

**ALBANY CONVENTION CENTER AUTHORITY
MEETING MINUTES
CAHILL ROOM, ALBANY COUNTY OFFICE BUILDING
SEPTEMBER 22, 2006 – 8:30AM**

ATTENDEES: GAVIN DONOHUE, JOHN HARRIS, GEORGE LEVEILLE, BRAD ROSENSTEIN, JOSEPH PENNISI, LLOYD STEWART, MICHELE VENNARD, ASSEMBLYMAN MCENENY

ABSENT – SUZANNE MORRIS

CALL TO ORDER AND ROLL CALL:

Meeting was called to order at 8:31am and a roll call was taken by Chairman Leveille.

PUBLIC COMMENT PERIOD 8:31-9:10

The following is the list of speakers who made public comments at this meeting. The entire meeting is on audio tape and the public comments are available to anyone requesting to hear them.

Douglas Mackey – City of Albany Historic Resource Commission
Susan Holland – Historic Albany Foundation
Dominick Calsolaro – Common Council
Roger Marcovics – United Tenants
Tom McPheeters - ARISE

The public comment period concluded at 9:10.

APPROVAL OF PREVIOUS MEETING MINUTES:

Minutes from the August 25 meeting were approved on a motion by Mr. Donohue and seconded by Mr. Rosenstein. Mr. McEneny abstained. The motion was approved.

CHAIR REPORT:

Minutes from the August 25 meeting were approved on a motion by Mr. Donohue and seconded by Mr. Rosenstein. Mr. McEneny abstained. The motion was approved.

ORGANIZATIONAL ISSUES:

⇒ **IMPLEMENTATION SCHEDULE REVISIONS**

Mr. Leveille advised the board that certain items needed to be revised, reviewed each one and the changes to be made. A revised schedule will be published.

⇒ **INTERIM EXECUTIVE DIRECTOR SEARCH UPDATE**

Mr. Leveille stated he and Mr. Donohue reviewed the resumes and interviews were commencing for the selected candidates. Additional candidates are still being sought and other avenues may need to be explored to fulfill the interim director responsibilities.

FINANCE AND OPERATIONS SUB-COMMITTEE REPORT:

⇒ **MWBE PROPOSAL REVIEW**

Mr. Harris detailed the review process and reported that Landon and Rian Enterprises, Inc. was the firm the sub-committee was recommending for the Phase I award as they presented the best credentials for the Phase One award at the most economical fee. Mr. Harris also mentioned that the subcommittee was recommending that a second firm, RMBDC, Inc., be pre-qualified along with Landon and Rian to enter into negotiations with the Authority for the Phase II and III services requested in the RFP. Either Landon and Rian or RMDC, Inc. or a combination of both firms would be utilized in the Phase II and III component depending on the outcome of negotiations.

A motion was made by Mr. Harris to approve the selection of Landon and Rian for the Phase I services and to pre-qualify Landon and Rian and RMDC, Inc for purposes of negotiating a contract for the Phase II and III component of the RFP. The motion was seconded by Mr. Stewart and was unanimously approved.

⇒ **HOTEL OCCUPANCY TAX**

Mr. Pennisi stated that the Local Law proposing the 1% increase in the hotel tax passed at the September 11th meeting and that County Executive Breslin would hold a Public Hearing at 3pm before signing it into law. He stated that letters would be going out advising hoteliers of the change and that it will be effective October 1. The Authority would begin receiving the proceeds in January, 2007.

STAFF REPORT:

Mr. Sorrentino detailed various efforts put forth during the month. Specifically:

- Meeting with Mary Ann DiChristopher, Commissioner of Albany's Department of Youth & Workforce Services regarding services that may be of interest to the Authority.
- Loan paperwork went to the County lawyer; EIN assigned – bank accounts can now be set up.
- Urban Planner/GEIS Request for Qualifications will be out 10/22 and posted to the website; ads to be run in the NY State Contract Reporter and Minority Commerce Weekly.
- SEQR Lead Agency Letter went out on 9/13 to a list of “potential involved agencies” informing them of the ACCA's desire to provide that role. Responses are due within 30 days or it will be presumed the agency does not object.
- A new map of the preferred site area was kindly provided by Joe Rabito's staff at the ALDC. It now shows parcel boundaries, SBL #, owner name, assessed value, and property class. Mister McEneny asked that it be posted on the ACCA's website for public information.
- Work has begun on the External Auditor RFP with the assistance of the Harris Beach law firm.
- A letter was received from the city informing the ACCA that the City's Common Council passed a resolution at its August meeting requesting the Authority enter into a Community Benefits Agreement. Counsel was asked to review it and advise the Board on what our responsibilities are in regards to the request.

Counsel Report

Counsel presented a memo with an overview of numerous enclosed draft policies required by the several statutes that affect the Authority. Possible action of the handouts will be taken at the next board meeting to ensure compliance.

OTHER BUSINESS:

No other business was discussed

ADJOURN:

A motion to adjourn was made, seconded, and unanimously approved.

Next meeting date and time:

Friday, October 22, 2006, 8:30AM, 112 State Street