



Auburn Industrial
Development Authority

**GOVERNANCE COMMITTEE MEETING MINUTES
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
Wednesday, December 19, 2018
First Floor Meeting Room
Chamber of Commerce, 2 State Street, Auburn, NY 13021**

Board Present: James Dacey (Chair & Member of Business)
Terry Cuddy (Council Member)
Michael Quill (Council Member)

Staff & Guests: Tracy Verrier, Executive Director
Samantha Frugé, Assistant Treasurer

The meeting came to order at 4:59pm after establishing a quorum.

POLICY & CHARTER REVIEW

Ms. Verrier discussed the policies that needed to be reviewed. She explained that the language in the policies were based from the State template with minor adjustments over the years.

Ms. Verrier suggested having a joint Governance meeting with CCIDA to discuss aligning project policies (large projects vs. small projects, administrative fees, etc.), as well as doing a joint RFP for legal services like we do for audit services, especially since neither has RFP'ed legal services in recent history. Mr. Dacey agreed, noting it could be financially beneficial to share legal counsel. Ms. Verrier stated there were significant differences in cost between CCIDA and AIDA due to policy discrepancies between the organizations, notably for small and large project definitions. Mr. Dacey noted the legal fees were not dictated by the IDAs. Ms. Verrier agreed, noting that we would need to work with the selected attorney(s) to adjust the legal fees to align them for both IDAs. She noted that the legal fees for projects not seeking PILOTs can vary drastically between the two IDAs. She noted that getting the project policies and definitions to mirror more closely would be the first step to addressing these discrepancies, but putting out an RFP would align with best practices for procurement. The committee agreed.

Ms. Verrier asked if there were any comments on the other policies noting that they are all fairly standard. There were no additional comments.

ADJOURNMENT

Motion to adjourn made at 5:15pm by Mr. Quill, seconded by Mr. Cuddy. All members present voted in favor; motion carried.

Next Governance Meeting: January (TBD)

James A. Dacey
Chairman

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