

Watertown Local Development Corporation
January 21, 2021
Monthly Board Meeting Minutes

The Watertown Local Development Corporation Board of Directors Monthly meeting was held on Thursday, January 21, 2021 Zoom.

Present – President Jeff Smith, Michael Lumbis, Michael Pierce, Charles Capone, Melinda Gault, Stephen Hunt, Dave Zembiec, Jennifer Voss (Designee)

Others Present – Joseph Russell, Legal Counsel; Craig Fox, Watertown Daily Times; Liz Bush, Partner at Bower’s & Company; Andrew Smith, Senior Account, Bower’s & Company; Keir Chapman, 7news

Staff - Donald Rutherford, CEO; Kylee McGrath, Executive Assistant

Call to order-Mr. Smith called the meeting to order at 9:17am

Minutes – Minutes of the December 17, 2020 meeting were presented. Mr. Pierce moved to accept the minutes, seconded by Mr. Capone. All in favor. Carried.

Pre-Audit: Ms. Bush reviewed the preaudit, no additional changes were made to the audit for 2020 due to the pandemic. The audit will be completed remotely. Mr. Smith has been in contact with Ms. McGrath and has received some of the documents needed. The audit is set to begin January 25, 2020. Bower’s & Company representatives left the meeting at 9:31.

Financial Report – Mr. Capone presented the December financial statements.

Mr. Pierce made a motion to approve the December financial statements, seconded by Mr. Zembiec.

Mr. Rutherford reviewed the customer loan report. We currently have 4 loan customers that are struggling, and Mr. Rutherford is working with those customers to try and bring their loans current. Mr. Rutherford spoke to Mr. Bellinger at WSB they are waiting on Mr. Lockwood’s lawyers. The WLDC will be paid out for the balance of the loan to LKR. Mr. Welser of Simply Sweets has been in contact with Mr. Rutherford, he is currently making \$100-\$150 monthly payments. Mr. Rutherford spoke with Ms. Turck, he will continue to carry her past due payments forward as long as her monthly payments are met. Mr. Hunt moved to approve the December customer report, seconded by Mr. Lumbis. All in favor. Carried.

Committee Reports-

Loan Review Committee

Mr. Capone reviewed the loan review committee minutes. The Loan Review Committee recommends approval for the subordination request from Neighbors of Watertown. Neighbors of Watertown is requesting to take first position on the loan to the Marcy LP in place of Northern Credit Union. This would save the Marcy LP approximately \$1,500 per month. The Marcy building was last appraised at 2.25 million in 2018. Mr. Pierce made a motion to approve the subordination request from Neighbors of Watertown, seconded by Ms. Gault.

DRI Committee

Mr. Lumbis reviewed the DRI committee minutes. The WLDC received on rent assistance application from the Pack Rat Flea Market. The applicant meets all criteria requirements and fills a vacant spot in

the Marcy building. Mr. Capone made a motion to approve the DRI application from Pack Rat Flea Market, seconded by Mr. Zembiec. All in favor. Carried.

The WLDC had begun the reimbursement process for the DRI Rent Assistance Program. It is proving to be more difficult than originally portrayed.

New Business

2021 Work Plan

Mr. Rutherford stated that 2020 was a challenge and we still have a lot of unforeseen challenges that will arise in 2021. Mr. Rutherford would like to take 30 minutes out of the next Board meeting to discuss the 2021 workplan. The CCIP will be focused on in 2021.

Old Business

CCIP-There has been discussion between Mr. Rutherford and the CEO of Roth. Mr. Rutherford expects a request for a loan by spring.

Franklin Building-

Whimsical Pig will be expanding into the Tarot Café space. A 3-year lease was signed with a 2-year option.

Mr. Russel stated the Attorney General will not be needed to remove the WLDC from the Franklin Master Lease. Mr. Russel will be drawing up the documents to be reviewed and signed.

Budget-New laptops were purchased for Ms. McGrath and Mr. Rutherford in the amount of \$2,141.98. This may result in the WLDC going over budget for office expenses for 2021.

Adjournment - Ms. Gault made a motion to adjourn; seconded by Mr. Lumbis. All in favor. Carried. The meeting adjourned at 10:11 a.m.