
Troy Community Land Bank Corporation

200 Broadway, Suite 701

Troy, New York 12180

The Troy Community Land Bank Corporation will conduct a Board of Directors meeting on Thursday, May 23, 2019 at 8:30 AM at Troy City Hall, 433 River Street, 5th Floor, Troy, NY 12180

MEETING MINUTES

I. Call Roll

Heather King, Chair, called the meeting to order at 8:33 AM

II. Call to Order

Ms. King recognized the following meeting attendance:

- a. Heather King, Chair
- b. Suzanne Spellen, Vice Chair
- c. John Cubit, Director
- d. Jeanette Nicholson, Director
- e. Bruce Dee, Director
- f. Sharon Nichols, Treasurer
- g. Brian Barker, Secretary
- h. John Carmello, Director
- i. Kate Hedgeman, Attorney
- j. Tony Tozzi, Executive Director

III. Ms. King stated the following participant absent:

- a. Andrew Cooper, Director

IV. Resolution to award a contract – Demolition & Redevelopment of 791 River Street

- a. Mr. Tozzi provided background information relating to the resolution.
- b. Mr. Tozzi reported that 3 bids were received, and that the low bid was submitted by City Restoration in the amount of \$416,000.00 to demolish the existing structure and construct a new three-story building with a larger footprint than the existing building.
- c. Mr. Tozzi reported on the results of speaking with references can indicated that he received strong positive feedback and little to no negative feedback.
- d. Mr. Tozzi stated that zoning variances and site plan approval is required, and that meetings with the City Zoning Board of Appeals and the City Planning Commission are scheduled for review of applications to both next week, and that once those approvals are obtained, a building permit should be issued shortly thereafter.
- e. Attorney Hedgeman asked about the site plan, stating that if approval is not obtained next week further review would not occur until the following month, which would result in a delay to the timeline that the Enterprise Community Partners Inc. (EC) expects is already pretty tight. Mr. Tozzi replied that zoning variances should be fairly easy to obtain next week, but that site plan approval is much more subjective and far more unpredictable as to a timeline for approval. He further indicated that if the Planning

Commission did not grant site plan approval next week, it would make the current timetable for the demo/rebuild much more challenging.

- f. Director Spellen, who is a City Planning Commission member and will need to recuse herself in the review of our site plan application advised that we have all our ducks in a row because the Commission could want to see anything that one could possibly imagine.
- g. Attorney Hedgeman suggested that the Commission be made aware of the funding timeline situation. Mr. Tozzi noted that a public hearing is required and that the more positive feedback the Planning Commission receives, the greater the opportunity for approval at next week's meeting.
- h. Several comments/questions/suggestions were made regarding both applications. Attorney Hedgeman suggested that 'pre-game' meeting with the architect and that any members of the Board who would want to be part of that could certainly attend.
- i. Mr. Barker pointed out that the resolution called for renovation, not redevelopment. Attorney Hedgeman replied that she will make that correction.
- j. Chair King asked for a motion to approve the resolution. Mr. Barker made a motion to approve an amended resolution that identifies the project as redevelopment rather than renovation. Ms. Nichols seconded the motion. No discussion ensued prior to the vote on the motion, which was unanimously approved.
- k. Chair King asked Mr. Tozzi if he would coordinate the 'pre-game' meeting, which he said he would do. Further discussion regarding the availability of interested Board members to meet in a 'workshop' session and the consensus was that conducting the workshop next Tuesday at 10:00 AM at 200 Broadway seemed to work best overall.

V. Resolution to accept a proposal - Professional Services

- a. Chair King recognized the resolution to accept a proposal for professional services and asked Attorney Hedgeman to provide details related to the resolution.
- b. Attorney Hedgeman indicated that the EC is requiring that the TCLB engage with a community based organization that can assist the TCLB with administrative and programmatic needs. She then provided information about the Social Enterprise and Training Center (SEAT) and indicated that they have worked with the Capital Region Land Bank in Schenectady, but has also done work in Troy via partnerships with Unity House, TRIP, CEO, TAP, Habitat, and others. SEAT also has a location in Troy that they operate out of for their Troy-related projects.
- c. Attorney Hedgeman indicated that SEAT has the ability to provide general construction manager, people with good construction experience, the ability to provide all services identified in the RFP, can provide administrative services, maintenance, marketing, grant research/writing and more.
- d. Attorney Hedgeman noted that the proposal SEAT has submitted identifies hourly rates, which would allow the TCLB to control overall costs. She noted that the proposal will not exceed \$140,000, including not exceeding \$70,000 in the first year and \$70,000 in the second year.
- e. Chair King stated that she liked all the services that were offered too, and that she can see that a lot of effort went into developing the proposal. Attorney Hedgeman indicated that SEAT certainly knows construction, but that they will need some direction because they do not know how the Troy Land Bank operates, so they will need our guidance early on.

- f. There was discussion of how the EC will react to SEAT's proposal. The general consensus was that while the EC does have questions and feels they need to know more about SEAT, ultimately they will be comfortable with them.
- g. Mr. Barker commented that the billable hourly rates in SEAT's proposal seemed far higher than general market rates. He called out some specific services that he felt were far higher than would be expected. Attorney Hedgeman replied that once the proposal is approved, she would develop the actual agreement and would address Mr. Barker's concern, as well as some others.
- h. Mr. Dee asked if anyone knew what the hourly rates would normally be. Mr. Barker replied with some rates that he felt would be reasonable. Attorney Hedgeman commented that she felt that because this is a new relationship for SEAT and because they are not 100% sure of what they will be asked to do, they probably provided higher rates to protect themselves, but that they could be modified when she drafts the agreement.
- i. Chair King asked if there was a motion to approve the resolution. Mr. Carmello made a motion to approve the resolution, which was seconded by Mr. Barker. No further discussion ensued and when the vote was called the motion was unanimously passed.

VI. Discussion – 3235 Sixth Avenue

- a. Chair King asked if we owned 3235 Sixth Avenue. Attorney Hedgeman replied that we do, to which Ms. King humorously replied both "yeah" and "noooo".
- b. Mr. Tozzi stated that he felt the donation of property and funding was a big win, not just for the Land Bank, for the Community as well. He called out individuals that were especially helpful and effective that enabled the donation to happen, including Barb Nelson/TAP, Steve Pierce/Media Alliance, Joe Fama/former TCLB ED, and especially Attorney Hedgeman for ensuring that the TCLB was well protected.
- c. Attorney Hedgeman described a number of unforeseen challenges she had to address in a very limited amount of time, but that the transfer of title occurred last Friday. She also noted that we were able to increase the donation of funds from \$75,000 to \$83,000, which should leave us with plenty of money.
- d. Mr. Tozzi stated that he will be keeping the funds in a separate pot and ensuring that expenses are paid with only these donated funds.
- e. Mr. Tozzi reported on work now underway by Duncan & Cahill and how work is expected to proceed. He stated that post-stabilization of the building would need to be programmed. Chair King replied that this could be a good building for the Land Bank to fully renovate and sell, or to sell as-is after stabilization, and that perhaps a proforma should be prepared to help determine which path to take. Mr. Tozzi indicated that Media Alliance indicated that they may, or may not, be interested to acquire the building. Chair King replied that she is sure many would be interested to acquire the property.

VII. Adjournment

- a. Chair King requested, if there was no need for further discussion, for a motion to adjourn.
- b. Mr. Barker motioned to adjourn the meeting, Ms. Spellen seconded the motion, which was unanimously passed.

Chair King declared the meeting adjourned at 9:10 AM