

OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL

For the Regular Meeting of the Downtown Development Authority on Thursday, December 10, 2009.

The Meeting was called to order at 12:10 p.m. and Secretary Pasquale called the Roll.

Present: Catlin, Doyle, Durkee, Larkin, Pasquale, Sprenger and Chairman Reagan.

Absent: Lonick.

Also Present: Jim Hall, Betty Morlock, Sue Olin, Greg Pierce, Emma Palova and James Hinton.

IT WAS MOVED BY SPRENGER and supported by FORD to approve the minutes of the November 5, 2009 meeting as submitted.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #1. **TREASURER'S REPORT.** City Treasurer Sue Olin provided the following reports to the Boardmembers:

DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
DECEMBER 10, 2009

Bank of New York	\$12,542.50
Bank of New York	85,000.00
Dickinson, Wright	1,547.00
Kenmark	4,440.00
Lowell Chamber XMAS	5,000.00
Materials Testing Consultant (parking lot)	2,400.00
Petty Cash	5.12
Ridgeline Construction	30,000.00
Subway	<u>52.00</u>
TOTAL:	\$140,986.62

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
DECEMBER 10, 2009

Beginning Balance:	\$290,352.97
Revenue:	
TIFA Revenue	\$430,000.00
Interest	728.23
Total Revenues:	\$721,081.20

Expenditures:

Capital Outlay	\$54,664.00
MaintenanceSalaries/FICA	11,851.68
Maintenance Supplies	5,413.62
Utilities	5,393.46
Misc. & Community Promotions	11,601.87
Debt Service	192,015.00
Accounts Payable	3,114.62
Transfer to General Fund	Ø
TOTAL:	<u>\$284,054.25</u>

Ending Balance:

\$437,026.95

Capital Outlay Paid to Date:

Davies Water	\$14,930.00	painting light poles
Kenmark	\$ 4,440.00	
Material Testing	\$ 2,400.00	
Ridgeline	\$30,000.00	

Olin said there is a \$437,000 cash balance in the DDA. The winter TIF is beginning to be collected. A total of \$54,000 has been spent in Capital Improvements out of a \$120,000 budget.

IT WAS MOVED BY DOYLE and supported by FORD to approve the Treasurer's Report as submitted.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #2. **DOWNTOWN BRIDGE PROJECT – UPDATE.** Pasquale said the utilities relocations for the bridge project are now complete. The bridge projects itself should start between late March and early April.

A drawing provided by HH Engineering shows a decorative stamped concrete sidewalk layout for the bridge. The DDA has expressed interest in having the stamped concrete for the remaining downtown sidewalks.

Item #3. **CABLE TV BUILDING – FUTURE USES – ANY FURTHER THOUGHTS.** The Boardmembers reviewed ideas for future uses of the Cable TV Building. These were: a business, lease for boat rental and bathrooms. The Lowell Area Arts Council had previously expressed interest.

The Board felt that any decision should not be rushed.

Item #4. **STREET LIGHTS – UPDATE.** In a letter provided by Public Works Director Dan DesJarden the following was provided concerning the 2005 Decorative Street Light Conversation Project:

Late 2005 the DDA funded a project to convert all decorative street lights from 175 watts to 100 watt metal halide to save energy at a cost of \$21,781.

As of September of 2009, the City has saved \$23,514.93. At the same time, the CO2 emissions have been lowered at the power plants by 158 tons.

Item #5. **CONSIDERATION OF PHASE II ENVIRONMENTAL ASSESSMENT – MATERIALS TESTING CONSULTANTS.** It was noted that a Phase I environmental assessment was carried out by Materials Testing Consultants for the parking lot acquisition located at 302 West Main Street next to the Shell Station. Because the property was once used as a foundry, machine shop and the manufacture of spraying equipment, a Phase II environmental assessment was recommended by MTC at a cost of \$8,785. In addition, the adjacent property was once used as dry cleaners and currently as a gasoline station.

If the property were deemed not a “facility”, the cost of a Base Environmental Assessment would not be required. If the site were a “Facility” the City could be held responsible later for clean up.

City Attorney Richard Wendt recommended that the Phase II study be completed before closing on the purchase by December 31, 2009.

IT WAS MOVED BY SPRENGER and supported by FORD to allocate \$8,785 to carry out a Phase II Environmental Assessment on the parking lot located at 302 West Main Street by Materials Testing Consultants.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #6. **OTHER BUSINESS.** It was noted that the Christmas Parade held on Saturday, December 5 was good and well run.

Bob Ford stated he will submit a letter of resignation from the DDA. Reagan appreciated Ford’s time spent on the Board.

Item #7. **DOWNTOWN PROMOTIONS.** No comments.

The next meeting was scheduled for Thursday, January 21, 2010 at 12 noon.

The meeting was adjourned at 12:33 p.m.

DATE:

APPROVED:

James R. Reagan, Chair

David M. Pasquale, Secretary