

**ALBANY CONVENTION CENTER AUTHORITY  
MEETING MINUTES  
CAHILL ROOM, ALBANY COUNTY OFFICE BUILDING  
OCTOBER 27, 2006 – 8:30AM**

---

**ATTENDEES:** GAVIN DONOHUE, JOHN HARRIS, GEORGE LEVEILLE, BRAD ROSENSTEIN, JOSEPH PENNISI, MICHELE VENNARD

ABSENT – LLOYD STEWART, SUZANNE MORRIS

**CALL TO ORDER AND ROLL CALL:**

Meeting was called to order at 8:30 am and a roll call was taken by Chairman Leveille.

**PUBLIC COMMENT PERIOD 8:30-8:48**

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.

Carolyn McLaughlin – CEEEJ  
Dominick Calsolaro – Albany Common Council

The public comment period concluded at 8:48.

**APPROVAL OF PREVIOUS MEETING MINUTES:**

Minutes from the September 22 meeting were reviewed. Mr. Harris noted he submitted changes that were not yet incorporated. Mr. McEneny suggested the minutes be revised and that the revised minutes be presented at the November for approval.

**TREASURER'S REPORT:**

⇒ **UPDATE OF OLD BUSINESS**

Mr. Pennisi reported that the MOU between Albany County and the Authority has been finalized and bank accounts in the name of the Authority were opened with an initial deposit of \$100,000. He inquired about the availability of the \$100,000 in funding from ALDC. Ms. Vennard stated Corporation Counsel was preparing an agreement similar to the agreement between the County and the Authority and that upon its execution, the money would be advanced. Mr. Pennisi asked if the bills incurred by the ACCVB had been prepared for reimbursement. To date, an invoice for staff services has been submitted for payment.

⇒ **2007 BUDGET**

Mr. Pennisi reviewed the proposed budget due November 1, 2006. Both he and Mr. Leveille commented about the preliminary nature of the first budget due to lack of history, but felt it was a good start. If changes are needed, an amended budget would be presented to the Board for approval. Other questions were posed and answered, most notably the permitted uses of the state grant of \$75 million (part of the Bond Issue) for construction related consulting activities. In general it was felt this was appropriate, however, counsel will further review it. Also, it was determined the fiscal year of January 1 – December 31 was appropriate and consistent with the By-laws. A motion to adopt the budget was put forth by Mr. McEneny, seconded by Mr. Rosenstein; unanimously approved.

**OLD BUSINESS:**

⇒ **INTERIM EXECUTIVE DIRECTOR:**

Mr. Leveille reported several interviews have taken place and deliberations will continue. The committee hopes to have a recommendation for the next meeting. The successful candidate's start date, as well as a new office location, should take place no later than February, 2007

⇒ **URBAN PLANNER/GEIS RFQ UPDATE**

Ms. Vennard detailed the review, interview and selection process for the five proposals submitted. A candidate for the award should be determined by mid-November and a formal recommendation made to the Board at the next meeting.

⇒ **ARCHAEOLOGICAL & RELATED "WORKING GROUP"**

Mr. Sorrentino and Ms. Vennard attended an informative meeting of numerous concerned professionals in the fields of archaeology, history and historic preservation on October 6. The group's purpose is to assist the Authority with identifying and gathering all the relevant research information related to the historic significance of the site, as well as to educate the public. A handout from the meeting was provided to the Board on the history of the site area.

⇒ **RFP/Q STATUS**

Mr. Sorrentino reported on the various upcoming deadlines for advertising, receiving, reviewing, and selecting consultants for External Auditor, Senior Managing Underwriter/Financial Advisor, Market Analyst, and Bond Counsel. All consultant awards should be completed by the end of the calendar year.

⇒ **LEGAL**

Mr. Patrick and Mr. Ryan of the Harris Beach law firm reviewed the drafts of new or revised Authority policies, guidelines, and certifications that had been submitted to the Members at the September meeting. Mr. Patrick explained each of the proposals is required under the Public Authority Accountability Act, the Public Officers Law or the Procurement Lobbying Law.

The Chairman asked for a motion on the drafts being considered by the Members.

Mr. Pennisi moved the adoption of the proposed amendments to the Authority's By-Laws. The motion was seconded by Mr. Harris. A discussion was had concerning the provision relating to the appointment of an Assistant Secretary, and the Members requested the proposed amendment

be revised to include the Assistant Secretary position. The amendment to the By-laws, with the revision, was unanimously adopted.

Mr. Pennisi moved the adoption of Disposition of Property Guidelines. The motion was seconded by Ms. Vennard and unanimously adopted.

Mr. McEneny moved the adoption of the proposed Travel Policy. The motion was seconded by Mr. Donohue and unanimously adopted.

Mr. Harris moved the adoption of the proposed Compensation, Reimbursement and Attendance Policy. The motion was seconded by Mr. McEneny and unanimously adopted.

Mr. Pennisi moved the adoption of the proposed Defense and Indemnification Policy. The motion was seconded by Mr. Harris and unanimously adopted.

Ms. Vennard moved the adoption of the proposed Whistleblower Policy. The motion was seconded by Mr. Harris and unanimously adopted.

Mr. Harris moved the adoption of the proposed form of Independent Member Certification. The motion was seconded by Mr. Donohue and unanimously adopted.

Mr. Rosenstein moved the adoption of the proposed form of Annual Report Financial Certification. The motion was seconded by Mr. Donohue and unanimously adopted.

Mr. Harris moved the adoption of the proposed form of Independent Member Certification. The motion was seconded by Mr. Donohue and unanimously adopted.

Mr. McEneny moved the adoption of proposed amendments to the Procurement Policy of the Authority. The motion was seconded by Mr. Pennisi and unanimously adopted.

Mr. Donohue moved the adoption of the proposed Public Access to Records Policy. The motion was seconded by Mr. Harris and unanimously adopted.

Mr. Patrick then explained a proposal to authorize the issuance of a Notice of Award following completion of a procurement, to enable the Authority to complete a selection and negotiate a proposed contract for submission to the Members of the Authority for their approval. He noted that the Authority would not be contractually bound until the Members approved a contract.

Mr. Rosenstein moved the adoption of a resolution authorizing the Chairman to issue a Notice of Procurement Award. The motion was seconded by Mr. McEneny and unanimously adopted.

Chairman Leveille advised the Members that the Authority is required to establish an Audit Committee and a Governance Committee, and suggested that establishment of those committees would be appropriate matters to be taken up at the Annual Meeting.

Mr. Pennisi made a request to have individual binders prepared for each Board member containing all relevant legal and related policies, procedures, and resolutions. Mr. Patrick responded that they have prepared a binder and would provide each of the Members with a copy that will include the resolutions adopted at this meeting.

**NEW BUSINESS:**

The November meeting was changed from Friday, November 17 to Wednesday, November 29 and the December meeting was changed from Friday, December 22 to Thursday, December 21.

**OTHER BUSINESS:**

Mr. Pennisi made the Board and the public aware that County Executive Breslin proposed in the 2007 budget the establishment of a Housing Trust Fund in the amount of \$300,000. In addition, Mr. Breslin is requesting other governmental entities contribute to the fund. Also proposed by Mr. Breslin is a fund in the amount of approximately \$233,000 for apprenticeship and other training programs to help members of the community acquire the construction and operational skills that will be needed for the convention center and hotel project.

**ADJOURN:**

A motion to adjourn was made by Mr. McEneny, seconded by Ms. Vennard; unanimously approved.

**Next meeting date and time:**

**Wednesday, November 29, 2006, 8:30AM, 112 State Street**





