

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

**COMMISSION MEETING**

June 16, 2004, 3:00 p.m.  
CDRPC Conference Room  
One Park Place  
Albany, New York 12205

**MINUTES**

**PRESENT:**            *Board Members:* Henry Dennis, John Graziano, Lucille McKnight, Jayne Regan Harris, Fred Acunto, Christopher Callaghan, David Wickerham, Raymond Gillen, Gary Hughes, Barbara Mauro, Michael Petta

*Staff:* Donna Dillenbeck, Leif Engstrom, Todd Fabozzi, Rocky Ferraro, Nicholas Neilio, David Wardle

**ABSENT/EXCUSED:**     Betty Barnette, Gerald Jennings, Stan Brownell, Edward Patanian, James Shaughnessy, Mike Stammel, Kathleen Marchione, Jean Raymond, David Vincent

**PRESIDING:**            Lucille McKnight, Chair, called the meeting to order at 3:00 p.m.

**1.     WELCOME/INTRODUCTION OF GUESTS**

Kathy Woodruff from the Times Union, Philip Schwartz from the Gazette, Sean Maguire from the Albany County Department of Economic Development & Planning, and Melinda Mulawka from Albany County Executive's Office were in attendance.

**2.     APPROVAL OF THE APRIL 21 MEETING MINUTES**

Copies of the April 21<sup>st</sup> minutes were distributed before the meeting. No corrections were made.

**Action Taken**

John Graziano made a motion to approve the minutes, Jayne Regan Harris seconded. The motion was approved unanimously.

**3.     FINANCIAL STATEMENT THROUGH MAY 31, 2004**

Rocky reported that everything seems to be on target at this time. The expenses continue to track in accordance to the original budget outline. An item that may be of concern is Temporary Services and that reflects bringing our intern, Nick Neilio, onto a full time basis to help with the move. Nick will go back to part time in July.

Mr. Wickerham inquired about the interest line that indicated 7 cent total for the month of May. Rocky responded that the amount represents interest earned on our PayPal account

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only. We have not received our May 2004 bank statement to reflect interest earned from our bank accounts during the month of May.

Christopher Callaghan asked about the balance that is listed under the Contingent Fund. The amount budgeted in the Contingent Fund was to take into account out-of-pocket expenses associated with the Strategic Plan Retreat and selected moving costs such as telephone/computer line relocation expenses.

### **Action Taken**

Henry Dennis made a motion to accept the financial statement, and Barbara Mauro seconded. The motion was approved unanimously.

## **4. REVISED POPULATION PROJECTIONS**

In preparing the population projections for the Transportation Analysis Zones, it is recommended that changes be made to the Village of Menands and the Cities of Rensselaer and Saratoga Springs.

In the Village of Menands, there was an error in the 2000 Census that incorrectly assigned an apartment complex that is actually located within the Village limits to the Town of Colonie. This adjustment reflects an increase in the village population that was not identified in the census numbers. This increase does not change the Town of Colonie projections.

In the City of Saratoga Springs and the City of Rensselaer, a more detailed analysis on development patterns was done within both communities. The result of this analysis is a projected increase in population for the City of Saratoga Springs and the City of Rensselaer than originally projected.

Rocky is requesting that the Board amend the population projections to reflect the stated revisions.

### **Action Taken**

Christopher Callaghan made a motion to amend the projections, and Jayne Regan Harris seconded. The motion was approved unanimously.

## **5. CDRPC STRATEGIC PLAN**

Rocky reported that the Strategic Planning Committee met on June 3 to review the summary of the retreat prepared by The Chazen Companies and to prepare a draft mission statement for review and approval by the Commission.

Deborah Howes from The Chazen Companies prepared a PowerPoint presentation to discuss the Retreat Summary and next steps with the Board. The Strategic Planning Committee recommended the following mission statement:

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*The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center serving Albany, Rensselaer, Saratoga and Schenectady counties. CDRPC provides objective analysis of the data, trends, opportunities and challenges relevant to the region's economic, development and planning communities. CDRPC serves the best interest of the public and private sector by promoting intergovernmental cooperation, communication and collaboration, facilitating regional initiatives, sharing information and fostering dialogue.*

Chris Callaghan inquired if the consensus of the Planning Committee is that CDRPC is doing what should be done and should we continue. Jayne Regan Harris added that the proposed mission statement is very accurate and descriptive of what CDRPC currently does, however, are we hoping to do more. Jayne also added that if we are, should that be incorporated into the proposed mission statement.

Ray Gillen suggested adding, “*and proposing solutions to regional problems*” to the end of the mission statement. After considerable discussion, it was recommended that the Mission statement be amended to add the phrase “*on solutions to regional problems*” at the end of the statement.

Deborah Howes added that the next step is for the Strategic Planning Committee to meet during the summer to discuss the four critical issue areas defined at the retreat and through the external stakeholder interview process. The Commission recommended that the Strategic Planning Committee should be primarily responsible to review each of the four issue areas and recommend a preferred strategy to the full Board. Each Commissioner should communicate their opinions on each of these issues to their representative on the Strategic Planning Committee.

### **Action Taken**

John Graziano made a motion to accept the Mission Statement with the “friendly amendment” *fostering dialogue on solutions to regional problems*. Chris Callaghan seconded. The motion was accepted with Henry Dennis voting no.

Lucille McKnight made a suggestion that CDRPC provide each county legislative body a brief copy of the Commission Meetings. David Wickerham suggested sending a one-page summary of the minutes to the 4 county clerks for distribution.

## **6. CDRPC LETTERHEAD**

Lucille McKnight stated that the A & F Committee is recommending that the CDRPC letterhead be revised to include the name and title of full time staff.

### **Action Taken**

Gary Hughes made a motion to approve the new letterhead, and Ray Gillen seconded. The motion was approved unanimously.

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**7. STAFF ACTIVITIES REPORT**

Rocky reported that the move went well and there was one minor issue with Albany Management claiming that “substantial” damage was done during the move by the movers. This is being taken care of through Mabey’s insurance company.

CDRPC, in conjunction with the four county planning departments, are hosting a Local Government Planning & Zoning workshop on June 30<sup>th</sup> at Hudson Valley Community College. We are also co sponsoring a HydroCad Computer Model Applications Workshop put on by DEC on June 23 –25 in the Computer Training Room at DEC.

Activities with CDYCI are going smoothly at this time. A board meeting was held before the CDRPC Commission Meeting. The 2003 Reconciliation report is being prepared based on the 2003 financial records of revenue and expenses.

CDRPC is assisting the Albany Center for Economic Success (ACES) with the preparation of a full application to EDA for a grant to expand their Orange Street business incubator.

**Action Taken**

Chris Callaghan made a motion to accept the Staff Activities Report, and Ray Gillen seconded. The motion was approved unanimously.

**8. OTHER BUSINESS**

There was no other business at this time.

**9. NEXT MEETING DATE: AUGUST 18, 2004**

David Wickerham made a suggestion to hold upcoming commission meetings in each of the four counties. Lucille McKnight responded that efforts would be made to hold meetings in each county.

The next CDRPC Commission Meeting will be held on August 18, 2004 at 8:30am at the CDRPC offices.

**ADJOURNMENT**

Gary Hughes made a motion to adjourn the meeting, and Mike Petta seconded.

Respectfully Submitted,

Fred Acunto, Secretary