

Pittsfield Economic Development Authority  
November 14, 2012

Meeting Minutes

In attendance were Acting Chairman Mick Callahan, Patrick Reuss, Paul Dalton, Mike Matthews, Pam Green, George Whaling, Mike Filpi, Gary Grunin, Dan Bianchi, Christina Barrett and Larry Tallman, Board Members.

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

**I. Administration**

Call to Order

Acting Chairman Callahan called the meeting to order at 8:00 AM.

Approval of October 10, 2012 Minutes

There was a motion to approve the meeting minutes of October 10, 2012 as presented, seconded and carried.

**II. Committee Reports**

**Executive Committee**

Life Science Vision Statement - Acting Chairman Callahan stated that it had been a great week with the announcement of PEDDA's new neighbors. He thanked Mr. Thurston and everyone involved in making it happen, stating that the story was much bigger than Nuclea. He wanted to make sure that PEDDA's vision statement gets out to everyone.

Mr. Thurston informed the Board that there are three elements in the next step of PEDDA's vision statement that need to be done before the application can be sent to MA Life Sciences. He reminded the Board that he had sent a draft of the vision statement to everyone and stated that any ideas, input or feedback would be greatly appreciated. He stated that he would like to develop responses by December 11<sup>th</sup> so that the Board can review and approve the final draft for submission to the Life Sciences after the December 12<sup>th</sup> Board meeting.

Mr. Thurston stated he thought the event went well, but informed the Board that regrettably the City Council did not receive their invitations. He believed it was because there were three offices coordinating the event and their invitations just slipped through the cracks. He informed the Board that he had already given two City Councilors a tour and he will be extending an invitation to the rest of the Council to come tour the facility.

Mr. Tallman informed the Board that he had attended a City Council meeting and was told by two separate Councilors that they liked the direction that the PEDDA Board was headed in.

Mr. Filpi informed the Board that he is looking at the possibilities of an additional source of funding to assist with the Life Science building. The source is the AFLCIO Building Investment Trust and he will update the Board when he knows more.

### **Special Projects Committee**

NPDES Permit – Ms. Green informed the Board that she had not heard anything as of yet. Mr. Thurston stated that he had received a phone call acknowledging the letter that PEDDA sent and was told that they intend to respond.

Chairman Callahan asked if there were any other projects for this Committee. Mr. Thurston stated that there will be because there is some work that needs to be done on transferring the water quality basin to the City. He stated that there are also some design issues and he had received a settlement figure from CHA for the design flaws in regards to the washouts that occurred. Chairman Callahan stated that the Finance Committee should evaluate the offer as soon as possible. Mr. Thurston stated that he plans to present the offer to the Finance Committee at their next meeting with a recommendation to the full Board at the December meeting.

### **Finance Committee**

Third Quarter Financial Statements – Mr. Matthews informed the Board that PEDDA's profit and loss year to date is on budget and doing well. He also informed the Board that he would like to have quarterly reviews of the budget and he would like the Board to receive monthly profit & loss and balance sheets next year. Mr. Thurston added that Mr. Matthews is currently reviewing credit card payments and personal reimbursements as an added level of protection.

2013 Budget Process – Chairman Callahan stated that the Board will be looking at a draft budget in December. Mr. Matthews asked Board members to submit any budgetary requests to Mr. Thurston or himself before the December meeting for inclusion in the 2013 budget. Mr. Matthews stated that the budget should be a reflection of what the Board thinks it's going to do and what it actually does.

Mr. Whaling asked if the intent was to lock in the 2013 budget at the December meeting. Mr. Matthews confirmed that this was the intent. Mr. Whaling stated that he would get the marketing numbers, but warned that he may not have them all. Mr. Matthews stated that it should be as close as possible. Mr. Thurston stated that he didn't think it would be a perfect process this first year.

### **Marketing Committee**

Progress Update – Mr. Whaling informed the Board that the first meeting went well and that he received good feedback from Winstanley Associates and Regina Burgio. Mr. Whaling stated that Ms. Burgio has committed to having all the kinks out of the website by December. Mr. Thurston informed the Board that the new website design will be completed by December as well.

2013 Planning – Mr. Whaling informed the Board that he had asked Winstanley Associates to provide him with a budget for doing one good news story a month because he believes PEDDA will have a lot more good news next year.

### III. Executive Director's Report

Silver Lake Shoreline Land – Mr. Thurston informed the Board that the Silver Lake Shoreline eminent domain process is complete and the recordings have been done, stating that once the project is completed, the entire shoreline will be transferred to PEDAs by GE.

Chairman Callahan asked if the shoreline should be transferred to the City because of liability issues. Mr. Thurston stated that the City will have a permanent easement, but it was determined for liability issues its best that ownership stays with PEDAs.

Mr. Thurston informed the Board that there will also be a plantings easement involving low profile plantings in order to protect the solar array.

Mr. Callahan asked if the new insurance policy included the new shoreline property. Mr. Thurston confirmed that it did and stated that adding this shoreline was part of the policy negotiations.

MassDOT – Bridge – Mr. Thurston informed the Board that the project is moving forward. He stated that the next step is a DOT public hearing at City Hall on November 28<sup>th</sup>. Chairman Callahan asked if Board Members should attend to make a statement. Mr. Thurston stated that Board members are welcome to attend but because the project is only at 25% design, he doesn't think it's necessary to make a statement.

There was some discussion regarding the level of participation of the Tyler Street Business Group, with Mr. Thurston stating that they are extremely active in the process.

Project Matrix – Mr. Thurston informed the Board that there were a few steps in the matrix that had been completed and suggested that Board members review at their leisure.

Other – Mr. Thurston informed the Board that a draft of the Greylock parking lot lease will be reviewed during the next Executive Committee meeting. Chairman Callahan stated that he would like the Executive Committee to meet at the beginning of December so that the lease can be completed and the Board can vote on it at the December meeting.

Chairman Callahan informed the Board of an incorrect headline in the Berkshire Eagle, stating that PEDAs had received a large amount of grant money. He informed the Board that UMASS received the grant money. Mr. Thurston stated that PEDAs will be participating in the grant, but will not be receiving any of the funding.

Mr. Matthews asked for an update on the BRAC Financing in regards to insurance costs. Mr. Thurston stated that he had not heard back from GE regarding PEDAs's decision to reduce the amount of coverage, but he had been told verbally that there will be push back from GE.

It was determined that the Board meetings will remain on the second Wednesday of every month at 8:00 AM in the PEDAs offices for 2013.

Mayor Bianchi thanked everyone for their participation on sub-committees.

**IV. Executive Session**

No Executive Session was held.

**V. Meeting Calendar**

The next meeting of the PEDDA Board will be December 12, 2012 @ 8:00 AM.

There was a motion to adjourn at 8:40 AM, seconded and carried.

Respectfully submitted,



Colleen Hunter-Mullett  
Clerk