

**Watertown Industrial Center Local Development Corporation
Board of Directors' Annual Meeting
January 19, 2016
Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, January 19, 2016 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Michelle Capone, J. Paul Morgan, Don Rutherford, Carolyn Fitzpatrick, Kent Burto

Excused: Mark Bellinger

Staff: Billy Soluri

Others Present: Keith Caughlin (Schwerzmann & Wise PC), Craig Fox (Watertown Daily Times), Pat Currier and Matt Morgia (Aubertine and Currier), Matt Waldroff (Jade Stone Engineering)

- I. Call to Order:** The meeting was called to order at 8:37 AM.
- II. Meeting Minutes:** Motion by P. Morgan and second by K. Burto to accept the meeting minutes from the December 29, 2015 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for December 2015. He noted an operating profit of \$4,022.06 prior to depreciation. B. Soluri noted on the balance sheet that the Bldg B loan payable has been corrected and is recording properly. He also noted on the tenant receivables report that Watertown Airsoft made a payment of \$2600 in January. As of 12/31 they owed \$6600. Watertown Airsoft is current on its LHI loan. On a motion by K. Burto and second by P. Morgan the financial statements for December 2015 were accepted. All in favor; motion carried.
- IV. Correspondence:** None
- V. Committee Reports**
 - i. B. Soluri reviewed the tenant leases/prospects list. Converse Labs and Colonial Insurance both renewed.
- VI. Unfinished Business:**
 - i. Pat Currier and Matt Morgia from Aubertine and Currier were present to go over their proposal for Architectural/Engineering Design work for the proposed Jain Irrigation warehouse behind Building C. The proposed fees for construction/bid documents are \$114,640 with an additional \$40,750 for bidding and construction administration. K. Burto asked if test holes have been dug yet to determine if there are any issues with digging in this location. P. Currier stated no. B. Soluri noted that SPX has tested these

slabs and has a significant amount of information that we can request. Aubertine and Currier would like to have a better understanding of any issues that may be associated with the construction site by speaking with SPX. M. Capone asked P. Currier if there was an order to complete the design work so that if there are any critical items we do not have to proceed. P. Currier said yes and that for \$35,000 we could complete structural testing, geotechnical engineering, and fire protection engineering. D. Rutherford asked B. Soluri to schedule a meeting with Jain Irrigation to discuss the project further. No further action was taken.

VII. New Business:

- i. P. Currier presented cost estimates for the window replacement project. Initial bids came in higher than estimated. P. Currier went back to the low bidder, Continental Construction and asked them to break out the costs for each building. Bldg A cost is \$17,680 for 14 windows; Bldg B cost is \$24,722 for 7 windows plus the alternative; Bldg C cost is \$22,780 for 10 windows. Bldg B would include removal of siding and replacing studs and sheathing since water infiltration is due to the siding leaking and not to window performance. P. Currier was asked to confirm by Continental Construction if the bids for each building were broke out separately or if it is for the entire project. B. Soluri suggested that if we can do each building separately we should complete Building C first, then Building A, and then Building B.
- ii. B. Soluri presented a request from Watertown Airsoft League to extend his workout lease rate of \$2,000 for an additional 12 months. His rent was to go to \$2981.98. He is currently behind on his lease payments and owed \$6600 as of December 31, 2015. He did bring in a payment for \$2600 in January. P. Morgan stated that we need a financial plan before we can discuss this request. The board directed B. Soluri and D. Rutherford to meeting with Travis Corliss to discuss his future plans. No action was taken.
- iii. K. Caughlin presented version 10 of the PILOT agreement. On a motion by P. Morgan and second by K. Burto version 10 with three technical changes made at the request of the City of Watertown Assessor was accepted by the Board. All in favor; motion carried.
- iv. On a motion by K. Burto and second by C. Fitzpatrick the board entered into executive session at 9:50 AM for attorney-client privilege. On a motion by K. Burto and second by P. Morgan we came out of executive session at 9:56 AM. No action was taken.

VIII. Adjournment: On a motion by P.Morgan and second by C. Fizpatrick the meeting was adjourned at 9:57 AM.

The next regular meeting will be Tuesday, February 16, 2016 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.