

DRAFT - JANUARY 10, 2011

ECONOMIC DEVELOPMENT AND INDUSTRIAL CORPORATION JANUARY 13, 2011 BOARD OF DIRECTORS' MEETING SCHEDULED FOR 5:30 P.M.

MINUTES

1. Approval of the Minutes of the December 14, 2010 meeting.
2. Request authorization to enter into a Tenant at Will with Waterfront Printing Company, Inc. for use of 10,000 square feet of space located at 12 Channel Street in the Marine Industrial Park, for two years.
3. Request authorization to execute an Architectural Design Service Contract Amendment with BLW Engineers for the front entrance and lobby improvement at 12 Channel Street in the Marine Industrial Park, in an amount not to exceed \$59,795.

ADMINISTRATION AND FINANCE

4. Request authorization to adopt a formal Records Management and Archival Policy.
5. Personnel