

SPRINGFIELD REGIONAL DEVELOPMENT CORPORATION

BOARD OF DIRECTORS' MEETING

Tuesday, December 22, 2015

SRDC Conference Room

8:00 am

Minutes

RECEIVED

JAN 25 2015

OFFICE OF THE MANAGER

Present: Doug Gurney, Patti Putnam, Bob Kendall, John Tansey, Mark Tanny, Dale Williamson, Kristi Morris, Heather Hartford, Paul Kowalski, Bob Flint

Absent: Jason Thom, Sam Coleman and Caitlin Christiana

The meeting was called to order at 8:05 am.

ELECTION OF OFFICERS

John Tansey proposed that the Board approve the following slate of officers: Doug Gurney, President, Patti Putnam, Vice President, and Bob Kendall, Secretary/ Treasurer, Motion seconded by Mark Tanny. So moved.

- 1) **Review of minutes for 11/24/15 :** Motion to accept the November minutes as submitted made by Patti Putnam, seconded by Mark Tanny. So moved
- 2) **Review of November Financials:** Motion to accept November financials as submitted made by Bob Kendall, seconded by Patti Putnam. So moved.
- 3) **Executive Director's Report:** Bob reported that the sale of Seldon is complete. The company was purchased by Carbon Block Technologies out of Las Vegas. He said that the new owners are in Windsor arranging for materials to be packed and shipped out west. There will be no locally based jobs.
- 4) **Old Business:**
 - a. **J & L 1 Update:** Bob and Doug discussed the demolition, which is going to be complicated. At this time Stone Environmental will be the lead firm along with two others to prepare the demolition plan. Stone will also have to rewrite and update the CAP (Corrective Action Plan), which was approved in 2008, with input from the other two firms that will be involved.
 1. BERA Update: (Brownfield Economic Revitalization Alliance) The scheduling of the next BERA meeting is pending the completion of the demolition plan.
 - b. **Jones Center Status:** Bob said that the Whitney Blake lease is ready to be signed. This is a one year lease. Whitney Blake bought a part of PCM/ Image Tek and will maintain operations at the Jones Center. PCM/Image Tek will also continue to operate the other portions of their current business lines in their existing space.
 - c. **Bryants Building:** Heather reported that new fencing has been installed around the perimeter at the south end upper parking lot and along Olive Street. She said that brush in that area will be burned. Bob indicated we have resecured the roof entry into the building, which was breached around Thanksgiving.
 1. VEDA Application Status: Bob said that we are waiting for revised roof proposals

before finalizing the application for financing.

2. CAP Status: Bob indicated the Corrective Action Plan is now in draft form and being reviewed by the State and EPA at this time.

- d. CDBG-DR2 Grant Closeout: Paul Kowalski spoke on how the end of the grant work is in sight and everything is winding down. He said he is currently working with grant recipients to complete affidavits to finalize specific project files.
- e. Blake Hill Preserves Project: Bob said that the site work has begun and footings and frost walls are in place for this 6,000 square foot building. Osgood Construction is doing the site work, overseeing the raising of the walls, and steel roof structure. Alexander Concrete is doing the foundation and ICF work.

1. Affirmation of Email Vote: A motion was made by Mark Tanny to reaffirm the email vote to authorize Bob Flint to execute construction contracts and lease documents associated with the Blake Hill project. Seconded by John Tansey. So moved.

2. A motion was made by Mark Tanny to approve the following corporate resolution:

"Resolved, that Robert Flint, Executive Director of the Springfield Regional Development Corporation ("SRDC") is authorized to sign all documents in order to borrow the sum of \$877,504 ("the loan") from the Vermont Economic Development Authority ("VEDA") in accordance with the terms and for the purposes set forth in VEDA's December 18, 2015 Commitment to Finance Letter, and Be it further resolved, that Robert Flint is authorized to sign all documents necessary to close the loan including a Ground Lease from Great Bear Realty Corporation ("GBRC") to SRDC and a Lease Agreement from SRDC to Blake Hill Preserves, and Be it further resolved, that this resolution is contingent upon approval by VEDA of the above referenced leases."

Motion seconded by John Tansey. So moved.

- f. CRDC/WIC/SRDC Discussion: John and Bob reported that the WIC Board

5) Other Business:

- a. Economic Development District:
 - 1. CEDS Response: Bob said that the District completed its response to EDA's request for additional information on the updated CEDS Plan. The partners finished their work and this has been sent to EDA.
 - 2. FY16 Work Plan: Bob said that we have started working on this, particularly the workforce study of the region, but that we would really need to move quickly after the holidays to be on track to finish this by the end of June.
- b. Banking – Corporate Resolution: A motion was made by John Tansey to approve a corporate resolution authorizing Bob Flint, Doug Gurney and Bob Kendall as signers for SRDC. Motion seconded by Mark Tanny. So moved.
- c. VEGI Program: Bob gave an overview of the main state incentive program, which is scheduled for reauthorization during the upcoming legislative session.

- 6) **Executive Session:** Motion made by Bob Kendall at 8:47 am to go into Executive Session, seconded by John Tansey. So moved

A motion to come out of Executive Session was made by Mark Tanny at 9:14 am, seconded by Bob Kendall. So moved.

No action out of Executive Session

- 7) **Adjourn:** Meeting adjourned at 9:15 am.

Next Meeting – January 26, 2015

Enc: Membership Report
Financial Report
Executive Director's Report (to be emailed)

Respectfully submitted,

Sandy Clifford