

**POTSDAM LOCAL/COMMUNITY DEVELOPMENT CORPORATION**  
**Meeting September 17, 2007**  
**Minutes**

**Present:** Jim Dalton  
George Regan  
Ruth Garner  
Ron Tischler  
Michael Weil  
Abby Lee  
Helen Brouwer

**Staff:** Frederick Hanss  
Jim Murphy

**Also Attending:** Marc Compeau  
Terry Phalon

**Absent:** Laura Perry

Abby Lee opened the meeting at 6:30pm.

Fred went over the mandate and purpose of the LDC. He discussed what LDC organizations do and commented that the Local Development Corporation (LDC) is exempt from New York State FOIL.

Fred went on to discuss that the effort to start the Potsdam Community Development Corporation (CDC) began in 2005 to address several issues, chiefly the LDC's narrow corporate purpose. These challenges, combined with the NYS Public Authorities Act of 2005 which requires full accountability for the organization, were believed to be sufficient reason to "shelf" the LDC in the opinion and at the recommendation of the Village attorney and the Village accountant.

Fred identified the new CDC as being a Not-For-Profit corporation and identified the 5 areas of interest to the corporation as being historical preservation, real estate, community development, economic development, and housing.

In reviewing the CDC, Fred advised that it may be subject to the new public authorities act, that it is not subject to FOIL, that it has broader mandates than the LDC, and that it can apply for various funding opportunities the Village as a municipality is ineligible to apply for.

The goal is to replace the LDC within the next 12 months and that the CDC would accept any program currently be administered by the LDC.

Fred identified the initial officers of the CDC as:

President	Abby Lee
Vice President	George Regan
Secretary	Michael Weil
Treasurer	Terry Phalon

The CDC currently has 8 members, but could have up to 15 or more, depending on the final content of corporate bylaws.

Fred suggested that a committee be assigned to work on developing the bylaws and that he could have a sample document for review by the next meeting. He also said that typically there are standing Executive, Finance, Long Range Planning, and Nominating committees. In addition, ad hoc committees are assigned and are terminated after their purpose is complete.

At this point in the meeting, the discussion shifted to the Loan Review Committee (LRC) and the Downtown Façade Renovation Program. There was discussion at the last LRC meeting about the makeup and charge of the committee.

Abby Lee asked why the LRC was reviewing façade program applications, questioning if it was a duplication of effort since the full board also reviewed the LRC's recommendation, and if it would be a good idea to have LRC serve on the full Board. Fred responded that there is no reason why LRC members should not be on the full board.

Abby suggested that the committee should be developing a new loan application package, and that as a committee, should be thinking about how loans are prioritized for approval.

There was then general discussion on the number and types of committees, and by consensus, the attendees decided that loans could go to the full committee, bypassing the need for a separate loan review committee. Abby suggested scheduling the next meeting to work on bylaws and to start using the CDC.

The CDC members present then discussed nominating and approving LRC members to the CDC.

**Upon motion made** by Helen Brouwer and seconded by Ruth Garner, the LDC members unanimously voted to adjourn the LDC meeting at 7:12 p.m.

**Upon motion made** by Helen Brouwer and seconded by Ruth Garner, the CDC members unanimously voted to open the CDC meeting at 7:13 p.m.

**Upon motion made** by Helen Brouwer and seconded by Ron Tischler, the CDC members unanimously voted to appoint Jim Dalton, Marc Compeau, and Tammy Serguson to the CDC.

Regarding bylaws, all agreed that Fred would send a draft of possible bylaws to the committee members for review and comment.

The next meeting was set for Monday, October 15, 2007 at 6:30 p.m. **(SEE NOTE BELOW)**  
On the agenda for the upcoming meeting will be review of the bylaws, review of the incorporation papers and review of the budget. A contact list of CDC members will be provided.

**Upon motion made** by Ron Tischler and seconded by Ruth Garner, the CDC members unanimously voted to adjourn the CDC meeting at 7:16 p.m.

Respectfully submitted,

Michael D Weil  
CDC Secretary

**NOTE: Due to scheduling conflict, the time for next CDC meeting is changed from 6:30 p.m. to 6:00 p.m.**