

# **COMMISSION MEETING**

**8:30 am, Wednesday, May 21st, 2008**

CDRPC Office  
One Park Place  
Albany, New York  
453-0850

## **AGENDA**

1. Welcome
2. March 19, 2008 Meeting Minutes\*
3. Financial Statement through April 30, 2008 (Memo 08-11)\*
4. Foreign Trade Zone Proposed Expansion Application Amendment (Memo 08-12)\*
5. Presentation by Ray Melleady, Executive Director of the Capital District Transportation Authority (Memo 08-13)
6. Combined Sewer Overflow Long Term Control Plan Update (Memo 08-14)
7. Staff Activity Report
8. Other Business
9. Next Meeting Date/Time: July 16, 2008 @ 8:30 AM

\*Requires Formal Board Action

## COMMISSION MEETING

March 19, 2008  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### MINUTES

- PRESENT:** Lucille McKnight, Michael Whalen, Judy Breselor, Stan Brownell, Leon Fiacco, Mike Stammel, Fred Acunto, Christopher Callaghan, Jason Kemper, John Murray, Robert Godlewski, Barbara Mauro, Michael Petta
- ABSENT:** Willard Bruce, Henry Dennis, John Graziano, Jim Shaughnessy, Phil Barrett, Gary Hughes, David Vincent
- PRESIDING:** Mike Stammel, Vice President, called the meeting to order at 8:30am.

#### 1. **Welcome/Introduction of Guests/New Commissioners**

Mike Stammel introduced Robert Godlewski as a new Commissioner representing Schenectady County and Michael Whalen, Jr. representing Albany County. Also in attendance were Bill Hooton and George Klapishack from Capital District Trade Strategies, Tommy Berry from Point Trade Services, Ken Carlstedt and Dave Gross from MPM Silicones, Shelby Schneider from Saratoga Economic Development Corp., Steve Myer from Albany Molecular Research and Michael Hall from McNamee, Lochner, Titus & Williams PC

#### 2. **January 16, 2008 Meeting Minutes**

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

##### **Action Taken**

John Murray made a motion to approve the minutes, and Barbara Mauro seconded. The motion was approved unanimously.

#### 3. **Unaudited Financial Statement through December 31, 2007**

The financial statement represents the final unaudited statements of 2007 and will be presented to the auditors as part of the 2007 audit of CDRPC financial records.

For the year, the revenues were at 101.7% and expenses were at 92.1%. The revenues exceeded the expenditures by \$60,365, which went back into the Fund Balance. For the year ending December 31, 2007, the Fund Balance amount is \$208,229.

**Action Taken**

Fred Acunto made a motion to approve the Financial Statement, and Stan Brownell seconded. The motion was approved unanimously.

**4. Financial Statement through February 28, 2008**

Invoices were sent out to each of the four counties and all payments have been received. Other billings have not been sent out at this time. They will be sent out at the end of the first quarter.

For the year, the revenues are at 13.3% and expenses are at 16.2%. In some cases the percent to date expenses are greater than two months: the annual GIS software license to ESRI was renewed in January and the General Business insurance bill for 2008 was paid in full. Rent and Health Insurance line items reflect three months worth of payments.

There is approximately \$124,500 cash in the bank at this time and receivables totaling just over \$101,600.

**Action Taken**

Lucille McKnight made a motion to approve the Financial Statement, and Chris Callaghan seconded. The motion was approved unanimously.

**5. Approval Grantee/Operator's Agreement between CDRPC & MPM Silicones**

In December of 2006, the Board authorized CDRPC to submit a subzone application to the Foreign Trade Zone board to create a subzone at the MPM Silicone site in Waterford. CDRPC did submit the subzone application and the FTZ Board approved the application. At this time, Rocky is seeking Board approval for a Grantee/Operator contract between CDRPC and MPM Silicones. A contract must be executed before MPM Silicones may initiate any subzone activities.

Michael Hall has reviewed the proposed contract and has made the suggested changes. The only issue at this time is the confidentiality part of the contract. The Foreign Trade Zone regulations address certain issues of confidentiality and Michael Hall is looking into those issues to make sure they are addressed. Michael Hall added that there are only minor details to be worked out before both MPM and CDRPC are in agreement. This should be resolved within the next couple of days.

There is no contract available at this time for Board review due to the need to work out agreed to language with the confidentiality portion of the contract. However, CDRPC staff and Michael Hall have reviewed the contract and are comfortable with the elements of it.

John Murray inquired if there is a downside to waiting until the contract is available to the Board before it is approved. Rocky responded that MPM Silicones is very interested in getting this subzone activated as soon as possible. They are looking to move forward

with this project right away. Ken Carlstedt from MPM added that if the contract is delayed until the next board meeting, it could put them back about \$1 million.

David Gross also added that they are struggling at this time to get enough raw materials to keep the factory operating. Without a signed agreement, they cannot move forward in getting the raw materials in from other parts of the world to keep the factory open. The operations of the factory will drastically slow down if there is a delay in getting the subzone activated.

Stan Brownell inquired if MPM has local competitors as well as those across the country. David Gross informed the Board that their main competitor is Dow Corning, which has plants in Kentucky, Michigan and Brazil in order to get the Silicone from other parts of the world. There are also competitors in Germany, Japan and China.

#### **Action Taken**

Chris Callaghan made a motion to authorize CDRPC to sign the contract with MPM Silicone, and Judy Breselor seconded. The motion was approved unanimously.

### **6. Foreign Trade Zone Proposed Expansion Application**

Bill Hooton from Capital Trade Strategies gave a PowerPoint presentation to outline the process and present each of the proposed sites to be included in the Expansion Application for FTZ #121. The application will be submitted to the Foreign-Trade Zone Board for their review and approval upon approval by CDRPC. A listing of the proposed sites and a regional map identifying the location of each of the proposed sites were distributed before the meeting.

There are 8 counties included in the foreign-trade zone area and each of the economic development departments in those counties has been contacted to identify potential locations in their counties for consideration based on pre-defined criteria. All eight of the counties have chosen to be official FTZ #121 Expansion Sites and have submitted the required deliverables and have paid the application fee. One individual property owner from Greene County has chosen to apply as well.

The scope of the Expansion is as follows:

- Albany County – 9 sites
- Rensselaer County – 4 sites
- Saratoga County – 5 sites
- Schenectady County – 4 sites
- Green County – 1 site
- Montgomery County – 3 sites
- Schoharie – 2 sites
- Warren County – 8 sites
- Washington County – 6 sites

Mr. Hooton is requesting Board approval to submit the scope of the application for expansion to the Foreign-Trade Zone Board. The application will be submitted as a draft application. Bill Hooton is also requesting the Board to authorize the Executive Director of CDRPC to undertake the final review of the application before it is submitted to the Foreign-Trade Zone Board.

The draft will be ready for review the first week in April and the final application submitted the end of April. A docket number will be issued shortly after the final application is submitted and approved.

Chris Callaghan inquired why the North end of Waterford is not included in the expansion plan. Shelby Schneider replied that the property owners in that area were contacted and they are not interested in participating at this time. If the companies do become interested, they can apply for Foreign Trade Zone status at any time.

Robert Godlewski inquired if there will be another opportunity for various counties to participate. Bill Hooton added that it is at the discretion of the Grantee to determine if the Foreign Trade Zone project needs to be re-examined or expanded. CDRPC is the Grantee of this Foreign Trade Zone. Tommy Berry added that it is not uncommon for communities to come back within a year or two to be added to the Foreign Trade Zone project.

#### **Action Taken**

Lucille McKnight made a motion to authorize Rocky to proceed with the Foreign Trade Zone Expansion application and John Murray seconded. The motion was approved unanimously.

### **7. Proposed Tariff Clarification Modification**

On August 16, 2006, the Commission adopted a new FTZ Tariff for Operators and Users of the Foreign Trade Zone. Since the adoption, CDRPC has received several inquiries regarding fee structure. CDRPC is now conducting an investigation of the tariffs and policies of other FTZ Grantees to determine whether it would be advisable to recommend a revision to the FTZ #121 Tariff to the Board.

It is anticipated that a recommendation will be brought to the Board at the July meeting for a revised fee structure that will be appropriately based on the internal investigation. However, at this time it is recommended that the Commission adopt a minor change to the Capital District Foreign-Trade Zone Tariff to resolve any ambiguity associated with the General Purpose Zone sites and Subzone sites.

Rocky is requesting approval from the Board to modify the zone tariff structure. There will be no changes in fees.

### **Action Taken**

Lucille McKnight made a motion to approve the request and Chris Callaghan seconded. The motion was approved unanimously.

## **8. Local Update Census Address Program Regional Status Report**

There has been excellent participation by the communities in the Capital Region on this program. Deb Shannon has been leading this project and working with the local communities in reviewing their address file and making sure each community received and reviewed their Master Address File and maps from the U.S. Census Bureau. Almost all have begun the review and three have completed and returned their data. Upon reviewing their Master Address Files, many communities within the Capital District found errors and omissions. These errors do have financial implications to the communities. For each person not counted, NYS ESD estimates approximately \$400 per person or \$1000 per household annually in lost revenue. This File will be used by the U.S. Census Bureau as the primary source to distribute the 2010 Census forms.

Among the 78 municipalities within the Capital Region, 56 communities have opted to participate directly. The communities that are not participating are covered under a participating county, giving the Region almost 100% coverage.

Since the registration period ended on December 31, 2007, CDRPC has continued to meet and communicate with municipalities requesting technical assistance and will continue to do so to ensure timely return of data.

## **9. Combined Sewer Overflow Long Term Control Plan Update**

There were two Technical Advisory Committee meetings held since the last Board meeting and one Citizens Advisory Committee meeting. A general public participation meeting/workshop will be held on Monday, March 31<sup>st</sup> at 7:00pm at Hudson Valley Community College.

A notice for the public meeting has been sent out to the County Executives, Mayors as well as Council presidents and Legislators of each of the six communities. This is the first public meeting to discuss the purpose of the Long Term Control Plan and the process leading to the development of the plan.

CDRPC submitted the *Combined Sewer System Monitoring Plan* to NYS DEC for their review and approval. Comments to the draft have been received from DEC and are being responded to by the consultant team.

Plans for sampling the Hudson River this summer are being finalized. Digital mapping is nearly complete and combined sewer system modeling is underway.

**10. Staff Activity Report**

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

**11. Other Business**

There was no other business at this time.

**12. Next Meeting Date**

The next Commission meeting will be held May 21, 2008 at 8:30am.

**Adjournment**

John Murray Made a motion to adjourn the meeting and Leon Fiacco seconded. The motion was approved unanimously.

Respectfully submitted,

Phil Barrett  
Secretary

## MEMORANDUM (#08-11)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** May 12, 2008  
**Re:** Monthly Financial Statement

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Enclosed for your review and approval are the current financial statements through April 2008.

First quarter invoices were sent to the appropriate billing agencies for the CDYCI, Empire State Development, Combined Sewer Overflow, Water Quality, and the UPWP (Transportation) work programs.

As noted on the Statement of Financial Condition, on April 30<sup>th</sup> we had approximately \$146,000 cash in the bank and outstanding receivables totaling just over \$101,000. We also have three Certificates of Deposit, one for \$20,000 that expires in July, another for \$32,000 that expires in December, and another for \$21,000 that we just renewed and will expire next April.

The auditor, Dorfman-Robbie, PC has initiated the 2007 audit. A report will be presented to the Board at the July Board meeting.



**CDRPC 2008 Income Statement**

<b>Account</b>	<b>Budget</b>	<b>Feb 08</b>	<b>Mar 08</b>	<b>Apr 08</b>	<b>Year-to-Date</b>	<b>Balance</b>	<b>YTD %</b>
<b>2008 REVENUE</b>							
R2390.1 Albany County	\$ 84,663.00	\$ -	\$ -	\$ -	\$ 42,331.50	\$ 42,331.50	50.0%
R2390.2 Rensselaer County	43,842.00	-	-	-	21,921.00	21,921.00	50.0%
R2390.3 Saratoga County	57,666.00	-	-	14,416.50	28,833.00	28,833.00	50.0%
R2390.4 Schenectady County	42,123.00	-	-	10,530.75	21,061.50	21,061.50	50.0%
R2401.0 Interest & Earnings	1,500.00	158.95	121.28	102.72	475.90	1,024.10	31.7%
R2770.1 Miscellaneous	100.00	-	-	-	-	100.00	0.0%
R2770.3 Contractual Services	20,000.00	-	8,500.00	-	8,500.00	11,500.00	42.5%
R2770.4 FTZ#121	15,000.00	-	-	-	-	15,000.00	0.0%
R2770.5 Conferences	6,000.00	-	-	180.00	180.00	5,820.00	3.0%
R2770.6 CDYCI	72,000.00	-	18,000.00	-	18,000.00	54,000.00	25.0%
R3900.3 Empire State Dev.	5,000.00	-	1,916.34	-	1,916.34	3,083.66	38.3%
R3900.4 Other NYS Aid (NYSERDA)	20,000.00	-	483.59	-	483.59	19,516.41	2.4%
R3900.6 EFC CSO Grant	95,000.00	-	21,502.51	-	21,502.51	73,497.49	22.6%
R4000.1 Fed. Reg. Aviation	-	-	-	-	-	-	-
R4000.2 EDA	60,000.00	-	20,327.14	-	20,327.14	39,672.86	33.9%
R4000.3 Water Quality	49,000.00	-	15,561.93	-	15,561.93	33,438.07	31.8%
R4000.4 UPWP	100,000.00	-	26,724.68	-	26,724.68	73,275.32	26.7%
R4000.5 Other Federal Aid (HUD)	1,000.00	-	-	-	-	1,000.00	0.0%
R4000.6 EPA CSO Grant	-	-	-	-	-	-	-
<b>Gross Revenue</b>	<b>\$ 672,894.00</b>	<b>\$ 158.95</b>	<b>\$ 113,137.47</b>	<b>\$ 25,229.97</b>	<b>\$ 227,819.09</b>	<b>\$ 445,074.91</b>	<b>33.9%</b>
<b>2008 EXPENSE</b>							
E.1010 Salaries	\$ 371,000.00	\$ 32,669.12	\$ 30,669.12	\$ 30,669.12	\$ 124,676.48	\$ 246,323.52	33.6%
E.1030 Temporary Services	16,000.00	450.00	720.00	924.00	2,094.00	13,906.00	13.1%
E.2010 Office Equipment	6,000.00	169.00	169.00	156.90	676.00	5,324.00	11.3%
E.2020 Furniture & Furnishings	1,500.00	-	180.00	233.41	413.41	1,086.59	27.6%
E.4020 Workshops & Conferences	6,000.00	-	-	-	-	6,000.00	0.0%
E.4030 Consultant Services	8,500.00	-	577.50	1,532.82	2,110.32	6,389.68	24.8%
E.4040 Agency Memberships	6,000.00	-	1,900.00	-	2,085.00	3,915.00	34.8%
E.4051 Computer Supplies/Software	5,500.00	-	51.98	(30.00)	3,411.98	2,088.02	62.0%
E.4055 Data Purchases	500.00	-	-	-	-	500.00	0.0%
E.4060 Equipment Maintenance	2,000.00	226.70	-	-	394.12	1,605.88	19.7%
E.4070 Office Supplies	3,000.00	168.59	366.09	493.25	1,218.13	1,781.87	40.6%
E.4080 Books & Journals	1,000.00	-	-	50.03	149.00	851.00	14.9%
E.4090 Printing & Publishing	8,000.00	614.75	-	-	614.75	7,385.25	7.7%
E.4110 Rent	64,000.00	4,454.16	4,966.09	5,013.96	23,342.53	40,657.47	36.5%
E.4120 Telephone	3,500.00	281.64	253.71	264.48	1,015.97	2,484.03	29.0%
E.4121 Internet	3,200.00	224.80	224.80	224.80	925.33	2,274.67	28.9%
E.4130 Travel	10,000.00	-	-	1,283.56	1,558.56	8,441.44	15.6%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	3,300.00	24.32	-	566.51	702.25	2,597.75	21.3%
E.4160 Miscellaneous	1,094.00	46.25	-	225.65	280.40	813.60	25.6%
E.4170 Payroll Services	1,700.00	185.56	110.26	109.26	511.14	1,188.86	30.1%
E.4190 Contingent Fund	3,500.00	-	-	-	-	3,500.00	0.0%
E.4200 Insurance-General	1,600.00	-	-	-	1,200.56	399.44	75.0%
E.8010 NYS Retirement	34,000.00	-	-	-	-	34,000.00	0.0%
E.8030 FICA	30,000.00	2,556.83	2,424.48	2,440.08	9,790.79	20,209.21	32.6%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	-	-	56.00	1,437.00	1,563.00	47.9%
E.8050 Ins.-Health	75,000.00	5,709.18	5,709.18	5,709.18	27,896.25	47,103.75	37.2%
E.8060 Ins.-Unemployment	1,500.00	294.94	44.99	17.55	936.80	563.20	62.5%
E.8070 Prof. Memberships	1,000.00	-	-	200.00	200.00	800.00	20.0%
E.8080 Continuing Education	1,000.00	-	-	-	-	1,000.00	0.0%
<b>Gross Expenses</b>	<b>\$ 672,894.00</b>	<b>\$ 48,075.84</b>	<b>\$ 48,367.20</b>	<b>\$ 50,140.56</b>	<b>\$ 207,640.77</b>	<b>\$ 465,253.23</b>	<b>30.9%</b>
<b>Net Operating Income</b>	<b>\$ -</b>	<b>\$ (47,916.89)</b>	<b>\$ 64,770.27</b>	<b>\$ (24,910.59)</b>	<b>\$ 20,178.32</b>		
A909 Fund Balance-Unreserved	-	-	-	-	-		
<b>Net Income</b>	<b>\$ -</b>	<b>\$ (47,916.89)</b>	<b>\$ 64,770.27</b>	<b>\$ (24,910.59)</b>	<b>\$ 20,178.32</b>		

# Capital District Regional Planning Commission

## GENERAL FUND

### Statement of Financial Condition

April 30, 2008

#### Assets

Cash — Checking	\$	17,621.75
Cash — Money Market		128,584.59
Cash — PayPal Account		10.79
Cash — Certificates of Deposit		71,725.59
Petty Cash		200.00
Due from Private Persons/Organizations		40,703.44
Due from State & Federal Governments		46,214.00
Due from Other Governments		14,416.50
Prepaid Expenses		-
Carryover Revenue		-

*Sub-Total: Assets* \$ 319,476.66

Expenses — Year-to-Date 207,640.77

**Total** \$ 527,117.43

#### Liabilities & Fund Balance

Due to Other Governments	\$	30,030.88
Due to Private Persons/Organizations		6,000.00
Deferred Project Revenue		(5,327.14)
Fund Balance — Restricted		-
Fund Balance — Unrestricted		268,594.60
<i>Sub-Total: Liabilities &amp; Fund Balance</i>	\$	299,298.34
Revenue — Year-to-Date		<u>227,819.09</u>

**Total** \$ 527,117.43

**Net Income (Loss)** \$ 20,178.32

## MEMORANDUM (#08-12)

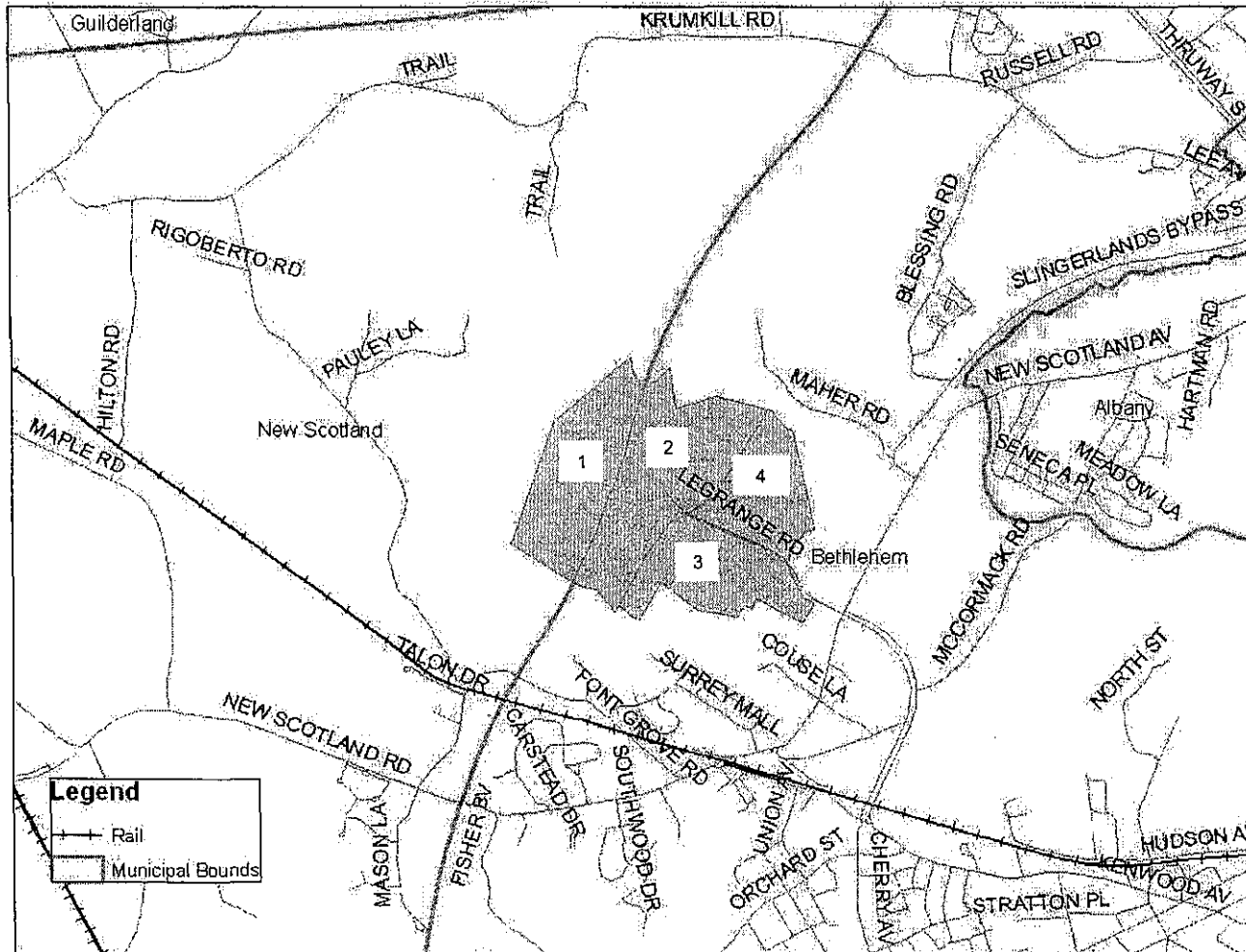
**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** May 12, 2008  
**Re:** Foreign-Trade Zone Expansion Application Amendment

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At the March Commission meeting, the Board approved the submission of an Expansion Application for Foreign Trade Zone #121. At that time, the application included the potential listing of 42 additional sites in the greater Capital Region. Subsequently, two additional sites have been proposed for inclusion. In Albany County, the 430 acre site known as Vista Tech Park has requested to be included and the Albany County Department of Planning & Economic Development supports the request. The Empire Zone is also included within the Tech Park boundaries. In Rensselaer County, a request has been made to include the former site of Albany International and Rensselaer County Economic Development & Planning supports the request. **Board action is required to amend the original Expansion Application to include these two sites.** It is anticipated that CDRPC will submit the full expansion application to the Foreign Trade Zones Board by May 31, 2008.

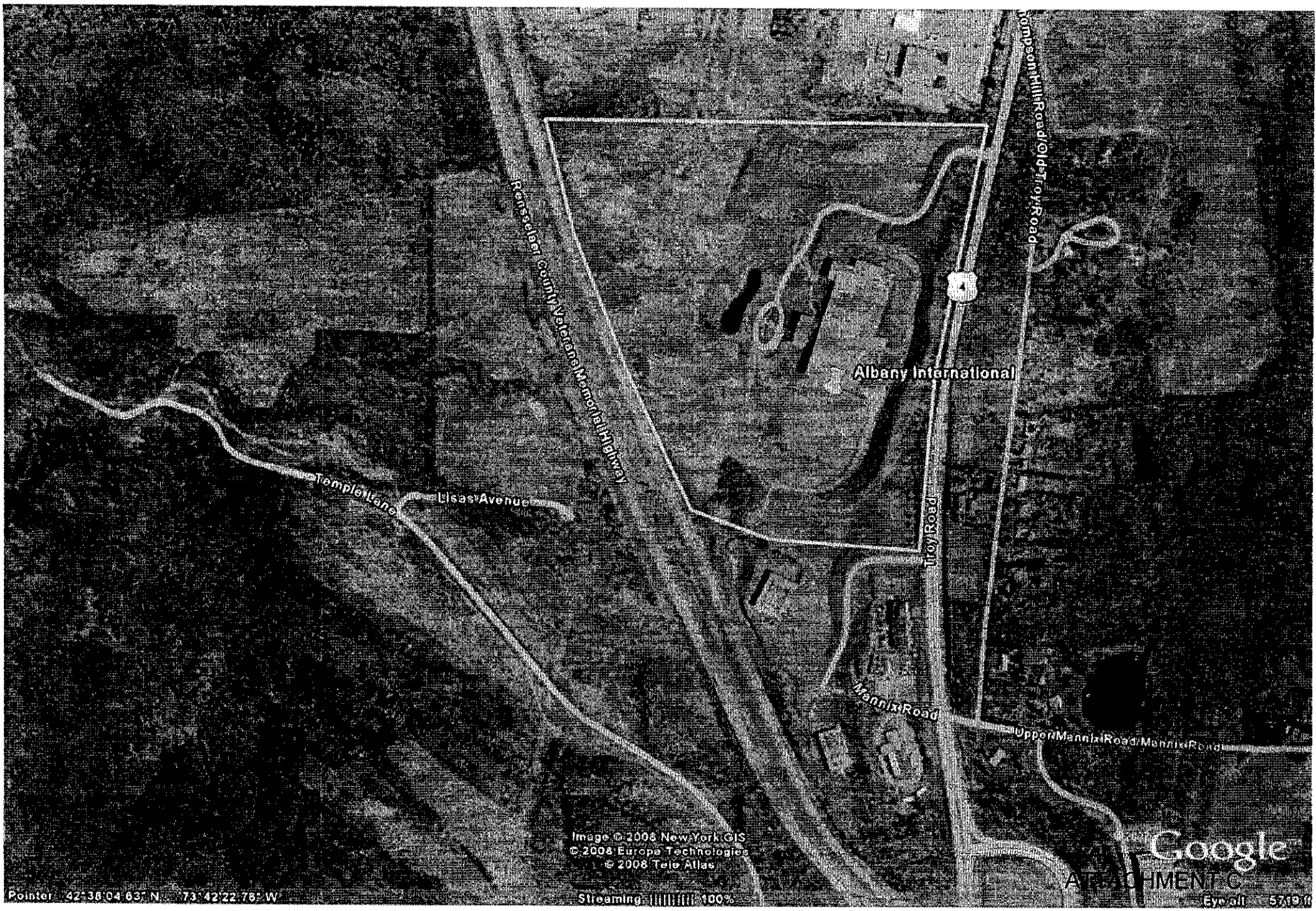
Also, the U.S. Department of Commerce, Foreign Trade Zones Board has granted authority for Subzone status to Momentive Performance Materials (MPM) Silicones, LLC in Waterford New York. All agreements have been signed including between MPM and CDRPC as grantee, and the zone has since been activated. A copy of the signed agreement is on file at our office. Please let me know if you would like a copy of the signed agreement.

# Vista Tech Park Tax Parcel ID's for Foreign Trade Zone Expansion Application



Parcel ID's
1: 73.00-2-27
2: 74.00-1-60
3: 74.00-1-30
4: 74.00-1-29.1

Parcel Acreages
1: 114.25
2: 147.25
3: 92.67
4: 75.32
Total: 429.49



Albany International

Rensselaer County Veterans Memorial Highway

Temple Lane

Lisas Avenue

Troy Road

Mannix Road

Upper Mannix Road/Mannix Road

Tompsett Hill Road/Old Troy Road

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Google

ATTACHMENT C

Pointer: 42°36'04.63" N 73°42'22.76" W

Streaming: 100%

EyeBall 5719 ft

## MEMORANDUM (#08-13)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** May 12, 2008  
**Re:** Bus Rapid Transit Presentation by Ray Melleady

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As most, if not all, of you are aware, the Capital District Transportation Authority (CDTA) is undertaking the necessary measures to initiate Bus Rapid Transit (BRT) service along the Route 5 corridor between Albany and Schenectady. By mid 2009, it is expected that at least half the shelters will be built and service will be running during the peak hours of the day. The introduction of BRT service in the Capital Region by CDTA represents the beginning of an investment that is expected to expand in the future. Working in conjunction with the Capital District Transportation Committee (CDTC), CDRPC, and other partners, a preliminary investigation to identify 100 miles of BRT service routes in the Capital Region over the next 30 years is underway.

Ray Melleady, the Executive Director of the Capital District Transportation Authority will discuss the challenges, opportunities, and importance to plan for a future in the Capital Region that includes investments in mass transit with a specific focus on BRT as a viable cost effective option. He will describe the efforts to date and what we may be able to look forward to in the future.

## MEMORANDUM (#08-14)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** May 12, 2008  
**Re:** Long Term Control Plan – Combined Sewer Overflow Study

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The following is a status report of the Albany Pool Long Term Control Plan (LTCP).

On February 4, 2008, CDRPC submitted the *Combined Sewer System Monitoring Plan* to NYS DEC for their review and approval in conformance with the contract requirement for Plan submission. After comments to the draft were received from DEC and responded to by the consultant team, CDRPC received approval for the Plan on May 5.

Work continues on the tasks as outlined in the approved Scope of Work including “block testing” to gauge the rough frequency and volume of overflows at the CSO outfalls. Plans and staff training for sampling the Hudson River this summer are being finalized. Sampling is expected to begin this month. Mapping of the Combined Sewer System is complete and combined sewer system modeling is underway.

The first general public participation meeting was held on Monday, March 31<sup>st</sup> at Hudson Valley Community College. There were 65 attendees.

A Technical Committee meeting was held on April 4, and a subsequent municipal staff training for the river sampling effort was held on April 22.

Media outreach is also moving forward; staff, consultants, and community representatives met with the Troy Record in March and with the Times Union Editorial Board in April.

# ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

## **STAFF ACTIVITY REPORT March 10, 2008 to May 11, 2008**

### **A. ADMINISTRATION**

1. Staff has initiated work on the 2007 CDRPC Progress Report.
2. Staff are assembling the information required by Dorfman-Robbie, the independent public account, for the audits of the books of CDRPC, CSO, and CDYCI, which commenced this month.
3. The next Planning & Zoning Board workshop has been scheduled for Wednesday, May 28, 2008 at HVCC.

### **B. REGIONAL PLANNING**

#### **REGIONAL INFORMATION SYSTEM & DATA SERVICES**

1. The staff responded to approximately 75 data requests during the reporting period. CDRPC's Web site had 14,434 visitors in March 2008, a 7.1% decrease from March 2007; and 17,820 visitors in April 2008, a 15.1% increase over April 2007. The traffic webcam page (<http://cdrpc.org/DOTpopCCTV.html>) was viewed almost 34,000 times in the first four months of 2008.
2. The staff continues to update and maintain its GIS, and to provide GIS products and services to local governments, agencies and citizens on request.
3. The staff continues to process, analyze, and disseminate Census data and data released by the U.S. and N.Y.S. Departments of Labor. Information is posted on the web site on an ongoing basis. Staff continues to review the American Community Survey data released for geographic areas with populations of 65,000 or more to determine the feasibility of creating "off the shelf" data sets for posting on the web site. The first release of data for geographic areas of 20,000 or more is scheduled for the summer of 2008.
4. Staff continued to provide technical support to each of the four counties in addressing the issue of affordable and workforce housing in their respective counties. Meetings have also been held with representatives from the NYS Division of Housing & Community Renewal to discuss affordable/workforce housing issues in each of the four counties.
5. A meeting of the Metrics Task Force was held at CDRPC as part of the efforts associated with the Tech Valley Civic Forum. The initial meeting of the Metrics Task Force identified what indicators should be established as benchmarks for future progress in a number of subject areas. As one of four task forces created, its findings will be reported



## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

to the Tech Valley Civic Forum Collaboration Council which includes members from the business, nonprofit, government and education sectors.

6. Staff continued to provide one-on-one follow up assistance to individual communities as part of the technical assistance associated with participating in the 2010 Local Update of Census Address (LUCA) Program being conducted by the Census Bureau. LUCA reviews ended on May 10, 2008.

### **WATER QUALITY PLANNING**

1. The Staff has continued work on the 604b water quality program. Staff continues to participate in county water quality coordinating committee activities, MS4 committee activities, and to provide technical support to the counties and local communities.
2. Staff continues to manage the Albany Pool Combined Sewer Overflow Long Term Control Plan Development, which includes the Albany Water Board, the cities of Cohoes, Rensselaer, Troy and Watervliet, and the Village of Green Island, as well as assistance from the Albany and Rensselaer county sewer districts. (See **Memo 08-14** for the most recent update of activities.)
3. Staff submitted the final draft of the Onesquethaw-Coeymans Watershed report to the Onesquethaw-Coeymans Watershed Council. Staff will be assisting in the council's public outreach efforts. The report is funded by a grant received by the Onesquethaw-Coeymans Watershed Council.

### **TRANSPORTATION**

1. The staff continues to participate on CDTC's Planning Committee and the Quality Region Initiative Taskforce.
2. Staff continues to participate on various advisory committees as part of the CDTC Linkage Grant Program. The City of Schenectady State Street Transit Oriented Development study and the Harriman Campus Linkage Study have been completed, and the Town of Bethlehem Rt. 9W Corridor Plan, the Clifton Park/Halfmoon Exit 9 Linkage Study, and the Village of Menands Broadway Corridor Study are in process.
3. Staff continues to provide GIS mapping assistance to CDTA as part of an ongoing contract to assist in the implementation of the CDTA Transportation Development Plan.
4. A number of presentations continue to be made to discuss the findings of the *Estimating the Fiscal Impact of the Alternative Futures for the Capital Region* report.

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### **Technical Assistance**

1. A draft of the South Glens Falls enrollment projections has been submitted to the School District based on an initial review by the School District. CDRPC has completed projections for the Burnt Hills-Ballston Lake and Voorheesville School Districts.
2. The school attendance area study on behalf of the City of Schenectady School District has been completed. A contract for a second, related effort, has been drawn up.
3. Staff has been participating on the committee reviewing the RFQ master developer submittals for the Harriman Campus development, and review of the consultant RFPs for the CDTA Washington/Western Ave. Bus Rapid Transit study.

### **HUMAN RESOURCES & CRIMINAL JUSTICE**

1. The Juvenile Detention facility utilization rate was 82.8% for the month of March 2008, and 84.7% for April 2008.
2. CDRPC has assumed responsibility for billing the counties using the facility, and has computed and sent out the bills through April 2008. Total billings for 2008 were \$907,870.22 through the end of April.

### **ECONOMIC DEVELOPMENT**

1. Data files continue to be updated and spreadsheets prepared on a monthly basis for public distribution, including Employment/Unemployment and CPI/PPI data. In addition, CDRPC continually maintains and enhances its Web site on an ongoing basis to include new and updated materials as they are prepared.
2. Commission staff have established a web portal for the new CEDS document, where each of the sections of the CEDS will be posted for review by Commissioners, the CEDS Advisory Committee, and the general public.
3. Commission staff have continued contacts with Don Zizzi, Senior Research Associate at the Center for Urban and Regional Policy at Northeastern University, regarding participation in the Center's EDA pilot project to assess the effectiveness of regional economic development strategies.
4. MPM Silicones received a grant of authority from the Foreign-Trade Zones Board for Subzone status at its plant in Waterford, and CDRPC and MPM Silicones have executed a Grantee/Operator contract.
5. The Foreign Trade Zone expansion application is nearing completion (See **Memo 08-12**).

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6. CDRPC is continuing to work with Vistec and the UAlbany College of Nanoscale Science & Engineering (CNSE) to prepare a preapplication to EDA for the funding of a feasibility study regarding the establishment of a nanotech foundry at CNSE.
7. Commission staff are continuing to update the web site to make it compliant with new XHTML and CSS standards.
8. ***Capital District Data*** volume 30, #6 is being published with the results of the study, *Estimating the Fiscal Impact of Alternative Futures for the Capital Region*.

### **WIND POWER PLANNING**

1. Staff continues to respond to technical questions on addressing small scale and commercial wind development within comprehensive plans, zoning, and land use regulations.

### **C. MEETINGS AND CONTACTS**

- 3/10/08 Ferraro: Menands Planning & Economic Development Committee meeting.
- 3/11/08 Fabozzi: Meeting with CDTC staff to manipulate and select a satellite image for the New Visions Plan brochure.
- 3/11/08 Shannon: Bethlehem Route 9W Corridor Study public meeting.
- 3/11/08 Ferraro: Presentation at College of St. Rose re: CDRPC Programs and regional trends.
- 3/13/08 Ferraro, Engstrom & Shannon: CSO LTCP Citizens' Advisory Committee meeting.
- 3/14/08 Shannon: Saratoga County Stormwater Coordinators' Committee meeting.
- 3/17/08 Ferraro: Saratoga County Rural Preservation Co. Board meeting.
- 3/17/08 Engstrom & Shannon: Conference call with DEC Region 4 regarding stormwater training for the HVCC planning and zoning workshop.
- 3/18/08 Ferraro: Presentation to the Colonie Business Council discussing the Fiscal Impact study.
- 3/20/08 Engstrom & Shannon: Meeting with DEC regarding CSO LTCP submission.
- 3/20/08 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Executive committee meeting.
- 3/21/08 Fabozzi: Albany County Water Quality Coordinating Committee meeting.

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- 3/21/08 Ferraro: Meeting sponsored by Berkshire Farm to discuss proposed budget impacts on juvenile services.
- 3/25/08 Shannon: Wind conference call with NYSARC and NYSERDA.
- 3/25/08 Fabozzi: Village of Menands linkage study meeting.
- 3/26/08 Ferraro & Engstrom: Meeting with Troy Record editorial board regarding the CSO LTCP.
- 3/26/08 Fabozzi: City of Schenectady linkage study meeting.
- 3/26/08 Engstrom & Shannon: Rensselaer County Stormwater Coordinators' meeting.
- 3/27/08 Ferraro: Albany County DSS Advisory Board meeting.
- 3/27/08 Ferraro: Regional Coordinating Council meeting.
- 3/27/08 Shannon: Albany County Stormwater Coordinators' meeting.
- 3/28/08 Fabozzi: Meeting with Onesquethaw Coeymans Watershed Council members to discuss final watershed report.
- 3/28/08 Shannon: Town of Sand Lake LUCA submission meeting.
- 3/31/08 Ferraro, Engstrom & Shannon: CSO LTCP first public meeting.
- 3/31/08 Ferraro: Saratoga Workforce Housing Partnership meeting.
- 4/2/08 Fabozzi: Harriman Campus master developer interviews.
- 4/2/08 Shannon: Town of Colonie and Village of Menands LUCA submission meeting.
- 4/2/08 Ferraro: CDTC Planning Committee meeting.
- 4/3/08 Shannon: Albany County Stormwater Coordinators' meeting.
- 4/4/08 Ferraro, Engstrom & Shannon: CSO LTCP Technical Advisory Committee meeting.
- 4/7/08 Ferraro: Canal Recreationway Commission meeting.
- 4/8/08 Ferraro & Engstrom: Meeting with Times Union editorial board regarding the CSO LTCP.
- 4/9/08 Shannon: EPA teleconference on Urban Stormwater Retrofitting.
- 4/9/08 Ferraro: Presentation at the ASPA Spring Institute Meeting.
- 4/10/08 Ferraro: Tech Valley Civic Forum Metrics Task Force Meeting.

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- 4/10/08 Shannon: Albany County Stormwater Coordinators' meeting.
- 4/10/08 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 4/14/08 Ferraro: Menands Planning & Economic Development Committee meeting.
- 4/14/08 Shannon: Windustry Community Wind conference.
- 4/15/08 Ferraro: CDTC Transportation Certification Review
- 4/15/08 Shannon: Windustry Community Wind conference.
- 4/17/08 Ferraro: Taping of show for Colonie Public Access station.
- 4/18/08 Ferraro: Saraoga Vital Aging network workshop.
- 4/18/08 Shannon: Saratoga County Stormwater Coordinators' meeting.
- 4/21/08 Ferraro: Saratoga County Rural Preservation Co. Board meeting.
- 4/22/08 Fabozzi: CDTC Regional Linkage Forum
- 4/22/08 Engstrom: Municipal staff training for the CSO LTCP river water sampling.
- 4/22/08 Engstrom: DEC Region 4 roundtable meeting.
- 4/23/08 Fabozzi: Presentation on Land Use and Water Quality at Skidmore College.
- 4/23/08 Ferraro: Clifton Park/Halfmoon Exit 9 study.
- 4/23/08 Ferraro & Wardle: Meeting with Bill Hooton & Klapischak of CDTS to discuss the progress on the major modification application to the FTZ Board.
- 4/24/08 Shannon: Albany County Stormwater Coordinators' meeting.
- 4/25/08 Ferraro: Erie Canalway National Heritage Corridor Economic Impact Focus Group meeting.
- 4/25/08 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 4/25/08 Ferraro, Wardle, & Shannon: Meeting with Victoria Ryan, administrator of the Town of Islip FTZ site in Suffolk County, to discuss grantee/operator relations and the feasibility of setting up a State-wide support group for grantees & operators.
- 4/28/08 Ferraro: Mtg with DHCR re: Affordable Housing Needs Study (Albany).
- 4/29/08 Fabozzi: NYS DOT state rail plan workshop.

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- 4/29/08 Engstrom & Shannon: NYSARC Water Quality meeting.
- 5/1/08 Engstrom: Meeting with Schenectady County Airport consultant and Glennville town staff regarding airport improvements plans.
- 5/5/08 Ferraro: Mtg with DHCR re: Affordable Housing Needs Study (Rensselaer).
- 5/6/08 Fabozzi: CDTA Washington /Western BRT study consult review meeting.
- 5/6/08 Ferraro: Presentation to the Schenectady Job Service Employer Committee re: Fiscal Impact study.
- 5/6/08 Ferraro: Mtg with DHCR re: Affordable Housing Needs Study (Saratoga).
- 5/7/08 Engstrom & Shannon: Schenectady County Water Quality Coordinators' Committee meeting.
- 5/7/08 Shannon: NYSAC Census Estimates teleconference.
- 5/7/08 Ferraro: CDTC Planning Committee meeting.
- 5/8/08 Shannon: Saratoga County Stormwater Coordinators' meeting.
- 5/8/08 Engstrom: Saratoga County Regional Envirothon.
- 5/8/08 Engstrom & Shannon: EPA Climate Change and Water Resources/Infrastructure Program Strategy teleconference.
- 5/8/08 Engstrom: Saratoga County Water Quality Coordinating Committee Meeting.