



**EDIC Board Meeting Minutes
3 Pond Road
Gloucester, Ma 01930
Tuesday, December 20, 2022
Remote Zoom Meeting**

- Meeting began at 4:32 pm.
- Open Meeting Law was read: “Consistent with Ch. 107 of the Acts of 2022, this meeting will be conducted by remote participation. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real-time and participate when necessary. This meeting is recorded by video and audio in accordance with state Open Meeting Law. Consistent with the Governor’s orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation. If you are calling in on a phone you can press Star 9 (*9) to request to speak. If you are watching on a computer or device there is a “raise hand” button that you can tap or press to request to speak. Please use either of these options during oral communications to be recognized to speak.”
- Attendance was taken. In attendance: Chair Tom Balf, Gretel Seeley, Patty Knaggs, Jerrold Oppenheim, Treasurer Taylor Hedges, Mike DiLascio. Also in attendance, Sal DiStefano, Director of Economic Development for the City of Gloucester, Adria Pratt, Legal Counsel to the EDIC, and Jay McNiff, Blackburn Industrial Park owner and tenant. Other guests included Tom Jones from Daymark Energy Advisors. Representatives from Weston & Sampson were also in attendance and included were Jeffrey Hutton, Kent Nichols and Corey Rapucci.
- A motion was passed to approve the October 18, 2022 minutes. All were in favor.
- Organizational Issues: Surety Insurance. The EDIC is required to have Surety Insurance. We inadvertently let it lapse but we are now in compliance with this requirement and have paid the premium of \$360.00/year for a \$100,000 liability limit policy. It was brought to the attention of the board that the EDIC currently does not have board of director’s liability insurance. It should be something that the board considers moving forward.
- Current Board Vacancy- In 2023, the EDIC Board would like to fill the current vacancy and is seeking a new member. This seven-member board consists of individuals that bring experience and expertise in the following categories: industrial development, real estate,

finance, municipal government and low-income issues. The EDIC is seeking someone with industrial development, financial or planning expertise.

- Tom Jones from DayMark Energy Advisors spoke about the energy capacity study and proposal that the Board received and was distributed to Board members. The proposal is to perform a qualitative baseline analysis of the present capability of National Grid’s electric system, and their related planning to address future power needs at Blackburn Industrial Park and beyond. We had an extensive conversation regarding the scope of their “Phase I” proposal and our expressed need for the deliverable to be more than a baseline document and gap analysis. Board member Oppenheim expressed his view that the current proposal does not provide what we need to inform ourselves and to inform the consortium. Chair Balf agreed that we would like to see DayMark’s proposal be able to identify the fundamental strategies and the range of cost associated to influence National Grid and achieve our energy capacity and reliability goals. Board member DiLascio asked if DayMark could provide similar scenarios of what other customers have been faced with and what were the costs associated with it. The Board did not entertain a motion at this time to sign the proposal/contract, but agreed to provide some draft language to Daymark to consider as it relates to expanding the Phase I deliverable and providing a high level plan that outlines strategic direction/steps and identifies costs associated with the initiative and the potential costs to businesses/enterprises for the expanded capacity and upgrades to the electric system. Daymark agreed to review our scope language and revise the proposal, accordingly, based on their review.
- Weston & Sampson- was asked to the meeting to walk the EDIC through their Kondelin Road feasibility study proposal, which was distributed to the Board prior to the meeting. Jeffrey Hutton provided an overview of Weston & Sampson proposal, including how this proposal is different than past analysis and a previous proposal provided in 2020. The nature of the proposal would include the following:
 - Project initiation meeting
 - Review existing data
 - Conduct interviews with stakeholders
 - Infrastructure feasibility updates
 - Confirm and update opinion of cost and identification of potential funding sources
 - Preparation of final report

Power, utilities, connecting adjacent parcels, waste water options, and zoning issues will all need to be addressed. From a planning standpoint we want businesses to come in and be able to expand and stay. Weston & Sampson is proposing to include Jeanne Boyle Consulting, LLC to assist with the market analysis on this project. Weston & Sampson have proposed a fee of \$55,000 for this study.

The funding of the feasibility study will consist of \$40,000.00 to be contributed by the State and \$15,000 to be contributed by the EDIC. Treasurer Hedges will follow up on the status of securing the state’s funding and the process by which it reaches the EDIC account. Weston & Sampson will bill on a percentage complete basis.

A motion was made to approve the December 16, 2022 Weston & Sampson proposal to conduct a feasibility analysis for the further development of Kondelin Road/Cape Ann Industrial Park in what is referred to as "Area B" pending confirmation of the monies (\$40,000.00) allocated by the state of Massachusetts.

A roll call vote was taken: Balf (aye), Hedges seconds the vote (aye), DiLascio (aye), Knaggs (nay), Seely (aye). The motion passed 4-1. Of note, Knaggs was not opposed to the project, but voted nay because she wants to have the money in the EDIC account before proceeding. No contract will be signed until the EDIC understands the timeline and the process for receiving the state funds.

- **Blackburn Industrial Park Signage:** Board member Hedges reported that the new structural signs are installed and painted. There was a change in the size of the individual signs (nameplates) to allow room for expansion. We now have 16 nameplated available. Hedges has already sent out invoices to all project participants and will follow up with any past due accounts. There will be an account set up moving forward to cover any maintenance costs.
- **CATA-** With the change in leadership and staff changes at CATA, the EDIC has not been able to get an updated report about the status of the CATA on Demand project.
- **Municipal Harbor Plan-** A draft of the economic development strategies and goals is currently being reviewed before it goes to the state. Chair Balf would like to share this with the EDIC and have conversations about what future role the EDIC could play as it related to the Municipal Harbor Plan at a future date.
- **ARPA-** Chair Balf provided an update to the Board about the ARPA funding. We have received notification that the EDIC was awarded \$40,000.00 in funding for the energy capacity work ahead of us. The funding of this money is through the City so we will need to comply with the City's procurement laws, such as issuing an RFP for any consulting/engineering work paid for with ARPA funds.
- **Financial Report:** The EDIC has a total of \$652,000.00 in funds with annual fixed expenses at \$15,000.00. Remaining funds of \$165,000 are in a Diamond Savings account that will kept as cash to fund future projects. The funds will then be moved over into a CD.
- A motion was made to adjourn the meeting. All were in favor. Meeting ended at 6:19pm.
- Next meeting is scheduled for Tuesday, January 17th, 2023 at 4:30pm.