

**Watertown Industrial Center Local Development Corporation  
Board of Directors' Meeting  
March 30, 2010  
Minutes**

The Watertown Industrial Center Local Development Corporation held a special board meeting on Tuesday, March 30, 2010 in the board room of the WCBI, 800 Starbuck Avenue, Watertown, New York.

**Present:** Kevin Jordan, Nickolas Darling, John Doldo Jr., Donald Rutherford, Paul Morgan, Carolyn Fitzpatrick

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

**Excused:** William Fulkerson

**Absent:** None

- I. Call to Order:** Mr. Rutherford called the meeting to order at 8:09 a.m.
- II. Pledge of Allegiance**
- III. Unfinished Business:**

**Building A Roof Replacement Project** – There was discussion on the estimates and commitments prepared for the metal roof overbuild and the EPDM rubber roof projects and how much money would be spent by the WICLDC. Mr. Eaton indicated that he will use the JCLDC Grant of \$200,000 first and then use the \$200,000 loans from the JCLDC and WLDC to pay for the upfront costs of the project. The \$250,000 Blueprint Fund is take-out money and the USDA RBEG application was submitted last week. Staff recommended that the bid should include an option for both the EPDM rubber roof and the metal overbuild roof system. They also recommended that Aubertine & Currier be used as drafter of the construction documents, project specifications and receiver of the sealed proposals to ensure each proposal meets the specified scope of work and that the contractor is qualified to undertake the project. Finally, Staff recommended the need to identify a single firm that will be responsible for the warranty and the work for the life of that warranty and backed with an ILC or bond.

Staff created the following project schedule, which Aubertine & Currier agreed to meet:

Advertise the RFP	April 20
Construction Documents Available	April 23
Project Walk through	April 28 @ 2 p.m.
Sealed Proposals due	May 21
Board Review	May 25
Project Start Date (no later than)	July 1
Substantial Completion (penalty clause)	December 1

**Watertown Industrial Center Local Development Corporation**  
**Board of Directors' Meeting**  
**March 30, 2010**  
**Minutes**  
**Page 2**

It was the consensus of the board that Staff continue to negotiate with Brookfield Power to sign a early lease under reasonable terms over the next 60 days while the RFP is being prepared and advertised.

After discussion, a motion was made by Mr. Darling to approve a resolution to authorize staff to use Aubertine & Currier for the construction documents, project specifications and receiver of the proposals up to \$50,000 and to advertise the RFP for the EPDM and Metal Roof options, seconded by Mr. Morgan. All in favor. Carried.

- IV. Adjournment:** With no further business before the Board, a motion was made to adjourn by Mr. Doldo, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 9:05a.m.