

# Claremont Development Authority

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## FULL BOARD MEETING

Thursday June 23, 2016 8:00 AM

Visitors Center, 14 North Street, Claremont, NH

## MINUTES

Approved 7/28/2016

### I. Roll Call

**Present:** Keith Raymond, Robert Porter, Joseph Gorman, Candace Crawford, Michael Satzow, Thomas Rock, Martha Maki

**Absent:** Andre Lafreniere, Alan Spahr

**City Staff:** Nancy Merrill, Director, Planning & Development; Kurt Beek, Project Manager; Zachary Williams, Business Development Coordinator; Paul Cioffi, Bookkeeper (part of the meeting)

### II. Review Minutes

#### a. May 26, 2016

**Motion:** To accept the minutes as written.

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

**Vote:** Mr. Porter abstained; all others voted in favor

### III. Finance Report

### IV. New Business

#### a. FY17 Budget

Ms. Crawford stated that the Finance Committee had just reviewed and approved the FY17 draft budget. She said the proceeds from lot sales and expenses associated with the Farwell have been moved out of the operating budget and into the capital budget. Legal expenses were budgeted at \$1000 last year and \$7500 was spent. This year the budget was increased to \$4000 to allow pro-active cleaning up of deeds in Syd Clarke Park. The budget is not balanced – expenses exceed income by approximately \$10,000. Mr. Cioffi will find out if it is acceptable to leave the budget unbalanced or if a balanced budget is required. If the budget must be balanced, the necessary funds will be transferred from capital.

**Motion:** To approve the budget as presented.

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

**Vote:** Unanimous in favor

### V. Old Business

#### a. Status of Farwell Block building improvements and loan

Mr. Beek said he has met with the DPW director to review the proposed drainage work at the Farwell. Director Scott Sweet asked for more time to research the boundary lines and existing drain lines before finalizing what work will be done

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and how the responsibilities will be shared. The cost estimate is \$25,000, but the majority of the work may fall on the City. The final scope of work should be resolved by next week. The line of credit should be available by then as well.

(Mr. Cioffi left the meeting at this point.)

Mr. Beek said that Eversource is ready to get started on the electrical project at the Farwell. The City Solicitor is working with their attorney on finalizing the easement. As soon as that is done, the project can begin. Funding will be necessary to move forward. \$15,000 has been budgeted for this project.

**Motion:** To authorize staff to move forward with execution of the project with Eversource to get the new electrical work done at the Farwell at a cost up to \$15,000 and to authorize the chair of the CDA to execute any associated documents.

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

**Vote:** Unanimous in favor

## b. Syd Clarke Park projects

Ms. Merrill said the newspaper had reported the sale of the lots to North Country Smokehouse was for \$60,000 when in fact the sale was \$120,000. However because the City doesn't pay transfer tax the county reports only 50% of the sale price. This is not the first time this has happened.

## VI. New Business

(Discussed above.)

## VII. Non-public Session

## VIII. Other

### Ashley Landing

Ms. Merrill said every time she has executed a real estate transaction at Ashley Landing she has run into problems. Mikros has just purchased a second building and in the process of financing their attorney has discovered that there were several things affecting their title at Ashley Landing. One of the items was the CDA mortgage to Mikros had never been discharged. (Ms. Merrill said she has since written up the discharge and recorded it to resolve the problem.) The other issue is there are still several current use tax liens on the property – the change in use penalty has never been paid. The assessor is currently in the process of releasing the liens and the cost will probably fall on the CDA to pay (10% of the value of the property at the time – probably \$2000).

Current economic development is now primarily due to expansion of existing businesses. Jewell, Mikros, and North Country Smokehouse are examples in Claremont. The biggest obstacle is finding workers. Ms. Merrill said the department has shifted the focus of the marketing plan from business recruitment to workforce recruitment. Foreign workers do

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not find Claremont a welcoming community and often won't stay because of it. Other workers won't come because of their opinion of Claremont schools. It was suggested that perhaps the CDA could facilitate a meeting between local businesses, churches and landlords to address the needs of foreign workers.

Mr. Satzow announced that the North Country Smokehouse will be hosting a groundbreaking ceremony at Syd Clarke Park on July 12<sup>th</sup> at noon. He invited everyone to attend and asked for assistance in getting the word out.

## IX. Adjourn

**Motion:** To adjourn the meeting

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

**Vote:** Unanimous in favor.

The meeting adjourned at 8:40 AM.

**Respectfully submitted,**

*deForest Bearse*