

**Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
April 21, 2009
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, April 21, 2009 in the board room of the Jefferson County Job Development Corporation, 800 Starbuck Avenue, Watertown, New York.

Present: Donald Rutherford, John Doldo Jr., Carolyn Fitzpatrick, Kevin Jordan and Paul Morgan

Others Present: Donald Alexander, Billy Soluri, Lyle Eaton, Lorraine Wilson, Patrick Kelly, Pat Currier from Aubertine & Currier, and Nancy Madsen of the Watertown Daily Times

Excused: William Fulkerson and Nickolas Darling

Absent: None

- I. **Call to Order:** Mr. Rutherford called the meeting to order at 10:11 a.m.
- II. **Pledge of Allegiance**
- III. **Recognition of DANC Board Member:** Mr. Kevin Jordan was in attendance for today's Board Meeting for Mr. James Wright. At this point it is still to be determined who will be representing DANC as our new Board Member.
- IV. **Minutes:** The minutes of the meeting held February 17, 2009 were presented for approval. A motion was made by Ms. Fitzpatrick to approve the minutes as presented, seconded by Mr. Morgan. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Eaton reviewed the financial statements for the periods ending February 28, 2009 and March 31, 2009. A motion was made by Mr. Morgan to approve the financial statements as presented, seconded by Ms. Fitzpatrick. All in favor. Carried.
- VI. **Correspondence:** None
- VII. **Committee Report:**
 - **Facility Update –**
SPX has completed the inspection and we are now waiting for the final report.

Con-Tech will be hosting an OSHA training course for the building tenants at the cost of \$85.00 per person, on May 5th in the board room of building A.

ABJ is conducting the semiannual sprinkler inspection.

Mike Lundy will do a presentation next board meeting on his proposed roof solution for building A.
 - **Leases and Prospects –** List included in packets for review.

VIII. Unfinished Business:

- **Aubertine & Currier Update** – Pat Currier reported that it was found that the complete roof had not been replaced as previously thought, but that only a portion had been replaced in 1997. Atlantic Testing has completed testing of the roof for asbestos. They found asbestos in some of the older patches. Mr. Soluri stated that we may be determine what are the asbestos containing patches based on color and age of the patch. This would allow the patches to be removed prior to any roof project to keep the cost down during the bid process. It was also stated that a full asbestos survey still would need to be conducted before the bid process could start and that the cost would be approximately \$2,400.00. Mr. Currier also stated that it was not a question in repairing the roof but rather that a new roof was needed. The concrete was deteriorating and it would be only a matter of time before it failed. The process was still on track for preparing the information packet and details of the design.

IX. New Business:

- **Budget Proposal** - Mr. Soluri presented the budget to the Board. Discussed at length was the rent per square foot and the possibility of raising the price. Mr. Doldo stated that with the need for a new roof the revenue needed to come from somewhere and since our rents were well below market that would be the best source for increased income. Mr. Doldo also suggested that the lease renewal options be increased from 3 months to 6 months before the end of each lease. The budget was tabled for further discussion until next month on a yet to be determined date.
- **WCBI PLAN** – Mr. Kelly gave a verbal presentation on the progress being made on the White Paper project. Mr. Kelly explained that staff were exploring the possibility of having CITEC help write a plan that would increase our chances in acquiring grants and loans in the future; as well as the sustainability of the WCBI facility. The board agreed that it was good idea to have a complete analysis done.

- X. Adjournment:** With no further business before the Board, a motion was made to adjourn by Mr. Morgan, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 11:45 a.m.