**Board of Directors Meeting Notice**

**Pittsfield Economic Development Authority**

**December 29, 2023 @ 8:30am**

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

**MINUTES**

**I. Administration**

Chair Matthews called the meeting to order at 8:30am.

**Members Present:**

Michael Matthews, Chair Maurice Callahan

Krystle Blake Jonathan Denmark

George Whaling Pamela Green

Michael Filpi Paul Dalton

A quorum was present.

**Members Not Present:**

Leo Yantovsky

Adam Rice

Rich Rowe

**Also Present:**

Michael Coakley, Executive Director

Ted Kozlowski, City of Pittsfield

**II. Site 9 Redevelopment Award**

Mr. Coakley noted the contract is to be awarded to the low bidder. Two contractors submitted bids, Maxymillian and Keller; Keller was the winning bidder. He received 8 positive references. They have a great deal of experience here in Pittsfield and the Berkshires. They are a union shop and intend to hire local.

Ms. Green made the motion:

WHEREAS, PEDA issued a request for bids under G.L. c. 30 Section 39M in October, 2023 to procure a contractor that can provide services for the redevelopment of Site 9 at the William Stanley Business Park; and

WHEREAS, at the meeting of the PEDA Board on Dec. 7, 2023, the Board voted to allow Michael Coakley, Interim Executive Director of PEDA and Michael Matthews, Chair of the PEDA Board, to complete negotiation of the terms of the contract to be awarded to the qualified and responsible low bidder for the Site 9 Redevelopment Project, subject to final approval by vote of the Board; and

WHEREAS, after the PEDA Board meeting, the bids were opened on December 7, 2023.

NOW THEREFORE, the Board hereby approves the award of the Site 9 Redevelopment contract to Wm. J. Keller & Sons Construction Corp (“Keller”) as the qualified and responsible low bidder. Furthermore, pursuant to the authority vested in the Board by the Section 2.10 of the Bylaws, the Board hereby delegates its authority to Michael Coakley, Interim Executive Director of PEDA and Michael Matthews, Chair of the PEDA Board, to execute the contract and give notice to proceed to Keller.

It was seconded by Ms. Blake and was approved unanimously.

Mr. Coakley noted they would like to start work around January 15, completing it around October. He felt only two bidders submitted because this is a difficult project. The price is a little higher; we’ll need to watch the budget closely; items, irrigation for instance, may be cut if needed.

Chair Matthews noted they will probably beef up the Finance Committee to make sure funding and payments run smoothly. They plan on having more meeting during the project to give updates.

**III. Commercial Real Estate Broker**

Ms. Green made the motion:

WHEREAS, PEDA wishes to obtain the services of commercial real estate brokers to assist in marketing and obtaining buyers for the sites at the William Stanley Business Park; and

WHEREAS, the Interim Director, Michael Coakley, has determined after investigation that there is likely only one broker in western Massachusetts with appropriate expertise and experience with property subject to G.L. c. 21E, the Massachusetts Oil and Hazardous Material Release Prevention and Response Act.

NOW THEREFORE, the Board hereby approves the determination that there is only one practicable source for the services of a commercial real estate broker for the WSBP, and under Section 2.10 of the Bylaws, the Board hereby delegates its authority to Michael Coakley, Interim Executive Director of PEDA and Michael Matthews, Chair of the PEDA Board, to negotiate terms for the contracts, and to execute contracts for commercial real estate brokerage services for the sites at the WSBP.

It was seconded by Mr. Filpi and was approved unanimously.

**IV. Adjournment**

Seeing no further debate or discussion, Mr. Matthews made a motion to adjourn at 8:50am; it was seconded by Ms. Green and was approved unanimously.

Submitted by Ted Kozlowski, Staff