**TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY**

**Minutes of the Governance Committee Meeting**

**August 17, 2018 – 8:30 AM**

**Agency Office, 4287 Main Street**

Governance Committee: Carlton N. Brock, Jr.

Michael R. Szukala

E. Marshall Wood, Jr.

Guests: Steven D. Sanders

Honorable Timothy Drury

David S. Mingoia, Executive Director

Mr. Brock opened the meeting at 8:38 AM and requested a motion to approve the minutes of the previous Governance Committee Meeting. Mr. Wood made the motion, seconded by Mr. Szukala and it carried unanimously.

Mr. Mingoia reviewed the recent Board Member and Officer Vacancy, referring to the AIDA By-Laws. He noted that the Town Board appointed Philip Meyer at its recent meeting and that staff had reached out to him and was scheduling an orientation. Mr. Mingoia continued that Mr. Szukala and Mr. Wood were the approved Nominating Committee and able to solicit interest from Board Members on the vacancy. Mr. Brock asked the two gentlemen to solicit interest in advance of the next Board of Directors Meeting.

Mr. Mingoia presented a project approval process that has become cumbersome and needed to be streamlined. Mr. Brock noted that the thoughts behind expanding the review timeframe was to increase transparency and that we need to continue to have that as the goal and functionality. Mr. Sanders explained the public hearing process that the Town uses and suggested that we follow a similar model. The applicant would present, and then the public would present, whether opposed or for a project, followed by the Board having the opportunity to ask questions. The Committee instructed staff to work with counsel on developing written guidelines.

Mr. Mingoia presented initial program details on a façade program jointly administered by the Town. It is anticipated that the ADC would act as administrator.

At 9:30 AM, Mr. Wood made a motion, seconded by Mr. Szukala, and it carried unanimously.