

Pittsfield Economic Development Authority
66 Allen Street, 1Berkshire Conference Room
Board Meeting Minutes
August 17, 2016

The following Board Members were in attendance: Chairman Mick Callahan, Pam Green, Christina Barrett, Churchill Cotton, Barry Clairmont, Krystle Gallo, Mike Filpi, Doug Crane. Also in attendance were: Cory Thurston, PEDDA Executive Director, Joelle Collins, Legal Counsel, Tricia Farley-Bouvier, State Representative, Donna Cowan, 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 June 15, 2016 minutes-

There was a motion to approve the June 15, 2016 meeting minutes made by Mike Filpi, seconded by Christina Barrett and passed unanimously.

II. Woodlawn Crossing Update

Cory stated that sufficient progress is being made with the development process. The engineering work is ongoing but not yet complete and legal work is in a similar state. The Lease Purchase agreements are quite complex and involve a number of agencies, and therefore a number of reviews. As such, the documents are still in draft form. The original LOI had optimistically set a date of 60 days for the necessary agreements to be executed, however a 60 day extension period was anticipated and Waterstone will need that time to complete the task. An amended LOI was presented and reviewed.

There was a motion to vote on the extension of the Letter of Intent made by Christina Barrett, seconded by Pam Green, and passed unanimously. (A copy of the vote is attached to the official record of this meeting)

Tricia Farley-Bouvier was introduced to the Board by Chairman Mick Callahan. She highlighted an earmark she was able to include in the capital budget for \$75,000 to extend high speed broadband fiber optic cables to the William Stanley Business Park for the BIC and future tenants. She also commented on her support for the BIC and suggested a phased approach to the project to get the shovels in the ground.

III. Financial Report

Cory stated that Ryan Killeen and he have been working together on the financials/budget.

-the income account needs to be adjusted since the Mass Development monies were reimbursement for expenses incurred last year.

-Overall, expenses are in fine shape compared to last year

Mick is pleased with the Financial Committee, with managing the expenses appropriately.

There was a motion to approve the 2nd Quarter Financials by Doug Crane, seconded by Krystle Gallo and passed unanimously.

IV. Marketing Report

Christina Barrett spoke in regards to the Marketing efforts in play.

-would like more signage/visuals

-there are new collateral materials with a presentation folder

-our website has been upgraded and the enhancements are very clean and professional in appearance.

-social media remains active and our Facebook pages are strong with a good reach

-looking into using an upgrade of our Loopnet listing, a website for folks looking for property

Cory spoke about the upcoming Open Houses to be held at the PEDDA office, offering walking tours of the property, and answering any questions and concerns people may have. He also said we will have a booth at the "Discover Tyler Street" festival as well and Waterstone will also be present.

V. Executive Director's Report

-Cory stated that he is working on prospects for the 40's site.

-BIC, there has been no new information regarding the funding gap. But now that the Governors Economic Bill was signed, he feels that this will allow the agencies involved to better know their budgets and make a decision.

-BCC will host the next BIC speakers event and the new, state of the art equipment will be unveiled and demonstrated on September 15th. The equipment is at Taconic High School and it will be used by the college, high school students and BIC members.

-Woodlawn Ave Bridge has seen tremendous traffic. The intersection needs improvements and the City and State are working on this so the more activity at the WSBP should make this move more quickly.

-Tyler Street TDI, is nearing the completion of the initial planning study. There will be a formal Open House to unveil the draft report at the end of September. It will be the first draft of the corridor study.

VI. Other Business

Next regular Board Meeting Scheduled for October 19th, 2016. Location to be determined.

VII. Adjournment

There was a motion made by Mike Filpi to adjourn at 8:35 am, seconded by Barry Clairmont, passed unanimously.

Respectfully Submitted,

Donna Cowan
Clerk