

Blue Hill Co-op Board Meeting

May 15, 2018 Blue Hill Library, Howard Room

Board Members Attending: Jim Picariello, Edie Dunham, Jerome Lawther, Deborah Evans, Aaron Dority, Susan Snider, Mia Strong, Diane Bianco

Absent Board Member(s): unfilled (Staff Position), Tim Tunney

Others Attending: Julia Klein (Minute Taker), Kevin Gadsby (General Manager), Robin Byrne, Martha Shepherd, Tim Seabrook, George Palermo (Owners), John Miller (non-member)

Julia Klein, minute taker

Jerome Lawther, task and decision keeper

Mia Strong, meeting facilitator, time keeper

Approval of Minutes: **Edie moved to approve the April 24, 2019 Board Meeting Minutes with no changes. Diane seconded the motion. The motion unanimously carries.**

Time Open to Owners: Tim Seabrook commented during the relocation discussion.

Relocation: Aaron reported on interviews with potential contractors and explained why E.L. Shea was unanimously chosen by the committee. In their favor, the company demonstrated connections with the community which will assist in finding sub-contractors, they have a good working relationship with Bruce and their assigned estimator for the project will become the project manager. **Jim moved that the board take the Relocation Committee's recommendation to hire E.L. Shea as contractor for relocation. Susan seconded the motion. The motion unanimously carries.** Tim Seabrook commented that he feels confident talking to members about why E.L. Shea was chosen noting that he was impressed with their answers to his questions. Mia emphasized that the committee unanimously expressed their confidence in Shea.

Project Schedule and Timeline: Bruce discussed the project schedule and presented design visuals. He explained that he is in conversation with CDS regarding the equipment plan and interior layout. He laid out the timeline for gathering estimates on various systems. The final decision will be made within 2.5 months of obtaining estimates. This puts groundbreaking just after Labor Day. Bidding for sub-contractors can happen in August. Final costs will be determined by the end of August. Regulatory processes and permitting are underway but need completion. The Town of Blue Hill permit is contingent upon the other 2 permits. Bruce is seeking a place in the June town board meeting. He emphasized the importance of board members and owners showing up the public town meeting to support the project. He stated that construction is expected to last 8 months through the winter and be 99% complete by next May. A soft opening in may occur in June with the grand opening in July!!! This schedule takes best advantage of the weather and the financial picture with opening in the busiest season. Variables lie in the

weather and site preparation. Discussion ensued regarding the details of the schedule. Jim asked about solar potential in equipment and waste heat collection. Next month GM responsibilities regarding relocation will be discussed. A responsibilities document will be reviewed by the board for decision in June.

Bruce presented adjustments to a drawing from CDS to improve flow and reduce staff. The design includes a grab-and-go case for fresh meats and deli products to be serviced by other departments. It could become a full deli as demand and staffing allow. Lengthy discussion ensued. Susan asked about seafood. Kevin replied that it is still being discussed.

Martha expressed concern about including 5 checkout stations and the difficulty of staffing them. Additions to the café were discussed. Susan asked about the community room. The current design only allow for a dual purpose room included in the café. This was discussed at length.

The board praised Bruce for his great work!! Designs should be finalized within a week and publicized in the store and to the community. A relocation booklet will be released in June.

2018 Offerings Resolution: Kevin briefed the board concerning updating the current offering to add 180 days. **Susan moved to approve the 506 Investment Offering Resolution, which extends the offering another 180 days. Jerome seconded the motion. The motion unanimously carries.**

Annual and Public Meetings: The Annual Meeting will be combined with a Public meeting held on July 17, 2018, 6:00-9:00 PM, at the Bay School's Emlen Hall in Blue Hill. The nature and content of the meeting were discussed. The board decided that the monthly board meeting will be suspended for July unless a special decision necessitates a meeting. The meeting will include annual reports, election results, and relocation updates. Investment offerings cannot legally be discussed. Diane will arrange catering appetizers for 100 people. Air conditioning may be needed.

GM Report: B5 Treatment of Consumers – **The board agreed that Kevin is in compliance with B5.** Kevin reported that under the current investment offering an audit is not required. A financial review will fulfill requirements and will be substantially less expensive. **The board reviewed and accepted the GM report.**

Board Monitoring:

C4 Board Meetings – Edie read the policy and board evaluation ensued. **Jerome moved that the board is in compliance with policy C4. Susan seconded the motion. The motion unanimously carries.**

GM Review Update: Susan and Diane reported on the GM review progress. Surveys have been circulated among staff. They are being evaluated using a review matrix once returned. Staff members have expressed appreciation for the opportunity to voice their thoughts. Susan and Diane will meet with

Kevin. Reviews are being collected from directors. The June board meeting will include an executive session on the topic.

Capital Campaign Committee: An event for potential accredited investors will be hosted by the capital campaign committee on July 11, 2018 by invitation only. Board attendance is appreciated.

Board:

Agenda for Next Meeting:

Relocation Update

GM Responsibilities in Relocation

Executive Session - GM Review

July Events

Meeting Evaluation: Productive and sometimes silly, busy, a bit giddy.

Due Date for the Board Packet: Items for the Board Packet will be due on Saturday, June 9, 2018.

Next Meeting: Tuesday, June 19, 2018 6:30- 9:00 PM, Blue Hill Public Library.

Minutes respectfully submitted by Julia Klein