

Pittsfield Economic Development Authority
February 18, 2015

Meeting Minutes

The following Board Members were in attendance: Chairman Mick Callahan, Mike Matthews, Larry Tallman, Patrick Reuss, Daniel Bianchi, Christina Barrett, Paul Dalton, Pam Green, and Mick Filpi.

Also in attendance was Beth Goodman, legal counsel, Stephen Boyd, BIC Board, Derek Noble, Doug Clark, City Community Development Director, Regina Burgio, Dave Sondrini, Tony Dobrowolski, Berkshire Eagle, Cory Thurston, Executive Director, Tara Mullett, Clerk.

I. Administration

Call to Order – Chairman Mick Callahan called the meeting to order at 8:00 am. He reminded everyone that the meeting was being video and audio recorded.

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

II. Committee Reports

Executive

BIC – Mick Callahan informed the Board that over the last 5-6 weeks he and Cory Thurston have been working with the BIC board to get the best possible site for the construction of the BIC and want to make sure it is done right the first time.

Both site 3 and 5 have been evaluated for the best possible location. They have concluded that site 3 would be the best decision because it creates a campus environment for further development.

Stephen Boyd, BIC Board President was introduced to give more specifics about the change. He believes site 3 will optimize the shape of the building to better accommodate all the heavy equipment, it will be easier for people to collaborate on one floor and the site is a more level, flat site for the building.

Derek Noble from Steffian Bradley Architects had 3 schematics of the how site 3 would look. The first was showing the footprint of BIC building as well as a parking lot. The second was showing how two more buildings similar in size would fit into the design. The third was showing how a 50,000 sq. ft. manufacturing space would still be a possibility.

Cory added that there were still many options for anyone wishing to develop in conjunction with the BIC.

Christina Barrett asked Stephen if a ground breaking date had been chosen. His hope is to break ground in May or June however there are still details that need to be worked out. He stated it would be some time in the 2015 construction season.

Chairman Callahan asked Derek to show how the building will be set up for expansion. He explained they would build as far west on the site as possible leaving room for expansion in the future.

Mike Matthews made a motion to allow the City of Pittsfield to proceed and redirect the planning and design work necessary for the construction of a new municipal facility, from Site 5 to a portion of Site 3, in the William Stanley Business Park, as presented at today's meeting, Mike Filpi seconded the motion and was passed unanimously.

Mr. Thurston has been working with Beth Goodman, Legal Counsel on an Easement for the City of Pittsfield regarding the BIC.

Paul Dalton made a motion to authorize the Executive Director to enter into negotiations, with the City of Pittsfield, for a long term agreement for the use of a portion of land on Site 3 in the William Stanley Business Park for the construction of a new municipal facility, as funded by the Massachusetts Life Sciences Center and operated by the, not-for-profit, Berkshire Innovation Center, Inc., Pam Green seconded the motion and was passed unanimously.

Pam Green made a motion to authorize the Executive Director of the Pittsfield Economic Development Authority (PEDA) to represent the board of Directors, as the owner of the William Stanley Business Park (WSBP) and, as such, attest to a enacted Tax Incremental Financing Agreement (TIF) between the City of Pittsfield and the Berkshire Innovation Center, for a municipal facility to be constructed on a portion of land on Site 3 in the WSBP, seconded by Paul Dalton and was passed unanimously.

Citing a direct conflict as Mayor of Pittsfield , board member Daniel Bianchi recused himself from voting on the above three items. Although not present for this meeting it was also note that Doug Crane is a board member of the Berkshire Innovation Center and would be similarly conflicted at future meetings.

Design Review Committee – The Covenants and Restrictions adopted for the William Stanley Business Park, call for a 3 member Design Review Committee (DRC) and two alternate members. One member is designated and four are to be appointed by the PEDA Board.

The committee is charged with reviewing and approving the BIC's plans to ensure the building and site work meet the guidelines established for the park.

Chairman Callahan recommends the following individuals for appointment to the Committee:

George Whaling PEDA Board	Member
Larry Tallman PEDA Board Alternate	Alternate
John Tulloch, Manager - Eversource, Pittsfield (WMECO)	Member
Jeff Polucci, Facilities & Real Estate Officer - MountainOne	Alternate

Mike Filpi made a motion to accept the people who have been chosen for the Design Review Committee, seconded by Patrick Reuss and passed unanimously.

Since the BIC will be a municipal building, the designated member Doug Clark, the City's community Development Director has a conflict of interest. Therefore, Chairman Callahan recommended alternate member, Jeff Polucci, replace Doug Clark as a voting member of the committee for all matters involving the BIC.

Mike Filpi made a motion to accept Jeff Polucci as a replacement for Doug Clark as a voting member for all matters involving the BIC, Mike Matthews seconded and was passed unanimously.

Finance

2014 Year End Financials - were submitted and Mike Matthews informed the board that PEDAs is on budget. The operating expenses are down 30% for the year. He would like to see the savings shifted to help fund projects that may come up.

Cory noted that the full amount of the \$250,000 grant for the BIC had been expensed in the current year even though only \$62,500 had been disbursed. That is subject to change with the upcoming audit.

Auditors will begin their field work on February 19, 2015. Chairman Callahan would like to have them present the report at the April meeting.

Mr. Filip made a motion to accept the 2014 year end financials. Christina Barrett seconded the motion and it passed unanimously.

2015 Budget – Expenses are decreasing and are heading in the right direction. Mr. Matthews explained the expectations of the budget going forward.

Paul Dalton made a motion to approve the 2015 Budget. Ms. Barrett seconded the motion and it passed unanimously.

Banking Resolution – Colleen Hunter-Mullett, who was a signatory for PEDAs bank accounts, has resigned her position, and therefore the banks required a board resolution to establish new signature cards. Cory Thurston, Pam Green and Daniel Bianchi will continue as signatory's going forward.

Patrick Reuss made a motion to Adopt the Resolution. Mike Filpi seconded the motion and it passed unanimously.

Marketing

Web Video – Dave Sondrini is working on a video which will include 2 members from the community. The video will be ready in April or May.

Creative Ad – A piece was created for the New Year and a piece was created and placed on a foam board.

Web Site Metrics – More than 50% of hits to the WSBP/PEDA website can from other sites such as Facebook.

Cory is looking to get some information together so he can create some “leave behinds” at trade shows and special events.

Special Projects

NPEDS Permit – PEDA continues to be in compliance. Cory has not had any feedback from the EPA on a draft permit.

The committee had not met since the last board meeting.

III. Executive Director Report

Mass Development – Cory has received positive feedback on working with us on the moving of the grant money from site 5 to site 3. Environmental testing will be less stringent because PEDA cleaned up the site and it had been covered with clean fill.

CSX – Mr. Thurston is looking at a temporary easement for the straightening of track 5. This is necessary to allow CSX to gain access to the construction site.

2014 Review – this is compiled and released with the Audit.

IV. Executive Session

There was no Executive Session.

V. Other Business

Chairman Callahan informed the Board that the next meeting would be March 18, 2015.

VII. Adjournment

There was a motion to adjourn by Chairman Callahan at 9:00am, seconded and carried.