

Pittsfield Economic Development Authority
Board Meeting Minutes
May 9, 2016

The following Board Members were in attendance: Chairman Mick Callahan, Pam Green, Christina Barrett, Paul Dalton, Mike Matthews, George Whaling, Churchill Cotton, Barry Clairmont, Krystle Gallo, and Mike Filpi. Also in attendance were: Cory Thurston, PEDA Executive Director, Ryan Killeen, Treasurer, Joelle Collins, Legal Counsel, 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.

Introduction of new Board Members-Mayor Linda Tyer introduced her new Board appointments and address the group. She wanted to thank everyone for their dedication to the Board, and how important this role is to the City. She said success will come with collaboration.

Introduction of TDI Fellow-Cory introduced Sika Sedzro, MassDevelopment TDI fellow.

Approval of February 17, 2016 minutes-

There was a motion to approve the February 17, 2016 minutes; seconded and passed unanimously.

II. Committee Reports

Nominating Committee-Pam Green announced the proposed slate of Officers:
Mick Callahan, Chairperson
Christina Barrett, Vice Chairperson
Mike Matthews, CFO
George Whaling, Secretary

There was a motion to approve the slate of Officers by Mike Filpi, seconded by Paul Dalton and passed unanimously.

Finance-Vince Viscuso and Dave Irwin from Adelson & Co. presented the 2015 Audit report. Following the presentation and a brief Q&A period;

Mike Matthews made a motion to approve the 2015 Fiscal Year Audit, seconded by Mike Filpi, passed unanimously.

Insurance- It was reported that a complete Insurance policy review had been conducted and reviewed. The competitive process yielded one carrier change, improved coverage, the addition of the bridge and the total cost remained flat.

1st Quarter Financial Report- shows improvement of 20% year over year. Marketing is higher due to a more aggressive campaign. The Director announced that he planned to re-introduce the budget comparisons to the financial statements once it had been loaded into QuickBooks.

Mike Matthews made a motion to approve the 1st Quarter Financials, George Whaling seconded, approved unanimously.

Marketing-Christina Barrett spoke about the new marketing material, hand outs, pop up banners, the new video with BCC that is on the web site, and that the committee is planning a face lift for the web site.

III. **Executive Director's Report**

Berkshire Innovation Center-Stephen Boyd spoke about the funding gap. The BIC is hoping to hear back from the State, regarding potential solutions, in the very near future.

Woodlawn Ave Bridge-Cory spoke about the opening of the bridge, pushed back due to a fence issue. Hoping to have a ribbon cutting ceremony in late June.

Nuclea Sublease-Cory explained to the Board that Nuclea has vacated the Kellogg Street building. Their lease goes until November, they are willing to pay up until the present, but would like to terminate the lease without penalty to them.

There was a motion to allow the Executive Director to offer an early termination option for the Nuclea Sublease provided that they were current with all amounts due by May 31st. Made by Christina Barrett, seconded by Paul Dalton and passed unanimously.

IV. **Executive Session**

Chairman Callahan stated, "As required by guidance regarding the open meeting law, I have determined that an open discussion of the lease or purchase options with two active prospects for sites 8 and 9 in the William Stanley Business Park, may have a detrimental effect on PEDAs negotiating position, therefore, I move that we enter into Executive Session."

The motion was seconded and there was a roll call to vote to enter into executive session. All members voted in the affirmative.

At the conclusion of the Executive session, the chairman announced that no votes had been taken during executive session and the public meeting continued.

V. **Other Business**

Next Board meeting scheduled for June 15th, 2016, at 66 Allen Street, at 8:00 a.m.

VI. **Adjournment**

There was a motion made by Mike Filpi to adjourn at 9:40 a.m., seconded by Pam Green, passed unanimously.

Respectfully submitted,

Donna Cowan
Clerk