.

B.Williams introduced herself and proceeded to give an overview of the Career and Professional Success Center (CAPS) at UNH; and her role as an Internship Coordinator. She stated that she was looking forward to working with DBIDA.

B.Williams left the meeting at 6:10 PM.



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall 2nd Floor Council Conference Room
Meeting Date: **Thursday, October 6, 2016**
Meeting Time: **4:00 PM**

- 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, Point Person; re Assessor's Data Bases
- DBIDA budget enhancement tied to ROI Data development:
M.Sylvia, Point Person

T.Dargan suggested S.Wyrsh and M.Sylvia work together to gather data and facts.
D.Barufaldi stated the assessor's database is accessible for their use.

12. Manager's Report: Economic Development Section: September, 2016.

The Managers Report is located in the packet for review.

13. Board Member comments/questions:

14. ADJOURN:

Motion: S.Haddadin made a motion to adjourn at 6:16 PM. Seconded by P.Rinaldi. Vote: U/A.