

**Hamburg Industrial Development Agency**

**Board of Directors Meeting  
October 18, 2016  
Robert Chesbro Conference Room**

**Present**

Lou McDonald  
Tom Moses  
Cameron Hall  
Bob Reynolds  
Patricia Paul  
Jeff Brylski

**Excused**

Norma Rusert-Kelly  
Janet Plarr  
Wenceslao Valentin

**Guests**

Nathan Neill  
Craig Cwick

**Executive Director**

Michael J. Bartlett

**Executive Assistant**

Olivia Hill

- **Move** to open the Board of Directors meeting at 7:32 am.

- The anticipated request from Sharma Development for an extension of their Inducement Resolution was discussed. The company has indicated it will be coming to the November 15, 2016 Board of Directors meeting to formally request an extension. They feel that this will give them time to finalize all required approvals and permits. They will be prepared to submit information concerning the site contractor, subcontractors, project financing, the status of approvals/permits and answer our questions regarding the project. One specific item the Board would like to see is a copy of the final approval for the project from the Department of Health.

- Executive Director Bartlett reminded the Board that the HIDA had been audited by the State Comptroller's Office over a year and a half ago. While we had made the Corrective Action Plan available to the Board prior to submission to the State Comptroller, the information sent in the Board package has the actual steps we have taken in response to the eight recommendations made by the audit. Executive Director Bartlett stated he just wanted the Board to feel comfortable in knowing the steps in our response to the Corrective Action Plan have been taken.

- The suggested HIDA Committee assignments submitted by the Executive Director were discussed.

Governance Committee:

\*Tom Moses (as HIDA Chairman)  
\*Patricia Paul  
\*Cameron Hall

Nominating Committee:

\*Lou McDonald  
\*Norma Rusert-Kelly  
\*Wenceslao Valentin

Audit Committee:

\*Patricia Paul (Chairman)  
\*Jeff Brylski  
\*Lou McDonald

Finance Committee:

\*Bob Reynolds (Chairman)  
\*Norma Rusert-Kelly  
\*Cameron Hall

Executive Committee:

- \*Tom Moses - as HIDA Chairman (Chairman)
- \*Bob Reynolds
- \*Janet Plarr
- \*Patricia Paul (as Vice Chairman)
- \*Michael J. Bartlett (as Executive Director)

- **Motion** to approve the HIDA Committee assignments as submitted.

**Moved:** Cameron Hall

**Seconded:** Bob Reynolds

**Ayes:** Moses, Paul, Brylski, McDonald, Hall, Reynolds

**Nays:** none

**Carried**

- The 2017 HIDA Budget will be submitted to the Board at the November 15, 2016 Board of Directors meeting. At this time the Board can review the budget and make changes as they see fit. Once an agreement is reached on the budget, the Board will vote on accepting it. This is not a vote to approve it. The 2017 budget will then be placed in the Town Clerk's Office for review by anyone interested. After 30 days, the Board will then vote to approve the budget. The proposed budget will be sent to the Board prior to the November 15<sup>th</sup> meeting for their review.

- **Motion** to approve the minutes from September 20, 2016 Board of Directors meeting

**Moved:** Jeff Brylski

**Seconded:** Tom Moses

**Ayes:** Paul, Reynolds, Hall, McDonald, Brylski, Moses

**Nays:** none

**Carried**

- **Motion** to approve the September 2016 Treasurer's Reports

**Moved:** Lou McDonald

**Seconded:** Bob Reynolds

**Ayes:** Moses, McDonald, Brylski, Hall, Paul, Reynolds

**Nays:** none

**Carried**

- **Motion** to adjourn at 8:15 am

**Moved:** Cameron Hall

**Seconded:** Jeff Brylski

**Ayes:** Moses, Paul, Reynolds, McDonald, Hall, Brylski

**Nays:** none

**Carried**

Sincerely,

Michael J. Bartlett  
Executive Director