

# Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

## FULL BOARD MEETING

Friday, February 6, 2015 8:00 a.m.

Visitors Center, 14 North Street, Claremont, NH

## MINUTES

### Special Meeting

Approved 2/26/2015

#### I. Roll Call

**Present:** Keith Raymond, Michael Satzow, Joseph Gorman, Candace Crawford, Robert Porter

**Absent:** Martha Maki, Tom Rock, Alan Spahr

**City Staff:** Nancy Merrill, Director of Planning & Development Department; Zachary Williams, Business Development Coordinator

II. **Review Minutes:** Minutes were not reviewed at this meeting.

III. **Finance Report:** No finance reports were reviewed at this meeting.

IV. **Old Business:** There was no old business to discuss.

#### V. New Business

The CDA has received an offer to rent the empty unit in the Farwell Block.

#### VI. Non-public Session

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

**Made by:** Mr. Gorman      **Second:** Candace Crawford      **Roll Call Vote:** Unanimous in favor

#### Re-enter public session.

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

**Made by:** Mr. Gorman      **Second:** Ms. Crawford      **Roll Call Vote:** Unanimous in favor

**Motion:** To move forward with the lease to Calvary Baptist Church for 6 months (for office use only) at the full amount of \$864 per month; to pay the real estate commission fee of one-half of the monthly rent for the 6-month lease, and prorate for each consecutive monthly lease thereafter.

**Made by:** Mr. Raymond      **Second:** Mr. Porter      **Vote:** Unanimous in favor

**Amendment to the motion:** Starting in the 5<sup>th</sup> month of the 6-month lease, 30-days notice of vacating the premises will be required

**Made by:** Mr. Satzow      Mr. Raymond and Mr. Porter accepted the amendment

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**Amendment to the motion:** Allocated electrical utility expenses shall be paid by the tenant in addition to the monthly rent

**Made by:** Ms. Crawford      Mr. Raymond and Mr. Porter accepted the amendment

**Vote on the motion as twice amended:** Unanimous in favor

## VII. Other

No other business was discussed.

## VIII. Adjourn

**Motion:** to adjourn

**Made by:** Mr. Porter

**Second:** Mr. Gorman

**Vote:** Unanimous in favor

The meeting adjourned at 8:49 AM.

Respectfully submitted,

*deForest Bearse*

Resource Coordinator