

**SPRINGFIELD REGIONAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS' MEETING**

November 28, 2017
SRDC Conference Room
8:00 am

MEETING MINUTES

Present: Patti Putnam, Mark Tanny, John Tansey, Dale Williamson, Caitlin Christiana, Kristi Morris, Bob Flint, Heather Hartford and Paul Kowalski

Absent: Doug Gurney, Jason Thom, Barbara LeMire, and Sam Coleman

Vice President Patti Putnam called the meeting to order at 8:04 a. m.

- 1) **Review of minutes from August and September 2017:** Bob Kendall made a motion to accept the minutes from August and September, seconded by John Tansey. So moved.
- 2) **Review of Financials from August, September, and October 2017:** Mark Tanny asked about the formatting of the financials, specifically how it shows year to date. He and Bob will work with Cynthia to make modifications in future reports. Bob Kendall made a motion to accept the financials from August, September and October, seconded by John Tansey. So moved.
- 3) **Executive Director's Report:** Bob said that Scott Farr, who spoke at the SRDC Annual Meeting about Act 135, is distributing a "white paper" that he, and the other CTE Directors in the state, have written about the need to expand access to technical education. Bob can send anyone interested a copy of the paper.
- 4) **Old Business:**
 - a. **J&L 1 Update:**
 1. **BERA- Permit Issues:** Bob and Tom Kennedy will be meeting next month with Diane Snelling who heads the Natural Resources Board that oversees act 250. Bob said that they will be talking about both the bike path location at J & L and Jones Center as well as the Corrective Action Plan for J & L, which includes the bike path and demolition of the building.
 - b. **Jones Center Status:**
 1. **Lighting Project:** Heather said that we are leveraging a program from Efficiency Vermont to replace lights in the building, as well as encouraging tenants to participate. She said that SRDC has fronted the initial cost of 55 LED fixtures and will be reimbursed through the program after Bob LaPlante completes installation. She said that we expect this will make a significant difference in electrical usage and result in savings for SRDC.
 - c. **Bryants Building**
 1. **Renovation Project:** Bob said that Melanson would be on site for the roof work in mid-December. He said that the related asbestos abatement has been completed. He and Heather said that there has not been consensus on where the new interior

wall should be placed and that we were waiting on Doug's input. Bob thanked Heather for her work in renting space in the north end of the building for cold storage tenants.

d. Windsor Riverfront Project:

1. Update: Paul said that the house is nearing completion and will be ready to show by the end of the year. He said that terms have not been set, but it is reasonable to assume that the house will likely be leased with the option to own. There have been no decisions made on when work will start on the second house.

e. CRDC/WIC/SRDC Transition:

1. CRDC Revolving Loan Fund: Bob said that Paul is working with EDA on the transfer of the RLF. Since the fund was capitalized with Federal dollars, there is a specific process to allow the loan fund to be moved to a different organization. We expect this to be completed by January.

2. CRDC Real Estate Information: Bob said that the Phase 1 reports for both properties have been completed with no major findings. He said there were some minor issues that DEC has raised which need to be clarified. Bob also said that WIC had gone to the RPC's Brownfields Committee RLF for loan funding to clean up the asbestos (bricks) that are piled on a slab at the site. The intent is to put a solar array on that portion of the property.

f. Park Street School Update:

1. RLF Application: Bob told the Board that he will likely ask for authorization to submit an application to the Town of Springfield for predevelopment funds, but we were waiting on already-pledged contributions to be in place first.

5) Other Business:

a. Economic Development District Update: Bob said that the EDD Executive Board met recently and a full Board meeting would occur in December. He added that he has recently spoken with Matthew Suchodolski of EDA about potential projects in the region that might consider EDA funding at some point in the future.

b. "Stronger Communities" Grants – Springfield, Chester, & Windsor Updates: Bob and Caitlin said that Springfield is having a public meeting on December 7, 2017 at the Hartness House to provide an update on the finished master plan and downtown efforts. Chester recently received a grant for sidewalk work in the Depot area of town, which was one of the projects proposed in their master plan. Bob said that Windsor's retained Dubois & King for their planning process, but that there have yet to be any meetings to start their project.

b. Woolson Block Master Lease: Bob spoke about the Woolson Block project, which is being undertaken by Housing Vermont and the Springfield Housing Authority. He said that initial plans called for dramatically reducing the previous amount of square-footage available for retail space. Bill Morlock, of the Housing Authority, worked with Bob to develop a way to allow the first floor space to stay

available for local businesses. The proposal they developed is for Springfield On The Move and SRDC to “master lease” roughly 4,000 sf of space, which is the first floor area, at a rate starting at \$6/foot, which not only preserves the amount of area available, but puts it at an appropriate market rate. Bob said that funds will be escrowed to cover the total amount for the first two years and that we would be working closely with the partners and SOM to market the space once construction began. The project is expected to be completed by the spring of 2019. Bob said that SOM had already acted to proceed with this proposal. A motion was made by Mark Tanny to authorize Bob Flint to execute a master lease with Springfield On The Move and the Housing Vermont/Springfield Housing Authority for the first floor retail space at the Woolson Block. Motion seconded by John Tansey. So moved.

- c. Southern Windsor County Incubator Update: Bob said that the SWCI Board met last week and reelected Pete Andrews as the Chair and welcomed new Board members Matt Dunne and Sam Coleman of VTel. The SWCI Board will be working closely on the activities with the potential project at Park Street School.
- d. Board Member Resignation/Appointment: A motion was made by Mark Tanny to accept the resignation of Sam Coleman from the SRDC Board and to nominate Rick Bibens to serve the remainder of his term. Motion seconded by John Tansey. So moved.

- 6) Executive Session: A motion was made by Mark Tanny to go into Executive Session at 8:43 am. Motion seconded by Bob Kendall. So moved.

A motion to come out of Executive Session at 9:12 am was made by Bob Kendall, seconded by Mark Tanny. So moved

No action taken out of Executive Session.

- 7) Adjourn: The meeting was adjourned at 9:13 am.

Respectfully,

Sandy Clifford

Next Meeting – December 19, 2017