

Pittsfield Economic Development Authority
March 13, 2013

Meeting Minutes

The following Board members were attendance: Acting Chairman Mick Callahan, Patrick Reuss, Larry Tallman, Mike Matthews, George Whaling, Paul Dalton, and Pam Green.

Also in attendance was Beth Goodman, legal counsel, Cory Thurston, Executive Director and Colleen Hunter-Mullett, Clerk.

I. Administration

Call to Order

Chairman Callahan called the meeting to order at 8:00 AM, reminding those present that they were being both audio and video recorded.

Approval of February 13, 2013 Minutes

There was a motion to approve the minutes of the February 13, 2013 meeting as presented, seconded and carried.

II. Committee Reports

Executive Committee

Chairman Callahan informed the Board that he intends to call a meeting of the Executive Committee within the next two weeks in an effort to get redirected for spring.

Special Projects – NPDES Permit

Mr. Thurston informed the Board that he had attended and a couple of Board members joined by phone in a negotiation session with EPA in Boston on March 5, 2013. He stated that he felt the session was productive and he felt that EPA finally understood that the landscape is much different than when the permit was first applied for. He informed the Board that he feels EPA will work with PEDDA to develop a “best practices” permit because they now understand that this is a municipal permit, not an industrial permit.

Mr. Thurston informed the Board that best management practices and source identification are two deliverables that EPA asked PEDDA for. Mr. Thurston stated that he had discussed with DEP and EPA the issue of funding the additional required testing and it was determined that there is funding assistance available.

Mr. Matthews informed the Board that they had plugged in an estimate for this testing in the budget, which may end up being inaccurate.

Chairman Callahan asked Mr. Thurston what PEDDA needed to submit to EPA. Mr. Thurston informed him that PEDDA needs to submit the following documents:

- Source Identification of the entire site including the City’s contribution.
- Time Schedule for when this can be accomplished
- Best Management Practices

Mr. Whaling asked if PEDDA would hire a consultant to develop the documentation that EPA is requiring. Mr. Thurston informed him that Gradient, PEDDA's Environmental Consultant, in conjunction with Jim Gagnon at OTO, PEDDA's LSP and legal counsel will be working as a team to draft the documents.

Mr. Matthews asked what kind of overlap there is with the City, since part of the run off comes from City service lines. Mr. Thurston stated that this is still being negotiated. Chairman Callahan suggested setting a meeting up with Bruce Collingwood to discuss. Mr. Thurston agreed and stated that he would set that meeting up.

Finance

Mr. Matthews informed the Board that at the next meeting he will present the first quarterly update. He also informed the Board that the annual audit had begun yesterday and it should be complete within a month. Mr. Thurston informed the Board that the auditor's annual report to the Board will occur at the May meeting.

Mr. Thurston re-emphasized for the Board's benefit that the environmental insurance is now a 10 year policy instead of a 5 year policy and the cost is being reduced to \$1,800 monthly from \$2,188.

Marketing

Mr. Whaling stated that he felt PEDDA was in great shape regarding marketing and that he plans to have a marketing meeting before the next Board meeting.

Mr. Thurston submitted a "screen shot" of the new web page for review and informed the Board that he had purchased a new URL, which is seeing some action, and has already generated one lead.

Options for tracking electronic leads were discussed between Mr. Matthews and Mr. Thurston.

Mr. Thurston informed the Board that PEDDA had ads in both the Berkshire Trade & Commerce and the Chamber. He also informed the Board that PEDDA's Facebook page is getting more likes every day.

Pittsfield Life Sciences Initiative

Chairman Callahan informed the Board that MCLA, and Dr. Mary Grant, are hosting a symposium on life sciences on March 22 from 11:30 to 1:00. If any Board members are interested in attending, he asked that they let him know as soon as possible.

Chairman Callahan stated that his goal is to create a new industry and that by partnering with others may get this done much faster than doing it alone.

Mr. Thurston stated that there have been a few meetings where leveraging state funds with private funds have been discussed, as well as trying to find the best way to develop the business plan. His hope is to get the request into the life sciences within a month.

Mr. Thurston reminded the Board that this is a City earmark, which designates the development site as the William Stanley Business Park. He stated that PEDDA is doing everything it can to assist in moving this earmark forward and that both PEDDA's goals and the City's goals are the same.

Mr. Matthews discussed some of the option for funding the business model, such as who will own the buildings at the end of the day.

Mr. Whaling stated that PEDDA needs to spend some money to get plans done. He suggested meeting with City representatives to see where they're at and what still needs to be done.

III. Executive Director's Report

Prospects

Mr. Thurston informed the Board that he has a new lead, which is currently operating out of Hudson, NY, that would like to form a spin off life science Company that would dovetail nicely with Nuclea. He will continue to work this prospect.

Mr. Thurston also informed the Board that he entertained two other prospects that came in from the website. One is a beverage warehouse and the other is a landscaping company. He is currently flushing out the details and will have an update at the next meeting.

Mr. Matthews stated that if PEDDA had the building already built, PEDDA would have a higher success rate in redevelopment. He stated it's the chicken and egg theory.

Mr. Thurston stated that there are pros and cons to having the building constructed that can be discussed at a future planning session.

Greylock Federal Credit Union – Parking Sublease

Mr. Thurston informed the Board that he believes they have an agreement, although not signed because the appropriate person has been ill, and would like authorization to execute the contract once he returns to work. He stated that Greylock only had one minor change to the sublease, which was minor.

Chairman Callahan stated that he does business with Greylock and will need to abstain from the vote.

There was a motion to authorize the Executive Director to finalize and execute a sublease agreement for shared use of the parking lot, with the Greylock Federal Credit Union, provided there are no material changes from the agreement presented at the March 13, 2013 meeting. The motion was seconded and passed on a 6-0 vote, with Chairman Callahan abstaining.

Open House

Mr. Thurston informed the Board that he is planning two spring open houses, which will involve tours of the site. He felt that spring is a good time for open houses and he plans to schedule them in conjunction with Tyler Street Business District events.

Other

Mr. Thurston informed the Board that the bridge is at the 75% design phase and they are on track for a late summer ground breaking.

Mr. Thurston informed the Board that he will be speaking at the Business and Professional Womens Club on April 1, 2013 at the Berkshire Hills Country Club.

Mr. Thurston informed the Board that the final draft of the DEDA amendment, which will incorporate the Silver Lake Boulevard shoreline into the DEDA, is complete. It will be reviewed by the City and GE then submitted to the Pittsfield City Council for approval.

IV. Meeting Calendar

Chairman Callahan reminded the Board that the next meeting is scheduled for 8:00 AM on April 10, 2013.

There was a motion to adjourn at 8:45 AM, seconded and carried.

Respectfully submitted,



Colleen Hunter-Mullett
Clerk