



MINUTES
FINANCE AND BUDGET MEETING
Thursday, February 27, 2020 – 11:00 AM
Conference Room 100, 1st Floor
Dulles State Office Building, Watertown, New York

The Development Authority of the North Country Finance Committee met in regular session in Conference Room 100, 1st Floor, Dulles State Office Building, Watertown, New York, on Thursday, February 27, 2020.

Members Present:

Margaret Murray, Chairperson
Thomas Hefferon

Members Absent:

John Johnson Jr.
Gary Turck
Mary Doheny

Other Board Members Present:

Alfred Calligaris
Stephen Hunt
Alex MacKinnon

Staff Present:

Michelle Capone, Director Regional Dev
Carl Farone, Deputy Executive Director/CFO
Brian Nutting, Water Quality
Patricia Pastella, Manager, Materials Management
Jennifer Staples, Director of Administration
Carrie Tuttle, Director, Engineering
David Wolf, Manager, Technology
James W. Wright, Executive Director
Angela Marra, Executive Assistant
Katie Maitland, Administrative Assistant

Guest Present:

1. Chairperson Murray opened the meeting at 11:00 AM.
2. Budget packets were distributed. J. Wright commented the preliminary budget had been updated and was still very similar to the previous year in terms of formatting.
 - a. Overview of operations and capital –
 - The number of customers has been consistently escalating to almost double in the last six fiscal years.
 - Two new positions are being supported by the budget; a new IT position to Administration, and a new position to the Recycling Transfer Station.
 - Health Benefits – five of the six latest hires have selected to receive the stipend saving the Authority considerable funding in terms of health insurance.
 - b. Administration –

- Two major capital projects – the DWDM system, which was installed in 2008, needs to be replaced and upgraded. The same is true in terms of the Ethernet core that will be done over a couple years.

A. MacKinnon asked what does the DWDM do. J. Wright responded that the DWDM Network increases the capacity to transmit. D. Wolf elaborated that this was originally installed because between Syracuse and Watertown we only have four (4) fibers, so this allows us to put more bandwidth on existing fibers.

J. Wright reviewed the standard capital appropriations to finance the system and ensure the Authority has the money to complete the projects, improve central offices, perform emergency restoration, etc.

J. Wright stated that wireless towers continue to be an area that has been a good revenue stream for about five (5) years. Some of those original contracts are now coming up for renewal with the expectation from the customers that they will be paying less. Some have asked to negotiate their way through as is shown in the revenue estimates section.

e. Regional Development –

- Job Development Authority (JDA) Loan – this was extended to the Authority by the state, and is going to be paid back. The Authority was granted a \$1 million dollar line of credit which is being paid for and not utilized. There are other sources of money within the agriculture industry. The recommendation at this time is to pay it back.
- Query Tool - this is to begin the process of creating a planning portal that will become a new line of business for Regional Development, resulting in two access points to our GIS system. One will be with our traditional engineering Internet Mapping Application (IMA), the other being the Regional Development Portal for planning purposes. This is evolving as a result of Fort Drum, the compatibility committee, and the availability of the OEA funding to move this forward.

J. Wright reviewed the various other budgets under separate funds within Community Development, as well as their revenue estimates.

f. Water Quality –

J. Wright mentioned a few highlights:

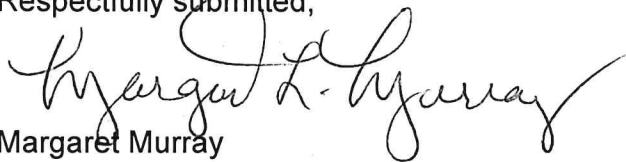
- Disinfectant Byproducts
- Operators
- Army and Regional Waterline –hoping for funds from OEA to update these plans.
- Space demands – will follow the plan for Warneck which is not finalized at this time, but will be when the final budget is presented.

F. Carter asked if copies of this budget will be mailed to any Board Members not in attendance. J. Wright responded yes, everyone will receive a copy.

M. Murray commented that she would like to thank the department heads for putting this all together. This is very easy to read, and the Board appreciates all the hard work.

4. Upon a motion by M. Murray and seconded by A. MacKinnon, the meeting was adjourned at 11:25 AM.

Respectfully submitted,



Margaret Murray
Chairman, Finance and Budget Committee

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APR 21 2020

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the North Country