

**COUNTIES OF WARREN AND WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY**

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The Executive Park Meeting for Warren Washington Industrial Development Agency was held on Wednesday, April 5th, 2021 via Zoom from 9:05 a.m. The following were:

<b>PRESENT:</b>	Dave O'Brien	Chairman
	Craig Leggett	Vice Chair
	Brian Campbell	Park Chair/At-Large
	Michael Bittel	Secretary/Treasurer
	Mike Wild	Member At-Large

**ABSENT:**

*The following were also present:*

	Kara Lais, Esq.	FitzGerald Morris Baker Firth, PC
	Bob Holmes	Jarrett Engineers
	Tom Jarrett	Jarrett Engineers
	Lester Losaw	CEO/CFO
Minutes were taken by:	Alie Weaver	Office Administrator

Roll call was taken and a quorum was confirmed.

**Park Business**

**Potential Project Updates** – Mr. O'Brien stated that Nolan Propane will be meeting with the Planning Board on May 19<sup>th</sup>.

**Delineation Update** – Mr. Holmes stated that NCES has completed the updated wetland delineation for the entire property that is still owned by the IDA. After NCES reviews the merge of their new delineation with the old delineation that had been done by Deb Roberts in the early 2000's, the map will then be released to Army Corps of Engineers for further review.

Mr. Holmes also stated that there are seven property owners within the park that will need to participate in a site visit and sign the application form. It was noted that the IDA will only need to sign one application which will list the twenty lots currently owned by the IDA.

Mr. O'Brien and Mr. Leggett agreed to visit the seven lots for their signatures on the application forms.

Mr. Holmes noted that lots 28-29 and 31-34 have the greatest amount of impact on wetland changes from the last delineation.

Mr. O'Brien stated that he will check with Army Corps of Engineers to determine how long this current delineation will be accurate before another one will be needed.

Mr. O'Brien stated that the appraisal of the lots is pending the usable acreage determination from the most recent delineation.

## **IDA Executive Committee**

**Approval of March Minutes** – Mr. Bittel made a motion to accept the April 7th, 2021 IDA Executive Park meeting minutes and Mr. Wild seconded. All voted in favor by voice vote.

**Website Photo** – Mrs. Weaver stated that no photos have been received to upload to the website and reminded the members to send a photo that they would like to have posted next to their personal information on the WWIDA website.

**Executive Director Discussion** – Mr. O'Brien stated that the Executive Director position will be advertised in the Sunday Post Star and will also be advertised on Indeed.com.

Mr. O'Brien stated that he met with the EDC to discuss the Executive Director's efforts to also include the ARCC and LDC. He noted that a housing group will be created to work on the demand for appropriate housing in the area.

**Redo UTAP policy** – Mr. O'Brien stated that there are parts of the IDA's uniform tax abatement policy that are misunderstood and should be readdressed.

Ms. Lais stated that minor changes can be made and circulated. She noted that the law does not require the taxing jurisdictions to approve the changes.

Mr. O'Brien stated that he will be reviewing the current policy and comparing with others to help with clarification.

**Executive Session** – Mr. Bittel made a motion to go into Executive Session to discuss ongoing contract negotiations and Mr. Campbell seconded. All voted in favor by voice vote.

**Adjournment** – There being no further business post executive session, Mr. O'Brien adjourned the meeting.