

COMMISSION MEETING

10:00 am, Wednesday, March 20, 2020

Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, May 20th meeting will be held virtually through Zoom Meetings.

Members Present via Zoom Meeting: Lawrence Schillinger, Kristin Swinton, Judith Breselor, James Shaughnessy, Joseph Grasso, Opal Hinds, Jason Kemper, Amy Standaert, Craig Warner, B. Donald Ackerman, David Hogenkamp, Gary Hughes, Joe Landry, Barbara Mauro

Others Present:

Members / Others Absent: G. Michael Apostol, Willard Bruce, Lucille McKnight, Scott Bendett, Michael Stammel,

Staff Present: Mark Castiglione, Amy Weinstock, Martin Daley, Tara Donadio, Todd Fabozzi, Joshua Tocci, Kate Maynard, Jill Henck

Presiding: Kristin Swinton, Chair, called the meeting to order at 10:03 am.

1. Welcome & Introductions

Chair Swinton welcomed everyone to the meeting. Mark Castiglione introduced and welcomed David Hogenkamp to the Board.

2. Amendments to the May 20, 2020 Board Meeting Agenda.

CDTC staff member Jennifer Ceponis has a presentation regarding New Visions 2050 that needed to be added to the agenda. In addition, Lines 3 & 4 (financial statements through April 30, and Pre-Audit Financial Statements were merged into one line item with one memo)

Action Taken:

Craig Warner made a motion to amend the May 20, 2020 Board Meeting Agenda with the corrections noted above and Larry Schillinger seconded it. The motion passed unanimously.

3. Accept January 15, 2020 Meeting Minutes

The January 15, 2020 meeting minutes were presented to the Board for approval.

Actions Taken:

Judy Breselor made a motion to approve the January 15th meeting minutes and Craig Warner seconded it. The motion passed unanimously.

4. Financial Statements through April 30, 2020 & Pre-Audit Financial Statements

We are in the final stages of the 2019 CDRPC Audit with Marvin and Company.

Pre-Audit Financial Statements

For the year, the revenues were at 103% while expenses are at 96% to budget based on the revised 2019 budget adopted by the board. The revenues reflect the final billings through the fourth quarter of 2019 and all expenses have been accounted for. Unless there are adjustments made as a result of the audit, the Commission ended the year with a net operating surplus of \$82,927.28 increasing the Unreserved Fund Balance to \$483,697.19. The Fund Balance does not include Compensated Absences owed to the staff which is considered a long-term liability. A final audited financial statement prepared by the auditing firm engaged by the Commission will be presented at the July meeting.

Financial Statements through April 30th

First quarter invoices have been sent to the counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly. Q1 revenues from our granting agencies are reflected.

Through April, revenues are at 36.05% and expenses are at 32.74%. Par is 33%.

As noted on the Balance Sheet, on April 30th we had \$141,499.41 cash in the bank not including amounts for the NYSEDA CECP program and the CD. The outstanding receivables total \$234,616.31.

Actions Taken

Joe Landry a motion to approve the Financial Statements through April 30, 2020 and the Pre Audit Financial Statements and Craig Warner seconded it. The motion passed unanimously.

5. Strategic Plan Draft Elements

The Strategic Planning Committee met several times and is offering its recommendations for new initiatives. Please note these do not include any recommendations or actions regarding the current COVID-19 Crisis.

The committee reviewed the current strategic plan's SWOT analysis and strategic initiatives. The Committee determined that the underlying analysis was still sound but the strategic priority initiatives should be updated as the current ones have either been accomplished or reflect ongoing priorities that need new strategic focus. The committee had robust conversations about the need for a full strategic update versus updating the strategic initiative and ultimately is recommending that the Committee itself identify revised strategic initiatives for presentation to the board.

The committee has had several meetings to discuss updated initiatives and action items and are presenting a draft of these items for feedback with the intent of adopting a final version in May. The draft strategic initiatives are below and the full draft document including proposed action items is attached. In addition, the 2015 Strategic Initiatives are included for your reference.

A guiding principle for the committee was reinforcing the value that we are providing to our member counties and to the region, while seeking to be entrepreneurial in pursuing partnerships and initiatives that raise the profile of CDRPC, or increase/ diversify our funding sources in ways consistent with our mission and the objectives of our member counties.

Draft 2020 Strategic Initiatives

- I. Enhance communications and outreach to promote the role and of and value of the Commission to a broad cross section of stakeholders including public and private organizations and continue to explore opportunities for expanded regional partnerships
- II. Continue to provide and seek opportunities for facilitation and project management contracts, that increase the role of CDRPC in supporting local, intermunicipal, and regional collaboration initiatives
- III. Work to develop a regional conversation about growth and development patterns and facilitate a collaborative framework to address current and future challenges that balances economic growth, environmental protection and social equity.
- IV. Identify ways to increase financial stability consistent with mission of the commission in concert with the goals and objectives of the member counties.

2015 Plan Strategic Initiatives

- I. Develop an integrated communications and outreach plan to promote the role and value of the Commission and continue to explore opportunities for expanded regional partnerships
- II. Continue to provide and seek opportunities for facilitation and project management contracts, within the constraints of funding opportunities and staffing, that increases the role of CDRPC in supporting local, inter-municipal, and regional collaboration initiatives
- III. Invest in the agency's IT platform to enhance in-house accessibility of information among staff and maintain a more user-friendly website while ensuring the agency's value-added in the interpretation of the data to the region's stakeholders
- IV. Implement a leadership succession planning process to minimize the loss of institutional knowledge and to create a smooth, well-orchestrated transition for the Executive Director (ED) position
- V. The updated plan elements were presented to the board for review and comment. Board members were encouraged to submit questions or comments to the Mark prior to the next meeting.

6. Capitalregionindicators.org

The Capital Region Indicators program is a great example of partnerships between numerous Organizations. The website provides a tool to find grant information and help in the grant funding process.

They are also in initial conversations with State Regional Planning Councils to provide a platform dashboard for information on the economic recovery from the COVID19 pandemic.

Version 1.0 of <https://capitalregionindicators.org> was launched at an event in late January. We have secure additional funding for year two improvements and have conducted trainings on the tool and produced a webinar.

The Capital Region Indicators website is a joint initiative of the [Capital District Regional Planning Commission \(CDRPC\)](#), [Capital Region Chamber](#), [The Community Foundation for the Greater Capital Region](#) and [the Capital District Transportation Committee](#). The site was custom-designed by [the Albany Visualization and Informatics Lab \(AVAIL\)](#) located in the Geography and Planning Department at the University at Albany, State University of New York, and is maintained by [CDRPC](#).

The purpose of Capital Region Indicators is to provide high quality, reliable, objective and up-to-date data, spur discussion about and build consensus around our region's key indicators, help better understand changes in our communities' well-being over time to better target investments to address chronic and emerging challenges and community

needs, provide information relevant to community and regional planning, and serve as a key resource for data needed for grant applications and reports developed by public and private organizations.

Website Features:

- The website provides **Community profiles** for the 4-county and 8 county Capital Region Area, each individual county, and each city, town and village within those counties.
- Each profile includes roughly **50 demographic and other indicators** which are categorized under Economy, Transportation, Housing, Education, Health and Social Welfare.
- Profiles pages feature **data visualizations** and ability to compare data overtime and across geographies.
- A **mapping interface** that allows users to explore data geographically down to the census tract and block group levels.

This website is a work in progress and we are interested in your feedback, and questions. Please email indicators@cdrpc.org to share your thoughts or ask questions.

7. **NYSERDA Grant Application Update**

NYSERDA has released RFP 4276, Outreach and Technical Services to Support Clean that CDRPC has been managing since June, 2016. Staff has secured the commitment of the same subcontractor team and has been preparing the proposal, which is due June 11. We are proposing to continue with a territory partnership that covers the Capital Region, Mid-Hudson, Mohawk Valley and North Country. CDRPC will be the prime contractor and will subcontract for outreach coordinator services with the Hudson Valley Regional Council (HVRC) to cover the Mid-Hudson Region, the Mohawk Valley Economic Development District (MVEDD) to cover the Mohawk Valley, and the Adirondack North County Association (ANCA) to cover the North Country.

The grant is for \$5.3 million dollars for 5.5 years. The estimated yearly revenue for CDRPC is \$340,000. The previous grant required a 25% cash match. This new grant does not. We are including a 10% in-kind administrative match, which is primarily accounting services. Todd Fabozzi will continue to lead the program as Territory Director. Tara Donadio and Jill Henck will continue as Outreach Coordinators. No further staff hires are needed.

The Board previously authorized staff to make this application so no board action is required.

8. **2020 Budget Amendment**

The following amendments are requested to the 2020 CDRPC budget. Overall, the amendments increase revenue by \$8,000 and reduce expenses by \$3,774.

Revenue: Adjustments have been proposed on the following revenue lines:

Miscellaneous: This reflect \$15,000 received from the Capital Region Chamber for 2020 work on capitalregionindicators.org

Workshop: Revenue is decreased to reflect reduced live event ticket sales and less sponsorships for workshop

Expenses: Adjustments have been proposed on the following expense lines:

Salaries: Our original budget funded these positions for 6 months. The increased covers Tara and Jill's salaries for July and August with anticipation of the next NYSERDA grant award announced in August. This is conservative as we have revenues coming in from the existing program through July. We will reallocate hours to other grant funded work. No revenue adjustments were made on those grant lines as we can absorb those hours temporarily given the level of anticipated Q3 work on our technical assistance program.

Workshop: Expenses are cut to reflect not having in person events for the remainder of 2020.

Conference Registrations: Reduced to reflect not having to pay for 10K in sponsorships to attend a live conference related to the Clean heating and cooling program

Travel: This is reduced to reflect less anticipated travel for the remainder of the year.

Regarding Conference Revenue, there is money still anticipated to be earned even without hosting live conferences. We been hosting Webinars, and some of the Companies who paid for tables / sponsorships at those, have decided to sponsor the Webinars instead.

Action Taken

Craig Warner made a motion to approve the 2020 Budget Amendments and Joe Landry seconded the motion. The motion passed unanimously.

9. EDA Grant Authorization

CDRPC is roll mapped distributing the 1.5 billion in EDA CARES Act Funds. The funds allocated to the north east region total \$259,000,000. CDRPC, as the designated

economic development district, can also receive up to \$400,000 of match free funding over the next two years for the items below. This application is due on June 6th and I am in the process of interviewing our county stakeholders to help identify the priorities for our work and the investments we will make in planning and capacity through this funding in addition to flagging projects (infrastructure and economic development) that would be priorities for the larger competitive portion of the program.

- (1) the development of an economic recovery and resilience plan, tied to the applicant's approved [Comprehensive Economic Development Strategy](#), to address the economic impacts of the coronavirus pandemic,
- (2) the deployment of disaster recovery coordinators to orchestrate your region's response to the pandemic,
- (3) the provision of technical assistance, as necessary, to local governments, businesses, and other stakeholder organizations, or
- (4) the funding of appropriate technology and staff support for these pandemic-response activities.

The final proposal for the \$400,000 application will be shaped by the input received from the counties and our economic development partners.

While the specific tasks have not been identified, board action is requested to allow staff to submit an application to the EDA for work related to the four categories above in advance of the June 6 deadline.

There are further discussions in perhaps having Organizations in Inter-municipal agreements, Organizing non-competitive monies and EDA revolving loan funds. Also, whether the remainder of the 3 Counties can receive funding, not just Albany.

There was also questions on whether assisting businesses with grants and loans during the Reopening of NY during the COVID19 pandemic could be something done. More information will come as the discussions with the Organizations proceed.

Action Taken:

Barbara Mauro made a motion to approve the \$400,000 EDA Grant Authorization and Judy Breselor seconded it. The motion passed unanimously.

10. 2020 Technical Assistance Program Projects

Capital District Transportation Committee (CDTC) and CDRPC partnered for the second year of our Technical Assistance Program which is intended to provide more direct services to communities and increase their capacity to advance projects. Please see the attached memo from CDTC outlining the four projects selected to receive assistance under this program in 2020-21. Funding for CDRPC staff time under this program is provided by CDTC under our contract for UPWP.

In consideration of the current situation and recognizing the challenges of some communities to respond, CDTC and CDRPC staff are considering a second solicitation in the late summer early fall. We still are having problems generating interest from “low capacity” communities.

2020 CDTC/CDRPC Community Planning Technical Assistance Program

**Project Recommendations for CDTC Planning Committee Approval
May 4, 2020**

Town of Clifton Park

Western Clifton Park Development & Conservation Trends Analysis 2005-2020 - An Update to the 2005 Western Clifton Park GEIS & Land Conservation Plan

This project is designed to conduct data collection and analysis to understand the development and conservation trends of the Western Clifton Park study area, defined in the 2005 Western Clifton Park Land Conservation Plan & GEIS Study. Work tasks will include data collection, mapping, traffic modeling and the creation of graphic data products. The objective is to provide a current snapshot of the study area conditions for a range of issues including land use, transportation, socio-economic and demographic data and changes that have occurred in the study area since 2005. The data and analysis will be used to support a public participation process and to develop land use and transportation recommendations to update the 2005 plan.

CDRPC Staff Budget	CDTC Staff Budget	Total CDRPC/CDTC Budget (federal share)	Local In-Kind Match (minimum 25% of total federal share)	Total Project Commitment
\$5,721	\$6,175	\$11,896	\$6,300	\$18,196

Town of East Greenbush

Gilligan Road Complete Streets Enhancements Feasibility Study Support

The Town of East Greenbush Planning and Zoning Department is looking to write a feasibility study for a complete street on Gilligan Road, building from work the Department has completed. This project would support a feasibility study by identifying bicycle and pedestrian routing options to provide safe, segregated and supporting infrastructure in the

corridor. Tasks will include an existing conditions assessment, the identification of options for a complete street on Gilligan Road, identification of options for neighborhood level connections and a public engagement process. The product will be a technical memo that will feed into a consultant led design effort to be undertaken by the Town.

CDRPC Staff Budget	CDTC Staff Budget	Total CDRPC/CDTC Budget (federal share)	Local In-Kind Match (minimum 25% of total federal share)	Total Project Commitment
\$2,039	\$4,750	\$6,789	\$7,200	\$13,989

Town of Glenville

Glenville Comprehensive Plan & Zoning Code Analysis - NYS Route 50

The Town recently updated its comprehensive plan and this project would review the zoning regulations in the vicinity of Route 50 between the Thomas Corners intersection and the Target plaza intersection. The review will provide background information to guide Glenville's Code Review Committee as they continue modernizing development regulations in the Town. The review will consider compete streets concepts, access management, transit, vehicular, bicycle and pedestrian safety, green infrastructure, design and other best management practices as they relate to future development in the study area. Tasks will include a zoning code audit, review of recent development and the provision of crash and traffic count data.

CDRPC Staff Budget	CDTC Staff Budget	Total CDRPC/CDTC Budget (federal share)	Local In-Kind Match (minimum 25% of total federal share)	Total Project Commitment
\$6,767	\$2,850	\$9,617	\$2,404	\$12,021

Town of Westerlo

Westerlo Comprehensive Plan Committee Assistance

The Town has initiated a Comprehensive Plan Update and is requesting assistance with an existing conditions analysis, mapping and guidance on public outreach. For the existing conditions analysis, CDTC and CDRPC will provide information on Town demographics and will prepare charts and graphics. The mapping task will include a variety of maps for topics such as agricultural districts and prime agricultural soil, flood zones, wetlands, transportation corridors (including a town wide crash map), hamlets, and historic landmarks to improve upon the current Comprehensive Plan's map stock. Finally, guidance on public engagement, the development of a community survey and on the presentation of survey results will be provided.

CDRPC Staff Budget	CDTC Staff Budget	Total CDRPC/CDTC Budget (federal share)	Local In-Kind Match (minimum 25% of total federal share)	Total Project Commitment
\$7,600	\$760	\$8,360	\$2,456	\$10,816

Action Taken:

Joe Landry made a motion to approve the 2020 Technical Assistance Program Projects and Amy Standaert seconded it. The motion passed unanimously.

11. Staff Report

Thank you to the entire staff for their smooth adjustment to working at home during this COVID19 pandemic. Thank you to Martin for your help in hosting the weekly Webinars. We will continue to host webinars weekly on a various assortment of topics.

12. Other Business:

- Jennifer Ceponis from CDTC presented her New Visions 2050 Plan to the Board.
- It is a challenging time for the County Budget year. We are processing our annual budget report, and will be bringing resources and suggestions to the table for the Board to assist.

13. Adjournment:

Craig Warner made a motion to adjourn at 10:55 a.m. and Barbara Mauro seconded it. The motion passed unanimously. The meeting was adjourned at 10:55 a.m.

Next Commission Meeting Date: July 15, 2020, 10:00 am

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Joe Landry,
Secretary