

## COMMISSION MEETING

October 17, 2012

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

### Minutes

**PRESENT:** Willard Bruce, Lucille McKnight, Michael Whalen, Judy Breselor, Stan Brownell, Fred Acunto, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Don Ackerman, Gary Hughes, Barbara Mauro, David Vincent

**ABSENT:** John Brown, Michael Morelli, Leon Fiacco, James Shaughenssy, Michael Stammel, Angelo Santabarbara

**PRESIDING:** Bill Bruce, Chair, called the meeting to order at 8:30am.

**1. Welcome New Commissioner Michael Morelli from Albany County**

Bill Bruce announced that Michael Morelli is the new Commission member representing Albany County.

Jessica Gabriel from Empire State Development and Kristen Swinton from Green Island Power Authority attended the meeting.

**2. July 18, 2012 Meeting Minutes**

The minutes were distributed before the meeting. No corrections were made.

**Action Taken**

Lucille McKnight made a motion to approve the meeting minutes and Gary Hughes seconded. The motion was approved unanimously.

**3. Appointment of Nominating Committee**

Judy Breselor agreed to Chair and Lucille McKnight and Paul Sausville will serve on the nominating committee for 2013 officers. Judy will report back at the December meeting with the recommendations for 2013 officers.

**4. Financial Statement through September 30, 2012**

The financial statement represents activities through September 30, 2012. The revenues are at 73.6% of the budgeted amount and the expenses are at 63.3%. There is approximately \$212,921 cash in the bank and outstanding receivables totaling \$123,285.28.

The third quarter invoices have been sent out to the appropriate billing agencies for the CDYCI, CSO, Water Quality, UPWP work programs, Community Gardens, and NYSERDA (Climate Smart Communities).

**Action Taken**

Stan Brownell made a motion to approve the Financial Statement and Lucille McKnight seconded. The motion was approved unanimously.

**5. Jessica Gabriel, Capital Region Regional Director, Empire State Development**

Last year, Governor Andrew Cuomo established 10 Regional Economic Development Councils across New York State to promote economic development. The 8 county Capital Region Council area includes Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren & Washington Counties and has been co-chaired by Dr. Shirley Jackson and Michael Castellana (Mike stepped down as co-chair and replaced by James Barba). Last year, in Phase One, each of the Regional Councils developed Strategic Plans, competed for, and were awarded \$785 million for Plan implementation. During the summer, the 10 Councils updated their Strategic Plans and a second round of competitive funding has been made available for priority projects. Funding announcements will be made in the Fall.

Jessica Gabriel made a presentation to the Board discussing the latest Strategic Plan Progress Report prepared by the Capital Region Economic Development Council. She commented and thanked the Board for CDRPC's assistance in the preparation of the progress report.

**6. Foreign Trade Zone Schedule Amendments**

On April 30, 2012, the Foreign Trade Zones Board revised Regulations became effective. These Regulations are an attempt to streamline the review process to get more entities involved in the Foreign Trade Zones Program. The manufacturing process has been simplified, creating a two-step process. In the first step, the applicant submits a Notifications of Production Authority letter and information on its components and finished product(s); no action is required by the Grantee. If, after publication in the Federal Register, there appears to be some controversy surrounding the product, the Foreign Trade Zones board may request a second step: the completion and submission of a full Application for Production.

The current Zone schedule does not take into account the revisions and requires a fee of \$4,000 to CDRPC to provide assistance in the application process. It is recommended that the fee structure be revised to reflect the new procedures. Under the proposed Zone Schedule, there would be a fee to CDRPC of \$4,000 only if a full application for production authority is needed. If only the first step is required, there will be no fee involved.

Rocky is requesting the Board to approve amending the Zone Schedule Administrative Fees taking into account the new review procedures.

**Action Taken**

Lucille McKnight made a motion to authorize CDRPC to amend the Zone Schedule Administrative Fees and Gary Hughes seconded. The motion was approved unanimously.

**7. Climate Smart Communities Program Update**

CDRPC has been awarded a three-year Climate Smart Communities Pilot grant by the New York State Energy Research and Development Authority (NYSERDA). Funding is guaranteed for the first year. CDRPC's Pilot initiative includes the development of a program execution plan, a greenhouse gas emissions inventory, marketing and outreach, region-wide and in person training, the development of community profiles and customized service strategies, and summaries of model anchor projects.

The Pilot region includes the counties of Albany, Columbia, Greene, Rensselaer, Saratoga and Schenectady. The program is only targeted to the communities that have taken the Climate Smart Communities Pledge. The pledge describes ten areas of climate mitigation and adaptation action. Climate Smart Communities are free to develop their own specific programs within the ten action areas. There are currently 16 local governments that have taken the pledge; they include the cities of Albany, Cohoes, Rensselaer, Saratoga Springs, Schenectady, and Watervliet; the towns of Bethlehem, Cairo, Clifton Park, Copake, East Greenbush, Hunter, Jewett and Niskayuna; and the counties of Albany and Schenectady.

CDRPC has partnered with the consultant team of VHB Engineering, Surveying and Landscape Architecture, P.C. (VHB) and Climate Smart Action Associates, LLC (CAA) to carry out the Pilot for Year 1. Currently the consultant team has been working on a greenhouse gas emission inventory of the region and developing a protocol working with other pilot regions across the State to come up with reasonable ways to calculate greenhouse gas emissions. The team has also developed and has begun to implement an outreach plan to interact with the communities. A database has been developed of all the communities and their contacts including profiles of the communities of what they may have done so far to address the elements of the pledge. The team is setting up consultations with each of the communities to go over the profiles to make sure the information is accurate and to develop a strategy based on the input from the communities in terms of what their goals may be. The first round of meetings were held last week with Schenectady County, Saratoga Springs and Clifton Park.

Barbara Mauro inquired if the inventory of emissions includes all emissions such as homes, factories and automobiles. The attempt is to calculate all emissions and the

consultant team has worked with CDTC using their VMT (vehicle miles traveled) Modeling System to come up with mechanisms to calculate auto emissions. Paul Sausville inquired if there is a sense of what percent of greenhouse gas emissions are coming from various sectors. That evaluation is currently underway and the results of the greenhouse gas inventory will show the percentage of emissions from different sectors and community. Another objective of the program is to recruit new communities since there are 16 at this point.

Phil Barrett inquired if the program will help communities find funding to make improvements with gas emissions. Part of the goal is to come up with strategies to find potential funding sources with the help of the consultants and a variety of programs through NYSERDA.

NYSERDA has an Energy Smart Program that has different programs for matching resources to communities. The consultant team has met with the Energy Smart Coordinator at NYSERDA and will be applying to be an Energy Smart Coordinator as well which was the next item discussed.

#### **8. NYSERDA Regional Economic Development Outreach Request for Proposals**

NYSERDA has recently released a Regional Economic Development Outreach RFP to provide regionally based economic development outreach and customer relationship services designed to increase awareness and to promote the value of energy efficiency.

The Central New York Regional Planning and Development Board is the designated lead contractor for the proposal and is preparing the application on behalf of NYSARC which is due to NYSERDA by October 22, 2012. In addition, other entities partnering outside of the NYSARC include representatives from the North Country/Adirondack region, the Mohawk Valley Economic Development Council, and the Buffalo/Niagara region. Also involved is Courtney Strong, a private consultant firm that presently provides energy smart services under the Energy Smart Communities Program in the Hudson Valley including the Capital Region. Courtney Strong is partnering with NYARC as part of the application and will be working with CDRPC here in the Capital Region.

Rocky is requesting Commission approval to include CDRPC as one of the partners, in collaboration with the New York State Association of Regional Councils (NYSARC) in the application in response to the NYSERDA RFQ. CDRPC will be responsible for providing support services in the Capital Region along with other designated partners. CDRPC will receive approximately \$100,000 of the grant amount if awarded. Rocky added if the application is successful, it is likely that CDRPC will hire a full time staff person that will be responsible for the energy related programs associated with this grant and will work closely with Courtney Strong.

### Action Taken

John Murray made a motion to authorize CDRPC to be included as one of the partners in the application in response to the NYSERDA RFQ and Judy Breseler seconded. The motion was approved unanimously.

## 9. LTCP – CSO Update

In June 2011, the draft Long Term Control Plan was submitted to DEC for review. DEC has stated that the Comment Letter outlining any concerns the EPA and DEC may have is in the final stages of review and should be mailed out shortly. The Comment Letter has yet to be received. However, CDRPC has become aware of written comments on the draft LTCP submitted to DEC by Riverkeeper expressing concerns about what they believe are a number of the Plan's shortcomings.

CDRPC drafted a Request for Qualifications (RFQ) seeking Special Legal Counsel to handle the CSO Long Term Control Plan negotiations with DEC and EPA and the management structure for Phase II: implementation. The RFQ was sent out the end of July and seven responses were received and distributed to the technical committee for review and scoring. The technical committee met and decided to interview four firms: Beveridge & Williams; Bond, Schoeneck & King; McNamee, Lochner, Titus & Williams; and Whiteman Osterman & Hanna. Interviews have been scheduled for October 18<sup>th</sup> and October 29<sup>th</sup>.

## 10. Staff Activity Report

The CDRPC website has over 1 million page hits through September 2012.

The community fact sheets have been updated to reflect the 2010 Census Data and the 2006-2010 ACS data as well as the age cohort projections. The age cohort projections have been prepared through the year 2050 and several presentations have been made.

There was a Planning & Zoning Workshop held on October 4, 2012 at HVCC with approximately 80 participants.

CDRPC is subcontractor to the Healthy Communities Grant Program that was awarded to Capital District Community Gardens to address healthy food issues and to promote healthy lifestyles in Rensselaer County.

Staff have been offering technical assistance to the City of Albany's Cleaner Greener Communities Regional Sustainability Plan effort being prepared for the 8 counties that make up the Capital Region Economic Development Council Region. Staff are serving on the Land Use, Transportation, Food Systems, Climate Adaptation, Economic Development, and Water technical committees.

Rocky has been asked to take the lead in the selection process of finding a new management firm to provide staff support to the Saratoga Affordable Housing Group.

**11. Other Business**

There was no other business at this time.

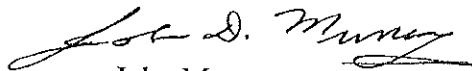
**12. Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for December 19, 2012 at 8:30am.

**Adjournment**

David Vincent made a motion to adjourn the meeting and Gary Hughes seconded. The motion was approved unanimously.

Respectfully submitted,



John Murray  
Secretary