

**SPRINGFIELD REGIONAL DEVELOPMENT CORPORATION**  
**BOARD OF DIRECTORS' MEETING**  
Tuesday, May 23, 2017  
SRDC Conference Room

**Meeting Minutes**

**Present:** Doug Gurney, Mark Tanny, Patti Putnam, Dale Williamson, Caitlin Christiana, Bob Kendall, Kristi Morris, Heather Hartford, Bob Flint and Paul Kowalski

**Absent:** Barbara LeMire, Sam Coleman

President Doug Gurney called the meeting to order at 8:03 am.

- 1) **Review of minutes for 4/25/17:** A motion to accept the minutes of April 25, 2017, as written, was made by Bob Kendall, seconded by Patti Putnam. So moved.
- 2) **Review of April Financials:** A motion to accept the April 25, 2017, Financial Report as submitted was made by Bob Kendall, seconded by Patti Putnam. So moved.
  - a. **FY18 Budget** – First review: Bob gave an overview of the Operating Fund and Jones Center budgets. He indicated he and Cynthia had worked on these, and had reviewed with Mark Tanny. He said that both budgets were still works in progress. Jason Thom asked if we could look to reduce any fixed costs for FY18.
- 3) **Executive Director's Report:** Bob said that items would be covered throughout the meeting and in Executive Session.
- 4) **Old Business**
  - a. **J & L 1 Update:** Bob said that the VT Department of Health has given conceptual approval to the demolition work plan of the property. Stone Environmental has submitted a work plan to DEC for oil recovery behind the building. Bob said we are working with EPA and DEC for the use of the remainder of the EPA grant by this fall, which will likely fund remediation in the former boiler house area.
  - b. **Jones Center Status:** Heather updated the Board on the remaining site work from the VEDA funding. She said that the new ramp at the south end is completed and we are waiting to finalize specs for the ramp at the north end. The new building sign has been installed at the north end. She also said that we are considering installing a railing at the Konrad entrance in the front of the building this summer. We also have been approached by an existing tenant that is interested in expanding their space in the building.
  - c. **Bryants Building:**
    1. **VEDA Loan:** The Loan has been approved. Bob stated that the papers should be signed next week and a Corporate Resolution was needed to give him the authority to sign all related paper work. Mark Tanny made a motion to approve the following Corporate Resolution:  
*Resolved: That Robert Flint, Executive Director on behalf of the SRDC is hereby authorized:*

1. *To enter into a loan agreement with the Vermont Economic Development Authority borrowing funds in the amount of \$625,000 for use in connection with capital improvements to the former Bryant Grinder building at 257 Clinton Street in Springfield.*

2. *To sign all necessary legal documents relating to said construction, loan agreements referenced above, including notes, mortgages and security agreements relating to same, and;*

3. *To take all action that is necessary to effectuate the intent of this Resolution and the minutes of the May 23, 2017 Board of Directors Meeting.*

The motion was seconded by Bob Kendall. So moved.

- d. Windsor Riverfront Project: Paul Kowalski said that he and Richard Nelson, of Peachtree Contractors, have been meeting weekly with Bob Haight for site meetings on the project. He said that potential sub-contractors have been sending in quotes and that work should begin by the end of May.
- e. CRDC/WIC/SRDC Transition: Bob and Paul said that they are working with CRDC to obtain information, which Paul is preparing for WIC review in the coming weeks.
- f. Park Street School Update: Bob told the Board that the option agreement is being finalized for execution between SRDC and the School District and he expected it would be signed before the next Board meeting.

5) **Other Business**

- a. Economic Development District Update:
  - 1. Resiliency Workshop: Bob said that he went to a workshop on Resiliency in Boston, earlier in the month. He said that he was one of three representatives from VT and that the regions and the state were praised for their efforts during Irene.
  - 2. FY18 Work Plan: Bob talked about “resiliency” for businesses being a part of the next EDD work plan. He indicated that he would be reaching out to Barb Lemire and a few other people to serve on a subcommittee to look at elements of business resilience that we should help local companies consider proactively.
- b. “Stronger Communities” Grants: Springfield, Chester & Windsor Updates: Bob stated that Springfield’s plan would be presented to the Selectboard on June 12, 2017. Chester’s committee continues to meet on a weekly basis, but is moving slower on prioritizing projects. The Windsor project will begin this summer.
- c. Legislative Session Wrap-up: Bob said that 6 new TIF districts for the state were approved as part of S.135. It is expected that the Legislature will be called back in June to deal with a likely veto of the state budget.
- d. WIB Member Appointment: Bob reviewed the work of the WIB, and said that he has been the Co-Chair, with Lynn Boyle, of the WIB for over 10 years. SRDC is charged with nominating private sector reps to the WIB and Jill Lord of Mt. Ascutney Hospital has indicated an interested in serving. Bob Kendall made a motion to appoint Jill Lord as a member of the WIB Board, seconded by Mark Tanny. So moved.

- e. Southern Windsor County Incubator Update: Bob gave a quick history of SWCI and said that we were working to revive this entity to assist with the Park Street/Matt Dunne project.

- 6) Executive Session A motion was made to go into Executive Session at 8:40 am by Bob Kendall, seconded by Mark Tanny. So moved.

A motion to come out of Executive Session at 9:17 am was made by Mark Tanny, seconded by Bob Kendall. So moved.

No action taken out of Executive Session

- 7) Adjourn The meeting was adjourned by Doug Gurney at 9:18 am.

Next Meeting – June 20, 2017 - NOTE THE DATE!