



Troy Community Land Bank *Executive Committee Meeting*

Date: February 6, 2020

Location: TCLB Office 200 Broadway, Suite 701, Troy, NY 12180

Time: 12:00 pm

Present: Heather King, Committee Chair, Suzanne Spellen, Director, Brian Barker, Director, Sharon Nichols, Director (attended by phone), Kate Hedgeman, Counsel (attended by phone), and Tony Tozzi, TCLB Executive Director

Call to Order:

- Chair King called the meeting to order at 12:11pm and declared a quorum was physically present (3 of 3 members);
- December 5, 2019 meeting minutes: Motion to approve made by Director Barker, seconded by Director Spellen; motion passed 3-0; minutes adopted, unanimously.

Old Business, Executive Director Tozzi:

- **Enterprise 4.2 Grant Application Discussion**
 - Executive Director Tozzi reviewed eligibility requirements:
 - Eligibility requires 3 or 4 active projects (RFP's, Contracts, etc. need to be in place to be considered 'active');
 - Two potential paths for 4.2 Grant: 'Meat and Potatoes' or a redevelopment with TCLB and Beacon/Troy Housing (or a mix);
 - Executive Director Tozzi is considering working with Tim O'Byrne and Beacon/Troy Housing, gathering information to be included in the grant application;
 - Beacon will act as oversight and then purchasing property from TCLB after rehab completed by TCLB;
 - TCLB unsure of cluster parcel(s) (Beacon wants Glen Ave. and some other unavailable properties (RPI co-dev));
 - Attorney Hedgeman made suggestions about some strategies on how to maximize a redevelopment partnership with TCLB and Beacon;
 - Attorney Hedgeman provided TCLB Directors with some project idea framework used by other land banks;
 - Executive Director Tozzi updated committee regarding most recent conversations with CDTA;
 - Executive Director Tozzi had his monthly phone call with ECP (and Tania) to discuss funding application(s), statuses, and outstanding concerns;
 - Executive Director Tozzi discussed the positive outcomes from community partnerships with SEAT, Reeves Engineering, Beacon, and others, as reflected in the quick ramp-up of projects;
- Executive Director Tozzi suggests the redevelopment partnership with Beacon/Troy Housing as the path forward for a successful 4.2 grant application;

- Directors discussed the need for application to TCLB from Habitat for Board to approve co-development with RPI, et al;
- Beacon will also need to submit an application to TCLB to formalize.
- **Projects in Progress Report, Executive Director Tozzi:**
 - 791 River St.;
 - Block wall has been completed;
 - Roof trusses are on back order;
 - TCLB choose side panel color at A&D committee meeting;
 - Change order will be submitted.
 - 3325 Sixth Ave.;
 - Asbestos remediation will begin later this month.
 - **Other Projects:**
 - 11 Winnie, 3240 and 3229 Sixth Ave. RFP's will be available to review for A&D and Finance Committee meetings.

New Business, Executive Director Tozzi:

- Award 3 contracts for: 11 Winnie Avenue, 3240 Sixth Avenue, and 3229 Sixth Avenue;
- Authorize execution of agreement with SEAT to complete renovation of 54 Fifth Avenue discussion;
- Credit card agreement for SEAT Center, George Brower (tabled until next month as Finance Committee is still discussing terms);
 - Discussed the need to authorize submittal of Round 4.2 grant application – clarify if Board approval is required; Attorney Hedgeman and Chair King do not believe resolution is required at this time.
 - By-law amendments: - discussion;
 - Hiring policy – Minority/Immigrant/Low-income applicants;
 - Procurement policy – MBEs;
 - Executive Director Tozzi suggested reviewing what other partners are already doing and designing a TCLB Best Practice guide;
 - Bower's has suggested a policy amendment that says "Land Bank property valued at less than \$2k does not be capitalized..."
 - Attorney Hedgeman would like clarification as to what policy that amendment would be most appropriate (new policy).

Adjournment:

- Motion made by Director Spellman, seconded by Director Barker; motion passed 3-0, unanimously.
 - Chair King declared the meeting adjourned at 1:15pm.