

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
JOINT PROJECT COMMITTEE

March 16, 2017

Meeting Minutes

CALL TO ORDER

The COIDA and OCCRC joint Project Committee meeting was called to order at 7:40 a.m. at the Otsego Now offices located at 189 Main Street, Suite 500, Oneonta, NY. Members present were Devin Morgan (via conference call), Robert Hanft, Sarah Harvey (via conference call), Cheryl Robinson, and Craig Gelbsman (who joined the meeting at 8:02 a.m.); and staff Elizabeth Horvath and Joe Hughes. Also present was counsel Kurt Schulte.

MINUTES

The following topics were discussed:

- *Town of Maryland Site Update.* Mr. Hanft looked for a recommendation to approve the Town of Maryland Option to Purchase Agreement. In Jeff Lord's absence, Ms. Horvath presented to the Committee a set of questions he had regarding the Option to Purchase. The questions were:
 - Why are the Extension Options set at 6 month intervals when we expect SEQR to take 9 months?
 - Why is the parcel ending in 13.0 not identified in paragraph 1 on page 1?
 - Why title to "surface property" only?
 - Should we shorten notice time on page five, section 7, from 30 days?Mr. Lord suggested that page one, section 2 state the expiration date as one year from date of signing. Ms. Horvath will consult with CEO, Sandy Mathes, for answers and will forward along to the Committee. If answers are satisfactory then the Committee will recommend to the Board authorization of the Option to Purchase.
- *Town of Maryland/SEQR* – Mr. Hanft asked for a recommendation to authorize spending to conduct SEQR at the Town of Maryland site. The full cost of SEQR would total \$320,000 with an estimated \$150,000 being funding through Mohawk Valley URI funds. Ms. Horvath informed the Committee that the anticipated announcement of URI recipients is early May, and also that grant money could come from the CFAs at the end of summer 2017. With the uncertainty of receiving grant funding, Mr. Hanft will look to discuss further at this month's Board meeting.
- *Project Review Tracking.* The Committee discussed at length the Project Tracker spreadsheet. Ms. Harvey shared her recommended changes to the spreadsheet with an emphasis on prioritization/weighting and project calendar/rollout. After some discussion, the Committee approved using four categories for prioritization, with weights, as follows:

Employment – 40%, Revenue – 40%, Business Relationships – 10%, Community Engagement – 10%. Each criterion will also be numerically scaled, with Ms. Horvath forwarding suggested scales to the committee. The Committee recommended including negatives to reflect risk. Ms. Horvath will revise the scaling to incorporate the changes to prioritization and their updated weights. Projects will be tracked on a quarterly basis, with more specific dates to be on status page of Charters. The Committee discussed changing and defining the Rollout Strategy Categories. Ms. Horvath will create and distribute to Committee new categories for different project classes. Ms. Harvey recommended adding a Board Lead category to identify board project liaison but the Committee will look for that recommendation to come out of Governance Committee. The Project Charter was amended to include revised completion date, key obstacle(s) indicator, support needed indicator, and project history. Organizational capability will be assessed as a threshold question during the project chartering process. The Committee will hold on removing or adjusting workforce development related projects until after the Workforce Development Summit. The Committee decided that the IOXUS building itself should be added to the tracker. Ms. Harvey and Ms. Horvath will take all recommended changes and additions, revise the Project Tracker, and send to Committee.

- *Siemens Building.* Mr. Hughes updated the Committee concerning a potential tenant in the Siemens building. Based on a recommendation from Audit and Finance Committee, Mr. Hughes will work with Mr. Schulte in creating a draft lease agreement to present to the Board for approval during this month’s Board meeting.

NEXT STEPS

- Include review of most recent committee meeting minutes in agendas henceforth
- Add to Board agenda motion for authorizing spending \$170K-\$320K on Schenevus site SEQR
- EAH to create criteria for schedules of gates for different types of projects and circulate to CR and SH for email discussion, solidification
- For revenue section in Charters, indicate expected time horizon
- Add to Board agenda motion to approve lease terms with potential tenant for 139 Commerce, including option to purchase
- Add IOXUS building to project tracker
- Regarding the issue of whether a private partner is required for a given project, add to Charter
- Remove State Funds Y/N from tracker
- Consider net revenue for projects – expected revenue less expected expenditures
- Add negative values to project prioritization categories
- Use Organizational Capability as an initial screen when chartering new projects
- “Board lead” category to be discussed at Governance Committee
- EAH to populate new Project Charter form with actual project info.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:57 a.m.