

OTHRA BOARD SPECIAL MEETING

Wednesday August 26, 2020, via Zoom 8:30am -10:00am

Minutes of August 26, 2020

OTHRA Directors

Stephen Fischer

David Kooris

Annie Summerville

David Watkins

Other Attendees

Mike Andreana

John Leydon

Thomas Madden

Michael Pollard

Alex Virvo

Meeting opened at 8:30 am on Wednesday, August 26, 2020

1. Minutes of June 12, 2020:

A motion was made by Mr. Watkins, seconded by Mr. Fischer to approve the OTHRA Board Minutes of June 12, 2020. The motion was approved unanimously.

2. Financial Report:

There was no financial report presented to the OTHRA Board.

3. Report of the Business Manager (COVID Actions):

Mr. Virvo described a series of COVID Actions that needed to be taken to comply with State guidelines since OTH is a mixed use building, having Stamford Adult Ed as one of its tenants. The items discussed may be found in the attachment *named COVID, August 24-4*. A motion was made by Mr. Watkins, seconded by Mr. Fischer and approved unanimously to authorize the following actions:

- a. Cleaning Action: Increase the cleaning of bathrooms to coincide with the school hours from 7am to 10pm, allowing time to disinfect the bathrooms after the last class which ends at 9pm.
- b. Security Action: Replace all of the door hinges on both doors of the Bank Street entrance, as they can no longer be adjusted.
- c. HVAC Action: Increase the amount of new air that is brought into the building.
- d. HVAC Action: Increase the amount of time the system is operating before the start of classes by 2 hours, and turn off the system 2 hours after the last class has ended.
- e. Cleaning Action: Add hands-free paper towel dispensers to all bathrooms.
- f. It was decided to not allow the use of OTH bathrooms by anyone other than students, corporate tenants and their guests. The bathrooms will no longer be open to the public.

4. FY2021 Budget review:

Mr. Kooris reported that a fiscal year budget has been prepared by Alex that identifies projected rent revenue based on current leases and typical expenses based on past years and grouped into general

categories. A motion to approve the budget was made by Ms. Sullivan and seconded by Mr. Watkins and approved unanimously.

5. OTHRA Transfer Strategy Update:

Mr. Kooris shared a summary document created with outside counsel to be presented to the Planning Board, Board of Finance and the Board of Representatives outlining the OTH transfer strategy. A motion to approve the summary and to advance the resolutions to the administration was made by Mr. Watkins and seconded by Mr. Fisher and approved unanimously. It is expected that a meeting will occur between now and our next meeting with the administration to advance the transfer.

6. Status of OTH Leases:

Mr. Leydon reported on the status of expired and expiring leases.

7. Negotiation of New Leases and/ or Lease changes:

A motion was made by Mr. Fischer, seconded by Mr. Watkins and approved unanimously to authorize Mr. Kooris to work with the team to negotiate existing leases and potential new leases, with reporting back to the board.

Meeting Was Adjourned at 10:01 am