

BIDPA
January 16, 2013

Members Present: Chair Mike Caron, Jay Poulin, Dick Huot, Dave Poirier, Max Makaitis, Peter Higbee, and Dick Eastman

Members Excused: Sally Manikian, Diana Nelson, Jerry Dumoulin

Others Present: Barbara Tetreault, Berlin Daily Sun; Pamela Laflamme, Community Development Director

December Minutes: Mr. Poulin made a motion to approve the December minutes, seconded by Mr. Makaitis, all members approved the motion.

December Financials: Chair Caron reviewed the financial reports with the board; he noted the deposit from the sale of 145 Main Street has been added to the board's cash reconciliation. He then went over expenses and answered questions from board members. Mr. Poulin made a motion to accept the December financial report, seconded by Mr. Eastman, the motion carried.

121 Main Street Update: City Council: Chair Caron reviewed the proposed City Council resolution with the board. The purpose of the resolution is to formally transfer the oversight and revitalization of the building to the BIDPA board. The rental revenues will transfer to BIDPA's revenue stream for maintenance purposes. Staff will make sure that is taken care of with the Finance Department. Chair Caron discussed the current status of the cleanup and shared that Mr. Fortier found things that belong to the building and left it in the building including parts that belong to the elevator. He will come back in the spring to remove the two unused boilers. The water line and sprinkler system are both well insulated and BIDPA is now receiving the electric bill for the building.

Review of architectural and feasibility work – Mr. Poulin on behalf of the subcommittee working on the feasibility study for the building explained things are still in the conceptual stage, and the committee is reviewing options. The architect has projected pricing for a hybrid of the options. There is no second floor above the Family Dollar space, but there is on the Pleasant Street/west side of the building. The architect has looked over square footage, potential uses, possible layouts, and the committee is narrowing in on a preferred option, a mix of dorms and retail spaces. It was noted the Main Street elevation is higher than the Pleasant Street side. The Pleasant Street side is in better shape structurally than the Main Street side. The committee will refine the numbers and meet again with Ingrid to get outstanding questions answered.

The board then discussed several potential ideas for layouts. It was mentioned it may make sense to add onto the building. There was comments on the flow of traffic in retail

spaces. What makes the most sense will have to be decided as the process moves forward. There will definitely be mixed uses and those potential uses were discussed at length. There is a need for a business plan to better understand revenue. Chair Caron reiterated these are all ideas and need a lot more review and study. A mention of incubator space was brought up as something that would be very fundable by agencies such as EDA.

145 Main Street Update: The contaminated dirt has finally been disposed, and a recommendation has been sent to DES to issue a Certificate of No Further Action to the City and/or current property owner. Invoices should be forthcoming.

Other: FY2014 Budget: Ms. Laflamme did a quick review of a few line items that the board could considering changing. Questions were asked and answered. A budget draft will go to the City Manager for review. Mr. Poulin made a motion to submit the budget to the City Manager, seconded by Mr. Poirier, all members voted in favor of the motion.

Other: Chair Caron told the board that the master keys are being done for the Maynesboro Building. When Family Dollar moves out of 121 Main Street, Chair Caron recommends master keys be made for that building as well.

Public Comments: None

Non Public Session: None

Public Comments: None

Member Comments: The board discussed the need for advertising the vacant spaces in the Maynesboro Building. Staff will look back in the minutes for what was decided when Re/Max was hired to sell 145 Main Street.

Adjourn: A motion was made by Mr. Higbee, seconded by Mr. Duchesne to adjourn the meeting at 7PM. The motion carried.