**Watertown Industrial Center Local Development Corporation**

**Board of Directors Meeting**

**August 25, 2020**

**Minutes**

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, August 25, 2020 via Zoom.

**Present:** Michelle Capone, J. Paul Morgan, Robert Cantwell Jr., Kent Burto, Mark Bellinger

**Excused:** Paul Warneck, Don Rutherford

**Staff:** Billy Soluri

**Others Present:** Keith Caughlin (Schwerzmann & Wise PC)

1. **Call to Order:** The meeting was called to order at 8:34 AM.
2. **Meeting Minutes:** Motion by M. Bellinger and second by K. Burto to accept the minutes from the June 23, 2020 meeting. All in favor; motion carried.
3. **Financial Report:** B. Soluri presented financials for June and July 2020. B. Soluri noted an adjusted operating surplus of $19,503.81 in June. Year-over-year as of 6/30 based on the unaudited financial statements, the organization was up about $20,000 in revenue. For July, B. Soluri noted an adjusted operating deficit of $15,531.74. There were several expenses in July. We paid $5200 to repair the Brookfield Power overhead door; $5245 for flood clean-up; $1033 for our fire inspection; $1765 for the Building C mini-split installation; $1645 for materials for the Brookfield water project; and under $1000 for our annual recycling program. The new pumps for the linkway will show up on our August statements. B. Soluri noted that Acadia Energy owed $3053 through the end of July and PickNo still owed $5192 for the door repair. On a motion by R. Cantwell and second by M. Bellinger the financial statements for June and July 2020 were accepted. All in favor; motion carried.
4. **Correspondence:**

i. B. Soluri presented correspondence from Acadia Energy stating that they would still like to lease their space and would work toward bringing their payments current. K. Caughlin noted that this was the same proposal that they gave to us in late winter. R. Cantwell felt that the company should be able to meet its obligations. B. Soluri noted that he has prospects that could go into this space. On a motion by R. Cantwell and second by M. Capone the board directed K. Caughlin to reach out to Acadia Energy, and if necessary pursue a money judgement. All in favor; motion carried.

1. **Committee Reports**
2. B. Soluri reported that brick work would begin in the fall. We had budgeted $15,000 for time and materials to repoint brick. Based upon the bids received he would suggest awarding the work to P&M Construction. If they are not able to begin in a timely manner, then he would speak with Rusty Johnson. He proposes that we complete work on the front column on the side of Building B by Converse Labs, and at the side of Building A near Brookfield Power. He would then complete as much work as possible to expend the $15000. On a motion by M. Capone and second by M. Bellinger the board agreed to proceed with the brick repointing per the recommendations by B. Soluri. All in favor; motion carried.
3. B. Soluri reported that he is getting quotes for paving of the canopy area for space C-5. The board supports this project.
4. B. Soluri gave an update in regard to the flood response. We have increased the depth and length of the pits and installed new pumps. We now have 2 pumps in each pit. We have the equipment to install along the side of Building A. We are actively mitigating future damage associated with flooding.

1. B. Soluri has one prospect but no space available.
2. **Unfinished Business:**
3. Pick N Go has agreed to repay the $5192 for the overhead door repair. In regard to the wall damage, there has been no movement with paying. Pick N Go asked us to correspond with their attorney. K. Caughlin stated that he has been in touch with their attorney. K. Caughlin reminded the attorney that the tenant is responsible for all damages to the space. On a motion by R. Cantwell and second by K. Burto, the board directed K. Caughlin to pursue a money judgement against the company. All in favor; motion carried.
4. **New Business**:
5. B. Soluri noted that he will be working remotely more frequently when school starts. The board was ok with this.

1. **Adjournment:** On a motion by K. Burto and second by M. Bellinger the meeting was adjourned at 9:06 AM.

The next regular meeting is scheduled for Tuesday, September 22, 2020.