

To: **EDC Board Members**

Re: **Minutes of July 19, 2016 Regular Monthly Meeting of the Board of Directors**

Present: Arleen Girard – Chair
Mitch Amado – Treasurer & Chair of Audit & Finance Committee
Jeffery Byrne – Secretary
Dr. Kristine Duffy – Director, Representative SUNY Adirondack
Matt Fuller – Chair of Governance Committee
Harold “Bud” Taylor, Representative, Warren County
Chuck Barton – Past Chairman, Ex-Officio
Jim Siplon - Director
John Strough – Representative, TOQ

Absent: Chris Barden – Vice Chair
Judy Calogero – Representative, City of Glens Falls

Guests: Rob Camoin – Camoin Associates
Mike Tucker – Tucker Strategies
Maury Thompson, *Post-Star*
Scott Whittemore – Assistant Superintendent for Business, Queensbury Union Free School District

Staff: Ed Bartholomew, President/CEO
John Wheatley, Vice President
Jennifer Switzer, Director of Finance/CFO
Elaine Behlmer, Office Administrator, Acting Secretary

On June 21, 2016 the Board of Directors for the Economic Development Corporation met in the 3rd Floor Training Center at Glens Falls National Bank & Trust Company located at 234 Glen Street in Glens Falls, New York for its Regular Monthly Meeting of the Board of Directors. The following items of business were discussed:

I. **Welcome & Call to Order:** Chair Arleen Girard called the meeting to order at 8:02 a.m. and advises there is a quorum.

II. **Approval:**

- Regular Monthly Meeting Minutes June 21, 2016
- EDC Audit & Finance Committee Meeting Minutes June 6, 2016

A motion is made by Jim Siplon, seconded by Bud Taylor and carried unanimously to approve the Regular Monthly Meeting Minutes June 21, 2016 and EDC Audit & Finance Committee Meeting Minutes June 6, 2016.

III. **Financial Update: Approval of June Financials & Payment of Bills:** Treasurer Mitch Amado questions if EDC can expect to be on budget by year-end due to some significant negatives and positives reflected in year-to-date. He wonders if that will continue or will some of the positives

due to timing hit budget. Jennifer responds in the affirmative and acknowledges some unexpected costs and refers to the cover page outline under year-to-date. Year-to-date insurance is over budget but will not stay over budget due to the repurchase of property and is the same for legal due to ABO inquiries that should be done at this point but there may be other incurred legal fees for other issues. Areas under-budget include salaries due to part-time person projected for entire year, expected 3% increases in salary; staff received 2% which is also reflected in contribution for staff retirement. Other areas under budget include research and collateral materials. Product Improvement is due to timing issue with Exit 20 and other projects but should be close to budget. Strategic plan costs are over-budget as well. Year-end projection is \$8,000 over budget including EDC's move to new office space.

A motion is made by Mitch Amado, seconded by Bud Taylor and carried unanimously to approve the June Financials & Payment of Bills – 6/1 – 6/30/16.

IV. Reports of Committees: Audit Finance Committee: A committee meeting will be scheduled in early August to discuss proposed 2017 budget.

Governance Committee Report: Matt Fuller has been working on EDC board members terms spreadsheet along with Conflict of Interest Policy. A committee meeting will be scheduled later this month.

V. President & CEO Report: Other Business: Ed advises meeting will be turned over to Rob Camion and Mike Tucker at 8:30 a.m. for presentation and overview of EDC's economic strategy. Ed briefly reports on the following activities: 1) Outreach with municipalities regarding potential projects in our region and funding opportunity though New York State with regards to filing of Consolidated Funding applications (CFA) to be submitted by 4:00 p.m. on the July 29th deadline. 2) Ed has met with representatives from Chestertown, Horicon and Pottersville regarding potential loan applicants. 3) EDC recently attended the 4th Adirondack Challenge sponsored by Governor Cuomo for I Love New York and hosted by ORDA/Gore Mountain. Jeff Byrne feels it's good to have legislators from the state in the Adirondacks and all is positive for Gore. 4) Outreach with Glens Falls City 5th Ward with Jim Clark and Matt MacDonald. 5) Representation at meeting with local leaders including Mayor Blais and David Decker as an advocacy for the North Country Tourism. 6) EDC attended meeting with local leaders and Capital Region Economic Development Council representatives regarding a new village wastewater treatment plant. 7) EDC took National Grid downtown and to businesses in Warren County regarding funding purposes. 8) EDC hosted two meetings of Technical Committee regarding project scope and RFQ for the upcoming Route 9/Exit 20 Corridor Study. This is a \$100,000 study with \$50,000 funding from National Grid, \$25,000 from Warren County and \$25,000 from EDC to include an analysis of the economic development potential of vacant property south of the outlet centers. Committee will select a consulting firm in August to begin the study in September. John Strough states he has received an overview of lots and acreage from George to be sent to Ed for review. 9) Coordination with City on Pedestrian Enhancement sidewalks at Kensington Schools to enhance safety in area. 10) Considered creation of Sports, Recreation and Entertainment Committee. 11) Resolution: Authorization for R.A. Wiedemann Comparative Study on airports similar in size to compare budgets, revenue stream and personnel. EDC had a study done in 2008 to review options that are still relevant. Currently, Warren County Airport operates with Airport Manger Ross Dubarry and fixed based operator Rich Schermerhorn. Queensbury Supervisor John Strough reports on one hour informative call from a fixed based operator south of Albany and draft resolution he's preparing for Warren County municipalities and government for consideration and shared with EDC, if appropriate in the

future, in support of the airport runway extension. Ed speaks of timeframe and funding amount of EDC resolution not to exceed \$13,000 for consultant firm being hired for the study and prepared for Warren County Board of Supervisors. Briefly discussed is creation of a Sports, Recreation and Entertainment Committee with Jeff Byrne proposing a small focus group meeting to discuss needs for consideration especially with EDC's new strategic plan and discussed further at EDC's Regular Monthly Meeting of the Board of Directors in September.

Ed requests a brief Executive Session after presentation and discussion of Strategic Plan for negotiation of lease discussion.

Scott Whittemore, Assistant Superintendent for Business at Queensbury Union Free School District is welcomed and introduced. He appreciates the opportunity to come and listen to what's going on in the region. QUFSD does plan to become a member of EDC.

VI. **Next Meeting:** Tuesday, September 20, 2016 – 8:00 a.m. EDC Regular Monthly Meeting of the Board of Directors at EDC Offices located at 234 Glen Street, Glens Falls unless otherwise notified. There is no meeting scheduled in August but is subject to call if needed.

VII. **8:30 a.m. – Presentation and Overview Economic Development Strategy** – Rob Camoin and Mike Tucker begin presenting at 8:24 a.m. A copy of the draft Strategic Plan Updated dated July 2016 is presented and kept on file at EDC Offices with the minutes.

Rob reports on scope of plan, work completed, vision, strategy, next steps and high focused goals and objectives. He talks about plan being developed with the assistance of the EDC Warren County staff and board of directors with the intention of the planning process focused on person to person gathering rather than data collection. Primary work involved interviews with staff, board members, business leaders, educational providers, workforce professionals and other partners for a total of over 20 interviews plus review of recent planning studies completed in the county. The plan is focused on 4 objectives: 1) Expand business marketing and attraction efforts. 2) Develop retention and expansion efforts to support existing companies. 3) Improve business environment and infrastructure for future growth. 4) Support Economic Development Operational and Organizational Plan. A question and answer session followed. Kris Duffy recommends using a 'dashboard' of 5 items being tracked going forward and reporting on a monthly basis on progress to goals to keep structure and plan in forefront of minds and added as an item to the EDC monthly meeting agenda. Jim Siplon speaks about lack of awareness and understanding of public regarding projects etc. This region has the assets but how is the health of those being measured. A discussion follows with agreement to stay focused on implementation and make notes of other issues that come up to ensure plan doesn't collect dust on a shelf. Rob stresses the importance of plan being reviewed each year or even 6 months or initially one year and then 2-3 years. EDC will receive a working document. Mike Tucker feels this plan is more direct and focused or deliverables compared to the last one but questions if we have enough bandwidth and resources. Collaboration does become key with college, ARCC along with CEG. A thank you is extended to Mike Tucker and Rob Camoin.

A motion is made by Arleen Girard, seconded by John Strough and carried unanimously to adopt the Draft Strategic Plan Update for EDC Warren County dated July 2016 as presented, placed on the EDC Agenda Regular Monthly Meetings of the Board of Directors and scheduled for annual review.

VIII. Executive Session/Adjournment A motion is made by John Strough, seconded by Jim Siplon and carried unanimously at 9:08 for Executive Session for discussion of negotiation of lease. EDC Staff members Jennifer Switzer and Elaine Behlmer exit the meeting along with guests Maury Thompson, Mike Tucker and Rob Camoin.

A motion is made by John Strough, seconded and carried unanimously to come out of Executive Session at 9:26 a.m.

A motion is made by Dr. Kris Duffy, seconded by Matt Fuller and carried unanimously to accept terms of lease with 333 Glen Street Associates, LLC and EDC as presented. Matt Fuller will review final lease.

A motion is made by Jim Siplon, seconded by John Strough and carried unanimously in support of R.A. Wiedemann Comparative Study not to exceed \$15,000.

Upon no further business to come before the EDC Board, a motion is made by Arleen Girard, seconded by John Strough and carried unanimously to adjourn the meeting at 9:45 a.m.