

Pittsfield Economic Development Authority

Board Meeting Minutes  
September 9, 2015

The following Board Members were in attendance: Chairman Mick Callahan, Christina Barrett, Mike Filpi, Patrick Reuss, Pam Green, Larry Tallman, Paul Dalton, Doug Crane and Mayor Dan Bianchi. Also in attendance Cory Thurston, PEDAs Executive Director, Beth Goodman, Legal Counsel, Dave Cachet, PCTV, Andy McKeever, iBerkshire and 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 audio and video recorded.

Approval of July 15 minutes: **A motion was made by Mike Filpi to approve the July 15 minutes, seconded by Larry Tallman and passed unanimously.**

**II. Committee Reports**

Finance

Patrick Reuss presented overview of the Second Quarter Financial Reports to the board members.

**Paul Dalton made a motion to approve the Second Quarter Financial Reports: Pam Green seconded and passed unanimously.**

Finance Committee reviewed the Treasurers Job Description and made a few changes. The position will be appointed by the Board. A stipend will be given to the candidate chosen. The amount will be discussed at a later date. Specific hours have not been determined but a requirement should be to attend all Finance Committee Meetings and Board Meetings.

According to the bylaws, PEDAs should have a Treasurer. There has not been a Treasurer since Colleen Hunter-Mullett resigned her position.

Position should be finalized by the October Board Meeting.

**Mike Filpi made a motion to accept the job description for the Treasurers position; seconded by Doug Crane and passed unanimously.**

Mayor Bianchi asked if the job needs to be posted. Cory explained that it was a board appointed position so it did not need to be posted.

## Marketing

An online campaign with the Albany Business Review will run for a week. We will be able to track all the online traffic.

The USA Today had a special Patriots insert that we placed an ad in which runs through September 14<sup>th</sup>.

“Life is Calling” video and theme is a good marketing tool and it is posted on the webpage. We will continue to use this with our marketing strategies.

## Design Review

The Design Review Committee continues to review the progress of the BIC. Changes were made to cut back the budget, such as the square footage was reduced back to the original amount of 19,800. The loading dock has been removed and some of the landscaping has been changed.

The committee gave a formal go ahead to get the documents ready for bid.

PEDA is working with the BIC to look at some of the items, such as utilities and water lines that we can also tie into the WSBP as a whole. Installation of these will be while they are

The expectation is for ground breaking in October.

### **III. Executive Directors Report**

PEDA received the check for reimbursement from Mass Development for expenses incurred for work on site 5.

Mass Development has accepted the application for the BIC site change and an amendment to the grant agreement, to that effect, has been executed.

Recommendations for infrastructure improvements, to common areas in the WSBP, are being formulated in areas on the shared entrance to site 3 off Woodlawn Ave. The common drive and utilities were highlighted on an attached map Cory is getting quotes for the cost to connect utilities, water, etc. to remaining part of site 3. It's important that we continue to build for the future tenants and adequate fire protection is insured.

Cory is optimistic that PEDA and the City will be in a good position to receive an EDA grant to assist the WSBP in a number of these infrastructure improvements.

Cory would like to hire Steve Wilson from CHA to develop a scope of work and the necessary bid documents for permanent repairs to the north forebay's spillway as well as contemplated storm water improvements in the teens. This will give Cory the opportunity to tie it together with the MassDevelopment grant. The quote for bid and monitoring project was \$6,000. There were no questions or objections to the plan.

Beth Goodman is working with Darren Lee on a draft Easement for the City for use of Woodlawn Ave and the new Bridge. The concept is document is similar to what was done for the Silver Lake Walkway.

The Discover Tyler Street event on August 27<sup>th</sup> was a huge success, The Mayor spoke in glowing terms of the event and the ability to utilize the PEDDA parking areas for community functions such as this.

#### **IV. Other Business**

Mick Callahan announced that Tara Mullett will be leaving her position on October 1<sup>st</sup>. He thanked Tara for her service and wished her well on her new opportunity at BMC. He indicated that the Executive committee will review with the director the needs of the office and how best to fill them. Former employee, Donna Cowan has indicated she would be available to handle the financial duties for the time being.

The next Board Meeting is scheduled for October 14, 2015.

#### **V. Adjournment**

**Mike Filpi made a motion to adjourn at 9:00, seconded by Christina Barrett, passed unanimously.**