

# Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

## FULL BOARD MEETING

Thursday, December 22, 2016 7:30 AM  
Visitor Center, 14 North Street, Claremont, NH

### Minutes

Approved 01/26/2017

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

#### I. Roll Call

**Present:** Robert Porter, Martha Maki, Andre Lafreniere, Joseph Gorman, Thomas Rock.

**Absent:** Keith Raymond, Candace Crawford, Alan Spahr, Michael Satzow

**City Staff:** Nancy Merrill, Director, Planning & Development, Theresa Cargill, Administrative Assistance

**Others:** Paul Coiffi, CDA Bookkeeper

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

a. November 17, 2016 (Full Board)

b. **Motion:** To approve the minutes of November 17<sup>th</sup>.

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

**Vote:** Unanimous in favor.

#### III. Finance Report

a. The Year-to-Date P&L was presented by Paul Cioffi, CDA Bookkeeper. Items on added to the P&L included \$1,600.00 invoice for the cleaning of the second floor at the Farwell Building. Also an adjustment for (\$34.60) in interest entered under Line of Credit – CSB, which will be amended.

b. Nancy Merrill added two pending invoices for two services due to no heat at the Farwell Building. Boiler service is with Combustion Services, the problem for both issues was identified and corrected. Also, a pending invoice with GSP for a service call for frozen pipes to the back bathroom.

**Motion:** To accept the Finance Report with amendments.

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

**Vote:** Unanimous in favor.

#### IV. Old Business

Farwell Block 2<sup>nd</sup> floor has been cleaned. Also the possibility of getting federal funding through a grant with the EPA to assist with the clean-up and remediation of the adjoining city owned building. The estimated cost of the remediation is \$60,000. Also Nancy is meeting in January 2017 with the Community Development Financial Authority for funding.

**Motion:** To continue with clean-up efforts and funding.

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

**Vote:** Unanimous in favor.

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## V. New Business

- a. Syd Clark Park: Building framing is up for the new Butcher Block building. Also discussed was the expansion of NFR and the Maker Space building project completion.
- b. Thomas Rock will be unavailable next meeting and a motion was introduced to authorize Michael Satzow as Vice-Chair the authority to sign documents in Mr. Rock's absence.

**Motion:** To authorize Michael Satzow to execute documents in Thomas Rocks absence.

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

**Vote:** Unanimous in favor.

## VI. Non-Public Session

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

## VII. Other

- a. Proposal from Sugar Valley Snow Riders to include CDA owned land in a groomed trail this season. City Solicitor Jane Taylor provided Nancy Merrill with a map indicating the land SVNR would like to use. Any agreement with SVSR would be subject to the existing license agreement for 75 maple taps on the same lot with David Casciani.

**Motion:** To approve a one year lease with Sugar Valley Snow Riders for use of lot 163-9 subject to the existing license and conditioned on the CDA being able to close the trail to use as may be required for reasons including, but not limited to, trail conditions, maintenance, sale, or safety.

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

**Vote:** Unanimous in favor.

- b. Property owner Darrell Lee joined the meeting. Mr. Lee has purchased the Goodwin Community Center building, made some inquires to some possible businesses which would fit in both the front GCC building and the old gym/pool building.

## VIII. Adjourn

**Motion:** To Adjourn the meeting

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

The meeting adjourned at 8:45 am

Respectfully submitted,  
Theresa Cargill