

COMMISSION MEETING

May 18, 2016

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

PRESENT: Lucille McKnight, Judy Breselor, Stan Brownell, Michael Stammel, Fred Acunto, Phil Barrett, John Murray, Paul Sausville, Don Ackerman, Joe Landry, Barbara Mauro

ABSENT: Willard Bruce, Michael Morelli, Kristin Swinton, James Shaughnessy, Jacqueline Stellone, Jason Kemper, Nancy Casso, Gary Hughes

1. **Welcome New Board Member Nancy Casso**

Nancy Casso was appointed to the CDRPC Commission representing Schenectady County. Nancy was unable to attend the meeting but plans to attend the July meeting.

Rocky introduced Robyn Reynolds to the Board as the new Senior Planner and Andrew Gillcrisp as the new intern. Robyn will be working primarily with Todd Fabozzi on the Clean Energy Community Program. Robyn recently received her Master's Degree in Urban & Regional Planning from the University at Albany and has several years of professional planning experience including the last 18 months working for Climate Action Associates.

2. **March 16, 2016 Meeting Minutes**

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

Action Taken

Don Ackerman made a motion to approve the meeting minutes and Paul Sausville seconded. The motion was approved unanimously.

3. **Financial Statement through April 30, 2016**

The financial statement represents activities through April 30, 2016. Through the first four months, revenues are at 30% and expenses are at 28%. There is approximately \$287,381 cash in the bank and outstanding receivables totaling \$175,831.

The revenue does not reflect the NYSERDA Clean Energy grant that was added to the revised budget. We anticipate that the contract with NYSERDA will be signed by June 1st and work will begin immediately after that. Robyn Reynolds was hired to primarily work with Todd Fabozzi on this project.

First quarter invoices were sent to the appropriate billing agencies for the CDYCI, CSO Water Quality, and the UPWP work programs. The rent and health insurance expenses represent 5 months' worth of payments.

Action Taken

Jack Murray made a motion to approve the financial statement and Judy Breselor seconded. The motion was approved unanimously.

4. Revised Zone Tariff Schedule

As a FTZ Grantee, CDRPC is responsible for conducting a periodic review of the Zone Schedule to ensure that it is accurate. This latest review involved looking at the information contained in the Zone Schedule and a general review of the tariff.

The proposed revision to the Zone Schedule includes:

1. Update the staff contact for the Capital Region Foreign-Trade Zones;
2. Removal of magnet sites in the region which had sunset in 2015;
3. Update to all maps, and;
4. Update to "Fee Schedule" which outlines how changes from warehouse to production status and vice versa are handled.

The proposed revisions for the Zone Tariff includes:

1. Addition of an inactive site fee for usage-driven and subzone sites which require Grantee oversight of \$1000 annually, and;
2. Modifications of the first-year special fee to clearly outline that when a subzone or usage-driven site is established and activated within one year of the FTZ site designation, the first-year fee is waived.

Action Taken

Mike Stammel made a motion to approve the proposed revisions to the Zone Schedule and Zone Tariff and Judy Breselor seconded. The motion was approved unanimously.

5. Perrone Aerospace Foreign-Trade Zone Application

Sean Maguire met with Montgomery County and Perrone Aerospace in response to a communication by CDRPC to the County regarding Foreign-Trade Zone opportunities. Since then, Perrone realized that there would be an economic benefit to participate in the program and has requested a usage-driven FTZ. Sean is working on an application and has also facilitated a meeting with Customs and Border Protection regarding this potential new FTZ site.

Perrone Aerospace manufactures leathers and textiles primarily for use in aviation. They import raw materials from various overseas markets and export about 50% of its sales. Perrone employs 95 people at its location in Fultonville.

Rocky is requesting Commission approval to authorize CDRPC to submit an application on behalf of Perrone Leather dba Perrone Aerospace LLC to establish an FTZ usage driven site.

Action Taken

Stan Brownell made a motion to authorize the Executive Director to submit an application on behalf of Perrone Aerospace LLC to the FTZ Board to establish a FTZ usage driven site and Barbara Mauro seconded. The motion was approved unanimously.

6. NYSERDA Clean Energy Community Program

Since the last Commission meeting, CDRPC has been working on and negotiating with NYSERDA on a revised Statement of Work that was released to address issues and concerns that have been raised about contract management and reporting requirements. It is anticipated that the contract with NYSERDA will be signed by the end of the month and work will begin immediately after that.

The New York State Community Partnership program, administered by NYSERDA, is an interagency effort by NYS that is designed to provide local governments and businesses across the state clean energy resources that will result in energy cost savings, economic development opportunities and reduce greenhouse gas emissions. CDRPC has been selected to serve as the Territory Contractor for the eastern part of the State that includes the Capital Region, North Country, Mohawk Valley, and lower Hudson Valley to NYC. CDRPC will facilitate the implementation of the program over a 3 year period and will coordinate our efforts with the Territory Contractors selected in the center/western part of the state and NYC and Long Island.

Todd Fabozzi is the Project Manager assigned to manage the Community Partnership Program. Robyn Reynolds was hired as a full time Senior Planner at CDRPC to assist with the project. A part time financial officer will be hired to assist as well.

7. Staff Appointments

Robyn Reynolds was offered and accepted the Senior Planner position to assist in implementing the tasks outlined in the Clean Energy Community Program work program. Robyn has several years of professional planning experience including the last 18 months working for Climate Action Associates as their sustainability planner. Robyn recently received her Master's Degree in Urban & Regional Planning from the University at Albany.

Interviews are being held for the part time financial officer position. The financial officer will be responsible for maintaining the financial records for the Clean Energy Community Program and the Albany Pool CSO Program.

8. Marketing/Communications Strategy Update

The communications plan is moving forward with Debbie Rausch meeting with CDRPC staff and A&F Committee members. In order to create the most strategic communications plan possible, an inclusive process will be utilized to build the plan based on a 360 degree view of the organization from the perspectives of both the staff and key board members.

The first brainstorming session was held with the staff, with great input from all. A questionnaire has been developed which will be utilized for 1 on 1 meetings with Debbie and each of the CDRPC staff and A&F Committee members. The outcome will be a strategic communications plan that outlines specific SMART (Specific, Measurable, Achievable, Relevant, and Timely) communications goals, defines target audiences, identifies key messages, and recommends strategies and tactics for implementation.

Debbie will provide updates to the Board as we move forward with the plan.

9. CDRPC Census Mapper Demonstration

The CDRPC Census Mapper was launched this month and is now operational. The online interactive mapping application is designed to query and display a collection of demographic and socio-economic data about the Capital Region. It allows the user to create thematic maps, compare side by side maps, contrast demographic change over time and determine the population within a defined radius. Over two hundred data sets are available for the four county region displaying a range of socio-economic characteristics at the county, municipal, census tract and census block level. A smaller number of datasets are available for the 8 county Capital Region Economic Development Council region.

Todd Fabozzi gave a demonstration of the Census Mapper to the Commission. The mapping application can be accessed by our website (cdrpc.org) or maps.cdrpc.org.

10. LTCP CSO

The financing for Albany and Troy is very close to being complete. The Corporation checking account has been opened with Pioneer Bank and communities have made deposits for FY2015 and 2016.

Rensselaer County has completed two pump stations in Troy. Other smaller projects in the communities have advanced as well. Albany's Quail Street Green Infrastructure project is about 75% complete. Construction is set to begin soon for Watervliet's Route 32 green street project and Troy's Monument Square GI project.

The Post Construction Compliance Monitoring Program has begun for the 2016 season and river samples are being collected each week. This is the second season that sampling is underway. It is anticipated that another season will help tell a better story of progress.

11. Staff Activity Report

Staff is compiling a demographic study for each of the Albany County's Hill Towns. Dan Harp is taking the lead on this project.

UAlbany's Rockefeller College is completing an update of regional indicators for the Capital Region Metropolitan Statistical Area (MSA) level using American Community Survey data which will include a times series analysis comparing the 2005-09 and 2010-14 ACS.

Discussions continue with Albany County regarding the transfer of ownership of the Juvenile Secure Detention facility to Albany County upon completion of payment of the bonds scheduled for February 2017. The County Executive and other staff have been given a tour of the facility. Rocky will update the Board once Albany County makes their decision.

Interior renovations will begin in the next week to accommodate the new staff, Robyn Reynolds, Andrew Gillcrist and the soon to be hired part-time financial officer.

12. Other Business

There was no other business at this time.

13. Executive Session

The Board went into Executive Session to discuss the Search Committee's recommendations for Executive Director.

Action Taken

Barbara Mauro made a motion to enter into executive session and Judy Breselor seconded. The motion was approved unanimously.

14. Next Meeting Date

The next CDRPC Commission meeting is scheduled for July 20, 2016 at 8:30am.

Adjournment

Judy Breselor made a motion to adjourn the meeting and Stan Brownell seconded. The motion was approved unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jason Kemper".

Jason Kemper
Secretary