

Pittsfield Economic Development Authority
Meeting Minutes
December 10, 2014

In attendance were the following Board Members: Chairman Mick Callahan, Pam Green, Christina Barrett, Larry Tallman, Paul Dalton, Patrick Reuss, Michael Filpi, Dan Bianchi, and Mike Matthews.

Also in attendance was Doug Clark, City of Pittsfield, Beth Goodman, legal counsel, Tony Dobrowolski, Berkshire Eagle, 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 everyone that the meeting was being both audio & video recorded.

Approval of October 15, 2014 Minutes – **There was a motion to approve the minutes of October 15, 2014 as presented, seconded and carried.**

II. Committee Reports

Finance

Quarterly Financials – Mr. Matthews informed the Board that his group is continuing with bi-monthly meetings. He submitted quarterly financials and stated that PEDA is on budget and continues to experience downward pressure on the operating budget and an increase on project budgets. He stated that PEDA is on target with its goals.

Mr. Filpi asked about the reduction in the insurance line item. Mr. Thurston informed him that there were extraordinary onetime costs in the previous year that were not applicable this year. Mr. Matthews informed the Board that PEDA has seen a reduction in the professional services line item as well.

Mr. Filpi made a motion to accept the quarterly financial report. Mr. Dalton seconded the motion and it passed unanimously.

2015 Budget – Mr. Matthews explained the expectations of the upcoming budget, stating that PEDA is heading in the right direction and operating efficiently.

Ms. Barrett asked about the reduction in administrative expenses. Mr. Thurston stated that he thought it was just a matter of reporting things in other locations within the budget, but he would look into it and get back to her.

Mr. Matthews informed the Board that the 2015 budget does not include any project financing because there are not projects scheduled at this point.

Mr. Thurston informed the Board that once 2014 ends, he'll know better whether changes to the budget need to be made.

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

2014 Audit - Mr. Matthews informed the Board that Adelson & Company will continue to be PEDAs auditor. He stated that they have done a great job and their price remains the same. The estimate for 2014 was \$14,000.

Mr. Thurston informed the Board that the annual audit should begin sometime in March, but he is hoping they may be able to start sooner this year.

Mr. Reuss made a motion to approve the continued use of Adelson & Company as PEDAs auditor. Ms. Green seconded the motion and it passed unanimously.

Marketing

Ms. Barrett informed the Board that a press release will be issued soon regarding the Berkshire Innovation Center.

Ms. Barrett also informed the Board that Regina Burgio had designed some signage for the site to let people know that the BIC is coming. She submitted the proposed signage for Board review.

Ms. Barrett informed the Board that Mr. Thurston has been working with the contractor for the Bridge reconstruction project, making sure that they have the appropriate insurance coverages for the proposed staging areas.

Special Projects

NPDES Permit - Ms. Green informed the Board that here committee has not met since the last Board meeting. She stated that PEDAs has not received a draft permit as of yet, but is still continuing with the requirements of the existing permit.

Mr. Thurston informed the Board that he is continuing to work with the City to determine the best way to handle this joint effort.

Chairman Callahan asked if a permit was issued in draft form, what happens then. Does it start a clock ticking? Mayor Bianchi stated that he doesn't believe it starts any time lines, but that it starts the discussion, which hopefully will not be burdensome.

Ms. Green informed the Board that the timeline after a draft permit is issued is the "comment period" and her group has made many cases of what should be included in the draft permit and is prepared to answer any questions.

Tenant Relations

WMECO Storage Renewal – Mr. Thurston informed the Board that WMECO would like to renew their agreement.

Mr. Matthews made a motion to approve the renewal of the WMECO storage agreement as long as there are not significant changes. Mr. Dalton seconded the motion and it passed unanimously.

N Star – Storm Emergency Response Area – Mr. Thurston explained to the Board that this agreement will be similar to the WMECO agreement. N Star would like to use the area for staging during a significant weather event.

Mr. Filpi asked who would be liable if someone was to get hurt on the property. Mr. Thurston informed him that N Star would be responsible and that he would make sure the proper insurance coverage was in place prior to signing any agreement.

Chairman Callahan questioned the duration of these agreements, stating that PEDAs need to make sure that they receive plenty of notice to relocate them if necessary. Mayor Bianchi agreed, stating that the PEDAs need to have access to the property at all times.

III. Berkshire Innovation Center

Progress Report - Doug Clark, Community Development Director for the City, gave a brief progress report, informing the Board that the BIC Board has held three meetings with the architects to date and that they have toured a few similar facilities, highlighting such things as the benefits of shared equipment, lessons learned, etc. They also attended vendor presentations. Mr. Clark informed the Board that he's optimistic that test holes to gather lab samples for characterize soils before the end of the month. Mayor Bianchi suggested a joint meeting of the PEDAs and BIC Boards.

Grant Contract Executed – Mr. Thurston informed the Board that the \$250,000 incentive grant contract, had been executed since the last Board meeting. He stated that PEDAs's next mission is to complete a permanent easement agreement with the City.

Mr. Thurston informed the Board that the \$74,000 that PEDAs advanced the City is in the process of being returned because the City received the reimbursement from the MLSC grant. He stated that he thought PEDAs should receive the check by the end of the year.

IV. Executive Director's Report

MA Development Agreement – Mr. Thurston informed the Board that the grant agreement for Site 5 is complete and he's now working on a second grant.

Northern Construction – Access Agreement – Mr. Thurston informed the Board that the awarded contractor for the bridge reconstruction is Northern Construction. He stated that the surveyors have been on site and the preconstruction meeting, which he will attend, is scheduled for next week. He stated that he expects Northern to be in the ground shortly and be completed in about a year's time. Mr. Thurston informed the Board that the access agreement for Northern will be for Site 3 for staging purposes and will include the necessary easements.

Open Discussion – Mr. Thurston informed the Board that the vote taken by this Board regarding the incentive program for the railcar project is moot. The contract has been awarded to CNR China and

they will be located in Springfield. He informed the Board that he continues to make introductions for CNR China to local companies in the Berkshires.

Mayor Bianchi stated that it's disheartening not to have won the contract, but he believes PEDDA's efforts were not lost on people and it demonstrates PEDDA's ability to prepare attractive incentive programs for future businesses.

Chairman Callahan informed the Board that a delegation from CNR met in Pittsfield when looking at all their options and their trip through the Berkshires introduced them to a number of local businesses. He stated that he's optimistic that PEDDA will hear more in the future.

Executive Director's Job Description – Ms. Barrett submitted the revised job description stating that she had received feedback from Board members and that once adopted, the Board will perform an annual review of the Executive Director and his/her performance.

Mr. Thurston informed the Board that PEDDA will be adopting a formal sick leave policy due to changes the State has made.

Ms. Barrett made a motion to approve the revised job description of the Executive Director. Mike Filpi seconded the motion and it passed unanimously.

V. Other Business

Assistant Clerk - Chairman Callahan informed the Board that this clerk is resigning as of this meeting and would like to have legal counsel look into the positions of clerk and treasurer. Until that is done, he recommended appointing Tara Mullett as Assistant Clerk.

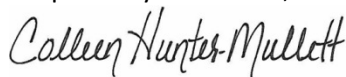
Mr. Matthews made a motion to appoint Tara Mullett Assistant Clerk. Mr. Filpi seconded the motion and it passed unanimously.

Chairman Callahan informed the Board that the next scheduled meeting of the Board is February 18, 2015.

VI. Adjournment

There was a motion to adjourn at 8:55 AM, seconded and carried.

Respectfully submitted,



Colleen Hunter-Mullett
Clerk