



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: Thursday, November 2, 2017
Meeting Time: 4:00PM

Members Present: Tim Dargan (Chair), Scott Johnson (Vice-Chair), Maurice Olivier (Secretary), Sam Haddadin, Phil Rinaldi, Guy Eaton; Matt Sylvia

Ex Officio Members Present: Dan Barufaldi, Economic Development Director; Karen Weston, Mayor; 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 4:00 PM.

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

2. Review and Approval of the October 5, 2017 Public Meeting Minutes.

Motion: M.Sylvia made a motion to approve the October 5, 2017 Board meeting Minutes. Seconded by S.Haddadin.
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.

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

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"

"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: G.Eaton made a motion to seal the non-public meeting minutes. Seconded by P.Rinaldi. Vote: U/A.



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5. New Business:

- Director's Job Description

Board members reviewed the handout that was distributed. The document was previously approved by the City Manager.

- Director's Performance Evaluation conducted by City Manager

City Manager explained that it was a "personnel matter" and not public. Chair requested a future discussion in a non-public session.

- DBIDA Operating Rules City Council Approval

Board members reviewed the handout that was previously approved by the City Manager and DBIDA sub-committee. The document has been approved by the City Council.

- Waterfront Status/RFQ/Design Guidelines/CIBOR Presentations

The waterfront final RFQ was reviewed and briefly discussed.

- Downtown Merchants Report/Holiday Committee

The recent holiday weekend event success with 3,000-4,000 people and 90 participating merchants was discussed and received with great appreciation by the Board. S.Haddadin brought up his use of Facebook Boost. It was explained that R.Weston was using several social media techniques to get the word out on promotions and events.

6. **Financial Report: September 30, 2017 and October 31, 2017 Month-End Reports/Report vs. Budget. VOTE.**

Motion: P.Rinaldi made a motion to accept the September 30, 2017 Financial Report. Seconded by M.Sylvia. Vote: U/A.

Motion: S.Haddadin made a motion to accept the October 31, 2017 Financial Report. Seconded by S.Johnson. Vote: U/A.

7. **CTC/High School/BizEdConnect**

S.Johnson mentioned that Delilah Smith had reached out to him to be an advisor to the CTC Intern Program. He felt it was a positive sign of potential cooperation.



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8. Enterprise Park II Search

Board members discussed the need to keep searching for potential locations for EP II. M.Sylvia expressed concern about making the numbers work in regards to current costs of land.

9. ADJOURN:

Motion: S.Johnson made a motion to adjourn at 5:30 PM. Seconded by P.Rinaldi. Vote: U/A.