

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FULL BOARD MEETING

Thursday, July 26, 2018 7:30 a.m.

Visitor Center, 14 North Street, Claremont, NH

Minutes

Approved 8/23/2018

Thomas Rock called the meeting to order at 7:35 AM and asked for a roll call.

I. Roll Call

Present: Keith Raymond, Joseph Gorman, Andre Lafreniere, Robert Porter, Thomas Rock, Derek Ferland

Absent: Martha Maki, Candace Crawford, Michael Satzow

City Staff: Nancy Merrill, Director, Planning & Development, Theresa Cargill, Administrative Assistance, Thomas Krebs, Community Development Project Manager

II. Minutes

- a. June 21, 2018 (Finance Committee)

Motion: To approve the minutes of June 21, 2018 of the Finance Committee

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

Vote: Unanimous in favor. (Members of the Finance Committee - Gorman, Lafreniere, Rock)

- b. June 28, 2018 (Full Board)

Motion: To approve the minutes of June 28, 2018

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

Vote: Unanimous in favor.

III. Finance

- a. Finance Report

Motion: To approve the Finance Report of June 30, 2018 as presented.

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

Vote: Unanimous in favor.

IV. Old Business

- a. 46-54 Opera House Square update

Nancy Merrill informed the Board that a bid has been accepted from Weller & Michal Architects, Keene NH for an Architect and Engineering Plan for the Elevator and Farwell Block renovation project. The contract negotiations are currently under way and an A.I.A. has been sent to the outside city attorney's office for review and editing. The current budget for the cost of this bid is \$72,900. The Architect and Engineer bid cost of this project is \$87,000.

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b. SCOHC Rent Agreement

Nancy Merrill apprised the board of the status of the Letter of Intent presented to the Dental Center regarding the expansion of the Dental Center to the second floor of the Farwell Block as offices and the creation of a dental lab on the first floor. The cost of the renovation to the Farwell Block will be split between both parties. The CDA will cover the costs of the building infrastructure including HVAC, electrical, & plumbing to the wall, and SCOHC will be responsible for the interior fit-up including electrical & plumbing interior branch work and construction of interior offices and exam rooms.

SCOHC Board has requested a reduction of the rent for the lower level unit only during construction of the lab in that space. No reduction amount or time period was specified.

Motion: To approve Nancy Merrill to move forward with the negotiation and completion of the Letter of Intent and if needed an adjustment in the monthly lease amount from the Dental Center.

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

Vote: Unanimous in favor.

c. Workforce

Due to a scheduling conflict, this item has been tabled until next meeting.

V. New Business

Nancy Merrill informed the board of a federal grant submittal by the Planning and Development Department. This grant would pay for with the reconstruction of the road and construction of new sidewalks on Charlestown Road and down a section of Grissom Lane.

VI. Non-Public Session

Motion: To enter non-public session under the provisions of RSA Section 91-A:3(II)(d)

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

Roll Call Vote:

Keith Raymond (aye), Robert Porter (aye), Andre Lafreniere (aye), Joseph Gorman (aye)

Thomas Rock (aye), Derek Ferland (aye)

The board re-entered public session.

Motion: A motion was entered to seal the minutes of the non-public session until the purpose for which they were sealed is no longer valid.

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

Roll Call Vote:

Keith Raymond (aye), Robert Porter (aye), Andre Lafreniere (aye), Joseph Gorman (aye), Thomas Rock (aye), Derek Ferland (aye)

VII. Other

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Nancy Merrill informed the board that the City and U.S. SBA will be holding a Business Summit on September 18, 2018.

Derek Ferland informed the board that the NH Association of Counties will be having a 3 day conference in Sullivan County. The conference is meeting at Mt Sunapee Resort from Sept 16th - 19th. and they are working on a program for all of the communities of Sullivan County the morning of September 19th.

VIII. Adjourn

Motion: To Adjourn the meeting

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

Vote: Unanimous in favor.

The meeting adjourned at 8:45 am

Respectfully submitted,
Theresa Cargill