

To: **EDC Board Members**

Re: **Minutes of November 15, 2016 Regular Monthly Meeting of the Board of Directors**

**Present:** Chris Barden – Vice Chairman  
Chuck Barton – Past Chairman, Ex-Officio  
Jeffery Byrne – Secretary  
Mitch Amado – Treasurer & Chair of Audit & Finance Committee  
Dr. Kristine Duffy – Director, Representative SUNY Adirondack  
Matt Fuller – Chair of Governance Committee  
Judy Calogero – Representative, City of Glens Falls  
John Strough – Representative, TOQ

**Absent:** Arleen Girard – Chair  
Harold “Bud” Taylor, Representative, Warren County  
Jim Siplon - Director

**Guests:** Frank Dittrich, GM Inn at Erlowest and Sun Castle Resort; GM Courtyard Marriott  
Tony Bonacio, Project Management, Bonacio Construction  
Larry Novik, Director of Business Development, Bonacio Construction  
Joann Potrzuski Cassidy, Real Estate Broker, Julie & Co. Realty  
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 November 15, 2016 the Board of Directors for the Economic Development Corporation met in the Saratoga Room on the 2<sup>nd</sup> Floor at EDC Offices located at 333 Glen Street, Suite 101 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:** In Chair Arleen Girard’s absence Vice Chairman Chris Barden called the meeting to order at 8:02 a.m. EDC President Ed Bartholomew introduces Frank Dittrich, GM of The Inn at Erlowest and Sun Castle Resort and partner of new Marriott in Lake George as well as a lead component of Lake George Warren County 365. Frank provides history of his career and speaks of recent move to area. He talks about ways to increase tourism year round based on his experience as owner of Tea Island Resort and lodging perspective. He serves on the Lake George Chamber Board that hopes to make Lake George 365 real. The development of a program is important. A meeting was held with SUNY Adirondack regarding labor and workforce to help develop 365 ideas and define success with workshop and promotion. Frank believes the Courtyard Marriott fits in to make Lake George a year round destination. He describes room sizes, number of rooms, balconies, custom lobby and Bistro Restaurant at 365 Canada Street, Lake George and speaks of plans for 17,000 square foot space for conference room/ballroom. A thank you is extended to Frank Dittrich.

Tony Bonacio, Larry Novik and Joann Potrzuski Cassidy are welcomed and introduced. Tony provides a quick overview of new mixed use construction project at 14 Hudson Avenue in Glens Falls. Tony reports building construction couldn't be better with 87 residential apartments above, from one to three bedroom units and all units doing well that now have to be filled. He is looking for the EDC board's assistance and talks about commercial space on the main floor and professional office space on the second floor. Discussion follows on what needs to be done together to attract new people to Glens Falls market. Ed reports on consulting firm doing an analysis for retail strategy and gap analysis that will become a public document. Joann advises board members to call if you know of anyone interested in space or a tour. She provides a map and distributes information on project kept on file at EDC Offices with the minutes. The message out is they are looking for tenants. A discussion follows on residential driving retail and successes in Glens Falls. A thank you is extended to all with business cards distributed. Tony Bonacio, Larry Novik, Joann Potrzuski Cassidy and Frank Dittrich exit the meeting.

**II. Approval:**

- EDC Regular Monthly Meeting Minutes October 18, 2016
- EDC Audit & Finance Committee Meeting Minutes October 4, 2016

A motion is made by Judy Calogero, seconded by Jeff Byrne and carried unanimously to approve the EDC Regular Monthly Meeting Minutes October 18, 2016.

A motion is made by Judy Calogero, seconded by Jeff Byrne and carried unanimously to approve the EDC Audit & Finance Committee Meeting Minutes October 4, 2016.

**III. Financial Update: Approval of October Financials & Payment of Bills:** Jennifer Switzer advises Statement of Financial Position is positive with a/c receivables and payables. A brief discussion follows on non-renewed EDC members the board and staff are contacting with no additional renewals to-date. Highlights discussed under Statement of Activities for October include timing issue for contract with Town of Queensbury invoiced in November. Year to date includes overage and underage discussed monthly, miscellaneous moving expenses, legal counsel for ABO inquiry, payroll, professional development and training and property taxes overage due to re-purchase of property at Queensbury Business Park.

- Approval of October Financials & Payment of Bills

A motion is made by Matt Fuller seconded by Jeff Byrne and carried unanimously to approve the October Financials & Payment of Bills – 10/1 – 10/31/16.

**IV. Reports of Committees:**

**Audit & Finance Committee Report:** EDC is expecting to receive an engagement letter; field work is scheduled.

**Governance Committee Report:** Chair Matt Fuller reports the Governance Committee met to discuss revisions on Conflict of Interest Policy, filling two board seats, director terms and by-law amendments. The Committee will meet again within the next couple of weeks.

**V.** **President & CEO Report:**

Ed reports on the strategic plan for month of October and to-date. Copies of Action Plan Matrix are distributed and Ed highlights some of the activities, events and projects noted in red on document and kept on file at EDC Offices. Topics discussed include:

- Contacting site reps of prospective regional firm to see if they would consider Glens Falls area for a highly sought after HQ facility no further than Saratoga due to workforce considerations and lease expiring.
- Assisting upcoming tour of AngioDynamics facility and Warren County Airport with County officials on behalf of regional intergovernmental organization.
- Participation at two day economic summit at the Albany Empire State Plaza Nov. 1 & 2 with 9 other regional economic councils. EDC assembled various products and services from Warren County on behalf of the Capital Region Economic Development Council. Announcement for Round 6 due in November/December.
- DRI group participation with full report due in February for review, recommendation and agreement to application. Proposed projects include converting Farmers Market to year round and working with SUNY Adirondack on culinary space downtown along with film festival.
- Successful move to 333 Glen Street, Glens Falls, NY.
- Meeting with Congresswoman Elise Stefanik at EDC Offices to discuss priority projects including broadband.
- Completed annual Southern Adirondack Planning & Zoning Forum.
- Attended groundbreaking ceremony at SUNY Adirondack scheduled for completion in fall of 2018.
- Some of the plans included require budgetary adjustments.
- Plan for MOU with the Town of Queensbury for GIS Data Mapping on Northway Exits 18-25 for future development.

**VI.** **Other Business:**

- Resolution to Accept 2017 Investment Levels
- Resolution for 2017 Employee SEP Contributions
- Resolution Approving 2017 Health/Dental Insurance Contributions

A discussion was held on investment levels, packaging of services, increased board member involvement or creation of an ad hoc committee.

A motion is made by Judy Calogero, seconded by Matt Fuller and carried unanimously to approve all three resolutions presented.

**VII.** **Next Meeting:** Tuesday, December 20, 2016 – 8:00 a.m. EDC Regular Monthly Meeting of the Board of Directors in the Saratoga Room on the 2<sup>nd</sup> Floor at EDC's offices located at 333 Glen Street, Suite 101, Glens Falls, NY unless otherwise notified.

**VIII.** **Executive Session:** No executive session.

**IX.** **Adjournment:** Upon no further business to come before the EDC Board a motion is made by Jeff Byrne, seconded by Kris Duffy, closed and carried unanimously to adjourn the meeting at 9:05 a.m.