

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FULL BOARD MEETING

Thursday, July 22, 2021, 7:30 AM

Visitor Center, 14 North Street, Claremont NH

AGENDA

- I. Roll Call**
- II. Minutes**
 - a. **July 1, 2021 (Full Board)**
 - b. **June 30, 2021 (Finance)**
 - c. **June 22, 2021 (Finance)**
 - d. **June 16, 2021 (Finance)**
- III. Finance Reports**
- IV. Old Business**
 - a. Farwell Block
 - b. 56 Opera House Square
- V. New Business**
- VI. Non-Public**
- VII. Other**
- VIII. Adjourn**

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FULL BOARD MEETING

Thursday, July 1, 2021, 7:30 AM

Visitor Center, 14 North Street, Claremont NH

Draft Minutes

Thomas Rock called the meeting to order at 7:40 and asked for a roll call

I. Roll Call

Present: Keith Raymond, Andre Lafreniere, Joseph Gorman, Candace Crawford, Thomas Rock, Derek Ferland, Michael Satzow, Robert Porter 7:50 am

Absent: Martha Maki

City Staff: Nancy Merrill, Director, Planning & Development, Theresa Cargill, Administrative Assistant, Rebecca Vinduska, Business Development Specialist

City Manager: Edward Morris, arrived at 7:45 am

II. Minutes

a. June 24, 2021

Motion: To approve the minutes of CDA meeting of June 24, 2021 minutes as presented.

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

Vote: 7 approved with 1 abstention

III. Finance Reports

Motion: To approve the Finance Report of May 2021 as presented.

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

Vote: Unanimous in favor.

Edward Morris arrived at the meeting.

IV. Old Business

Robert Porter arrived at the meeting.

a. Budget

Motion: To approve the 2021/2022 Budget with corrections.

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

Vote: Unanimous in favor.

Nancy Merrill updated the board on her conversation with the architect Tom Weller for Farwell Block project, regarding the outstanding change orders and the work not completed.

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

They also discussed sending a formal letter to Westfield detailing the incomplete work to give them an opportunity to correct.

V. New Business

There was no new business discussed in this meeting.

VI. Non-Public

There was no call to non-public session at this meeting.

VII. Other

The Board discussed several items which included, Pleasant Street Revitalization, plans for the Flat Iron Building, Topstone Housing Units, and the upgrades to the former GCC building.

Derek Ferland informed the board of grant funding received by the UVLSRPC to help with a Sullivan County Trail Plan to support tourism and recruitment as part of the work of the Destination Council.

VIII. Adjourn

The meeting adjourned at 8:40 am

Motion: To Adjourn the meeting.

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

Vote: Unanimous in favor.

Respectfully submitted,
Theresa Cargill

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FINANCE COMMITTEE MEETING

Wednesday, June 16, 2021 12:00 PM

Visitor Center, 14 North Street

Claremont NH

DRAFT MINUTES

Thomas Rock called the meeting to order at 12:15 pm and asked for a roll call.

I. Roll Call

Joseph Gorman, Jr., Thomas Rock, Candace Crawford, Martha Maki, arrive at 12:45 pm,

Andre Lafreniere, arrived at 12:30 pm

City Staff: Nancy Merrill, Director, Planning & Development, Theresa Cargill,
Administrative Assistant

II. Old Business

a. Budget

The Committee reviewed each line of the July 2020 through April 2021 Profit & Loss Budget vs. Actual – Year-to-Date.

Martha Maki left the meeting at 12:45 pm

b. Farwell Block

Nancy updated the board on some final items on the Farwell Block renovations and on the lease agreements.

Andre Lafreniere left the meeting at 1:15 pm

III. Other

IV. Adjourn

Motion: To adjourn the meeting at 1:30 pm

Made by: Candace Crawford **Second:** Joseph Gorman **Vote:** Unanimous

Respectfully submitted,

Theresa Cargill

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FINANCE COMMITTEE MEETING

Wednesday, June 22, 2021 12:00 PM

Visitor Center, 14 North Street

Claremont NH

MINUTES

Thomas Rock called the meeting to order at 12:00 and asked for a roll call.

Roll Call

Joseph Gorman, Jr., Thomas Rock, Candace Crawford, Andre Lafreniere

Absent, Martha Maki

City Staff: Nancy Merrill, Director, Planning & Development, Theresa Cargill,
Administrative Assistant

I. Minutes of previous meeting(s)

- a. June 16, 2021

II. Old Business

- a. Budget

The committee continued with their review of the 2021/2022 projected budget and discussed some options for income for the coming year.

III. Other

There was no other business discussed at this meeting.

IV. Adjourn

Motion: To adjourn the meeting at 1:00 pm

Made by: Candace Crawford **Second:** Thomas Rock **Vote:** Unanimous

Respectfully submitted,
Theresa Cargill

Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

FINANCE COMMITTEE MEETING

Wednesday, June 30, 2021 8:00 AM

Visitor Center, 14 North Street
Claremont NH

DRAFT MINUTES

Thomas Rock called the meeting to order and asked for a Roll Call 8:00 am

I. Roll Call

Present: Andre Lafreniere, Joseph Gorman, Thomas Rock

Absent: Martha Maki, Candace Crawford

City Staff: Nancy Merrill, Director, Planning & Development; Theresa Cargill, Administrative Assistant

II. Minutes of previous meeting(s)

- a. June 22, 2021

III. Old Business

- a. Budget

The committee finalized their review of the 2021/2022 projected budget.

Motion: To approve the 2020/2021 Budget with corrections.

Made by: Mr. Rock **Second:** Mr. Gorman **Vote:** Unanimous

IV. Other

There was no other business discussed at this meeting.

V. Adjourn

Motion: To adjourn the meeting at 8:35 am

Made by: Mr. Rock **Second:** Mr. Lafreniere **Vote:** Unanimous

Respectfully submitted,
Theresa Cargill