

Economic Development Authority of the City of Portsmouth
February 15, 2022
9:00 AM

COMMISSIONERS PRESENT: Ray A. Smith, Sr. – Chairman
Malcom Mitchell -Vice Chairman
Bette "Cathy" Drewry
Theresa J. Saunders-Smith
Neal J. Barber
Anthony Brown

ALSO PRESENT: Brian Donahue - Assistant Secretary
Jeff Miller – Deputy City Attorney
Kelsey Swieringa - Assistant City Attorney
Angel Jones – City Manger
Flora Berisha – Assistant CFO
Paul Battle – Councilman

ABSENT: Barbara Smith

Welcome & Call to Order

- The Chairman called the meeting to order at 9:00 a.m.

Roll Call

- Mr. Donahue called the roll. There was a quorum.

After roll call Mr. Donahue stated that the board needed to appoint a new Secretary and Assistant Secretary. Following history, the board agreed to appoint Brian Donahue as Secretary and Pam Croom as Assistant Secretary.

ACTION: On a motion by Ms. Saunders-Smith and seconded by Mr. Barber the Commissioners approved the appointment of Brian Donahue as Secretary and Pam Croom as Assistant Secretary.

Minutes

- The minutes from the January 18, 2021, Regular Meeting were reviewed.

ACTION: On a motion by Ms. Saunders-Smith and seconded by Mr. Barber, the Commissioners approved the minutes from the January 18,2022, Regular Meeting as presented. **Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Ms. Saunders-Smith - yes; Ms. Smith - absent; Mr. Smith – yes; Mr. Brown - yes.

Financials

- Flora Berisha reviewed the January 2022 financial statements. It was agreed that January 2022 statements would be filed for audit.

Old Business

- Mr. Donahue presented the board a 90 day extension request for 3315 High St.

ACTION: On a motion by Mr. Barber and seconded by Mr. Brown, the Commissioners approved the extension as presented. **Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Ms. Saunders-Smith - yes; Ms. Smith - absent; Mr. Smith – yes; Mr. Brown - yes.

New Business

- Ms. Osborne presented the application for a Real Property Grant submitted by Portsmouth Development Foundation for 739 High St.

ACTION: On a motion by Mr. Barber and seconded by Ms. Drewry, the Commissioners approved the Real Estate Investment Grant Application for Portsmouth Development Foundation at 739 High Street for \$25000.00 as presented. **Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Ms. Saunders-Smith - yes; Ms. Smith - absent; Mr. Smith – yes; Mr. Brown - yes.

Open Meeting

- Ms. Croom presented the board on the progress of the PortsmouthAtWork Center. She gave information on partners, participants, program registrations funding.
- Ms. Craft presented the board with results of the Business Retention Survey. She shared information on several areas and types of businesses and what they are looking for in Portsmouth.

Items submitted by Commissioners:

Mr. Barber asked for an update on the RFP for Real Estate Broker Solicitation. Mr. Donahue stated that the RFP will hit the streets on March 10th and he will keep the board informed.

Mr. Smith will be meeting with PRHA to invite them to a future EDA meeting.

Mr. Mitchell suggested that the board have different speakers in the workforce come and present their programs and collaborate ideas for reaching the communities and expanding communication.

EDA Meeting
February 15, 2022

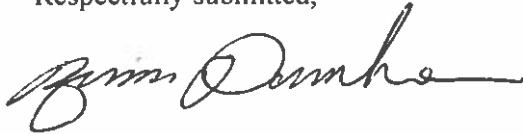
Report Backs:

Mr. Donahue updated the board on sold property, 409 McLean St. Ground has been broken for 192 townhouses.

Mr. Smith mentioned the progress at the Casino site.

Adjourn: The meeting adjourned at 10:47 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Donahue". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Donahue, Secretary

A handwritten signature in black ink, appearing to read "Ray Smith". The signature is cursive and somewhat stylized.

Ray Smith, Chair