

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FULL BOARD MEETING

Thursday, September 24, 2015 7:30 PM
Visitors Center, 14 North Street, Claremont, NH

MINUTES

Approved 10/22/2015

Chairman Rock called the meeting to order at 7:38 AM.

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; Kurt Beek, Project Manager;

II. Review Minutes

a. August 27, 2015 – Full Board

Motion: To accept the minutes of August 27, 2015 (as written).

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

b. August 27, 2015 – Finance Committee

Motion: To accept the minutes of August 27, 2015 (as written).

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

The motion was voted on only by members of the Finance Committee:
Unanimous in favor.

III. Finance Report

a. August 2015

It was noted that the sale of the Jewell lot is shown under “Other Income” in the Year-to-Date Report, but is not yet recorded, and \$6500 in “Consulting Services” is still shown and should not be.

Ms. Merrill informed the committee that Paul Cioffi will be taking over the bookkeeping from Sheila Smith. Mr. Cioffi works for the City in the Water and Sewer billing department. He comes highly recommended by the City Finance Director, Mary Walter. He will add the 5-6 hours per month to take care of the CDA bookkeeping to his City work hours, and the City will back-charge the CDA.

The committee thanked Sheila for her many years of excellent service.

Motion: To accept the August finance reports.

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

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IV. Old Business

a. Jewell Site update

Ms. Merrill said the parcel sold and site work has started. Construction on the building has not started yet as they are (presumably) waiting for their Alteration of Terrain permits.

The deconstruction of the Waite house is shown in an online album at www.Keeperbarn.com.

Trucks will enter the property from River Road and exit onto Grissom Lane. Truck parking will be in the back of the site. There will be no disturbance of the 4 acres of wetlands – all activities are centered near River Road and Grissom Lane.

b. Farwell Block demolition update

Mr. Beek stated that initially he had hoped that the demolition of the annex and the relocation and update of the electrical power to the rest of the Farwell Block could be pursued simultaneously. However, due to complications with the electrical service, Mr. Beek has found it necessary to pursue them separately. He recommended moving forward with the demolition of the annex right away as he feels the annex cannot survive another winter. The low bid for the demolition was from *All Ways Wrecking* for \$39,750, which included in-filling the foundation. Since the in-filling won't happen at this time, Mr. Beek has discussed with them putting on a temporary roof to protect the electrical systems through the winter. This will cost another \$3000. He felt this was not unreasonable as it will require engineered trusses, built to withstand snow-loads.

Peabody's Electric has submitted an estimate of \$12,500 for the CDA's portion of the electrical project. The City will have to relinquish use of the corner parking space (corner of Broad and Tremont) to locate the new transformer (the location preferred by Eversource). The City will also have to give Eversource easements under the sidewalk along Tremont Street where the power will run from the transformer into #3 Tremont. The CDA may have to provide an agreement that #3 Tremont would not be used in the future as a tenant or rental space, because the panel will be substantial and contain all of the meter banks; 3-phase power will be coming in for future use; and there are code-required clearances from the panel in case PSNH ever has to go in and shut off the power. PSNH will have to have a key to the unit. Eversource estimated their contribution to the project would be \$50,000.

Mr. Satzow expressed concern over the location of the transformer, because it is right at the entrance to the historic district and because it will be vulnerable to tractor trailers turning onto Tremont from Broad Street. He asked if it was possible to put the transformer in the basement of the annex (post demolition). Mr. Beek said that the Broad & Tremont site is the location favored by Eversource because it is closest to the PSNH infrastructure and is best for repairs in an emergency.

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Mr. Beek said there is a secondary benefit to placing the transformer at the corner of Tremont and Broad. PSNH wants to run underground conduit and stub it up to City Hall because City Hall has a fairly large, fairly old transformer inside the building that will need to be replaced at some point. When that happens it can be fed off of the new transformer so the City would not have to purchase their own individual transformer. Wires could run from the transformer into City Hall.

Mr. Satzow again expressed concern about the proposed location for the transformer and urged everyone to explore alternatives. Mr. Beek offered to get the dimensions of the box and perhaps pictures of what it might look like. There may be ways to improve its appearance with landscaping. Ms. Merrill said that she and Mr. Beek will continue to have conversations with department heads and Eversource.

Mr. Beek said demolition will start on October 12th. Pedestrian traffic will be maintained through the court yard during demolition. Electricity to the tenants will not be disturbed during the work.

V. New Business

Ms. Merrill said she had given two tours of the City on Monday to companies looking at Claremont, and remarked at how great the City looked. The tours went out to Charlestown Road, to Grissom Lane and River Road and down Maple Avenue. The properties were all well maintained looked quite pretty. She was getting good responses from the guests.

Mr. Beek updated the committee on the mitigation and restoration of the former gas works plant – the project commenced on time and under budget. Only the installation of monitoring wells and some fall plantings remain to be done. The City will take ownership of the property when the project is fully complete. Its future use has not yet been determined. The project cost \$4M, none of it taxpayers' money.

The Makerspace received a sizeable grant from Northern Borders. They are continuing to look for local support in the form of numerous, small donations. Ms. Merrill will invite Josh Busheuff to speak about the project at the next meeting of the CDA.

The Hotzero project did not get the PUC grant they had hoped for. The project has been temporarily mothballed.

VI. Non-public Session

There was no non-public session at this meeting.

VII. Other

VIII. Adjourn

Motion: To adjourn the meeting.

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

Vote: Unanimous in favor.

The meeting adjourned at 8:20 AM.

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Respectfully submitted,
deForest Bearse