



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: Monday, September 11, 2017
Meeting Time: 4:00PM

Members Present: Tim Dargan (Chair), Scott Johnson (Vice-Chair), Maurice Olivier (Secretary), Sam Haddadin, Phil Rinaldi, Guy Eaton, Edmund Chun Taite

Members Not Present: Matt Sylvia

Ex Officio Members Present: Dan Barufaldi, Economic Development Director; Karen Weston, Mayor

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

David 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 4:08 PM.

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

2. Review and Approval of the July 10, 2017 Public Meeting Minutes.

Motion: S.Johnson made a motion to approve the July 10, 2017 Board meeting minutes. Seconded by G.Eaton.
Vote: U/A.

3. Non-Public Session:

Enter non-public session pursuant to:

RSA 91-A:3 II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

RSA 91-A:3 II (d): Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

RSA 91-A:3 II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A: 5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A. Roll call vote, simple majority needed to pass.

The Chair requested a motion to enter non-public session. **Vote:** U/A.

Motion: G.Eaton made a motion to enter non-public session. Seconded by P.Rinaldi. Roll call vote: U/A.

S.Johnson left the meeting at 5:10 PM.

4. Return to Public Session:

The Chair requested a motion to seal the non-public session meeting minutes pursuant to:
RSA 91-A: 3, III: "Divulgence would render the proposed action(s) ineffective"



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“Divulgence of the information would affect adversely the reputation of a person other than a member of the body”.
Two-thirds majority needed to pass.

Motion: E.ChunTaite made a motion to seal the non-public meeting minutes. Seconded by P.Rinaldi. Vote: U/A.

5. New Business:

- **Director’s Performance Evaluation/Compensation Recommendations to the City Manager**

The Board discussed the Directors performance evaluation during the non-public session. The evaluation was tabled to the next meeting, when the requested information is received from the Director.

- **DBIDA Operating Rules Review and Approval**

A.Blenkinsop went over the revised operating rules for DBIDA.

Discussion continued concerning the budget and processes for approval.

The board discussed Article VII-D. It was decided that it would be rewritten as, “Draft minutes shall be provided to the City Clerk consistent with the requirements of RSA 91-A”.

Motion: S.Haddadin made a motion to accept the revised DBIDA Operating Rules dated August 30, 2017, as amended. Seconded by G.Eaton. Vote: U/A.

6. Financial Report: July 31, 2017 & August 31, 2017 Month-End Reports/Reports vs. Budget

D.Barufaldi went over the financial reports that were distributed.

Motion: G.Eaton made a motion to accept the August 31, 2017 Financial Report. Seconded by P.Rinaldi. Vote: U/A.

Motion: P.Rinaldi made a motion to accept the July 31, 2017 Financial Report. Seconded by G.Eaton. Vote: U/A.

- **Downtown Merchants Report: Reid Weston**

R.Weston gave an update of the downtown merchants.

A.Blenkinsop left the meeting at 5:58 PM.

- **Meetings with Dover Main Street: Reid Weston/Dan Barufaldi**

R.Weston gave an update in regards to working with Dover Main Street.

7. Old Business:

- **Operational Effectiveness Review**

M.Olivier discussed the “Points to Consider Moving Forward” section, in the Operational Effectiveness Report.

The Board discussed the new member orientation booklet.

- **Conversion of Residential Properties to Commercial: Scott Johnson, Point Person. Sam Haddadin, Matt Sylvia, Dan Barufaldi**



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A working coalition has been put into place to rezone identified areas.

8. Manager's Report: Economic Development Section: August 2017.

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

9. Board Member Comments/Questions:

Board meetings will resume on the first Thursday of each month, starting in October.

10. ADJOURN:

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