

Watertown Local Development Corporation
Thursday, August 31, 2023
Meeting Minutes

The Watertown Local Development Corporation Board of Directors monthly meeting was held on Thursday August 31, 2023, at 8:30 AM at 259 JB Wise Place.

Present – President Jeff Smith, Dave Zembiec, Michael Pierce, Steve Hunt, Michael Lumbis, Charles Capone

Excused –Dawn Cole

Others- Craig Fox, Watertown Daily Times

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

Call to Order –President Smith called the meeting to order at 8:30 AM.

Minutes –Minutes of the July 27, 2023, meeting were presented. Motion made by Mr. Pierce to accept the minutes, seconded by Mr. Zembiec. All in favor. Carried.

Financial Report- Mr. Capone reviewed the May, June 2023 and July financials, the DRI owner contribution liability account was corrected, previously funds were allocated incorrectly. Funds that should be showing as DRI Expense showed up under owner equity contribution. Mr. Pierce made a motion to accept the financial reports, seconded by Mr. Zembiec.

Mr. Rutherford reviewed the customer loan report, there was a name change from Burtkins Holdings LLC to Treehouse Hourly Child Care LLC, this loan is set to close today, August 31, 2023. Rust Check of Watertown Inc. is a committed loan that needs to be added to the customer loan report. The collection agency was unsuccessful in collecting the three accounts that was forwarded to them. The accounts should be reporting on the customers' credit reports now. Mr. Pierce made a motion to accept the customer loan report with the changes discussed 2nd by Mr. Lumbis

Loan Review-

The loan review committee recommended a loan to Hale's Bus Garage LLC for \$250,000 to be amortized over 20 years at a 6% fixed interest rate. The loan would be to pay down WSB's construction financing once certificate of completion is obtained. Mr. Pierce made a motion to approve the loan as presented, seconded by Mr. Lumbis.

Treehouse Hourly Child Care LLC: a motion to ratify the vote to approve to subordinate 220,000 loan to WSB's new loan. Mr. Pierce made a motion to ratify the vote that took place via email, 2nd by Mr. Lumbis. All in favor.

The Eatery: 90 days past due. She has a plan in place to increase business and has catering jobs in place. September 7th she will start making \$400 per week. Mr. Rutherford would like to extend interest only for 6 months to give her time to establish the plans. Motion to extend an interest only period for 6 months: 1st Capone, 2nd Pierce.

The Board of directors would like a DRI call set up to get an update on all the ongoing projects. The state approved the DRI extension that was voted on via email. Mr. Pierce made a motion to ratify the DRI extension that was voted on via email, seconded by Mr. Lumbis.

At 9:08 Mr. Pierce made a motion to enter executive session to discuss personnel and potential real estate, seconded by Mr. Zembiec.

Mr. Hunt made a motion to exit the executive session at 9:40 am, seconded by Mr. Smith. There was no action to be taken at this time. A personnel committee meeting will be scheduled for September.

The meeting adjourned at 9:46 am.