

**Watertown Industrial Center Local Development Corporation  
Board of Directors' Meeting  
May 25, 2010  
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, May 25, 2010 in the conference room of the JCJDC, 800 Starbuck Avenue, Watertown, New York.

**Present:** Kevin Jordan, Donald Rutherford, Carolyn Fitzpatrick, Nickolas Darling, William Fulkerson

**Others Present:** Billy Soluri, Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Attorney Keith Caughlin, and Nancy Madsen of the Watertown Daily Times.

**Excused:** John Doldo Jr., Paul Morgan

**Absent:** None

**I. Call to Order:** Mr. Rutherford called the meeting to order at 10:14 a.m.

**II. Pledge of Allegiance**

**III. Committee Reports:**

**Facility Update** – Mr. Soluri provided an update in the read ahead material. Items discussed in the memo included the sprinkler system, ServPro of Jefferson County Drain, Water Discoloration, Electrical Issues, and Junction Boyz Paint Booth.

**Facilities Committee** – Mr. Soluri reported on the Ferguson Lease Extension Summary for the additional 7,250 square foot yard space. After two rounds of negotiations, the following was agreed upon:

Landlord will –

- Not incur any of the expenses associated with the yard expansion project
- Not charge for the extra yard space until October 1, 2012 at which point the charge is as per the lease of \$.30 square feet.
- Will not discount the base rent during the original term or during Option 2, or Option 3; however, Landlord agrees to reduce the base rate by \$.30/sq.ft. during Option 1 (October 1, 2012 - September 30, 2015). This discount equates to an annual base rent reduction of \$2,880 or a 3-year reduction of \$8,640.

Tenant will:

- Cover at its sole cost and expense all costs associated with the yard expansion project
- Will exercise its option to extend their Lease for the first extension period, which begins on October 1, 2012 – September 30, 2015.

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A motion was made by Mr. Jordan to accept the lease structure, seconded by Mr. Fulkerson. All in favor. Carried.

**Brookfield Power** – Mr. Soluri reported that he drafted a letter of intent, which was reviewed and approved by Attorney Caughlin, and provided it to Brookfield for their review along with the draft lease.

A motion was made by Mr. Fulkerson to allow staff to execute the letter of intent and for the proposed lease structure; however, lease agreement revisions will be brought back to the facilities committee and board if there are changes in base rent and/or project related costs for the improvement project, seconded by Mr. Jordan. All in favor. Carried.

**IV. Minutes:** The minutes of the meeting held April 20, 2010 were presented for approval. A motion was made by Mr. Jordan to approve the minutes as presented, seconded by Mr. Darling. All in favor. Carried.

**V. Treasurer's Report:** Mr. Eaton reviewed the financial statements for the period ending April 30, 2010. Mr. Soluri reported that WICLDC will purchase carpet and KBST Flooring has agreed to install it. Labor cost and proof of insurance will be provided by KBST Flooring prior to the start of the work. He also reported that Junction Boyz indicated that they will pay between \$1,500 and \$2,000 a week to get caught up. A motion was made by Mr. Darling to approve the financial statements as presented, seconded by Mr. Fulkerson. All in favor. Carried.

**VI. Unfinished Business:** None

**VII. Correspondence:** None

**VIII. Committee Reports:**

**Leases/Prospects** – Mr. Soluri indicated that he arranged for Upstate Construction, an existing tenant, in Building A to relocate from their space to accommodate a potential startup business.

**Funding Committee** – Mr. Zembiec updated the board on the funding for the roof project. He said that the project was not funded out of the USDA regional pool; however, it will move to the state pool and is one of the top two ranking projects. The project is also on Senator Gillibrand's sunshine list that is posted online for \$350,000 and on Congressmen Owens' list for \$500,000.

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**IX. New Business:**

**Overhead Door Request for Building C** – Upstate Construction will relocate to the back of Building C. They will make approximately \$14,000 in improvements to the space and in turn will receive a discounted base rate, but have asked for the installation of an overhead door. They will perform the demo and prep work to allow for the installation of a 12 x 14 overhead door purchased by the WICLDC. Mr. Soluri contacted Raynor Overhead Door and Overhead Door Company for price quotes to have a 12 x 14 insulated door with operator and safety edges installed. Mr. Soluri recommended the approval of Overhead Door Option 2 (with side mount) for \$3,641.00. A motion was made by Mr. Darling to approve the recommendation, seconded by Mr. Fulkerson. All in favor. Carried.

**Roof Project Bid Review** – Mr. Soluri indicated that there were potential issues pointed out to Staff which delayed the bid opening on May 21, 2010. The Facilities Committee decided to have an independent third party review the design options. A letter is being drafted to Aubertine & Currier regarding the issues; the letter will also be provided to board members.

Ms. Fitzpatrick announced Mr. Soluri's graduation from Jefferson Community College.

- X. Adjournment:** With no further business before the Board, a motion was made to adjourn by Mr. Darling, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 11:05 a.m.