

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FULL BOARD MEETING

Thursday July 28, 2016

Visitors Center, 14 North Street, Claremont, NH

MINUTES

Approved 8/25/2016

I. Roll Call

Present: Robert Porter, Andre Lafreniere, Joseph Gorman, Alan Spahr, Thomas Rock, Martha Maki

Absent: Keith Raymond, Candace Crawford, Michael Satzow

City Staff: Nancy Merrill, Director, Planning & Development; Kurt Beek, Project Manager;

I. Review Minutes –

a. June 23, 2016 (Full Board)

Motion: To approve the minutes of June 23, 2016.

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

Vote: Unanimous in favor

b. June 23, 2016 (Finance Committee)

Motion: To approve the minutes of June 23, 2016

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

Vote: Unanimous in favor

c. April 22, 2016 (Key Properties)

There weren't enough members present to approve these minutes.

II. Finance Report

a. June 2016

Motion: To accept the June 2016 finance reports.

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

Vote: Unanimous in favor

III. Old Business

a. Project updates

i. Farewell Electrical

Mr. Beek said the project is still in the hands of the attorneys.

ii. Farwell Drainage

Mr. Beek said DPW had not budgeted for any work at this location, but will re-evaluate once plans are developed.

Access to the line of credit will be required for this project. Ms. Merrill will follow up with the bank on this as communications on it seem to have lapsed for the moment.

iii. Farwell Unit 3

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Ms. Merrill said that a tax accountant has expressed an interest in leasing Unit 3. However, she discovered that the lease agreement with Edward Jones requires formal written notice of their opportunity to exercise their right of first refusal, and she did not do this. (There were multiple emails discussing it, but no formal written notice.) She will send Edward Jones a letter summarizing the situation and communications that have transpired. The accountant would like to move into the unit on September 1st.

Motion: To make Unit 3 available to Deb Freeman for \$320 monthly rent plus electricity and proportional heat cost, subject to a satisfactory response from Edward Jones, and to authorize the CDA chairperson to execute any and all necessary documents.

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

Vote: Unanimous in favor

IV. New Business

Ms. Merrill spent the better part of a day with Carolyn Sweet, an economic development specialist from the UNH Extension Service assigned to Sullivan County. Ms. Sweet may help with a study on the feasibility of an arts institute in the former Claremont National Bank building.

Ms. Merrill will be giving a presentation to the Council in August on the downtown TIF district and the first block of Pleasant Street, both of which are not doing well.

V. Non-public Session

There was no non-public session at this meeting.

VI. Other

There was no other business to discuss.

VII. Adjourn

Motion: To adjourn the meeting

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

Vote: Unanimous in favor

Respectfully submitted,

de Forest Bearse