

# Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

## FULL BOARD MEETING

Thursday, October 27, 2016 7:30 AM  
Visitor Center, 14 North Street, Claremont, NH

### Minutes

Approved 11/17/2016

Chairman Raymond called the meeting to order at 7:36 AM and asked for a roll call.

#### I. Roll Call

**Present:** Keith Raymond, Robert Porter arrived at 7:45am, Joseph Gorman, Candace Crawford, Martha Maki, Andre Lafreniere.

**Absent:** Alan Spahr, Michael Satzow, Thomas Rock

**City Staff:** Nancy Merrill, Director, Planning & Development; Kurt Beek, Project Manager; Theresa Cargill, Administrative Assistant; deForest Bearse, Resource Coordinator

**Others:** Paul Cioffi, CDA Bookkeeper

#### I. Review Minutes of Previous Meeting(s)

##### a. September 22, 2016 (Full Board)

**Motion:** To approve the minutes of September 22th.

**Made by:** Ms. Maki    **Second:** Mr. Lafreniere

**Vote:** Unanimous in favor

#### II. Finance Report

- a. Paul Cioffi CDA Bookkeeper, presented the board with the September 2016 financial report.
- b. A question arose regarding the rental payment of Unit #2, Shaheen's office.
- c. The Berndt loan has been paid in full.
- d. A motion was made and discussed by the members regarding the processing costs for closing the line of credit. The processing costs were \$1,650.00.

**Motion:** To approve payment of closing costs for the Line of Credit.

**Made by:** Ms. Crawford    **Second:** Ms. Maki

**Vote:** Unanimous in favor

**Motion:** To approve the September 2016 financial report as presented.

**Made by:** Ms. Crawford    **Second:** Mr. Gorman

**Vote:** Unanimous in favor

#### III. Old Business (Robert Porter arrived and joined the meeting at this time 7:45 am.)

- a. Mr. Beek requested a review on the bids which were submitted regarding the drainage project at the Farwell Block at the next CDA meeting. Kurt proposed clearing the area of snow to avoid excess melting and water runoff until the project was completed.

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## IV. New Business

- a. Discussion of revolving loan fund.
- b. Elevator, heating system and electrical updates for use of second floor for 46-52 Opera House Sq., was discussed. A modification of the original engineering estimate and plan was proposed.
- c. A discussion regarding the Brownfield Grant was brought forward.

## V. Non-Public Session

**Motion:** to enter non-public session under the provisions of RSA Section 91-A:3(II)(d)

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

**Roll Call Vote:**

Keith Raymond (aye), Robert Porter (aye), Andre Lafreniere (aye), Joseph Gorman (aye), Candace Crawford (aye), Martha Maki (aye)

## Return to open session

**Motion:** Was entered to seal the minutes of the non-public minutes until the purpose for which they were sealed is no longer valid.

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

**Roll Call Vote:**

Keith Raymond (aye), Robert Porter (aye), Andre Lafreniere (aye), Joseph Gorman (aye), Candace Crawford (aye), Martha Maki (aye)

## VI. Other

- a. Cleaning of the second floor of the Farwell Block up to \$1,500 was agreed upon. Nancy will locate a cleaning company to clean the second floor so it can be shown for possible rentals.

**Motion:** Was made to approve up to \$1,500 for a cleaning company.

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

**Vote:** Unanimous in favor

## VII. Adjourn

**Motion:** To adjourn the meeting

**Made by:** Mr. Porter

**Second:** Mr. Raymond

**Vote:** Unanimous in favor

The meeting adjourned at 8:20 AM.

**Respectfully submitted,**

*Theresa Cargill*