

# Claremont Development Authority

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## FULL BOARD MEETING

Thursday, August 27, 2015 8:00 AM  
Visitors Center, 14 North Street, Claremont, NH

## MINUTES

Approved 9/24/2015

### I. Roll Call

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

**Absent:** Alan Spahr

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

### II. Review Minutes

#### a. July 23, 2015

**Motion:** To approve the minutes of July 23, 2015 (as written).

**Made by:** Ms. Crawford      **Second:** Ms. Satzow      **Vote:** Unanimous in favor

### III. Finance Report

#### a. July 2015

Detailed discussion was tabled until the budget discussion.

**Motion:** To approve the July 2015 finance reports.

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

### IV. Old Business

#### a. Jewell Site update

Ms. Merrill stated that the Planning Board had viewed the site plan in late July (following the CDA meeting). The plans were not complete at that time, but the Planning conditionally approved them. One of the conditions was that some of the plans had to be improved and returned to the Planning Board for final approval. The Board granted final approval at their meeting on August 24<sup>th</sup>.

Ms. Merrill said she has received the signed purchase and sale agreement. She said the closing is scheduled for sometime this week. Everything appears to be moving toward a closing.

**Motion:** The Claremont Development Authority approves and ratifies the assignment of a certain Purchase and Sale Agreement between the Claremont Development Authority and MSJJ 330 River Road, LLC to Jewell SPE LLC, as the buyer, with the understanding that Jewell SPE LLC will assign said Agreement to Edmund & Wheeler, Inc. as a qualified intermediary, for purposes of conforming the transaction to an IRC Section 1031 Tax Deferred Exchange, and further authorizes

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the Chair of the Claremont Development Authority to take all such actions and sign all such documents as may be required to implement this motion.

**Made by:** Mr. Satzow      **Second:** Ms. Crawford      **Vote:** Unanimous in favor

**b. Farwell Block loan update**

The quiet title action has been signed by [Tom] and has been filed. Upton and Hatfield is representing the CDA. It is estimated to take 3-4 months to complete, so the loan may not come through until the end of the year.

**c. Farwell Block demolition**

The motion authorizing funding for the annex demolition specified that the funding would come from the mortgage on the Farwell building.

Kurt initially put out two bids – one for the demolition and a separate bid for the moving the electrical panels to the exterior wall. The low bid for the demolition was \$39,750. When Chuck Peabody came to look at the electrical, he found that the wiring for that building runs underneath City Hall before coming into the building and it no longer meets code. He gave a rough estimate of \$100,000 to do the proposed work. Kurt then met with Eversource, who determined that the utility could not participate in the relocation due to the age and condition of the existing infrastructure and change to codes. However they stated that since relocation would benefit them as well as us, they would investigate additional options.

To keep the demo project moving forward, a draft contract has been forwarded to the demo contractor asking to review the content and revise the price based on an amendment that would cap the foundation instead of relocating the utilities.

Eversource in the meantime has called back and wishes to discuss a plan that would have “mutual benefits to the supplier and customer”. They propose to place a transformer at the corner of Broad and Tremont in a parking space currently next to the Police Station. Run underground conduit under the sidewalk and into the Farwell at 3 Tremont with new distribution panels and meters to be housed at 3 Tremont. Eversource estimates their contribution to the project would be \$50,000. A temporary line would be run through the distribution panel there through the foundation into 56 Opera House Square (which now gets its power from the Farwell Block). “A new 3-phase service can be provided when the level of fit-up is determined to meet future development needs.” We are now waiting for the electrical contractor give us an estimated cost of the project for the CDA.

**Motion:** To authorize the Chairman to use existing funds on the demolition if necessary for intermediary purposes until the loan proceeds become available.

**Made by:** Mr. Satzow      **Second:** Mr. Gorman      **Vote:** Unanimous in favor

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## V. New Business

### a. 2015-2016 CDA Budget

Ms. Crawford pointed out a minor clarification on page 2 that “SCIP – Shoemaker” should be changed to “SCIP – Syd Clarke Park”. She said the Finance Committee approved the draft budget and recommended approval by the full Board.

**Motion:** To approve the 2015-2016 budget as recommended by the Finance Committee.

**Made by:** Mr. Satzow                      **Second:** Mr. Gorman   **Vote:** Unanimous in favor.

Mr. Rock asked if it was necessary to continue mowing the Tenney property. Ms. Merrill said it is still necessary to keep it looking like a commercial building lot (and not a hayfield); but that perhaps we could reduce the number of times it gets mowed.

## VI. Non-public Session

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

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

## VII. Other

## VIII. Adjourn

**Motion:** To adjourn the meeting

**Made by:** Ms. Crawford                      **Second:** Mr. Rock                      **Vote:** Unanimous in favor

Respectfully submitted,  
*deForest Bearse*  
Resource Coordinator