

SPRINGFIELD REGIONAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS' MEETING
December 18, 2018
SRDC Conference Room
8:00 am

MEETING MINUTES

Present: Doug Gurney, Dale Williamson, Bob Kendall, Rick Bibens, Jason Thom, Caitlin Christiana, Heather Hartford, Paul Kowalski and Bob Flint

Absent: Patti Putnam, John Tansey and Kristi Morris

APPOINTMENT OF OFFICERS - A motion was made by Rick Bibens to accept Doug Gurney as President and Patti Putnam as Vice President, seconded by Bob Kendall. So moved.

President Doug Gurney called the meeting to order at 8:00 am.

- 1) **Review of minutes from November 27, 2018:** Rick Bibens made a motion to approve the minutes from November 27, 2018, seconded by Bob Kendall. So moved.
- 2) **Review of November Financials:** Rick Bibens made a motion to accept the November financials, seconded by Jason Thom. So moved.
- 3) **Executive Director's Report:** Items will be covered throughout the meeting.
- 4) **Old Business:**
 - a. **J&L 1 Update:** Bob told the Board that there would be a public hearing as part of the Selectboard meeting on 1/14 for the Partial CAP. He said we are expecting DEC approval of the CAP by the end of January.
 - b. **Jones Center Status:** Bob told the Board that Konrad Prefab had completed a lease addendum for their additional space. He said he had made a proposal with another tenant for space needs and would reach out to the Board to authorize a lease addendum if necessary before the next meeting.
 - c. **Bryants Building:**
 1. **Renovation Project:** Heather told the Board that the exterior of the new wall was near completion and the roof drains would have heat tape installed shortly. She said that the project should be completed by early next year.
 - d. **Windsor Riverfront Project:** Paul said that WIC had hired River Valley Property Management of Windsor to manage the property and screen potential tenants. Paul also told the Board that the appliances were on site and a few minor details were left for completion. Bob Haight is in charge of completing the project for WIC.
 - e. **CRDC/WIC/SRDC Transition:** Bob told the Board that he had been working with EDA counsel in Philadelphia on resolving outstanding issues for the transfer of the RLF and Resource Center. He said he expects to see what is needed before the holidays. Bob also said that the counsels for CRDC and WIC met recently to

discuss the filing of the deed restrictions. When all of that is completed, Bob said the Phase 1 reports could be updated one last time and the transfer could occur this winter.

f. Park Street School/ Black River Innovation Campus:

1. BRIC Director Position: Bob told the Board that the BRIC Board was still working on this process and hoped to have an Interim Director in place soon.
2. Purchase and Sale Agreement: Bob said that the School Board was still reviewing the draft agreement.

5) Other Business:

- a. Economic Development District Update: Bob said that the ECVEDD Board of Directors held their meeting last week in Hartford, VT. The Spring Workshop will be in Randolph in May and the topic will be Housing.
- b. Legislative Update: Bob did a quick review of the main issues identified in the DRM legislative update that had been sent to the Board.
- c. Board Positions: Bob Kendall, on behalf of the Nominating Committee, presented Nathan Cobb of One Credit Union to serve on the Board. A motion to appoint Nathan was made by Bob Kendall, seconded by Rick Bibens. So moved.

6) Executive Session: A motion was made by Bob Kendall to go into Executive Session at 8:25 am, seconded by Rick Bibens. So moved.

A motion to come out of Executive Session at 9:05 am was made by Rick Bibens, seconded by Bob Kendall.

No action taken out of Executive Session.

7) Adjourn: The meeting was adjourned at 9:06 am.

Respectfully,

Sandy Clifford