**Board of Directors Meeting Notice**

**Pittsfield Economic Development Authority**

**October 8, 2020 @ 8:30am**

**Berkshire Innovation Center - 45 Woodland Ave, Pittsfield, MA**

**Minutes**

**I. Administration** M. Callahan – Chairman  **-Call to Order**

Chair Callahan called the meeting to order at 8:30am. He recognized, without roll call, that all members are present.

**Members Present:**

Maurice Callahan, Chair Jonathan Denmark Michael Filpi

Krystle Blake Pamela Green Michael Matthews

Paul Dalton George Whaling Cristina Wynn

Leo Yantovsky

**Also Present:**

Michael Coakley, Executive Director

Elizabeth Goodman, Cain Hibbard & Myers

Deanna Ruffer, City of Pittsfield

Ted Kozlowski, Clerk

**-April 29, 2019 meeting minutes (VOTE)**

Mr. Denmark made a motion to accept the minutes as presented; it was seconded by Mr. Dalton and was approved unanimously.

**-Executive & Finance Committees Meeting – August 20, 2020**

Chair Callahan reviewed the financial statements prepared for the Executive & Finance Committee meeting, which were distributed to the members prior to the meeting.

**-Vice Chair Resignation – Christina Wynn**

Chair Callahan noted that Ms. Wynn had recently submitted her resignation as Vice Chair of the board. He commended and thanked Ms. Wynn for all the work she has done as Vice Chair, as well as her continued dedication. She will remain on the board. He also noted that Ms. Green was approached and has agreed to take on this critical position.

**-Vice Chair – Pamela Green (VOTE)**

Mr. Matthews nominated Pamela Green as Vice Chair; it was seconded by Mr. Dalton and was approved unanimously.

**-Board Resignation – Barry Clairmont**

Chair Callahan noted the recent resignation of Barry Clairmont from the board, and consequently, as Finance Committee chair. He commended and thanked Mr. Clairmont for his dedication. Mr. Clairmont assured Chair Callahan that should the board need the services of a CPA, he would be available at a very reasonable rate. Mr. Matthews was approached and has agreed to take on the position of Interim Finance Committee chair.

**-Interim Finance Committee Chair – Michael Matthews (VOTE)**

Mr. Denmark nominated Mr. Matthews as Interim Finance Committee Chair; it was seconded by Mr. Whaling and was approved unanimously.

The organization has already taken care of all housekeeping tasks regarding banking and finances.

**II. Marketing Update** M. Coakley

**-Proposed updated WSBP marketing materials and website**

**-Proposed budget**

Mr. Coakley and the Marketing Committee would like to do a refresh and redesign of PEDA’s marketing materials and website. He outlined a draft proposal to hire Roger Matus to do the work. He hopes to keep the cost of the work under $10,000. Mr. Whaling agreed, noting it was time for an update.

**III. Financial Report** M. Matthews

**-Review 2nd Quarter Financials**

Mr. Matthews reviewed the financials submitted, which were distributed prior to the meeting. He commended the organization for running on a very lean budget; the organization is on budget for the year.

The last audit showed approximately $2.7 million. Of that $630,000 was earmarked for landscaping and $750,000 for foundation, with about $1.3 million to run the operation. He noted that PEDA is a one-way street, financially; money flows out but not much comes in. In that regard, the street becomes narrower as the years go on. They have to be aggressive, resourceful and thoughtful on their future decisions.

Seeing no further debate or discussion, Ms. Green made a motion to accept the financials as presented; it was seconded by Mr. Filpi and was approved unanimously.

**IV. Site 9 Planning Study Presentation**

**-Tim Eagles – EDM, Principal / Architect**

**-Mark Arigoni – Milone & Macbroom, Director of Landscape Architecture**

Mr. Arigoni presented their proposal for the Site 9 project (ATTACHMENT A.) Overall, they are looking at a phased approach to the development of the site, in order to be as flexible as possible, as it is impossible to predict the size of a company looking at this site. This project is exciting because it really is a “blank slate.” They stepped back and looked at many issues. It’s not going to be residential and it’s probably not going to be a 1 big building project. A lot of testing has been done of this and other sites. What the city and PEDA would benefit most from was if they clean up the site, make it green and set up some basic infrastructure that might make it easier for a private development. He reviewed the various phases and the reasoning behind the phased approach.

**V. New Business** M. Callahan – Chairman

**-Berkshire Kind Renewal Option Agreement (VOTE)**

Mr. Coakley updated the board on the progress of Berkshire Kind. They have a Host Agreement with the city and a provisional license from the CCC and are working with Hill Engineering to design the building. Ultimately, the plans will come before the Design Review Committee. The agreement is essentially the same that expired on October 1; they will be required to provide a 2nd non-refundable payment, which will be applied to the purchase.

Seeing no further debate or discussion, Mr. Matthews made a motion to approve the renewal option agreement; it was seconded by Mr. Whaling and was approved unanimously.

**-Berkshire Kind Site 4 Assessment Grant (VOTE)**

Chair Callahan noted that historically PEDA helped people develop sites. MountainOne building is an example of that. PEDA helped with a number of site amenities. PEDA will be applying some funds in a grant so they have a chance to do some landscaping of the park. The draft has previously been distributed to members.

Seeing no further debate or discussion, Mr. Matthews made a motion to approve the assessment grant; it was seconded by Mr. Denmark and was approved unanimously.

**VI. Other Business**  M. Callahan – Chairman

**-PEDA Office Task Force** M. Coakley

They will do an analysis of the office space options. Mr. Coakley is putting together some site options and a business plan going forward for the board to approve.

**-Interagency Agreement Update**

Chair Callahan noted the agreement was approved in April, directing the Finance and Executive Committees to act on behalf of the board to approve the document. The relationship with the city is excellent. He commended Ms. Ruffer, Mr. Coakley and Mr. Kozlowski for their work.

**-Forebay Dredging Project Update**

Mr. Coakley noted it is PEDA’s responsibility to keep the forebay clean; it is currently grown in. As the original quote from OTO on the project came in at over $50,000, a public bidding process was activated. They have to go back and do public bidding.

The water quality basin has been covered with water chestnuts for the last few months. It has recently been dredged and cleaned.

**-Next Board Meeting**

The next meeting is tentatively scheduled for December 16, 2020.

**-Other**

Chair Callahan noted that the Design Review Committee will be activated in the near future to review the Berkshire Kind plan.

Chair Callahan officially welcomed Mr. Yantovsky to the board in-person and noted Mr. Denmark has been reappointed to the board by the mayor.

**VII. Adjournment** M. Callahan - Chairman

Mr. Whaling made a motion to adjourn at 9:20am; it was seconded by Mr. Matthews and was approved unanimously.

Submitted by Ted Kozlowski, Clerk

ATTACHMENT A



