

## COMMISSION MEETING

March 16, 2011

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

### MINUTES

**PRESENT:** John Brown, Bill Bruce, Lucille McKnight, Judy Breselor, Stan Brownell, James Shaughnessy, Fed Acunto, Philip Barrett, John Murray, Paul Sausville, Barbara Mauro, David Vincent

**ABSENT:** John Graziano, Michael Whalen, Leon Fiacco, Michael Stammel, Jason Kemper, Robert Godlewski, Gary Hughes, Michael Petta

**PRESIDING:** Barbara Mauro, Chair, called the meeting to order at 8:30 am.

1. **Welcome/Introduction of Guests**
2. **December 15, 2011 Meeting Minutes**

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

#### Action Taken

Fred Acunto made a motion to approve the minutes, and Lucille McKnight seconded. The minutes were approved unanimously.

3. **Unaudited Financial Statement through December 31, 2011**

The financial statement represents the Commission's final unaudited financial statement for 2010. For the year, the revenues were at 96.2% of the approved budget while expenses were at 92.8%. The revenues exceeded expenditures by \$11,082.95 increasing the fund balance from \$304,421.08 to \$315,504.03.

The financial statements will be provided to the auditor in April and a presentation will be given at either the May or July meeting to review and approve the audited financial statements.

#### Action Taken

John Murray made a motion to approve the unaudited Financial Statements as presented and Philip Barrett seconded. The motion was approved unanimously.

4. **Financial Statement through February 28, 2011**

Invoices were sent out to each of the four counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly.

For the year, the revenues are at 16.5% and expenses are at 14.7%. There is approximately \$175,100 cash in the bank and receivables totaling \$38,000. There are also four Certificates of Deposit totaling \$119,331.18.

In some cases, the percent to date expenses are greater than what may be normally expected because we renewed our membership with Foreign Trade Zone Board and Planning Federation. The annual GIS software license to ESRI was renewed and the General Business and Worker's Comp insurance bill for 2011 was paid in full. Also the Rent expense reflects three months worth of payments.

#### **Action Taken**

John Murray made a motion to approve the Financial Statement as presented and Judy Breselor seconded. The motion was approved unanimously.

#### **5. NYSERDA Climate Smart Community RFP**

The New York State Energy Research & Development Authority (NYSERDA) released their Request For Proposals in February seeking qualified organizations to provide regional Climate Smart Community Coordinator services under the New York State Climate Smart Communities Program in New York State. The total amount available Statewide for the first year is \$1.7 million subdivided among 4 general tasks:

- Task 1: Regional Coordinator Services (4 Regions)
- Task 2: Statewide Climate Smart Community Support
- Task 3: Support for Local Land Use and Transportation Planning (Statewide)
- Task 4: Land Use, Zoning, Transportation and Building Code Guidance (Statewide).

NYSERDA has defined this as a three year program however, at this point they can only commit funds to the first year. NYSERDA anticipates receiving additional funding for a total amount of \$5,525,000 for the proposed services during a three year period.

NYSERDA anticipates awarding at least one and up to seven contracts pursuant to the RFP. At this time, CDRPC will be responding to the RFP to provide Regional Coordinator Services under Task 1 for the Capital Region. The proposed team will be CDRPC as lead, VHB (Kim Lundgren Senior Project manager, Climate & Energy) and Climate Action Associates (Jim Yienger, Principal).

Fred Acunto inquired about the impact taking on this project will have on staffing. Todd Fabozzi is taking the lead in preparing the RFP. At this time it is unclear what additional staff resources may be needed since the specific work tasks and the responsibility for each task by each of the team members are still being defined. If the program is funded for years two and three an additional staff person may be needed. However, if the program is only for a one year term, the preference may be to hire an intern or an employee under a one year contract.

John Brown asked about the budget. The team is in the process of preparing the project narrative. A budget reflecting specific amounts that will be assigned to each team member is still to be determined based on the task responsibilities. The budget is expected to be ready by next week.

Todd Fabozzi added the two main activities under Task 1 during the first year include the development of a Regional Greenhouse Gas Inventory including estimates of greenhouse gas emissions from the following sources: Direct Fuel Use & Electricity, Transportation, Industrial Processes, Agriculture, Waste, and Land Use. The second activity is Develop a Regional Climate Smart Communities (CSC) Plan/Strategy.

Bill Bruce added that the City of Albany received their own grant and have already started this program which is mostly energy auditing. The basis of the program is doing an energy audit of all facilities, buildings, fuel, HVAC, etc. and establishing a baseline to determine the total savings moving forward. The City of Albany's next step is community outreach, to get the community involved in undertaking their own energy improvements in their homes and businesses.

#### **Action Taken**

John Brown made a motion to authorize Rocky to apply for the Climate Smart Community RFP and John Murray seconded. The motion was approved with one abstention by Stan Brownell.

#### **6. The Year Ahead**

Rocky made a PowerPoint presentation outlining the Commission's proposed activities during 2011.

A copy of the presentation is provided.

#### **7. LTCP – CSO Update**

A public meeting was held on January 13, 2011 at HVCC. There were approximately 75 persons in attendance representing various interest and stakeholder groups. Presentations included a project recap along with a discussion on the 2009 Tributary Water Quality Sampling and the Receiving Water Quality Model Reports. The studies' findings were well received by the public and the next and final stage of the study is development and evaluation of alternative CSO control measures.

A meeting was held on March 3, 2011 with the Technical Advisory Committee. At the meeting, a preliminary list of proposed projects were prepared and discussed in order to achieve the Water Quality standards per the EPA requirements.

The study is on schedule to be completed by June 30, 2011 with the submittal of the final CSO LTCP to NYS DEC.

8. **Staff Activity Report**

The Staff Activity Report was distributed before the meeting. There was no discussion.

9. **Other Business**

There was no other business at this time.

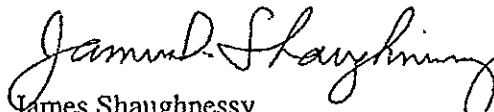
10. **Next Meeting Date**

The next CDRPC Commission meeting has been changed from May 18<sup>th</sup> to May 25, 2011 at 8:30 am.

**Adjournment**

Lucille McKnight made a motion to adjourn the meeting and Paul Sausville seconded. The motion was accepted unanimously.

Respectfully submitted,

  
James Shaughnessy  
Secretary