



**NCDC BOARD OF DIRECTORS**  
**Meeting Minutes**  
**September 23, 2021**  
**Via Zoom and at Norwich Public Utilities**

MINUTES

1. **Call to Order:** Chairman Robert Buckley called the meeting to order at 8:03 am. A quorum could not be established. Mark Bettencourt offered to recuse himself from voting in order to establish a quorum. Rebecca Alberts arrived late to the meeting; a quorum was re-established, and Mark Bettencourt could then vote during the remainder of the meeting

**Present:** Robert Buckley, Chris Jewell, Robert Staley, John Salomone, Rebecca Alberts, Mark Bettencourt, JP Mereen, Chris LaRose, Michael Rauh, Stacy Gould, Mayor Peter Nystrom and Kathy LaCombe. **Absent:** Swarnjit Singh, Frank Manfredi and Jason Jones. **Other Attendees:** Kevin Brown, Mark Block, Devin Schledit, Mary Riley, Suki Lagrito and Lee Ann D'Ambrosio. **Guests:** Claire Bessette and Bill Kenney.

2. Robert Buckley asked the Board to approve the minutes of the August 26th regular meeting and the special meeting held on September 14, 2021.

**MOTION #1:** JP Mereen made a motion to accept the minutes of the August 26 and September 14 meetings as presented. Michael Rauh seconded the motion and the motion carried unanimously.

3. **Chairman's Report:** Robert Buckley gave the Chairman's Report. He asked the Board to recommend potential candidates to fill four positions on the Board beginning in January 2022. Mr. Buckley reported that to date three people have been approached to replace some of the outgoing members of the Board at the end of the year. Mr. Rauh commented that the Board needs to have a more diverse membership, more reflective of the community. The Board discussed expanding their outreach for potential nominees to the Board.

4. **President's Report:** Kevin Brown gave the President's Report. Mr. Brown reported on his efforts to work with the City Council on the ARP funding. The City Council also approved the plan for \$800K to the development of 77-91 Main Street. Mr. Brown noted that none of the \$400K will be paid out to the developer until all the code corrections were completed and approved by the City. The loan of \$400K will not be paid out until the project is complete. He anticipates construction to start on the project in about 30 days.

Mr. Brown also reported on the development of Business Park North. All the contracts have been executed and signed. He also reported on flooding in the basement of the Sunlight Building after the last hurricane and the clean up taking place as well as the property damage suffered by some of the tenants.

5. **Treasurer's Report:** Mr. Robert Staley reported that there was a change in the budget since June due to the administrative fees anticipated for the Ponemah Mills project, the Business Park North project and administering the ARP funds from the City. There will be an administrative fee from the development from 77-91 Main Street, but NCDC won't receive it until the project is complete.

Mr. Bettencourt asked about NCDC's lease of the Foundry 66 building. Mr. Buckley reported that there wasn't much of an update; the building's owner is resistant to any changes in the lease. NCDC has approximately 5 years left on its 10-year lease.

**MOTION #2:** Mayor Nystrom made a motion to accept the Treasurer's Report. Michael Rauh seconded the motion and the motion carried unanimously.

6. **Old Business:** Mr. Buckley asked Rebecca Alberts to report on the Bylaws Committee investigation into the quorum requirements. She and Frank Manfredi met and discussed the bylaws quorum requirements and ultimately decided that the voting requirements should remain as they are. The Board briefly discussed the issue and Mr. Block suggested tabling further discussion of the bylaws until the next meeting.

Ms. Alberts reported on her interview screens for potential new Board members. She said that the biggest hurdle for everyone was the time of NCDC's Board meetings. The Board discussed changing the start time of the Board meetings. The Executive Assistant will send out a Doodle Poll to everyone on changing the time of the Board meetings.

7. **Foundry 66 Report:** Mary Riley gave an update on Foundry 66. She said there is a growing demand for private office space. Foundry 66 is at 76% occupancy. She reported that she has discussed renovating the 2nd Floor by turning the center section of cubicles into private offices with the building's owner.

8. **Global City Norwich Report:** Suki gave an update on current GCN activities. She reported that Phase 2 of the Streetscape Lighting project was complete. Building owners were very supportive of the project. Some buildings required upgrading their electrical.

9. **New Business:** Mr. Buckley asked the Board to approve the following motion. Mr. Brown said this was just a formality required by the State of Connecticut with regards to the Ponemah Mill Phase Two Development:

**Resolution 07-21:** Be it resolved that the Norwich Community Development Corporation (NCDC) is cognizant of the conditions and prerequisites for the State of Connecticut's financial assistance for the Ponemah Mill Phase Two Development is not to exceed \$795,000, and is hereby approved and that NCDC is directed to execute and file such application with the Connecticut Department of Economic and Community Development, and to provide additional information and other documents as may be required to execute an Assistance Agreement with the State of Connecticut if such agreement is offered, any amendments, decisions or revisions by Kevin Brown, President on behalf of Norwich Community Development Corporation.

**MOTION #3:** Mark Bettencourt made a motion to approve Resolution 07-21. The motion passed with Robert Staley abstaining and Stacy Gould participating in the vote.

10. Mr. Buckley announced that Mr. Staley and Mr. Jewell have agreed to switch positions on the Board. Mr. Staley will now be the Secretary for the NDCD Board of Directors and Mr. Jewell will now be the Treasurer. Mr. Buckley asked the Board to approve the following motion:

**Resolution 08-21:** That Christopher Jewell be elected as Treasurer of the Corporation to serve the remainder of the unexpired term of Robert Staley, who has resigned as Treasurer.

That Robert Staley be elected as Secretary of the Corporation to serve the remainder of the unexpired term of Christopher Jewell, who has resigned as Secretary.

11. **MOTION #4:** JP Mereen made a motion to approve Christopher Jewell as Treasurer of the Corporation and Robert Staley as Secretary of the Corporation. Kathy LaCombe seconded the motion and the motion passed with Stacy Gould and Mayor Nystrom abstaining.

12. Mr. Buckley as for a motion to adjourn the meeting.

**MOTION #5:** Mark Bettencourt made a motion to adjourn the meeting. Rebecca Alberts seconded the motion and the motion carried unanimously at 9:07 am.

Respectfully submitted:

Lee Ann D'Ambrosio  
Executive Assistant