**Board of Directors Meeting**

**Pittsfield Economic Development Authority**

**June 9, 2021 @ 8:30am**

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

**Minutes**

**I. Administration** P. Green – Vice Chair -Call to Order

Vice chair Green called the meeting to order at 8:30am.

**Members Present:**

Pamela Green, Vice Chair Jonathan Denmark Leo Yantovsky

Krystle Blake Michael Matthews Michael Filpi

Paul Dalton

**Members Not Present:**

Christina Wynn Maurice Callahan, Chair George Whaling

**Also Present:**

Michael Coakley, Executive Director

Elisabeth Goodman, Cain Hibbard & Myers

Deanna Ruffer, City of Pittsfield

Ted Kozlowski, City of Pittsfield

 -February 23, 2021 meeting minutes

Ms. Blake made a motion to accept the minutes with edits; it was seconded by Mr. Yantovsky and was approved unanimously.

**II. 2020 Audit Presentation** M. Matthews – Finance

David Irwin, CPA - Auditor

 -Annual Audit and Financials

Mr. Irwin reviewed the audit. There were three issues raised in the Management Letter. The PEDA board did not adopt a budget. They are currently operating on last year’s budget. Mr. Irwin also noted the need to remove signatories from the bank accounts. Mr. Irwin stated that this has been accomplished already. Finally, the PEDA board has not had monthly meetings. Mr. Matthew felt there had been a discussion to alter the meeting structure. At some point, the board needs to address the meeting schedule.

Mr. Irwin reviewed the audited financial statements. The audit report is the Unmodified Opinion from the auditors on the organization. The opinion is clean; no significant deficiencies. There were a couple notes, but they did not rise to the level of official Findings.

One major development is that the $4 million liability for natural resource damages has been removed from PEDA’s books.

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

**III. Site 9 - Grant Applications** M. Coakley

**A.**-Site Readiness & Brownfields Awarded - $1.1 million

Mr. Coakley discussed the grant awards from Mass Development. One is for environmental permitting and the crushing of the concrete on site. He is working with Malone & McBrom to put together a scope of work. The other is for environmental compliance, testing and coordination; Mr. Coakley is working with Ed Weigel to develop a scope of work.

Seeing no further debate or discussion, Mr. Filpi made a motion to authorize the Interim Executive Director to act on the board’s behalf (ATTACHMENT A); it was seconded by Mr. Matthews and was approved unanimously.

 B. Non-Exclusive Listing Agreement

Mr. Coakley noted he had been approached to sign a non-exclusive listing agreement with a commercial broker that wishes to bring a national distribution company. The agreement would pay him 4% if it is sold to his clients. Ms. Green reviewed it briefly and it appears to be a standard agreement; Ms. Goodman agreed. It is very straightforward and reasonable.

Mr. Matthews suggested it might be time to reevaluate the price per acre.

Seeing no further debate or discussion, Mr. Dalton made a motion to authorize Mr. Coakley to sign the agreement and work with the broker; it was seconded by Mr. Filpi and was approved unanimously.

**IV. Marketing Update** P. Dalton & M. Coakley

Mr. Dalton noted the website is up and running. Please get any feedback to him or Mr. Coakley. A copy of the companion brochure was distributed to the board. Mr. Coakley noted the marketing committee members are also working on social media marketing The business park is listed on LoopNet and Costar, and Mr. Coakley has been getting calls from the listing.

**V. Berkshire Kind Update** M. Coakley

Mr. Coakley noted Berkshire Kind is making progress, although, everything takes longer and costs more than they had planned. He organized a conference call to make introductions with MADEP and the EPA to get a line of communications going. Berkshire Kind is finalizing their construction documents and are getting things ready. They will then send their plans to finalize and obtain permits from the city. They hope to start by this fall. They are trying to purchase steel and expect to receive it around December. They have hired Jesse Cook-Dubin here in Pittsfield as legal counsel and are no longer working with the Springfield firm. Ms. Goodman noted this is the first time PEDA is actually selling physical property, and an approval not required plan showing the new parcel will be required.

**VI. Other Business**  P. Green & M. Coakley

Mr. Coakley reviewed the condition of the Kellogg St office. There has been a great deal of roof leaking. GE has requested that PEDA move out, as it is not safe anymore. Mr. Coakley arranged to scan and shred old documents. About half of the furniture will be donated to the Tyler Street Lab. Ms. Ruffer briefly reviewed the history of the Lab. The remaining furniture is being taken by the city’s purchasing department. The utilities have since been taken over by GE.

Solitude Lake Management has been contracted to work on the water quality basin.

The forebay dredging project is turning out to be a pretty big project. They are putting it out to a public RFP. Mr. Coakley is working with OTO and the City to put it together. He applied for a grant for the work, but did not get the grant.

The roundabout is starting later this fall. There is a small area at the corner of Woodlawn and Tyler on which an easement will be placed. The project is progressing and will be a significant improvement to the corner. Mr. Coakley was also contacted by the state regarding the reconstruction of East St, which will be good for PEDA.

The next board meeting will be in early September. Ms. Green suggested reviewing the bylaws as they relate to David Irwin ’s suggestions.

**VII. Adjournment** P. Green

Mr. Filpi made a motion to adjourn at 9:35am; it was seconded by Ms. Blake and was approved unanimously.

ATTACHMENT A

