

BIDPA Meeting

November 14, 2012

Members Present: Chair Mike Caron, Sally Manikian, Councilor Peter Higbee, Dick Huot, Dick Eastman, Max Makaitis, Jerry Dumoulin, Andre Duchesne and Dave Poirier

Members Excused: Councilor Diana Nelson

Others Present: Pat MacQueen, City Manager; Pam Laflamme, Community Development Director

October Minutes: Mr. Makaitis made a motion to approve the October minutes seconded by Mr. Poulin, all members voted in favor.

October Financial Report: Mr. Dumoulin reported the that the total cash balance is approximately 224K and told the board that the loan receivables stay on books for a period of time set by the auditors. He reviewed the revenues and expenses, noted that this month's BFA loan had been paid, and passed out the monthly revenues and expenses sheet. The only fixed cost/payment is BFA loan. Mr. Dumoulin went over each lease and the monthly revenues and the board noted that the deficit is not far off each month. The balance sheet was reviewed and it was noted that the current BFA loan balance 178K. The board was told that depreciation gets done once a year. The KeySpan entry still needs to be researched. Mr. Poulin made a motion to accept the financials seconded by Mr. Huot, all members voted in favor of the motion.

145 Main Street: Mr. Caron told the board that the closing will occur relatively soon. Staff and he made a decision to allow the buyer to start interior demolition and clean-up work on November 19, 2012. The environmental work will also begin on Monday. The City Council approved hiring an environmental contractor waived the formal bidding process in the essence of time. Things are moving forward and it is hoped that the closing will be done by the end of the month.

121 Main Street: Cameras have been installed and the Police Department has this system online. The building subcommittee met last week. There were seven submitted proposals which were whittled down to three for interviews. The committee selected Banwell Architects and the first kickoff meeting is set for November 20th at 2PM. The committee will be going to go through the building and checking out what is in the building. Family Dollar rent according to their lease is \$5500.00 per month. The earliest they will leave is at the end of February. The sprinkler system is in good shape but it needs to be kept heated, the board approved staff taking care of coming up with something to keep it heated and authorized a cost of up to \$3000-\$4000. That motion was made by Mr. Dumoulin seconded

by Mr. Duchesne and all members voted in favor of the motion. Chair Caron mentioned that the building will need to be cleaned.

It was noted that Banwell's hiring was approved by the City Council as they ratify BIDPA contract selection. The committee discussed that the architect has some good ideas about how to market the building, funding thoughts, and experience with depressed economies. The motion to authorize BIDPA to enter into an agreement with Banwell was made by Mr. Duchesne seconded by Mr. Makaitis, all voted in favor.

Member comments: Mr. Higbee told the board that the Mayor mentioned how pleased he is with BIDPA and that he called it a great asset to the City of the Berlin.

Mr. Huot asked about the status of 148 Pleasant Street and told the board that they should keep it as an option for expansion purposes for 121 Main Street. Staff will ask Ms. White about cleaning up the lot as the board mentioned the building should be razed. Ms. White has applied for an EPA cleanup grant that could help with the demolition. That won't be known until spring 2013.

Public Comments: None

Mr. Duchesne asked if anyone knew who the old Moxie Alley had been sold to and he was told Cross Machine.

Ms. Nelson mentioned that a steel fabricator had moved into Steel Elements in Gorham for office purposes but that they are still interested in Berlin for it HUB Zone certification.

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

There were no minutes from the nonpublic session.

Member Comments: The board had a brief discussion about procurement and bid procedures.

Adjournment: Mr. Eastman made a motion to adjourn, seconded by Mr. Duchesne, all voted in favor of the motion.