

**Watertown Local Development Corporation  
Board Meeting Minutes  
Thursday, February 21, 2013**

The Watertown Local Development Corporation (WLDC) held its board meeting on Thursday, February 21, 2013 at 82 Public Square, Watertown, New York.

**MEMBERS PRESENT** – Jeffrey Graham, President; Kenneth Mix, Erika Flint, RoAnn Dermady, Jeffrey Fallon

**MEMBERS EXCUSED** – Roseanne Murphy, John Vanderloo (Designee for Roseanne Murphy); Dave Zembiec (Designee for Donald Alexander); Donald Alexander; Mike Lumbis (Designee for Ken Mix), James Mills (Designee for Jeffrey Graham),

**OTHERS PRESENT** – Donald Rutherford, CEO; Kim Taylor, Executive Assistant; Craig Fox, Reporter, Watertown Daily Times; Brian Murray

**CALL TO ORDER** – President Graham called the meeting at 8:30 a.m.

**I. MINUTES** – Mr. Fallon made a motion to approve the January 17, 2013 minutes, seconded by Mrs. Flint. All in favor, approved.

**Brian Murray/Lincoln Building:** Mr. Murray stated he and his partner have purchase the Lincoln Building and will dedicate the building to commercial space. Mr. Murray stated there is a shortage for businesses seeking 3000 to 5,000 square feet and artists looking for studios or small offices. Mr. Murray stated 175 jobs could be created with the redevelopment of vacant building. Mr. Murray requested a commitment from the Board in the form of a letter of support to be included when he seeks public funding and possibly historical tax credits. Mr. Murray would like to include the WLDC as a partner in the project. Mr. Murray requested the WLDC engage in helping him put together an independent study or strategic plan on how the important the project is to downtown. Mr. Murray stated he is working with Randy Crawford, of Crawford & Sterns who will provide architectural and historic preservation planning and requested the WLDC fund the services in some way. Mr. Murray requested utilizing the Façade Improvement Project with Neighbors of Watertown and requested the WLDC reserve microenterprise loan funds for leasehold improvements to potential tenants. Mr. Rutherford stated the LDC could not reserve funds to potential tenants. Mr. Rutherford stated the LDC has a microenterprise loan fund where banks do not have to participant. Mr. Murray stating Mr. Rutherford has helped already by providing advice and collaboration with other development agencies.

The Board of Directors agreed to provide a letter of support to Mr. Murray for the Lincoln Building project.

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**II. FINANCIAL REPORTS** – Mr. Fallon reviewed the financial statements for the month of January. President Graham recognized the fact the WLDC equity has not been growing. Mr. Mix stated the only way the equity will grow would be from a grant infusion.

Mr. Rutherford delinquent reports were reviewed. A motion was made by Mrs. Flint to approve the January financial statements, seconded by Mr. Mix. All in favor, approved.

**III. CORRESPONDENCE** – None

**IV. COMMITTEES  
LOAN REVIEW COMMITTEE**

**PERSONNEL COMMITTEE**

**EMPLOYEE HANDBOOK** - A motion was made by Mr. Mix to approve the change to the WLDC Employee Handbook on page 8 regarding dependent health care coverage, seconded by Mr. Fallon. All in favor, approved.

**AUDIT/FINANCE COMMITTEE**

**2012 AUDIT** – Ms. Taylor stated the audit will be presented at the March board meeting.

**Activity Report of CEO** – Mr. Rutherford's report is attached.

**NEW BUSINESS** – None

**OLD BUSINESS**

**Ad Hoc Committee Pension Update** – Mr. Fallon stated the Ad Hoc Committee met with RBC representatives and will be meeting with The Morgia Group next week. Mr. Fallon stated we may not receive anything from Community Bank. Mr. Fallon stated a decision will be made by next month's board meeting.

**Franklin Building** – Mr. Rutherford stated he met with Chris Clark, Broker, Pyramid Company and Bob Nelson, Broker, CBRN to market the remaining space at the Franklin Building. Mr. Rutherford stated both brokers have agreed to a 6% commission due and payable up front. The commission is based on the lease's first year. Mr. Rutherford stated both brokers felt the rents at the Franklin Bldg. were low and stated the LDC should consider \$10 a square foot. Mr. Rutherford stated he would like more clarification and more detailed information from the brokers.

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Mr. Rutherford requested the Board to authorize him to engage the services one of the brokers so the LDC can move forward. A motion was made by Mr. Fallon to authorize the CEO to engage the services of a broker to market the Franklin Building, seconded by Ms. Flint. All in favor, approved.

**Mercy Hospital Building** – Mr. Rutherford stated he has spoken with GE Capital regarding the amount of the mortgage and that it has been put on hold. Mr. Rutherford stated Mr. Pandroni stated there is an unidentified development that has expressed interest in redeveloping the Mercy Hospital buildings. Mr. Rutherford stated GE is waiting for a letter of intent from the developer. President Graham stated Samaritan will vacate Mercy in March.

**Downtown Schenectady** – Mr. Rutherford briefed updated the Board on a presentation he attended at the Economic Development Conference given by Ray Gillian on downtown Schenectady.

**Downtown Business Service Award** – Mr. Rutherford stated the WLDC was presented a service award at The Paddock Club last week from the Downtown Business Association.

**NEXT MEETING** – The next meeting will be held on Thursday, March 21, 2013 at 8:30 a.m.

**ADJOURNMENT** – with no further business, a motion to adjourn was made by Ms. Flint, seconded by Mr. Mix. All in favor, approved. The meeting adjourned 9:45 a.m.