

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FULL BOARD MEETING

Thursday, November 17, 2016 7:30 AM
Visitor Center, 14 North Street, Claremont, NH

Minutes

Approved, December 22, 2016

Tom Rock call the meeting to order at 7:36 AM and asked for a roll call.

I. Roll Call

Present: Keith Raymond arrived at 7:40 am, Robert Porter, Candace Crawford, Martha Maki, Andre Lafreniere, Alan Spahr, Michael Satzow and Thomas Rock.

Absent: Joseph Gorman

City Staff: Nancy Merrill, Director, Planning & Development: Kurt Beek, Project Manager, Theresa Cargill, Administrative Assistance

Others: Paul Coiffi, CDA Bookkeeper

II. Review Minutes of Previous Meeting(s)

a. October 27, 2016 (Full Board)

b. **Motion:** To approve the minutes of October 27th.

Made by: Mr. Rock **Second:** Mr. Maki

Vote: Unanimous in favor.

III. Finance Report

a. The Year-to-Date P&L was amended and presented by Paul Cioffi, CDA Bookkeeper. Keith Raymond arrived at this meeting.

Motion: To accept the Finance Report as presented.

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

Vote: Unanimous in favor.

IV. Old Business

a. Kurt Beek presented the board with two proposals to correct the drainage at the Farwell Block. Kurt is working with Scott Sweet at DPW to determine if a more cost effective plan to remedy the drainage issues.

Motion: To continue looking for solutions to the drainage problems.

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

Vote: Unanimous in favor.

V. New Business

a. The applications for Tom Rock, Keith Raymond, Joseph Gorman and Martha Maki are up for reappointment.

Motion: To send the applications to council and nominate these board members.

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

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Vote: Unanimous in favor.

- b. Connect Center, has requested an early release from their lease in February. They would like to move in February 2017, two months short of the lease term.

Motion: To allow the Connect Center to leave their lease early.

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

Vote: Unanimous in favor.

VI. Non-Public Session

Motion: To go into non-public session in accordance with RSA91-A:3 II (d)

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

Vote: Unanimous by roll call.

VII. Other

Kurt is getting quotes from cleaning companies to clean the second floor of the Farwell building. General cleaning, removing some old carpets and sinks. The first quote received is from Clever Cleaning in the amount of \$1,732.50. The board approved \$1,500 for this project in last session.

Motion: To increase cleaning budget by another \$300.00, to total \$1,800.00.

Made by: Mr. Rock **Second by:** Mr. Crawford

Vote: Unanimous in favor.

VIII. Adjourn

Motion: To Adjourn the meeting

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

The meeting adjourned at 8:00 am

Respectfully submitted,
Theresa Cargill