

Watertown Industrial Center Local Development Corporation
Board of Directors Meeting
January 24, 2017
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, January 24, 2017 in the Watertown Industrial Center board room, 800 Starbuck Avenue, Watertown, New York.

Present: Michelle Capone, J. Paul Morgan, Mark Bellinger, Don Rutherford

Staff: Billy Soluri

Excused: Kent Burto, Carolyn Fitzpatrick, Francis Murray

Others Present: Keith Caughlin (Schwerzmann and Wise PC), Craig Fox (Watertown Daily Times), Patrick Currier (Aubertine and Currier)

- I. Call to Order:** The meeting was called to order at 8:33 AM.
- II. Meeting Minutes:** Motion by M. Bellinger and second by P. Morgan to accept the meeting minutes from the December 20, 2016 meeting. All in favor; motion carried.
- III. Financial Report:** B. Soluri presented the financials for December 2016. B. Soluri noted an operating loss of \$3,518.26 prior to depreciation. The loss was due primarily to bad debt expense for Watertown AirSoft of \$12,000.02 for uncollectable rents. He also noted that there was an extra pay period in December. On the comparative balance sheet it was noted that the leasehold improvement fund decreased by the funds lent to Pick N Go for their project. The accounts receivable LHI decreased due to writing off of the loan to Watertown AirSoft. Deferred Revenue also decreased due to writing off of the lease payments due from Watertown Air Soft and deemed uncollectable. On a motion by P. Morgan and second by M. Bellinger the financial statements for December 2016 were accepted. All in favor; motion carried.
- IV. Correspondence:**
 - i. B. Soluri noted that C. Fitzpatrick and M. Capone will take ABO required board training on February 15. He will sit in on the training.
- V. Committee Reports**
 - i. B. Soluri provided an estimate for the replacement of the HVAC unit in the Brookfield Power space. The low quote was by Security Supply in the amount of \$2,581.26. PSG Plumbing will install the new unit. On a motion by M. Capone and second by M. Bellinger the Board agreed to commit \$3,880 for the purchase and installation of the new 350K BTU Natural Gas Heater unit in the Brookfield Power space. All in favor; motion carried.

- ii. B. Soluri provided an update on leases and prospects. He noted that there are a significant number of prospects and he feels confident that he will be signing new tenants by the end of the week. We have been effectively advertising on Newzjunky and the Watertown Daily Times.

VI. Unfinished Business:

- i. P. Currier with Aubertine and Currier was present to go over their proposal for architectural/engineering design related to the adaptive re-use of 34,000 s/f on the east end of Building A, also known as the proposed Jain Irrigation project. He quoted a fixed fee of \$18,940 to prepare bid documents and bid the project. M. Capone noted that they need to incorporate MWBE requirements into document. P. Currier noted that the amount did not include a hazardous materials assessment. B. Soluri noted that Jain approved the project concept as presented and to proceed with bidding the project in order to ascertain exact costs. It was discussed whether Jain should be asked to contribute to the cost of the design work. B. Soluri was directed to ask Jain to cost-share the \$18,940. On a motion by M. Bellinger and second by P. Morgan the Board agreed to engage Aubertine and Currier at a fixed fee of \$18,940 to complete architectural and engineering design work to bid the proposed re-use project in Building A. All in favor; motion carried.

VII. New Business:

- i. B. Soluri circulated employee reviews. It was agreed that the Personnel Committee meet prior to our next Board meeting to review and make a recommendation to the board regarding staff merit adjustments.

VIII. Adjournment: On a motion by P. Morgan and second by M. Bellinger the meeting was adjourned at 9:05 AM.

The next regular meeting will be Tuesday, February 21, 2017 at 8:30 AM at the Watertown Industrial Center board room, 800 Starbuck Ave., Watertown, New York.