

**Willimantic Food Co-op
Meeting of the Board of Directors
November 8, 2018**

Directors Attending: Kirk Begg, Linda Brock, Alice Rubin, Kathleen Krider, Nancy McMerriman, Raluca Mocanu, Charlotte Ross, Joanne Todd

Absent: none

Others Attending: Patty Smith, Bruce Oscar, Penny Barton-Zuckerman, Roxana Mocanu (scribe), Chris Kueffner, Jesse Selman (presenter, C&H Architects)

Call to Order: 7:11 pm

Agenda Item
Members Speak Out
None
Expansion Conceptual Study, by Jesse Selman, C&H Architects
<p>In August the Co-op contracted with C&H Architects to assess our needs and how they might be met through the use of our property at 87 Church Street. The purpose of this process was to turn the visions of "what we want the Co-op to be" into visual form. This gives a point of reference for more focused planning and for rough estimates of cost, to assess which goals are realistic. Jesse Selman made a presentation of that work.</p> <p>Jesse's presentation included</p> <ul style="list-style-type: none">• Summary of Work to Date• Conceptual Drawings• Conceptual Narrative• Conceptual Estimate• Question & Decision Matrix• Next Steps <p>There was much discussion and many questions. The biggest areas of concern were around parking, cost and adequate space.</p> <p>More work needs to be done on our Pro Forma - a document that puts together our coop's financial history and projected growth (based on our market study) along with the costs of the project and the sources of money we might have access to. This will give us an idea of the financial viability of the proposed project.</p> <p>The Board acknowledges that while this presentation of the work done by C&H was very valuable, it is just the first step in a process. More needs to be done to assess the financial viability of the proposed project, as well as how it will meet our needs. Some of this works includes:</p> <ul style="list-style-type: none">• Updating the Market Study• Updating the Pro Forma• Review of Proposed square footage and its use• Talking with Town Officials regarding the Municipal Parking Lot adjacent to our Church St property <p>Action items:</p> <ul style="list-style-type: none">▪ Alice to request an updated market study▪ Alice to ask Bill Gessner if he can provide data from other Coops offering

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services similar to the new services we are adding as part of the expansion.

Meeting adjourned at 9:23 pm.