

**BATAVIA DEVELOPMENT CORPORATION (BDC)**  
**Meeting Minutes January 24, 2018**

**Attendees:** Pier Cipollone, Lori Aratari, Mary Valle, Jay Sackett, Matt Worth, Steve Pies, Peter Casey, Wesley Bedford, Barba Shine and Julie Pacatte (Executive Director)  
**Excused:** Kathy Ferrara, Kevin DeMars  
**Guest:** Jonathan Tretter, Freed Maxick & BDC volunteer

**Call to Order 7:35am Pier Cipollone**

MOTION to approve December 6, 2017 meeting minutes.  
Mary Valle 2<sup>nd</sup> Peter Casey vote: carried

MOTION to approve December 27, 2017 Batavia Development Corporation meeting minutes.  
Peter Casey 2<sup>nd</sup> Mary Valle vote: carried

MOTION to approve December 27, 2017 Ellicott Station LLC (ESL) meeting minutes.  
Peter Casey 2<sup>nd</sup> Jay Sackett vote: carried (ESL was sold end of December 2017)

**Committee Reports**

- a. Governance: Welcome & introduction of Board nominee, Lori Aratari  
MOTION to appoint Lori Aratari to a three year term as director of the BDC Board.  
Mary Valle 2<sup>nd</sup> Wesley Bedford vote: carried

Welcome Matt Worth as Interim City Manager and ex-officio member of the BDC Board of Directors

MOTION to renew the current slate of officers for another one year term as President Pier Cipollone, Vice President Peter Casey, Treasurer Mary Valle and Secretary Jay Sackett.  
Barb Shine 2<sup>nd</sup> Mary Valle vote: carried

ABO Policies reviewed, annual Board Evaluation underway and compliant otherwise. BDC to prepare an employee "paid time off" policy. Mission Statement & Performance Measurement also distributed.

- b. Finance/Audit: Line by line review of current and proposed budget  
MOTION to adopt the proposed 2018-2019 operating budget.  
Barb Shine 2<sup>nd</sup> Lori Aratari vote: carried
- c. Marketing: freshLAB priority
- d. Real Estate:
  - i. BOA
    - 1. Ellicott Station SOLD!
    - 2. ESD Capital Grant preparing "Sub-Agreement" for Savarino entity
    - 3. Santy's Brownfield Clean-Up application under review by DEC
  - ii. Newberry
    - 1. Conditional Certificate of Occupancy received 12/19/2017, meets grant expectation
    - 2. Preparing close-out docs with LaBella Associates
- e. Small Business:
  - i. freshLAB upcoming dates:
    - January 29<sup>th</sup> Business Pitch and final tasting evaluation
    - February 2<sup>nd</sup> business plans due to cmte
    - Week of February 5<sup>th</sup> cmte review of business plans, rank offers
    - Week of February 12<sup>th</sup> make offers
    - Week of February 19<sup>th</sup> accept offers
    - February 28<sup>th</sup> BDC Board accept recommendation
  - ii. THANK YOU, to Barb Shine for all of her time and expertise throughout the process.
  - iii. Review Loan Portfolio

Old Business:

DRI applications submitted, some project re-work, await LPC call for presentation

New Business

City Budget workshop      February 5th and February 13<sup>th</sup>

8:59am Meeting Adjourned