

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FULL BOARD MEETING

Thursday, January 25, 2018 7:30 AM
Visitor Center, 14 North Street, Claremont, NH

MINUTES

Approved 2/22/2018

Andre Lafreniere called the meeting to order at 7:30 AM and asked for a roll call.

I. Roll Call

Present: Keith Raymond, Andre Lafreniere, Martha Maki, Joseph Gorman, Robert Porter, Thomas Rock via conference call.

Absent: Candace Crawford, Michael Satzow, Cory LeClair

City Staff: Nancy Merrill, Director, Planning & Development, Theresa Cargill, Administrative Assistance, Rebecca Vinduska, Business Development Specialist, Tom Krebs, Project Manager

CDA Bookkeeper: Paul Cioffi

II. Review Minutes of Previous Meeting(s)

- a. December 21, 2017

Motion: To approve the minutes of December 21, 2017 as presented.

Made by: Mr. Gorman **Second by:** Mr. Raymond

Vote: Unanimous in favor.

III. Finance Report

- a. December 2017

Paul Cioffi went over the Finance Report detail.

Motion: To approve the Finance Report of December 21, 2017 as presented.

Made by: Mr. Gorman **Second by:** Mr. Raymond

Vote: Unanimous in favor.

- b. Funds transfer

Paul Cioffi requested a transfer of \$20,000 from the CDA NHPID savings account to the CDA Citizens operating account, to cover expenses.

Motion: To approve the transfer of funds.

Made by: Mr. Gorman **Second by:** Mr. Raymond

Vote: Unanimous in favor.

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IV. Old Business

- a. 46-56 Opera House Square project update

Ms. Merrill updated the Board on the remediation grant application with CRDC and informed the board she is continuing the search for additional grant funding. She is amending the scope of the Northern Borders grant for Phase 1 of the work and will submit an application for Phase 2 later in the project.

- b. ED Chapter – Workforce and education

Ms. Merrill informed the board of some workforce programs underway and advised that meetings are taking place with our partners on workforce development.

- c. Sign and Façade loan program

The board discussed the loan application process, including the submission of a business plan, financials and loan repayment schedule. The board requested replacing the collateral summary section with the signing of a personal guarantee and promissory note and pledge to repay.

Motion: To approve the application with the requested changes.

Made by: Mr. Porter **Second by:** Mr. Lafreniere

Vote: Unanimous in favor.

V. New Business

- a. Adopt meeting schedule

Motion: To approve the 2018 meeting schedule as presented.

Made by: Mr. Porter **Second by:** Mr. Raymond

Vote: Unanimous in favor.

VI. Non-Public Session

There was no call to Non-Public Session for this meeting

VII. Other

Nancy Merrill informed the board, she has been in contact with Senator Jeanne Shaheen's office regarding the renewal of the office space in the Farwell Block. They would like to renew the lease for the remainder of Sen. Shaheen's term, through January 2021. Draft terms will come back to CDA at their February meeting.

Motion: To renew Sen. Sheenen's lease through January 2021.

Made by: Mr. Lafreniere **Second by:** Mr. Gorman

Vote: Unanimous in favor.

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VIII. Adjourn

Motion: To Adjourn the meeting

Made by: Mr. Lafreniere **Second by:** Mr. Gorman

Vote: Unanimous in favor.

The meeting adjourned at 8:30 am

Respectfully submitted,
Theresa Cargill