



Auburn Industrial  
Development Authority

**FINANCE COMMITTEE MEETING MINUTES  
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY  
Wednesday, February 20, 2019  
First Floor Meeting Room  
Chamber of Commerce, 2 State Street, Auburn, NY 13021**

**Board Present:** Tricia Kerr (Secretary & Member at Large)  
Jeff Gasper (School Board Member)

**Board Excused:** James Dacey (Chair & Member of Business)

**Staff & Guests:** Tracy Verrier, Executive Director  
Samantha Frugé, Assistant Treasurer  
Karen Walter, City of Auburn resident

Ms. Verrier called the meeting to order at 4:32pm noting a quorum was present.

**NEW BUSINESS**

COMMITTEE CHARTER & POLICY REVIEW: Ms. Verrier presented the Charter and policies to the Committee, noting that the Charter and policies were primarily based on State templates. She noted that the main change made to date was to the procurement policy allowing the IDA to prioritize local procurement over low cost. Ms. Kerr asked if there had been any changes made to the Charter, or if there were any required. Ms. Verrier stated that there were not any changes needed as there was no new legislation.

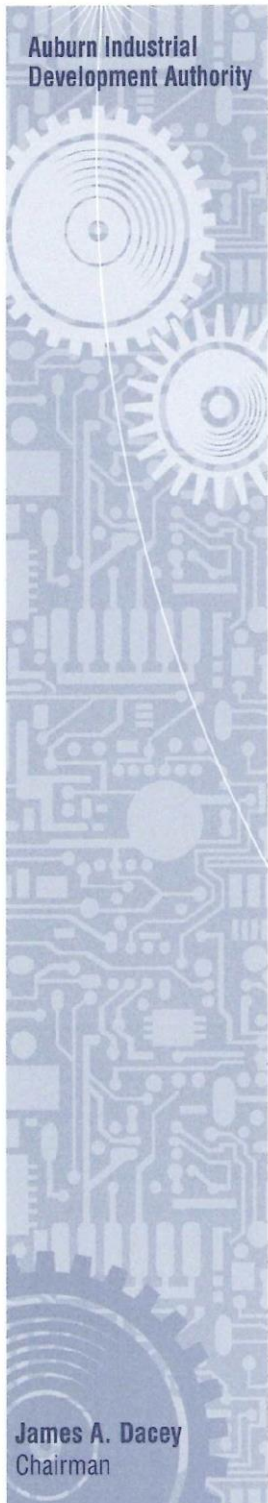
Ms. Verrier advised they may want to update the Property Disposition Policy to add the name of the contracting officer on page 2 section B12. Ms. Kerr asked if it should be a name or a title? Ms. Verrier explained the language is set to be a name, but they could probably use a title instead for continuity. Mr. Gasper asked what name or title will be used? Ms. Verrier advised it was generally the executive director as it cannot be a Board member. The committee agreed to propose adding “executive director” as the contracting officer.

Ms. Kerr asked if AIDA’s available properties were listed on the website? Ms. Verrier explained that they were currently on the CEDA website with the other available properties. She added that AIDA has an inventory of the properties in their annual report, but that they are not necessarily easy to find via AIDA’s website. Ms. Verrier suggested they could put the available properties on AIDA’s website as well using the same sell sheet that is on the CEDA website. Ms. Kerr asked if CEDA’s website should be the primary source of information. Ms. Verrier explained that staff could link to the CEDA page for available properties from the AIDA website to avoid duplicative updating. The Committee was agreeable.

**ADJOURNMENT**

Meeting adjourned at 4:57pm.

Next scheduled Finance Committee Meeting held on October 17, 2019.



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Chairman

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