REGULAR MEETING MINUTES
October 5, 2022 at 12pm

**Board Members in Attendance**
Robert Koczent
Rob Sollenne
Paula Bucklin
Dana Hollenbeck
Craig Talmage
Peter Gillotte
Chevanne Devaney

**Others in Attendance**
Tracy Verrier, Executive Director, MRB Group

## Agenda Items

**Call to Order:** Rob Koczent called the meeting to order at 12:01pm with a quorum present.

**Minutes Approval:**
Motion to approve the September meeting minutes by Rob Sollenne, second by Peter Gillotte. Motion passed unanimously.

**Financial Report:**
Tracy Verrier noted that the only expense on the September report was the $950 to BID that was approved at the last meeting to increase hours of one of their employees for the remainder of the year.

- Motion to approve the financial report by Paula Bucklin, second by Peter Gillotte. Motion carried unanimously.

**2023 Budget:**
Tracy Verrier explained that the proposed budget included in the packet was reviewed by the audit committee without any changes recommended, and that it mostly reflects prior years and discussions of the board to date. Rob Sollenne added that the committee had discussed $35,000 that is currently encumbered on the balance sheet, which are amounts the board had approved to pay to the City for a small business disaster fund and the rezoning effort, but that were never paid. Tracy confirmed that she would verify the status of those projects and if the funding is no longer needed, the board can take action at the next meeting to uncommit those funds. Rob Koczent asked about the estimated $5,000 for auditing, noting that the amount seemed high for the LDC's level of financial activity. Tracy noted this is an estimate, and may be lower next year with it being the second year with the same firm. Rob Sollenne explained that the board can adjust the budget later if needed. Tracy agreed, noting that this is just a budget that needs to be uploaded to the state by the end of the month, and that the board has flexibility to amend the budget or make expenditures outside of the budget throughout the year. Rob Koczent asked if there are any revenue generating projects for 2023. Tracy noted that there could be proceeds from the Gateway sale, but those aren't included given the ongoing environmental activities on the parcel.

- Motion to approve the budget as presented by Craig Talmage, second by Dana Hollenbeck. Motion carried unanimously.

**Report of the Audit Committee:**
Tracy noted that the audit committee had met prior to this meeting, and that Rob Sollenne had already covered much of the discussion in talking about the budget. Rob Sollenne added that there had been some additional discussion regarding the audit, as well as a review of policies. Tracy explained that the audit approval would be on the November agenda, and the policies would be approved at the annual meeting in January.

**Environmental Services Update:**
Tracy noted that as of last week, the new DEC submission was drafted and just needed to be compiled. She expects to see the new version any day. Then it will be submitted to DEC for consideration.


**BOARD OF DIRECTORS**
ROBERT SOLLENNE ('23) ~ CHEVANNE DEVANEY ('24) ~ DANA HOLLENBECK ('23)
PAULA BUCKLIN ('24) ~ ROBERT KOCZENT ('23) ~ DAVID LINGER ('23) ~ MARC RODRIGUEZ ('23) ~ PETER GILLOTTE ('23)

Quality of Life Discussion Update:

Tracy stated that she hadn't had time to work with Cat over the last month on a new proposal, but will have one for the next meeting.

Motion to adjourn by Peter Gillotte, second by Chevanne Devaney. The meeting adjourned at 12:21pm.