

**Berlin Industrial Development and Park Authority**  
**August 14, 2012**

**Members Present:** Mike Caron, Andre Duchesne, Max Makaitis, , Dick Eastman, Dave Poirier, Councilor Peter Higbee, Jay Poulin, Councilor Diana Nelson

**Members Excused:** Sally Manikian, Dick Huot, and Jerry Dumoulin

**Others Present:** Pat MacQueen, City Manager; Pam Laflamme, City Planner; Barbara Tetreault, Berlin Daily Sun; Debi Warner, candidate for State Senate, District 1

**Approval of July Minutes:** Mr. Higbee made a motion to approve the July minutes, seconded by Mr. Duchesne, all members voted in favor of the motion.

Debi Warner a candidate for State Senate joined the board at this time to talk with the board and give BIDPA an overview of what her thoughts about economic development. A discussion ensued and questions were asked and answered.

**Financial Report for July:** Chair Caron reviewed the financials for the month with the board. There were no expenses and the usual revenues were reviewed. Mr. Poulin made a motion to accept the minutes, seconded by Mr. Makaitis, all members voted in favor of the motion.

**Potential Next Project options** – EDA Funding Opportunities – Mr. Poulin relayed to the board a conversation he had with Jeff Hayes (North Country Council) and Chuck Henderson (Senator Shaheen’s office) about EDA funding for BIDPA projects. The board discussed the pros and cons of new construction versus rehabilitation projects and what BIDPA wants to see developed as their next project. The board discussed whether they should continue work in downtown or in the industrial park, or both.

Ms. Laflamme discussed what she had learned regarding matching funds for EDA money and has been told BIDPA would be eligible to apply for certain types of funding that could be used as match money such as the Northern Borders Commission monies. The board continued to discuss the benefit of a project downtown which is really for the community but they have the ability to move quickly. It was mentioned that there could be incubator space in the building. An architect and engineer will be needed to help push this forward the design of the entire building. The process includes submitting the project for inclusion in the CEDS list, doing a request for qualifications, and then submitting a full application. The board agreed Mr. Poulin and Mr. Caron will meet with Jeff Hayes from North Country Council along with staff.

Mr. Poulin made a motion to submit a pre application, set up meeting with Jeff Hayes for the subcommittee, and to advertise a request for qualifications for architectural services for review, preliminary design and costs of the existing building based on North Country Council's input. The motion was seconded by Mr. Higbee and all members voted in favor of the motion.

**Gemstone LLC** – This is a contractor NH DOT that will be doing work on the bridge north of the Industrial Park. They would like to lease BIDPA's empty lot to store tractor trailers/trucks. It was pointed out that BIDPA has given permission to the Historical Society to use the property for the Stud race on September 14. Staff will work out timing issues. The lease fee will be \$400 per month. Mr. Higbee made a motion to allow Chair Caron to sign the lease on the board's behalf. The motion was seconded by Mr. Eastman and passed.

**Bass Shoe** – Chris Gamache, Chief of the Bureau of Trails for DRED has requested of Council a permanent easement for the trail system adjacent to the Bass Shoe building. The Mayor and Council referred Mr. Gamache to BIDPA. Mayor Grenier also asked Chair Caron to look at subdividing the property and giving DRED access to the parking area as well. The board discussed the issue at length. It was asked if there could be an alternative route for the trail. The Board decided it might be best to issue a license for the right to use/operate OHRV's on the current trail for one year, renewable for another year subject to agreement by both parties. It was noted this included use of the parking lot. Mr. Gamache was requested to meet the board on site at the next meeting. A map was also requested of the trail at a better resolution than the one sent with Mr. Gamache's letter.

Mr. Poulin made a motion to issue a license for the right to use/operate OHRV's on the current trail for one year, renewable for another year subject to agreement by both parties, including use of the parking lot. The motion was seconded by Mr. Makaitis and the motion passed.

**Mr. Poulin made a motion to go in to Nonpublic Session per RSA 91-A:3, II (d) Land Matters, and seconded by Mr. Higbee, roll call vote was taken, motion passed.**

**Mr. Higbee made a motion to exit nonpublic session per RSA 91-A:3, II (d) Land Matters seconded by Mr. Duchesne. A roll call vote was taken, the motion passed.**

**Mr. Higbee made a motion to seal the minutes of the nonpublic session until such a time the information no longer needed to kept nonpublic, seconded by Mr. Makaitis, all voted in favor of the motion.**

Other: Chair Caron shared with the board the map done by Public Works outlining their responsibilities in the Industrial Park. It was asked that staff clarify what maintenance was done and whether any mowing was done in the right of way by Public Works.

Bass Shoe: Appraisal will be ready shortly and distributed at the next meeting.

Adjourn: Mr. Poulin made a motion to adjourn, seconded by Mr. Higbee. Motion passed.