

## COMMISSION MEETING

December 20, 2006  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### MINUTES

- PRESENT:** Willard Bruce, Henry Dennis, John Graziano, Stan Brownell, Judy Breselor, James Shaughnessy, Mike Stammel, Fred Acunto, Philip Barrett, Christopher Callaghan, Spencer Hellwig, John Murray, Gary Hughes, Barbara Mauro, David Vincent
- ABSENT:** Betty Barnette, Lucille McKnight, Raymond Gillen, Michael Petta
- PRESIDING:** Fred Acunto, Chair, called the meeting to order at 8:30am. On behalf of CDRPC and CDYCI, Fred extended his deepest sympathy in the loss of Jayne Regan Harris. He led the board in a moment of silence in honor of Jayne Regan Harris and the fond memories she has left with us.

#### 1. WELCOME/INTRODUCTION OF GUESTS

Tommy Barry, President & CEO of PointTrade Services, Inc., Bob McQueeney, James Gross, Ken Carlstedt and Matt Rowe from Momentive Performance Matters, Bob Radliff, Executive Director of the Capital District Community Loan Fund, and Bill Hooten from Capital District Trade Strategies were all in attendance.

#### 2. OCTOBER 18, 2006 MEETING MINUTES

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

##### Action Taken

Mike Stammel made a motion to approve the minutes, and Gary Hughes seconded. The motion was approved unanimously.

#### 3. FINANCIAL STATEMENT THROUGH NOVEMBER 30, 2006

This financial statement reflects the current statements through November 30, 2006. Revenues are at 82.7% and expenses are at 88.7%. The revenue does not reflect work completed during October and November for contracts that are billed on a quarterly basis. The rent expenses have been paid for 2006 as well as employee Health Insurance and the New York State Retirement.

There is approximately \$52,500 cash in the bank and outstanding receivables totaling \$84,000.

### **Action Taken**

Mike Stammel made a motion to approve the Financial Statement, and Gary Hughes seconded. The motion was approved unanimously.

## **4. MPM SILICONE FTZ SUBZONE APPLICATION**

Ken Carlstedt and Matt Rowe of MPM Silicones, LLC, an affiliate of Momentive Performance Materials (MPM), gave a presentation outlining their proposal for FTZ Status. They are also requesting CDPRC to submit a subzone application to the Foreign-Trade Zones Board to establish a special purpose manufacturing and distribution subzone for 580 acres located entirely within the Town of Waterford. MPM Silicones is the former GE Advanced Materials business unit of the General Electric Company, acquired by Apollo Management on December 4, 2006.

The FTZ designation will allow MPM Silicones to manufacture, assemble, produce, warehouse, and distribute a variety of products at its facilities in Waterford. By employing more cost effective and efficient techniques allowable through the foreign-trade subzone designation, MPM Silicones will be able to compete and sell its products more effectively in the global market place.

The Executive Summary of the proposal being submitted was distributed before the meeting, as well as letters of support from individuals and organizations in support of the application.

Bill Bruce inquired about the square footage of the facility and how many employees will be at the facility. Ken Carlstedt replied that the facility has 1.2 million square footage and 580 acres. The facility has been in existence for approximately 60 years employing close to 1,000 people. The products that are produced are all silicone-based products such as oils, waxes, silicone based rubber, cosmetics, face cream. A wide variety of finished products come out of this facility.

Matt Rowe added that there is approximately \$50 million being invested each year into the facility.

Fred Acunto inquired about a 5 year plan for MPM Silicones. Ken Carlstedt added that Apollo Management is a long term owner and they have a lot of investment in the company. Apollo Management was founded in 1990 with approximately \$16 billion in managed capital and 94% of investments with positive returns. MPM Silicone believes Apollo brings financial security and stability to this project.

Chris Callaghan inquired about the absence of the Town Supervisor's support letter from the Town of Waterford. Ken Carlstedt replied that there is a meeting set up with the Town Supervisor and they fully expect to get the letter of support in January, 2007.

Stan Brownell asked if MPM Silicone were awarded the Foreign Trade Zone now, would they be ready to activate. The facility is not at 100% capacity at this time, however there is an opportunity to sell more products out of this facility. The plan is to make this facility as competitive as possible and to invest and grow and the designation as a FTZ subzone would be very beneficial in achieving that objective.

### **Action Taken**

John Graziano made a motion to authorize CDRPC to submit a subzone application to the Foreign-Trade Zones Board, and Mike Stammel seconded. Chris Callaghan abstained. The motion was approved with 1 abstention.

## **5. PRESENTATION BY BOB RADLIFF, EXECUTIVE DIRECTOR OF THE CAPITAL DISTRICT COMMUNITY LOAN FUND**

Bob Radliff, Executive Director, made a presentation to the Board outlining the objectives of the Capital District Community Loan Fund.

The Capital District Community Loan Fund (CDCLF) is a community based non profit federally certified financial institution that provides loans and technical services support to small businesses and homeowners in Albany, Columbia, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington Counties.

CDCLF was founded in 1985 and they promote sustainable community development efforts for economically underserved people and communities in the Capital Region. CDCLP makes loans to non profit groups for a wide variety of purposes such as supporting and managing affordable housing, development of community facilities, lines of credit for equipment or vehicle loans. Loans are available for up to \$300,000 at a very low interest rate.

CDCLF is also focused on small business lending focusing on micro-enterprises owned by woman, minorities and lower income people. Loans for up to \$10,000 are being offered for start up business and up to \$35,000 for existing business. Training and technical assistance are also available through CDCLF. There is an 8 week business plan training course available three times a year with the College of Saint Rose. There are workshops throughout the year for both non profits and small business owners.

David Vincent asked how would someone know or find out about CDCLF. Bob Radliff responded that there are a number of activities underway to publicize programs including having a working relationship with the Chambers of Commerce and area banks and spreading information through community or faith based groups. More than half of the referrals that CDCLF gets are from word of mouth.

## **6. REPORT FROM NOMINATING COMMITTEE**

Barbara Mauro announced that the nominating committee has recommended the following names to serve as officers of the Capital District Regional Planning Commission for 2007. Gary Hughes, Chair; John Graziano, Vice Chair; Mike Stammel, Secretary; and Phil Barrett, Treasurer,

### **Action Taken**

Chris Callaghan made a motion to approve the proposed slate of 2007 officers, and Stan Brownell seconded. The motion was approved unanimously.

## **7. PROPOSED 2007 BUDGET**

Rocky went over some highlights of the proposed 2007 budget. Under revenues, the amounts requested from each county will remain unchanged from 2006. The increase from CDYCI reflects CDRPC taking over the responsibility from Berkshire Farm the direct billing to the counties. Anticipated revenue for project management of the Combined Sewer Overflow study is \$75,000.

Under salaries, the proposed increase includes hiring a full time professional planner at a 2007 annual salary of \$40,000 per year starting on or about July 1, 2007. Other salary related costs, such as FICA, have been increased accordingly. Health Insurance costs reflect the actual increases for 2007 and the anticipated hiring of a new person in July, 2007.

Rocky also added that a projected 2008 and 2009 budget have been prepared for planning purposes.

David Vincent inquired about any cash flow issues. Rocky responded that there are no cash flow issues at this time and there have been monies put into short term CD's.

Jack Murray asked about the amounts billed for school enrollment projections. The amounts vary according to the individual school district and how many communities are located within that school district. Also, some school districts request an annual update or one every two or three years while others are new and have a lot of historical information that will need to be collected.

Spencer Hellwig inquired if the CSO grant totaling \$75,000 is sufficient funding for the new full time position. Rocky responded that it would, including fringe benefits, and it will be the primary revenue source to support the position. However, there are other programs that the staff person would also be involved in. Rocky also added that if CDRPC does not receive the CSO funding, there would not be insufficient revenue to hire a full time person, therefore no one would be hired. Rocky does anticipate signing the CSO contract within the next month or two, which will guarantee revenue through 2009.

Spencer Hellwig suggested letting the person know at the time of hire that the position may end when the CSO Project is completed in 2009.

**Action Taken**

Barbara Mauro made a motion to approve the Proposed 2007 Budget, and John Graziano seconded. The motion was approved unanimously.

**8. PROPOSED 2007 MEETING SCHEDULE**

A listing of proposed dates for the 2007 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

**Action Taken**

Barbara Mauro made a motion to approve the Proposed 2007 Meeting Schedule, and Gary Hughes seconded. The motion was approved unanimously.

**9. CDYCI BOARD APPOINTMENT**

Jayne Regan Harris served as the President of the CDYCI Board. Jayne was designated a "Commission Representative" on the Board, leaving her replacement the responsibility of the CDRPC Board. At this time, the Commission must designate a representative from Rensselaer County to replace Jayne as a member of the Board.

Per CDYCI bylaws, the Board will designate new officers at their first meeting in 2007. The next CDYCI Board meeting is scheduled for January 17, 2007.

**Action Taken**

Mike Stammel made a motion to select Stan Brownell to fill the position on the CDYCI Board representing Rensselaer County and Phil Barrett seconded. The motion was approved unanimously.

**10. BOARD/STAFF RETREAT FOLLOW-UP**

The Fall/Board retreat was held on October 18, 2006. Jon Allen from Performance Matters, Inc. facilitated the session.

A summary of the notes and suggested ideas generated at the retreat were prepared by Jon and distributed before the meeting.

**11. COMBINED SEWER OVERFLOW LONG TERM CONTROL PLAN UPDATE**

The proposed Scope of Work to prepare The Long Term Control Plan has been completed and approved by the Technical Advisory Committee and submitted to NYS DEC for their review and approval. A meeting with DEC was held on December 12, 2006 to review the Scope. DEC will respond with a formal written response to it.

A cost allocation plan to pay for the preparation of the LTCP has also been approved by the Technical Advisory Committee. The actual cost is dependent upon approval of the scope of work by NYS DEC and the US EPA. CDRPC has submitted a \$473,000 grant on behalf of the communities under the NYS Department of State Shared Municipal Services Incentive Grant program and a \$475,000 grant application from the State through Round 9 Water Quality Improvement Program to reduce the financial obligations to the communities.

**12. STAFF ACTIVITY REPORT**

The Staff Activity Report was distributed before the meeting. There was no discussion.

**13. OTHER BUSINESS**

Mike Stammel announced to the Board that he has enjoyed working with the staff in the past year as Treasurer and was pleased with the communication system that was in place.

Fred Acunto also announced that it was a pleasure serving as Chair of the CDRPC Commission for 2006.

**14. NEXT MEETING DATE**

The next Commission meeting will be held January 17, 2007 at 8:30am.

**15. ADJOURNMENT**

Mike Stammel made a motion to adjourn the meeting, and Stan Brownell seconded. The motion was approved unanimously.

Respectfully submitted,

John Graziano, Jr.  
Secretary

