

Pittsfield Economic Development Authority
October 15, 2014
Meeting Minutes

In attendance were the following Board Members: Chairman Mick Callahan, George Whaling, Paul Dalton, Christina Barrett, Doug Crane and Pam Green.

Also in attendance was Tony Dobrowolski, Berkshire Eagle, Doug Clark, City Community Development Director, Rod Jané, Consultant, Tara Mullett, Executive Assistant, 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 all that the meeting was being both audio and video taped.

Approval of September 10, 2014 Minutes – **There was a motion to approve the minutes of September 10, 2014 as presented, seconded and carried.**

Chairman Callahan introduced PEDA's new executive assistant, Tara Mullett, and informed the Board that this Clerk will be resigning at the end of the year.

II. BERKSHIRE INNOVATION CENTER

Chairman Callahan explained to the Board that there was a request from the BIC for a change in the payment schedule, giving a brief explanation for the request. Mr. Jané informed the Board that the City had agreed to the payment schedule request as well. Mr. Thurston stated that the change was to advance the 2nd payment on January 2, 2015 and the third payment on July 1, 2015 and the fourth payment on January 1, 2016.

Paul Dalton made a motion to approve the revised "Conditions for Release" of funding for the Berkshire Innovation Center (BIC) as presented. The motion was seconded by Doug Crane and passed unanimously.

Mr. Jané informed the Board that the BIC had held its first Board Meeting and that they currently have 20 Board Members. They have also formed 5 sub-committees of the Board.

Doug Clark informed the Board that a designer has been selected and the City is in the process of contracting with SBA Architects. He stated that they evaluation committee interviewed all four firms who had submitted proposals, stating that all four were good.

Chairman Callahan thanked Doug Crane for his participation on the BIC.

III. COMMITTEE REPORTS

Finance – Mr. Thurston, in Mr. Matthews's absence, informed the Board that the Finance Committee had not met since the last Board meeting, but they were planning on meeting within the next couple of weeks.

Marketing – Ms. Barrett presented and reviewed an updated Marketing Plan, highlighting specific tasks and projects, such as the making of short videos being developed with Dave Sondrini, which will promote the area. The cost of this video production is \$3,500.00.

Mr. Crane asked if signage was part of the current plan. Ms. Barrett confirmed PEDA & BIC signage will be developed which will identify the available spaces, as well as the developed sites.

Mr. Thurston stated that he believed they were looking at manufacturing four (4) signs for the site, including one that would include the “coming soon” sign.

Ms. Barrett also submitted a job description for the executive director position and asked Board Members to review and submit any suggestions to her by October 27, 2014.

Mr. Thurston informed the Board that there has never been a formal job description for the position and believes this is a good idea.

Special Projects – Ms. Green informed the Board that Gradient had sent a formal reply to the EPA regarding the clarification of facts outlined in a draft NPDES permit. PEDA has not received a response to date. She stated that the Mayor had sent a letter to our Congressional delegation seeking their support for a negotiated permit.

Ms. Green informed the Board that PEDA is now in a position to accept the \$264,000.00 grant from MassDevelopment to perform additional remediation in the teens.

Ms. Green made a motion to accept the Brownfields grant of \$264,000 from MassDevelopment in support of remediation work on Site 9 (the Teens) in the William Stanley Business Park and to authorize its Executive Director to execute the necessary documents and take all necessary actions required to complete and to comply with the terms and conditions of this grant. These monies will be available to draw down for the environmental review, soil remediation, engineering services and construction work to mitigate the flow of storm water from the site by creating new areas for natural absorption. The motion was seconded by Mick Callahan and passed unanimously.

Mr. Thurston informed the Board that this grant, along with the \$236,000 grant that was accepted at last month’s meeting, were drafted by Doug Clark, Director of Community Development. Mr. Thurston thanked Mr. Clark for his efforts.

Mr. Whaling asked if there was a game plan for this money. Mr. Thurston stated that a scope of work will be developed and the project will be put out to bid.

Mr. Clark informed the Board that there was a game plan for the original amount requested, which was in excess of \$600,000 and because the amount awarded was significantly less than that, a new game plan needs to be developed.

Tenant Relations – Mr. Whaling informed the Board that they are working with a company that has some short term storage needs that could result in use of the teens. He stated that there are no other new prospects.

Mr. Whaling informed the Board that Mr. Thurston had successfully negotiated a renewed sub-lease with Nuclea, which included a 2% increase.

Mr. Whaling made a motion to authorize the Executive Director to execute a Sub-Lease extension amendment with Nuclea Biotechnologies in a form substantially similar to the one presented. The motion was seconded by Ms. Barrett and passed unanimously.

IV. EXECUTIVE DIRECTOR'S REPORT

Update Woodlawn Ave Bridge - Mr. Thurston informed the Board that the contract to rebuild the bridge is expected to be awarded on October 23, 2014. Mr. Dalton asked what the timeframe for construction was. Mr. Thurston stated that construction should begin immediately and that the contractor may need to use a parcel of land for staging. He stated that the decision to work through the winter is up to the contractor.

Update MBTA Railcar Initiative – Mr. Thurston informed the Board that the bid is still scheduled to be awarded in November and has no new information on which firm it may be awarded to. He is still hearing that Western Massachusetts is the most likely location and that two of the candidates have committed to locate in Springfield, which Mr. Thurston believes, is still a plus for the Berkshires because it will create new business and jobs.

V. EXECUTIVE SESSION

No executive session was held.

VI. OTHER BUSINESS

Chairman Callahan acknowledged the reappointment of several Board members by the Mayor. A draft of the 2015 meeting calendar was distributed with the request that all conflicts be brought to the attention of the Executive Director before the schedule is finalized in December.

VII. ADJOURNMENT

There was a motion to adjourn at 8:35 AM, seconded and carried.

Respectfully submitted,



Colleen Hunter-Mullett
Clerk