

# Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

## FULL BOARD MEETING

Thursday, December 21, 2017 7:30 AM  
Visitor Center, 14 North Street, Claremont, NH

### Minutes

Approved 1/25/2018

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

#### I. Roll Call

**Present:** Thomas Rock, Keith Raymond, Andre Lafreniere, Alan Spahr, Candace Crawford, Michael Satzow, Joseph Gorman, Robert Porter, arrived 7:40 am.

**Absent:** Martha Maki

**City Staff:** Nancy Merrill, Director, Planning & Development, Theresa Cargill, Administrative Assistance, Rebecca Vinduska, Business Development Specialist

**CDA Bookkeeper:** Paul Cioffi

**Guests:** Chris Wellington, Project Management Officer – Capital Regional Development Council Shugah River Snowriders

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

- a. November 16, 2017

**Motion:** To approve the minutes of November 16, 2017 as presented.

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

**Vote:** Unanimous in favor.

#### III. Finance Report

- a. November 2017

**Motion:** To accept the Finance Report as presented

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

**Vote:** Unanimous in favor.

#### IV. Old Business

- a. 46-56 Opera House Square project update

**Motion:** To continue with efforts to obtain additional tenants to the Farwell Block properties and CDFA funding assistance.

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

**Vote:** Unanimous in favor.

#### V. New Business

- a. Chris Wellington, Project Management Officer – Capital Regional Development Council (CRDC) discussed small grants (less than \$5000) that are available for assistance for feasibility studies, job

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creation and community marketing. He also discussed the Sullivan County revolving loan fund and other lending programs offered at CRDC.

- b. A representative from Shugah River Snowriders presented a plan, map and request to use CDA property this season for snow mobile use.

**Motion to:** Authorize operation of snowmobiles on designated Claremont Development Authority land.

The Claremont CDA hereby authorizes the Chairman or his designee to take such actions as may be necessary to issue a written Snowmobile Trail Permission, pursuant to RSA 215-C:8, to Shugah Valley Snow Riders, Inc. for a period of one year. This permission is for use of designated CDA owned land lot 163-9, subject to the license agreement for 75 maple taps on lot 163-9 with David Casciani, and is subject to all city and state rules and regulations pertaining to use of snowmobiles on public property. This permission is granted subject to the following condition:

The CDA may close one or more trails on CDA property to snowmobile use as may be required for reasons including, but not limited to, trail conditions, maintenance, sale or safety.

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

- c. Nomination for Re-appointment – Mike Satzow

**Motion:** To nominate Mr. Satzow for re-appointment to the CDA

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

**Vote:** Mr. Satzow abstained: all others in favor.

## VI. Non-Public Session

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

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

### Roll Call Vote:

Mr. Lafreniere – aye

Mr. Rock - aye

Ms. Crawford – aye

Mr. Satzow – aye

Mr. Raymond – aye

Mr. Spahr – aye

Mr. Porter – aye

Mr. Gorman - aye

**Re-enter public session.**

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**Motion:** To seal the non-public minutes until the reason for requiring the non-public meeting no longer exists.

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

**Roll Call Vote:**

Mr. Lafreniere – aye

Mr. Rock - aye

Ms. Crawford – aye

Mr. Satzow – aye

Mr. Raymond – aye

Mr. Spahr – aye

Mr. Porter – aye

Mr. Gorman - aye

**Re-enter public session.**

## VII. Other

Mr. Rock and Mr. Satzow will both away for the winter, Mr. Porter nominated Mr. Lafreniere as board Vice-Chair.

**Motion:** To nominate Mr. Lafreniere as Vice-Chair and authorize him to execute all CDA documents in the Chairman's absence..

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

**Vote:** Mr. Lafreniere abstained: all others in favor.

## VIII. Adjourn

**Motion:** To Adjourn the meeting

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

**Vote:** Unanimous in favor.

The meeting adjourned at 8:35 am

Respectfully submitted,  
Theresa Cargill