



Troy Community Land Bank *Acquisition & Development Committee Meeting*

Date: March 17, 2020
Location: Remote Teleconference Dial-in number: (US): (515)604-9601, Access Code: 705929#
Time: 3:30pm
Present: Brian Barker, Committee Chair; Heather King, Committee Member; Jeanette Nicholson, Committee Member; Kate Hedgeman, Counsel and ex officio Member; Tony Tozzi, TCLB Executive Director and Committee Staff; and Gregg Tobin, ex-officio member.

I. Call to Order

- a. The meeting was called to order at 3:33pm by Chair Barker.

II. Roll Call

- a. Chair Barker called the roll and declared that a quorum was assembled.

III. Approval of Prior Meeting's Minutes

- a. January 9, 2020 meeting minutes put forth for a motion to adopt; Motion made by Director King and seconded by Director Nicholson.
 - a. Motion passed unanimously, 3-0.

IV. Change Order – 11 Winnie Avenue

- a. Executive Director Tozzi reviewed the change order for \$1200 related to a leak the contractor discovered and needs to be repaired;
- b. He explained that the water service line had a leak and needed replacement;
- c. The Executive Committee discussed the change order proposal;
- d. Ms. King motioned to accept the change order as submitted, which was seconded by Ms. Nicholson and unanimously passed, 3-0.

V. Change Orders – 3325 Sixth Avenue

- a. Mr. Tozzi explained that two change orders have been submitted for additional work from Bobo Construction and that one change order primarily addresses extra work related to reconstruction of the roof structure, while the other change order primarily related to repairs needed as a result of the demolition of parapets by another contractor, Orion Demolition Company;
- b. Chair Barker asked a number of questions that Mr. Tozzi was able to partially provide answers to, but could not provide sufficient details to all questions raised;
- c. Chair Barker requested tabling any action on the change orders to enable Mr. Tozzi to provide more details at the next A&D Committee meeting. Ms. King and Ms. Nicholson agreed, and the issue was tabled.

VI. Urban Design-Build Partnership update/report

- a. Chair Barker provided a brief update about the Urban Design-Build Partnership;
- b. He reported on the partnership involving TCLB, RPI, Habitat for Humanity and the TAP;
- c. He explained that RPI would conduct two studios, one for design and construction of a new building and another for the design and renovation of an existing structure;
- d. Chair Barker noted that RPI was working to develop the Studio curriculum;
- e. No action was require nor taken.

VII. Property Status updates

- a. 791 River Street
 - a. Payment #3 has been issued;
 - b. Inspections passed (TAP);
 - c. Roof has been sheathed;
 - d. Needs gas service from National Grid (delayed);
 - e. Directors and Executive Director Tozzi discussed masonry/workmanship concerns and how those concerns might be resolved/enforced.
 - f. Chair Barker expressed his dissatisfaction of the masonry work and identified areas he noted as reflecting poor workmanship and/or incorrect work;
 - g. Chair Barker requested that Mr. Tozzi discuss the problems with masonry with the General Contractor so that they are appropriately addressed;
 - h. Mr. Tozzi replied that he will speak with the GC.
- b. 54 Fifth Avenue
 - a. Mr. Tozzi reported that SEAT is preparing to begin extensive renovations to the building, as denoted at previous committee and board meetings.
- c. 3229 Sixth Avenue
 - a. Mr. Tozzi reported that Bobo Construction, the GC awarded the contract, had begun doing relatively minor work;
 - b. He also noted that both Bobo and he attempted to contact thee owner of the vacant lot adjoining the property to the north side, to enable easier access to debris strewn throughout the back yard, but that the owner has not responded.
- d. 3240 Sixth Avenue
 - a. Mr. Tozzi reported that Bolton Construction, the GC awarded the contract, began interior demolitions.
 - b. Bolton can only advance work to a limited extent because the City has not yet issued a building permit.
- g. 103 Ferry Street
 - SEAT cleaned out with 2 dumpsters;

- Purchase offer submitted for \$35k.
- h. 24 McClelland Avenue
- SEAT will clean out;
 - Executive Director Tozzi will discuss minor repair work needed with SEAT.

VIII. Enforcement

Attorney Hedgeman will draft a modification document, for TCLB Board review and adoption, that will include a timeline attachment to be adopted as a uniform enforcement process/policy.

- a. 3319 Sixth Avenue
- b. 836 River Street
- c. 785 River Street
- d. 822 River Street
- e. 48 Ida Street
 - Attorney Hedgeman will request modification proposal;
- f. 3209-3211 Seventh Avenue
 - Executive Director Tozzi will request the plan form for the project and extension request be submitted.

IX. Next Meeting/Adjournment

- a. Ms. King motioned to adjourn; Chair Barker seconded, and the resolution was unanimously passed 3-0. The meeting adjourned at 4:16pm.