

SPRINGFIELD REGIONAL DEVELOPMENT CORPORATION

BOARD OF DIRECTORS' MEETING

October 23, 2018

SRDC Conference Room

8:00 am

MEETING MINUTES

Present: Dale Williamson, Bob Kendall, Rick Bibens, Jason Thom, John Tansey, Kristi Morris, Heather Hartford, Bob Flint, and Paul Kowalski

Absent: Doug Gurney, Caitlin Christiana, Patti Putnam

Bob Flint called the meeting to order at 8:05 am in the absence of President Doug Gurney.

- 1) **Review of minutes from September 24, 2018:** Bob Kendall made a motion to approve the minutes from September 24, 2018, seconded by Dale Williamson. Rick Bibens asked to have the attendees corrected to reflect the fact that he was not present. The motion was amended to reflect that detail and was approved.
- 2) **Review of September Financials:** Rick Bibens made a motion to accept the September financials, seconded by Bob Kendall. 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 everything remained status quo at this time as the CAP is going through the approval process.
 - b. **Jones Center Status:** Bob said there was nothing new to report. We are still looking for a tenant for the available space in the south end.
 - c. **Bryants Building:**
 1. **Renovation Project:** Heather reported to the Board that the overhead door had been installed, electricity is being worked on and excavation for the wall needs to be completed prior to construction. Heather also said that A & G Thermo King is interested in leasing 3,000 sf of space for warehousing and repair of refrigerated truck units. He will also be leasing space in the Jones Center parking lot for exterior truck storage. A motion was made by Rick Bibens to authorize Bob Flint to execute a 1-year lease agreement with A&G Thermo King, seconded by Bob Kendall. So moved.
 - d. **Windsor Riverfront Project:** Paul said that there are still a few minor items that need completing along with the porches. He said that, when completed, the property would receive a flood certification, which will bring down insurance costs and help with mortgage financing. Paul told the Board that WIC is purchasing appliances for the house and retaining a property management company.
 - e. **CRDC/WIC/SRDC Transition:**

1. RLF and Property Transfer: Bob said that he is working with EDA to attempt to clear up barriers to the transfer of the RLF to SRDC and the Resource Center to WIC. He thanked Ethan McNaughton and Jeff Graham for their assistance.

2. Promise Community MOU/Lease: Bob and John explained a project in Windsor through the Promise Community program, to renovate space in the Resource Center and expand family assistance in the community. They said that, because of the nature of the grant and the timing, the funds had to be expended by 12/31. Bob said that, since Paul has been coordinating this project as part of our work with WIC, and since SRDC has the internal infrastructure, it is appropriate to facilitate this grant. A motion was made by Jason Thom to authorize Bob Flint to enter into a lease with CRDC for space at the Resource Center through 1/1/19 and to sign contracts for leasehold improvements up to \$72,000, to be funded through the Promise Community grant. Motion seconded by Bob Kendall. So moved.

f. Park Street School/ Black River Innovation Campus:

1. BRIC Director Position: Bob told the Board that 34 applications were received. A phone screen process for a group of around 13 will be starting soon and the intent is to have a Director hired by the end of the year.

2. Interim Space: Bob told the Board that he and Bill Niquette were working to consider starting to locate BRIC activities in the Park Street building, while the redevelopment project is being put together.

5) Other Business:

a. Economic Development District Update: Bob said that the Executive Board will be meeting in early November and the Board of Directors will hold their meeting in December. He said that we had received our first payment for FY19.

b. "Stronger Communities" Grants – Springfield, Chester & Windsor Updates: Bob said that VEPC staff was in Springfield recently to discuss the town's potential TIF application.

c. Property Purchase Option: The Board was informed that a draft option agreement was sent to the Pratt's. Their attorney is now in talks with SRDC's counsel.

d. Annual Meeting: Bob reminded the Board of the Annual Meeting on 10/30 at the Newsbank Conference Center in Chester at 4 pm.

6) Executive Session: A motion was made by Bob Kendall to go into Executive Session at 8:43 am, seconded by Rick Bibens. So moved.

A motion to come out of Executive Session at 8:55 am was made by Rick Bibens, seconded by Bob Kendall. So moved. No action taken out of Executive Session.

7) Adjourn: The meeting was adjourned at 8:55 am

Respectfully,

Sandy Clifford