

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

Tuesday, June 20, 2017
SRDC Conference Room
8:00 am

MEETING MINUTES

Present: Doug Gurney, Patti Putnam, Mark Tanny (via telephone), John Tansey, Bob Kendall, Caitlin Christiana, Kristi Morris Paul Kowalski, Heather Hartford and Bob Flint.

Absent: Barbara LeMire, Dale Williamson, Jason Thom and Sam Coleman.

- 1) **Review of minutes for 5/23/17:** A motion to accept the minutes of May 23, 2017, as written, was made by Bob Kendall, seconded by Patti Putnam. So moved.
- 2) **Review of May Financials:** A motion to accept the May Financial Report as submitted was made by Bob Kendall, seconded by Patti Putnam. So moved.
- 3) a. **FY18 Budgets:** Bob provided an overview of the proposed Operating Fund and Jones Center budgets. A motion to accept the draft FY18 budgets was made by John Tansey, seconded by Bob Kendall. So moved.
- 3) **Executive Director's Report:** Bob stated that items would be covered throughout the meeting and in Executive Session.
- 4) **Old Business:**
 - a. **J & L 1 Update:**
 1. **EPA Grant:** Bob said that we were working closely with Alan Peterson/EPA to determine how this grant can best be used by the deadline of October 1st. He said that Dan Voisin of Stone Environmental has proposed several potential projects and we hope to have authorization to proceed in the next few weeks.
 2. **EPA Removals:** Bob and Doug described the expected area of work behind the building to remove the former grinding swarf. We are waiting for the final paperwork from EPA to set the schedule for this to proceed.
 3. **Corporate Resolution – Boundary Line Adjustment:** Bob updated the Board on the former parking lot property across Clinton Street from Plant 1, and showed that the parcel goes up the hill and abuts houses on Olive Street. We have been contacted by a property owner who was interested in a boundary line adjustment to help with a setback issue on his lot. He is paying for a new survey of the parcel and is covering all legal costs. Bob indicated this slight adjustment would not negatively impact any future development of the lot. A motion was made by Bob Kendall to approve the following Corporate Resolution:

Resolved: That Robert Flint, Executive Director on behalf of the SRDC is hereby authorized:

1. To enter into an agreement with Douglas A. Nelson, 118 Olive Street, to convey a portion of the J & L parking lot property on Clinton Street including completing a Boundary Line Adjustment with the Town of Springfield.

2. *To sign all necessary legal documents relating to same, and;*

3. *To take all action that is necessary to effectuate the intent of this Resolution and the minutes of the June 20, 2017 Board of Directors Meeting.*

Motion seconded by Patti Putnam. So moved.

- b. Jones Center Status: Heather said that the front business doors have been painted and the new sign is up at the north end of the property. She said that completion of the loading dock is pending and that the vapor intrusion system should be in place sometime by the end of July.
- c. Bryants Building:
 - 1. Renovation Project: Bob said that the VEDA loan closing has been completed. Robin Sweetapple and Dan Voisin are working with us on coordinating the environmental work that would go along with the new interior wall construction. We should have a construction schedule in the next few weeks.
- d. Windsor Riverfront Project: Paul gave the Board an overview of the project's progress up to this point. He said that foundation work is underway at the first house and that plans are being made for the actual lifting of the house. He is participating in weekly site meetings for the project.
- e. CRDC/WIC/SRDC Transition:
 - 1. CRDC Building Financials – Bob and Paul reviewed a spreadsheet with the Board showing the consolidated financials for the real estate that CRDC currently owns, and has an option agreement to convey to WIC. SRDC is assisting WIC with due diligence and will be managing the properties after the transfer.
- f. Park Street School Update: Bob said that the option agreement between SRDC and the Springfield School District has been executed and the due diligence work is underway.

5) Other Business:

- a. Economic Development District Update: Bob and Kristi attended last week's EDD Board Meeting and Spring Workshop in White River Junction. The topic was the importance of affordable housing for economic development.
 - 1. FY18 Work Plan: Bob said that we have submitted our tasks for the EDD work plan, which will include continued work on the Park Street project and assisting businesses with emergency planning. He said that he would be putting together a small group of members to assist with this and would ask Barb Lemire to be involved from the Board.
 - 2. Possible EDA Funding Opportunity: Bob reported that he, and two other RDC's, have been working with Matthew Sucholdowski/EDA on a potential application that could provide resources for buildings that RDC's own/manage for energy related improvements. The three RDC's have submitted a preliminary proposal, which is currently under review.