

SPRINGFIELD REGIONAL DEVELOPMENT CORPORATION

BOARD OF DIRECTORS' MEETING

Tuesday, July 25, 2017
SRDC Conference Room
8:00 am

MEETING MINUTES

Present: Patti Putnam, Mark Tanny, Barbara Lemire, John Tansey, Kristi Morris, Bob Flint, and Heather Hartford

Absent: Doug Gurney, Sam Coleman, Dale Williamson, Bob Kendall, and Paul Kowalski.

In the absence of President Doug Gurney, Vice President Patti Putnam, conducted the meeting.

- 1) **Review of minutes from 6/20/17:** A motion to accept the minutes of June 20, 2017, as written was made by John Tansey, seconded by Mark Tanny So moved.
- 2) **Review of June 20, 2017, Financials:** A motion to accept the June 20, 2017 Financial Report as submitted was made by Barbara LeMire, seconded by John Tansey. So moved. Bob informed the Board that Cynthia is in the process of compiling financial documentation to give Graham & Graham for their work. Bob said that, at the request of VEDA, this year we will be shifting from a compilation to a Financial Review.
- 3) **Executive Director's Report:** Bob, Heather and Kristi attended the SOM Annual Meeting last night. Bob and Kristi said they was pleased with the comments made by some in attendance on how well different groups from town appeared to be working together. Bob himself shared that the cooperation between organizations was very positive for all.
- 4) **Old Business:**
 - a. **J&L 1 Update:**
 1. **EPA Grant:** Bob reviewed the asbestos project that we have just put out to bid. He said we have permission to conduct this work while EPA Removals is also on site, as the funding for this has to be utilized by September 30th. John Tansey made a motion that SRDC hire EHM (Environmental Hazards Management) for the J & L exterior asbestos work. Motion seconded by Mark Tanny. So moved. Bob said that EHM should be on site by the end of August.
 2. **EPA Removals:** Bob said that we expect EPA Removals to also be on site, starting in early August, to remediate the former grinding swarf.
 3. **BERA – Permit Issues:** Bob indicated the BERA group will have a meeting in September. There appear to be new complications with permitting of the demolition and bike path.
 - b. **Jones Center Status:** Heather Hartford updated the Board on the status of projects at the Jones Center. She stated the concrete ramp specs for the new loading dock were received and we are getting prices for the work. She also said that we are

working with Efficiency Vermont to change out the interior lights at the north end of the building. Heather also stated that the discussion of tenant's space requirements was still ongoing.

c. Bryants Building:

1. Renovation Project: Bob said that Robin met with a structural engineer on site to review her specs for the new interior wall. Based on that meeting, she has adjusted the details of the proposal and resubmitted to Wright Construction and All Seasons for pricing. We hope to start this work in September.

d. Windsor Riverfront Project: In Paul Kowalski's absence, Bob updated the Board the status of this project. He said that the steel beams will arrive on site by the end of the with the lifting of the house occurring next week. John and Bob said that the goal was to have this house finished and the 2nd one lifted. John said that the hope is that interest will be piqued once they see what's been accomplished, as an example for others in that area. Bob said that there is concern about the state of the budget.

e. CRDC/WIC/SRDC Transition: Bob and John said that there have been some delays, but that things are back on track to move forward.

f. Park Street School Update:

1. USDA-RD Grant Application: A motion was made by John Tansey, seconded by Mark Tanny to affirm the submission of SRDC's application to USDA-RD for predevelopment funding of this project. So moved. Bob said that USDA-RD officials met with Matt Dunne and Bob recently and were very excited about this project. Bob said that we are working with VTel and USDA-RD on a separate grant program that could provide as much as \$1.5 million in funding.

5) Other Business:

- a. Economic Development District Update: Bob said the District received notification that funding has been approved for FY18, although we have not yet received the formal grant agreement or the actual monies. He said that Barb Lemire would be part of a group helping with emergency planning for businesses, which will be one of SRDC's projects for the District this year.
- b. "Stronger Communities" Grants – Springfield, Chester, & Windsor Updates:
Bob said he will be attending a meeting at ACCD later today, with reps from both Springfield and Chester, to present their work as FY17 grantees. Bob said that Chester's process is nearing completion and that they expect to have a presentation to the Selectboard in September. He said that the Springfield advisory board is continuing to meet to try and advance the elements of the completed plan. The Windsor RFP is being reissued for their FY18 grant project.
- c. Business Visit/CRM System: Bob updated the Board on the State's new CRM system and said that Sandy and Heather have both been participating on training. He said we are again getting pressure to include more detail about our business

interactions. The Board discussed the need to preserve relationships and confidentiality and directed Bob to continue to simply list the dates that he visits with businesses in the region on the State's CRM system.

- d. SRDC's Role – Evolution: Bob talked to the Board about how we have begun to play a coordination role between SRDC, the Chamber and SOM. Bob and Caitlin said that the three organizations have begun working more closely together.

- 6) Executive Session: A motion was made by Mark Tanny to go into Executive Session at 8:37 am. Seconded by John Tansey. So moved.

A motion to come out of Executive Session was made at 9:15 am by John Tansey. Seconded by Barb LeMire. So moved.

No action taken out of Executive Session.

- 7) Adjourn: The meeting was adjourned at 9:16 am.

Respectfully,


Sandy Clifford

Next Meeting – August 22, 2017

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