



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850 FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: cdrpc@cdrpc.org

014 Officers

n Murray

Chair
y Hughes

etary
lle McKnight

urer
Breselor

Members

y County
rd A. Bruce
le M. McKnight
ael Morelli
n Swinton
ael B. Whalen, Jr.

elaer County
H. Breselor
rt Bayly
Browneil
as D. Shaughnessy
ael Stammel

ga County
Acunto
Barrett
n Kemper
Murray
Sausville

ectady County
nald Ackerman
Hughes
andry
ew Martin
ra Mauro

Staff

ve Director
Ferraro, AICP

r of
tion Services
ang Wardle, AICP

n Manager/GIS
A. Fabozzi

mental Planner
R. Daley

Planner
H. King

anager
M. Reinhart

y Intern
ackson

COMMISSION MEETING

8:30 am, Wednesday, March 20, 2014

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

AGENDA

1. Welcome New Board Members/Introduction of Guests (Memo 14-05)
2. January 15th 2014 Meeting Minutes*
3. Financial Statement through December 31st, 2013 (Memo 14-06)*
4. Financial Statement through February 28th, 2014 (Memo 14-07)*
5. Establishment of FOIL Policy (Memo 14-08)*
6. Financial Manager Position (Memo 14-09)
7. LTCP CSO Memo (Memo 14-10)
8. Staff Activity Report
9. Other Business
10. Next Commission Meeting Date: May 21st, 8:30 am

*Formal Board Action Anticipated

Important note: At the request of David Wardle, the Commission will go into executive session immediately following the Board meeting.

COMMISSION MEETING

January 15, 2014

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

Minutes

PRESENT: Bill Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Michael Whalen, Judy Breselör, Fred Acunto, Jason Kemper, John Murray, Paul Sausville, Don Ackerman, Gary Hughes, Joe Landry, Barbara Mauro

ABSENT: Stan Brownell, Michael Cristo, James Shaughnessy, Michael Stammel, Philip Barrett, Matthew Martin

PRESIDING: John Murray, Chair, called the meeting to order at 8:30 am.

1. Welcome/Introduction of Guests

There were no guests in attendance.

2. December 18, 2013 Meeting Minutes

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

Action Taken

Fred Acunto made a motion to approve the meeting minutes and Joe Landry seconded. The motion was approved unanimously.

3. Financial Statement through December 31, 2013

The financial statement represents activities through December 31, 2013. For the year, the revenues are at 100.7% and expenses are at 93.3%. Actual revenue was slightly more than anticipated due to CSO project. In 2013 it was unknown the role CDRPC would play, however CDRPC will be the designated Project Manger working on behalf of the Albany Pool communities to assure implementation of the LTCP.

The UPWP project could not be completed in 2013 due to the government shut down which delayed getting data from the Census Bureau. The funds from that project will carry over to 2014. It is anticipated that the census data will be available soon.

There is approximately \$154,910.70 cash in the bank and outstanding receivables totaling \$186,372.02. It is anticipated that the year will end with a net operating income of approximately \$49,000. A final audited financial statement will be prepared and presented to the Commission in mid 2014.

Action Taken

Fred Acunto made a motion to approve the financial statement and Judy Breselor seconded. The motion was approved unanimously.

4. Proposed Foreign-Trade Zone Schedule and Tariff Revisions

New regulations became effective April 30, 2012 that require all FTZ Grantees to submit a revised Zone Schedule in compliance with the revised regulations by February 28, 2014. CDRPC has revised its Zone Schedule, including the Zone Tariff with the assistance of David R. Ostheimer of Lamb & Lerch, our FTZ counsel and consultant.

The revised regulations reflect two particular concerns of the FTZ Board with respect to Grantees: 1. that Zone Grantees operate their Zones as public utilities, with similar treatment of all Zone Operators and Users, and 2. that all administrative charges for Zone services be reasonably related to the expenses incurred by the Grantee.

In terms of the Zone Tariff, there have been reductions to reflect a more reasonable level of charges for different services. Operator fees for all FTZ designated sites for Warehousing have gone down and the fees for all sites with Production authority have remained the same. If there are more operator and users in the future, another reduction in fees may be needed. The new zone fees were run by the FTZ Counsel for review.

Fred Acunto inquired if there is a guideline of criteria for setting the fees. The fees are to be reasonably related to the expenses incurred by the Grantee.

Jack Murray inquired who at CDRPC will determine the waiver of fees for certain counties. The waiver is reflected in the existing agreements with the Counties and Municipalities that was made with the former Administrator for FTZ #121, Capital District Trade Strategies. CDRPC will waive its fees and prepare and file at no charge a minor boundary modification for any county-approved site that is ready, willing, and able to obtain U.S. Customs approval and activate to use Zone procedures as a Usage-Driven Site.

Board action is requested to approve the revised Zone Schedule and its associated Zone Tariff so it can be submitted to the Foreign-Trade Zone Board.

Action Taken

Lucille McKnight made a motion to approve the revised Zone Schedule and Zone Tariff and Barbara Mauro seconded. The motion was approved unanimously.

5. The Year Ahead

Rocky made a PowerPoint presentation outlining the Commission's proposed activities during 2014.

The presentation is available on our website.

6. LTCP CSO Memo

Each of the six Albany Pool communities along with the Albany and Rensselaer County Legislatures have passed resolutions authorizing the signing of the approved Order on Consent that was negotiated between the Albany Pool communities and the NYS DEC. Signatures to the Order have been secured for submittal to NYS DEC.

An RFQ was issued seeking Bond Counsel to provide legal advisory services and other assistance as necessary with respect to the issuance of general obligation debt to pay for the capital improvements outlined in the Plan. Five responses to the RFQ were received and have been reviewed and a recommendation has been made to the CSO Technical Advisory Committee.

CDRPC has been successful in securing a \$854,526 grant from the New York State Department of State that will cover the professional service costs to investigate and establish the most appropriate inter-municipal governance structure responsible for implementation of the LTCP. CDRPC will be responsible for managing the Plan's implementation on behalf of the Albany Pool communities.

7. Staff Activity Report

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

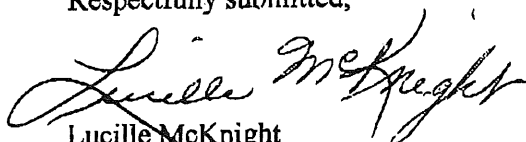
8. Other Business

There was no other business.

9. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for March 19, 2014 at 8:30 am.

Respectfully submitted,


Lucille McKnight
Secretary



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FTZ #121

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Vice Chair
Gary Hughes

Secretary
Lucille McKnight

Treasurer
Judy Breselor

Members

Albany County
Willard A. Bruce
Lucille M. McKnight
Michael Morelli
Kristin Swinton
Michael B. Whalen, Jr.

Rensselaer County
Judy H. Breselor
Robert Bayly
Stan Brownell
James D. Shaughnessy
Michael Stammel

Saratoga County
Richard Acunto
Philip Barrett
Jason Kemper
John Murray
Paul Sausville

Schenectady County
B. Donald Ackerman
Gary Hughes
Joe Landry
Matthew Martin
Barbara Mauro

Staff

Executive Director
Rocco Ferraro, AICP

Director of Information Services
David Lang Wardle, AICP

Program Manager/GIS
Todd M. Fabozzi

Environmental Planner
Martin R. Daley

Senior Planner
Joanna H. King

Office Manager
Christina M. Reinhart

Planning Intern
Bryan Jackson

MEMORANDUM (#14-05)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 11, 2014

Re: New Board Members

The Rensselaer County Legislature has appointed a new Board member, Robert Bayly, to replace former Commissioner Michael Cristo. Robert Bayly serves on the County Legislature representing the Towns of East Greenbush, North Greenbush, & Poestenkill.

Welcome Aboard.



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Bryan Jackson

MEMORANDUM (#14-06)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 11, 2014

Re: Unaudited Financial Statement through December 31st, 2013

Enclosed for your review are the financial statements through December 31, 2013. This represents the Commission's final unaudited financial statement for 2013.

For the year, the revenues were at 100.7% of the approved budget while expenses were at 93.9%. Overall, revenues exceeded expenditures by \$47,405.57. The budget had anticipated that the expenditures would have exceeded revenue reducing our fund balance by \$3,184.

Though the overall revenue target was reached, there were some differences for individual revenue items. In particular, our work activities related to the management of the CSO project increased significantly since we were responding to DEC comments to the draft in order to have a revised approvable document completed by the end of the year. Conversely, our activities related to the UPWP or transportation program related activities, were less than anticipated due to delays in getting the data from the Census Bureau to prepare the regional employment projections. That money has been rolled over into 2014. On the expense side, the salaries line item had a balance in the account since Deb Shannon left in August and the vacant position was not filled until November.

Based on the income statement for 2013, the January 1, 2014 unaudited Fund Balance is \$357,793.38 (\$310,387.81 + \$47,405.57). These are the financial records that will be provided to the auditor as part of the 2013 audit of our financial records. A final audited financial statement will be prepared and presented to the Commission at the July 2014 Board meeting.

CDRPC 2013 Income Statement — Trial Balance

Account	2013 Budget	Sep 13	Oct 13	Nov 13	Dec 13	Year-to-Date	Balance	YTD %
2012 REVENUE								
R2390.1 Albany County	\$ 74,590.00	\$ -	\$ -	\$ -	\$ -	\$ 74,590.00	\$ -	100.0%
R2390.2 Rensselaer County	39,091.00	-	-	-	-	39,091.00	-	100.0%
R2390.3 Saratoga County	53,847.00	-	13,461.75	-	-	53,847.00	-	100.0%
R2390.4 Schenectady County	37,938.00	-	9,484.50	-	-	37,938.00	-	100.0%
R2401.0 Interest & Earnings	700.00	21.38	22.39	21.90	46.36	248.68	451.32	35.5%
R2770.1 Miscellaneous	100.00	-	-	-	-	1.95	98.05	2.0%
R2770.3 Contractual Services	20,000.00	5,000.00	-	-	3,000.00	13,000.00	7,000.00	65.0%
R2770.4 FTZ#121	30,000.00	-	-	-	-	29,000.00	1,000.00	96.7%
R2770.5 Conferences	6,000.00	90.00	120.00	-	-	3,870.00	2,130.00	64.5%
R2770.6 CDYCI	80,000.00	20,000.00	-	-	20,000.00	80,000.00	-	100.0%
R3900.3 NYSERDA	72,000.00	29,889.37	-	-	13,804.42	75,689.82	(3,689.82)	105.1%
R3900.6 CSO Grant	60,000.00	21,409.01	-	-	25,725.41	103,203.16	(43,203.16)	172.0%
R3900.7 Health Dept	17,000.00	-	-	-	-	-	17,000.00	0.0%
R4000.2 EDA	70,000.00	28,157.52	-	-	8,013.92	71,171.44	(1,171.44)	101.7%
R4000.3 Water Quality	55,000.00	8,319.48	-	-	15,069.04	62,100.03	(7,100.03)	112.9%
R4000.4 UPWP	129,000.00	13,597.76	-	-	32,447.98	106,684.99	22,315.01	82.7%
Gross Revenue	\$ 745,266.00	\$ 126,484.52	\$ 23,088.64	\$ 21.90	\$ 118,107.13	\$ 750,436.07	\$ (5,170.07)	100.7%
2012 EXPENSE								
E.1010 Salaries	\$ 395,000.00	\$ 28,664.82	\$ 28,664.82	\$ 29,722.51	\$ 33,248.16	\$ 384,447.88	\$ 10,552.12	97.3%
E.1030 Temporary Services	10,000.00	456.50	577.50	654.50	594.00	7,007.00	2,993.00	70.1%
E.2010 Office Equipment	5,000.00	271.79	229.00	229.00	1,213.77	3,762.54	1,237.46	75.3%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	-	1,093.23	(93.23)	109.3%
E.4020 Workshops & Conferences	6,000.00	-	-	-	958.00	6,972.68	(972.68)	116.2%
E.4030 Consultant Services	11,000.00	-	-	-	1,687.50	8,887.50	2,112.50	80.8%
E.4040 Agency Memberships	4,500.00	145.00	-	-	-	3,780.00	720.00	84.0%
E.4051 Computer Supplies/Software	5,500.00	-	86.38	-	61.10	5,159.88	340.12	93.8%
E.4055 Data Purchases	500.00	-	-	-	-	425.00	75.00	85.0%
E.4060 Equipment Maintenance	1,500.00	-	-	-	-	150.00	1,350.00	10.0%
E.4070 Office Supplies	3,000.00	306.77	58.21	195.13	481.42	2,839.93	160.07	94.7%
E.4080 Books & Journals	750.00	150.80	45.00	-	-	518.90	231.10	69.2%
E.4090 Printing & Publishing	10,000.00	1,038.65	-	605.71	163.06	4,443.78	5,556.22	44.4%
E.4110 Rent	64,000.00	5,221.17	4,859.88	4,863.80	457.02	59,525.31	4,474.69	93.0%
E.4120 Telephone	4,000.00	390.57	291.87	299.58	476.25	4,261.09	(261.09)	106.5%
E.4121 Internet	1,000.00	88.50	88.50	88.50	44.25	1,089.40	(89.40)	108.9%
E.4130 Travel	10,000.00	-	72.32	429.13	1,738.92	5,704.28	4,295.72	57.0%
E.4140 Equipment Repairs	500.00	-	-	-	-	-	500.00	0.0%
E.4150 Postage	3,000.00	150.00	-	150.00	346.00	1,773.59	1,226.41	59.1%
E.4160 Miscellaneous	1,000.00	39.92	65.66	57.82	27.49	252.81	747.19	25.3%
E.4170 Payroll Services	1,900.00	156.50	151.66	151.66	234.91	1,991.58	(91.58)	104.8%
E.4190 Contingent Fund	1,000.00	-	-	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	-	-	1,373.61	126.39	91.6%
E.4210 Meeting Expenses	1,500.00	4.37	123.74	131.97	168.93	1,696.43	(196.43)	113.1%
E.4260 Bad Debt Expense	-	-	-	-	-	-	-	-
E.8010 NYS Retirement	78,000.00	-	-	81,272.00	-	81,272.00	(3,272.00)	104.2%
E.8030 FICA	31,600.00	2,261.30	2,270.56	2,374.12	2,655.97	30,616.58	983.42	96.9%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	-	1,873.65	626.35	74.9%
E.8050 Ins.-Health	90,000.00	6,358.14	6,358.14	6,577.19	876.20	80,191.82	9,808.18	89.1%
E.8060 Ins.-Unemployment	1,200.00	6.85	8.67	28.96	84.24	1,125.03	74.97	93.8%
E.8070 Prof. Memberships	1,000.00	-	-	60.00	-	260.00	740.00	26.0%
E.8080 Continuing Education	1,000.00	240.00	50.00	185.00	-	535.00	465.00	53.5%
Gross Expenses	\$ 748,450.00	\$ 45,951.65	\$ 44,001.91	\$ 128,076.58	\$ 45,517.19	\$ 703,030.50	\$ 45,419.50	93.9%
Net Operating Income	\$ (3,184.00)	\$ 80,532.87	\$ (20,913.27)	\$ (128,054.68)	\$ 72,589.94	\$ 47,405.57		
A909 Fund Balance-Unreserved	3,184.00	-	-	-	-	-		
Net Income	\$ -	\$ 80,532.87	\$ (20,913.27)	\$ (128,054.68)	\$ 72,589.94	\$ 47,405.57		

— Trial Balance —

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

December 31, 2013

Assets

Cash — Checking	\$	34,967.91
Cash — Money Market		117,752.91
Cash — Certificates of Deposit		35,212.63
Petty Cash		200.00
Net Due from Private Persons/Organizations		27,554.30
Due from State & Federal Governments		158,817.72
Due from Other Governments		-
Prepaid Expenses		16,075.04
Carryover Revenue		-
<i>Sub-Total: Assets</i>	\$	<u>390,580.51</u>
Expenses — Year-to-Date		<u>703,030.50</u>

Total

\$ 1,093,611.01

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		32,787.13
Deferred Project Revenue		-
Fund Balance — Unrestricted		310,387.81
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	<u>343,174.94</u>
Revenue — Year-to-Date	\$	<u>750,436.07</u>

Total

\$ 1,093,611.01

Net Income (Loss)

\$ 47,405.57



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Danna M. Reinhart
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Bryan Jackson

MEMORANDUM (#14-07)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 11, 2014

Re: Financial Statement through February 28th, 2014

Enclosed for your review and approval are the current financial statements through February 2014. Invoices were sent to each of the four counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly.

In several instances, the percent of year to date expenses are greater than what may be normally expected (Par = 16.7%) for the following reasons: under Computer Supplies/Software, our annual GIS software license to ESRI was renewed; under Insurance-General we paid our annual premiums and we paid most of our Worker's Comp and Unemployment Insurance. Finally, our Rent and Health Insurance expense reflect three months worth of payments.

As noted on the Statement of Financial Condition, on February 28th we had \$160,345.03 cash in the bank and outstanding receivables totaling \$145,576.31. We also have one Certificate of Deposit.

CD #	Value	Expires
943799	\$ 35,212.63	November 23, 2014
Total: \$ 35,212.63		

CDRPC 2014 Income Statement

Account	2014 Budget	Jan 14	Feb 14	Year-to-Date	Balance	YTD %
2014 REVENUE						
R2390.1 Albany County	\$ 74,590.00	\$ 37,295.00	\$ -	\$ 37,295.00	\$ 37,295.00	50.0%
R2390.2 Rensselaer County	39,091.00	19,545.50	-	19,545.50	19,545.50	50.0%
R2390.3 Saratoga County	53,847.00	13,461.75	-	13,461.75	40,385.25	25.0%
R2390.4 Schenectady County	37,938.00	9,484.50	-	9,484.50	28,453.50	25.0%
R2401.0 Interest & Earnings	300.00	5.70	2.26	7.96	292.04	2.7%
R2770.1 Miscellaneous	100.00	-	-	-	100.00	0.0%
R2770.3 Contractual Services	20,000.00	3,000.00	-	3,000.00	17,000.00	15.0%
R2770.4 FTZ#121	30,000.00	18,750.00	-	18,750.00	11,250.00	62.5%
R2770.5 Conferences	6,000.00	-	-	-	6,000.00	0.0%
R2770.6 CDYCI	82,000.00	-	-	-	82,000.00	0.0%
R3900.3 NYSERDA	72,000.00	-	-	-	72,000.00	0.0%
R3900.6 LTCP CSO	150,000.00	-	-	-	150,000.00	0.0%
R3900.7 Health Dept	-	-	-	-	-	-
R4000.2 EDA	60,000.00	-	-	-	60,000.00	0.0%
R4000.3 Water Quality	40,000.00	-	-	-	40,000.00	0.0%
R4000.4 UPWP	150,000.00	-	-	-	150,000.00	0.0%
Gross Revenue	\$ 815,866.00	\$ 101,542.45	\$ 2.26	\$ 101,544.71	\$ 714,321.29	12.4%
2014 EXPENSE						
E.1010 Salaries	\$ 440,000.00	\$ 34,343.84	\$ 34,343.84	\$ 68,687.68	\$ 371,312.32	15.6%
E.1030 Temporary Services	14,000.00	704.00	759.00	1,463.00	12,537.00	10.5%
E.2010 Office Equipment	5,000.00	-	229.00	229.00	4,771.00	4.6%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	-	6,000.00	0.0%
E.4030 Consultant Services	11,000.00	-	-	-	11,000.00	0.0%
E.4040 Agency Memberships	4,500.00	1,575.00	-	1,575.00	2,925.00	35.0%
E.4051 Computer Supplies/Software	5,500.00	3,428.00	-	3,428.00	2,072.00	62.3%
E.4055 Data Purchases	500.00	-	-	-	500.00	0.0%
E.4060 Equipment Maintenance	1,500.00	-	-	-	1,500.00	0.0%
E.4070 Office Supplies	3,000.00	118.95	195.77	314.72	2,685.28	10.5%
E.4080 Books & Journals	750.00	194.97	29.97	224.94	525.06	30.0%
E.4090 Printing & Publishing	8,600.00	633.16	641.72	1,274.88	7,325.12	14.8%
E.4110 Rent	64,000.00	9,664.44	5,024.38	14,688.82	49,311.18	23.0%
E.4120 Telephone	4,500.00	422.05	281.37	703.42	3,796.58	15.6%
E.4121 Internet	1,000.00	316.71	175.47	492.18	507.82	49.2%
E.4130 Travel	10,000.00	-	-	-	10,000.00	0.0%
E.4140 Equipment Repairs	500.00	-	-	-	500.00	0.0%
E.4150 Postage	3,000.00	181.34	57.10	238.44	2,761.56	7.9%
E.4160 Miscellaneous	1,000.00	12.35	88.57	100.92	899.08	10.1%
E.4170 Payroll Services	2,100.00	155.62	263.50	419.12	1,680.88	20.0%
E.4190 Contingent Fund	1,016.00	-	-	-	1,016.00	0.0%
E.4200 Insurance-General	1,500.00	1,409.83	-	1,409.83	90.17	94.0%
E.4210 Meeting Expenses	1,800.00	-	162.14	162.14	1,637.86	9.0%
E.4260 Bad Debt Expense	-	-	-	-	-	-
E.8010 NYS Retirement	92,000.00	-	-	-	92,000.00	0.0%
E.8030 FICA	35,600.00	2,742.57	2,746.78	5,489.35	30,110.65	15.4%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	1,936.80	37.00	1,973.80	1,026.20	65.8%
E.8050 Ins.-Health	90,000.00	12,387.00	5,966.59	18,353.59	71,646.41	20.4%
E.8060 Ins.-Unemployment	1,500.00	537.77	378.09	915.86	584.14	61.1%
E.8070 Prof. Memberships	1,000.00	-	-	-	1,000.00	0.0%
E.8080 Continuing Education	1,000.00	-	-	-	1,000.00	0.0%
Gross Expenses	\$ 815,866.00	\$ 70,764.40	\$ 51,380.29	\$ 122,144.69	\$ 693,721.31	15.0%
Net Operating Income	\$ -	\$ 30,778.05	\$ (51,378.03)	\$ (20,599.98)		
A909 Fund Balance-Unreserved	-	-	-	-		
Net Income	\$ -	\$ 30,778.05	\$ (51,378.03)	\$ (20,599.98)		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

February 28, 2014

Assets

Cash — Checking	\$	30,231.70
Cash — Money Market		130,113.33
Cash — Certificates of Deposit		35,212.63
Petty Cash		180.00
Net Due from Private Persons/Organizations		10,459.30
Due from State & Federal Governments		74,875.76
Due from Other Governments		60,241.25
Prepaid Expenses		631.80
Carryover Revenue		-
		<hr/>
<i>Sub-Total: Assets</i>	\$	341,945.77
Expenses — Year-to-Date		122,144.69
		<hr/>

Total \$ 464,090.46

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		4,752.37
Deferred Project Revenue		-
Fund Balance — Unrestricted		357,793.38
		<hr/>
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	362,545.75
Revenue — Year-to-Date		101,544.71
		<hr/>

Total \$ 464,090.46

Net Income (Loss) \$ (20,599.98)



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

FTZ #121

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Donna M. Reinhart

Fielding Intern
Bryan Jackson

MEMORANDUM (#14-08)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: March 11, 2014
Re: Establishment of FOIL Policy

Currently the Commission does not have a FOIL policy in place, and until recently, during my tenure at least, a FOIL request had never been made to the Commission. However, recently, there have been two FOIL requests to the Commission, both related to the Combined Sewer Overflow Plan. The first was last year by the Times Union that was subsequently resolved and the second, and most recent, is by the Town of Brunswick. The Town has requested modeling data used in the preparation of the Long Term Control Plan. The legal team assigned to the Albany Pool communities is assisting in our response to the request since the request pertains to deliverables specific to that project which we are managing on behalf of the Albany Pool communities.

To assure future compliance with FOIL, I am recommending to the Board that CDRPC establish a FOIL procedure. The Committee on Open Government has prepared model FOIL rules for agencies. Using the model rules as a template, attached is a draft of the proposed FOIL procedures for your consideration. Highlights of the proposed policy include the following:

- Donna, as Office Manager will be the designated records access officer.
- Documents will be available for public inspection at CDRPC offices during the hours of 8:30 to 4:30 Monday through Friday.
- The time frames to respond are as outlined in the Model Law and in conformance with the Foil requirements: 5 business days to acknowledge receipt of the request followed by 20 business days to either grant access or deny the request.

- Appeals of denial by the requestor shall be made to the Executive Director; appeals must be made within 30 days of a denial.
- Fees as outlined in the model code will apply: 25 cents per page for photocopying and if the task takes involves more than 2 hours an amount equal to the hourly salary attributable to the lowest paid employee qualified to handle the request. Other costs may apply and the requestor shall be informed on advance of the estimated cost. The fee may be waived.
- The names, title, and business address of the access records officer and appeals person will be posted in a conspicuous space.

Commission action is requested to adopt the proposed *Public Access to Records of Capital District Regional Planning Commission* procedures in conformance with FOIL requirements.

**PUBLIC ACCESS TO RECORDS OF
CAPITAL DISTRICT REGIONAL PLANNING COMMISSION - Draft**

Section 1. Purpose and scope

Section 2. Designation of records access officer

Section 3. Location

Section 4. Hours for public inspection

Section 5. Requests for public access to records

Section 6. Subject matter list

Section 7. Denial of access to records

Section 8. Fees

Section 9. Public notice

Section 10. Severability

Section 1 Purpose and scope:

- (a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy of confidentiality.
- (b) These regulations provide information concerning the procedures by which records may be obtained.
- (c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
- (d) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Section 2 Designation of records access officer:

- (a) The Executive Director of the Capital District Regional Planning Commission is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Donna Reinhart, Office Manager

- (b) The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall insure that agency personnel:

- (1) Maintain an up-to-date subject matter list.
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:
 - (i) Make records available for inspection; or,
 - ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.
- (5) Upon request for copies of records:
 - (i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - (ii) Permit the requester to copy those records.
- (6) Upon request, certify that a record is a true copy; and
- (7) Upon failure to locate records, certify that:
 - (i) The Capital District Regional Planning Commission is not the custodian for such records, or
 - (ii) The records of which the Capital District Regional Planning Commission is a custodian cannot be found after diligent search.

Section 3 Location:

Records shall be available for public inspection and copying at:

*Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, New York 12205*

Section 4 Hours for public inspection:

Requests for public access to records shall be accepted and records produced during all hours regularly open for business.

These hours are: 8:30 to 4:30 Monday through Friday

Section 5 Requests for public access to records:

(a) A written request may be required, but oral requests may be accepted when records are readily available.

(b) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.

(c) A response shall be given within five business days of receipt of a request by:

(1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;

(2) granting or denying access to records in whole or in part;

(3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or

(4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(d) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the

number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(e) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:

(1) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;

(2) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;

(3) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;

(4) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;

(5) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;

(6) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or

(7) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 6 Subject matter list:

(a) The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.

(b) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

(c) The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

Section 7 Denial of access to records:

(a) Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.

(b) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

(c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Rocco Ferraro
Executive Director
Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, New York 12205
518-453-0850

(d) Any person denied access to records may appeal within thirty days of a denial.

(e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

(1) the date and location of requests for records;

(2) a description, to the extent possible, of the records that were denied; and

(3) the name and return address of the person denied access.

(f) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

(h) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

Section 8 Fees:

(a) There shall be no fee charged for:

- (1) inspection of records;
- (2) search for records; or
- (3) any certification pursuant to this part.

(b) Fees for copies may be charged accordingly:

- (1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches;
- (2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction;

(c) CDRPC has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

(d) The fee charged will be based on the actual cost of reproduction and may include only the following:

- (1) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
- (2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
- (3) the actual cost to CDRPC of engaging an outside professional service to prepare a copy of a record, but only when CDRPC's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

(e) If CDRPC has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, CDRPC shall retrieve or extract such record or data electronically. In such case, CDRPC will charge a fee in accordance with paragraph (d)(1) and (2) above.

(f) CDRPC shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.

(g) CDRPC may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.

(h) CDRPC reserves the right to waive a fee in whole or in part when making copies of records available.

Section 9 Public notice:

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location.

Section 10 Severability:

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

MODEL PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

The *Capital District Regional Planning Commission* has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

*Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, New York 12205*

The following officials will help you to exercise your right to access:

*Donna Reinhart
Office Manager
Capital District Regional Planning Commission
One Park Place
Albany, New York 12205
(518) 453-0850*

If you are denied access to a record, you may appeal to the following person(s) or body:

*Rocco Ferraro
Executive Director
Capital District Regional Planning Commission
One Park Place
Albany, New York 12205
(518) 453-0850*



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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Program Manager/GIS

Todd M. Fabozzi

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Martin R. Daley

Senior Planner

Joanna H. King

Office Manager

Anna M. Reinhart

Planning Intern

Bryan Jackson

MEMORANDUM (#14-09)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 11, 2014

Re: Staff Appointment: Part Time Financial Officer

Due to the increased responsibilities associated with our management of the Combined Sewer Overflow Long Term Control Plan (CSO-LTCP) on behalf of the Albany Pool communities, the position of part time financial officer has been created at CDRPC. In addition to being responsible for the LTCP financial records, the person hired for this position will be responsible for maintaining that portion of the financial record keeping for CDRPC and CDYCI previously the responsibility of David Wardle.

CDRPC advertised for the position and, among the applications received, three persons were interviewed. The Board chair, Jack Murray participated in two of the interviews. From those three interviews, a candidate has been selected and offered the position pending confirmation by the Board. He will be a part time employee of CDRPC and his hours will vary depending upon the work load. Since the position was included in the 2014 budget, there will be no budget adjustments necessary to fill the position.



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Martin R. Daley
Senior Planner
Joanna H. King
Office Manager
Donna M. Reinhart
Marketing Intern
Bryan Jackson

MEMORANDUM (#14-10)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: March 11, 2014
Re: Long Term Control Plan – Combined Sewer Overflow Study

On January 15th NYS DEC and the Albany Pool communities and two sewer districts signed the Order on Consent at a ceremony held on the Entrance to Albany's Hudson River Way bridge.

Since kicking off the Long Term Control Plan implementation phase, The Pool Communities (Albany, Watervliet, Green Island, Cohoes, Rensselaer, and Troy) and two County Sewer Districts (Rensselaer and Albany) have been working diligently, meeting twice a month to form the foundation of the entity that will guide the process.

Aided by an \$850,500 award from the NYS Department of State Local Government Efficiency grant program, the communities are working with CDRPC and our program consultants to develop a governance structure and entity that will provide guidance to the six communities and two sewer districts. The Local Government Efficiency Grant will fund the creation of a 501(c)(3) responsible for administration and oversight of the LTCP implementation, operation, and maintenance as well as fund the creation of a Capital Improvements Plan and Financial Plan. The grant also enables the Pool communities to launch a Sewage Discharge Notification System which will be developed during the next year. It is anticipated that the notification system will ultimately serve the dual purposes of both the sewer right-to-know notification, as required under Compliance with the requirements of Sewage Pollution Right to Know Act and the public advisory notification proposed as part of the Albany Pool CSO LTCP to provide the public with a better understanding of CSO impacts on the water quality of the Hudson River and its tributaries.

The Pool Communities have selected a Bond Counsel to provide legal advisory services and other assistance as necessary with respect to the issuance of general obligation debt to pay for the capital improvements outlined in the Plan. Hodgeson Russ, the chosen firm, has already hit the ground running.

While the legal team develops the IMA, and bond counsel and financial advisor develop the Capital Improvements Plan and Financial Plan, CDRPC staff is working with the Pool Communities and DEC to develop a reporting, tracking, and management system to guide and streamline the implementation of the Plan's 53 projects and nearly 200 plan milestones. Commission staff and the consultant team have been meeting with DEC for guidance and updates once each month. At the time of this memo all deliverables due to the DEC up to 3/1/14 have been submitted for review, and thus the Pool Communities are off to a fast start.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

January 6, 2014 to March 9, 2014

A. ADMINISTRATION

1. The 2013 Q4 billings were submitted for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, CSO administrative contract, and the NYSEERDA Climate Smart Communities Pilot contract.
2. CDRPC advertised for the position of Part Time Financial Officer and, among the applications received, three persons were interviewed. From those three interviews, a candidate has been selected and offered the position pending confirmation by the Board. (See memo 14-09).
3. CDRPC has advertised for the Assistant Planner position. Upon review of the submitted resumes received by CDRPC, 6 persons will be interviewed for the position. Joanna is expected to leave CDRPC on or about April 11th.

B. REGIONAL PLANNING

Regional Information System & Data Services

1. The staff responded to approximately 50 call-in and e-mail data requests during the reporting period.
2. For the first two months of 2014, CDRPC's website received 134K page hits, down 12.9% from 2013 and 17K visitors, up 11.2% over the same months in the previous year.
3. The staff continues to update and maintain its GIS, and to provide GIS products and services to local governments, agencies and citizens on request. Staff continues to serve on the NYS Geospatial Advisory Council. Staff is also providing assistance to the CEG/National Grid "TV MAP" web-based infrastructure data initiative.
4. The 2008-12 American Community survey data sets have been released by the Census Bureau. The Community Fact Sheets and the ACS demographic profiles have been updated to reflect the release of these data sets.
5. Five-year school enrollment projections are underway for the Mohonasen and Niskayuna Central School Districts.

Water Quality Planning

1. The Staff has continued work on the 604(b) 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.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

Discussions are underway with DEC about future program activities/priorities beyond April, 2015.

2. Staff is assisting the Executive Committee of the Mohawk River Watershed Plan. Staff is involved in plan development, consultant selection, and review of technical studies. The plan is being developed by a consortium of soil and water conservation districts. Staff is also serving on the Mohawk River Basin Steering Committee, which a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.
3. On January 15th, The Albany Pool Communities and two county sewer districts signed on to an order of consent with the NYS Dept. of Conservation. (See memo 14-10)
4. Staff modified the Schedule of Compliance for the LTCP to assist with tracking milestones. The schedule was also amended, identifying 9 assignment of responsibility categories for each project to be filled in by each community. Unique project codes were added to the document. This updated matrix will guide the project tracking sheet used to aid in the tracking and reporting of project progress, milestones, and communications.
5. Staff worked with the CSO legal team to create certificates of compliance and non-compliance for LTCP milestones
6. Staff worked with legal counsel to respond to the FOIL request of the LTCP Baseline model for the City of Troy.

Transportation and Land Use

1. The staff continues to participate on CDTC's Planning Committee, Bike/Ped Taskforce, Capital District Clean Communities Coalition and the Regional Linkage Forum.
2. Selected data sets from the American Community Survey continue to be provided to CDTC to assist in their evaluation as part of their New Visions Plan update.
3. CDRPC has participated in the Complete Streets Task Force created by CDTC to offer policy recommendations on how to incorporate complete street design criteria in the planning review process.
4. CDRPC has participated in the Bike and Pedestrian Task Force created by CDTC to offer policy recommendations on how to enhance, promote, and expand bicycle and pedestrian projects and programs within the region.
5. Staff is working with The NYS Canal Corporation, facilitating the update of the NYS Canalway Recreation Plan.
6. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program. Current linkage studies underway include: Town of Schodack Town Center Linkage Study, the Clifton Park Form Based Code linkage study, and the East Greenbush Design Guidelines study. Staff has also participated in the review of the next round of Linkage grant proposals.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

7. Staff is carrying out activities related to the second year of the NYSERDA-funded Climate Smart Communities Pilot grant, including meeting with CSC participants to discuss and develop technical assistance options and marketing the program to new communities.

Human Resources & Criminal Justice

1. The Juvenile Detention Facility utilization was 53.4% for January 2014 and 41.5% for February.
2. Billings to the counties using the Facility were computed and sent out through February 2014.

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 become available.
2. Revised Community Fact Sheets and Profiles were posted to the website to reflect the new 2008-2012 American Community Survey data.
3. Staff continues to work on Foreign-Trade Zone activities. FTZ Inquiries: 1, Ontario, Canada.
4. Staff participated in a series of meetings (Saratoga: A Framework for Success) convened by Congressman Paul Tonko discussing Saratoga economic development activities.

C. MEETINGS:

- 1/6/14 Ferraro: Tech Valley & Beyond: Infrastructure Forum next steps meeting.
- 1/7/14 Ferraro and Fabozzi: City of Albany Energy Plan Technical Advisory Committee meeting.
- 1/8/14 Ferraro: CDTC Planning Committee meeting
- 1/8/14 Fabozzi: Schenectady Co. Water Quality Coordinating Committee meeting, Princetown.
- 1/8/14 Daley and Ferraro: Albany Pool Communities Technical Committee meeting, CDRPC offices
- 1/9/14 Daley: Albany County MS4 Working Group Meeting, Menands
- 1/8/14 King: CDTC Planning Committee meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 1/9/14 Fabozzi: Saratoga County MS4 Coalition meeting.
- 1/9/14 Ferraro & King: Meeting with Tom Coates, Catholic Charities, to discuss data.
- 1/9/14 King: Saratoga County Water Quality Coordinating Committee meeting.
- 1/13/14 Fabozzi and Daley: NYSARC quarter 604b Water Quality meeting in Syracuse.
- 1/13/14 Ferraro: ECOS Conference Planning meeting.
- 1/13/14 Ferraro & King: Meeting with Mal Provost, journalist, to discuss data.
- 1/14/14 Fabozzi: NYSERDA CSC Grant monthly conference call
- 1/14/14 Daley: Bike and Pedestrian Task Force meeting, CDTC
- 1/14/14 Ferraro and Daley: Meeting with CSO Bond Counsel.
- 1/15/14 Ferraro: Appreciative Inquiry Task Force meeting.
- 1/15/14 Ferraro: Saratoga RPC Board meeting.
- 1/16/14 Fabozzi: Mohawk River Watershed Plan Executive Committee conference call.
- 1/16/14 King: Census Bureau webinar: Data Ferrett.
- 1/16/14 Daley & Ferraro: NYSDEC press conference for Order on Consent and LTCP, Albany
- 1/17/14 Ferraro: Canal Recreationway Plan update meeting.
- 1/21/14 Ferraro: CDTC Complete Streets Committee meeting.
- 1/21/14 Fabozzi: CSC consultant conference call.
- 1/21/14 Fabozzi: TV Map meeting.
- 1/22/14 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 1/22/14 Ferraro: Appreciative Inquiry Task Force meeting.
- 1/22/14 Fabozzi: Linkage Grant proposal review meeting at CDTC.
- 1/23/14 Daley and Ferraro: Albany Pool Communities Technical Committee meeting, CDRPC offices

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- 1/24/14 Ferraro & Fabozzi: Speakers/Attendees at Climate Change conference, Union College.
- 1/28/14 King: Census Bureau webinar: iPums
- 1/28/14 Daley: Rensselaer County MS4 Working Group Meeting, Troy
- 1/28/14 Ferraro: CDTC Regional Transportation Coordination Committee meeting.
- 1/29/14 Ferraro: CDTC New Visions task Force meeting.
- 1/30/14 Ferraro: CDTC Regional Operations & Safety Committee meeting.
- 1/31/14 Ferraro: Meeting with CDTA to discuss land use patterns and transit oriented development.
- 2/6/14 Ferraro: Regional Coordinating Council meeting.
- 2/7/14 Daley: Meeting with Nancy Heinzen, Albany County MS4 Coordinator on Model Local Law study
- 2/10/10 Daley and Ferraro: Canalway Recreation Plan update meeting, NYS Thruway Authority, Albany
- 2/11/14 Fabozzi: NYSERDA CSC Grant monthly conference call
- 2/11/14 Daley: Bike Pedestrian Task Force Meeting, CDTC
- 2/11/14 Fabozzi: CSC technical outreach meeting with Albany County
- 2/12/14 Ferraro: CDTC Planning Committee meeting
- 2/12/14 Fabozzi: CSC technical outreach meetings: Niskayuna, Saratoga Springs
- 2/12/14 Fabozzi: CSC recruitment meeting with Green Island
- 2/13/14 Ferraro: NYSERDSA Workshop to discuss Cleaner Greener Communities program.
- 2/18/14 Fabozzi: CSC consultant conference call.
- 2/18/14 Daley and Ferraro: Albany Pool Communities Technical Committee meeting, CDRPC offices
- 2/18/14 Daley and Ferraro: Albany Pool Communities DEC meeting, DEC Headquarters
- 2/19/14 Fabozzi: TV Map meeting.

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- 2/19/14 Ferraro: Saratoga RPC Board meeting.
- 2/24/14 Fabozzi: Town of Schodack Town Center Linkage Plan meeting.
- 2/26/14 Fabozzi: Saratoga Springs CSC technical assistance conference call.
- 2/26/14 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 2/27/14 Fabozzi: Mohawk River Watershed Plan Executive Committee meeting, Glenville
- 2/27/14 Daley: Albany County MS4 Working Group meeting, Green Island
- 2/28/14 Daley: Albany County Water Quality Coordinating Committee meeting, New Scotland
- 2/28/14 Fabozzi: CDTC Environment and Energy Taskforce meeting.
- 3/2/14 Ferraro & Wardle: Meeting with Ed Cupoli, a Board member of Start-Up NY to discuss the types of information that might be required of participation companies.
- 3/3/14 Ferraro and Fabozzi: City of Albany Energy Plan Technical Advisory Committee meeting.
- 3/4/14 Ferraro & Daley: Meeting with CSO Bond Counsel.
- 3/5/14 Fabozzi: Schenectady Co. Water Quality Coordinating Committee meeting, Niskayuna.
- 3/5/14 Daley and Ferraro: Albany Pool Communities CSO presentation to the Rensselaer County Legislature, Troy
- 3/7/14 Ferraro: CDTC Regional Operations & Safety Committee meeting.
- 3/7/14 Ferraro & King: Meeting with Business Rep from Tech Valley Connect re: data.