

TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY
Minutes of the Executive Committee Meeting
February 5, 2016 – 9:00 AM
Agency Office, 4287 Main Street

PRESENT: Carlton N. Brock, Jr.
Michele F. Marconi
Aaron J. Stanley
E. Marshall Wood, Jr.
Edward F. Stachura
Steven D. Sanders
Michael R. Szukala
James Allen, Executive Director
David Mingoia, Deputy Director
Nathan Neill, Esq.

Mr. Brock opened the meeting and indicated that he would be out of Town on 2/19 and asked if the AIDA Board of Directors meeting for February could be moved to the 26th. Everyone agreed.

Mr. Brock then continued to discuss his goal of increasing dialogue and communication and that the Agency should strive to be consistent and transparent.

A general discussion took place regarding approving projects and time needed to review projects. It was agreed that public hearings and executive committee would take place on the first Friday of the month and review Board agenda items and projects. Regular Board meetings remain on the third Friday of the month.

Mr. Stanley disseminated a list of agenda items and began discussion regarding issuing a Request for Proposals for Agency Counsel. Mr. Stanley made a motion, seconded by Ms. Marconi and carried unanimously by the Executive Committee to have staff prepare the RFP for review by the Executive Committee.

General discussion surrounding the IDA Reform Legislation and its review and implementation occurred. The Governance Committee is tasked with identifying policies and documentation to be in complete compliance with the law by June 15th.

Mr. Wood left the meeting.

Agency rules of order for meetings was the next topic of discussion. The intent is to have written guidelines for such times as attendance and setting meeting agendas and adding agenda items. Mr. Stanley made a motion, seconded by Mr. Brock, to direct staff to review the Town's Rules of Order and prepare a document for the Agency for review by the Governance Committee in March. The motion carried unanimously by the Executive Committee.

Mr. Sanders left the meeting.

Ms. Marconi distributed a one-page summary of the Eligible, Ineligible and Neither Eligible or Ineligible NAICS codes from the UTEP. After discussion on its accuracy and the need for evaluation criteria per the IDA Reform Legislation, it was decided that the UTEP would be reviewed at the next AIDA Board of Directors meeting.

Mr. Stanley reviewed a few changes for the Agency By-Laws, such as adding in a nominating committee, eliminating the Assistant Secretary and developing an attendance policy. Mr. Stanley made a motion, seconded by Ms. Marconi, to have the Governance Committee review and recommend changes to the Agency By-Laws complete by May. The motion carried unanimously by the Executive Committee.

Mr. Stanley made a motion, seconded by Ms. Marconi, to end the meeting. The motion carried unanimously by the Executive Committee.