

**Watertown Empire Zone
Administrative Board Meeting
December 17, 2003**

The Watertown Empire Zone Administrative Board meeting was held on Wednesday, December 17, 2003 in the 3rd floor conference room, City Municipal Building, 245 Washington Street, Watertown, New York.

Members Present: Chairman Peter Clough, Peter Sovie, Joseph Butler, Jr., Phillip Gaffney, William Welbourn, Robert Lawlor,

Members Absent: Stephen Mitchell, Laurie Foster-Nortz, Dave Cheney

Others Present: Zone Coordinator Andrew Davis, Robert Camoin, Camoin Associates, Doug Schelleng Empire State Development

Chairman Clough called the meeting to order at 4:00 p.m.

Minutes: Mr. Lawlor made a motion to approve the minutes of the October 22, 2003 meeting, seconded by Mr. Gaffney. All in favor. Unanimously approved.

Treasurer's Report: Mr. Sovie reviewed the report, which included October and November reports and invoices.

Mr. Gaffney made a motion to approve the treasurer's report, seconded by Mr. Welbourn. All in favor. Unanimously approved.

North Country Children's Clinic: Mr. Davis reviewed the paperwork regarding the clinic's desire to move to 238 Arsenal Street and the fact that they are looking for the 25% incentive as a tax break contribution under the program for non-profits which will sunset in July.

The board discussed the fact that they do a good job in the community and they have about 100+ employees, with 80 working in Watertown. It was also mentioned that this would take a business property off of the tax rolls. However, it was agreed that they were going to move to that location regardless of having this incentive or not. Therefore, the board felt that they should do whatever they could to assist them.

Mr. Sovie made a motion to approve the certification for North Country Children's Clinic, seconded by Mr. Butler. All in favor. Unanimously approved.

Boundary Amendment Passed: Chairman Clough referred to the packet of letters, copies of which had been provided to the members, which consisted of correspondence from the State and responses from Chairman Clough in answering the questions they had concerning the boundary amendment. He stated that Senator Wright was a big help with getting this approved.

Statewide Zone Capital Corp.: The fund pool of \$18 million was approved.

Development Policy: Chairman Clough emphasized the need to have a policy statement in place and suggested that a meeting with the City Council and the Town of Watertown Board be held in January. The meeting would be used to get input from the City and the Town, which in turn, would be the driving force behind the policy.

Mr. Camoin addressed the board outlining the process of how Camoin Associates would recommend that the board proceed in updating the policy. He explained that the objective of developing the policy is to provide direction and guidance as well as providing benchmarks and also provides a plan on how the zone can work as a tool in the larger scheme of things. A policy would also help to eliminate potential criticism of the program. He also remarked that a policy is a guide for the board's decision making and a good policy takes into account targeted industry and job creation thresholds. Mr. Camoin explained that a plan is a strategy for action and should involve business, government and community leaders.

He advised the board that in addition to meeting with the City Council and the Town Board, existing plans need to be reviewed. However, a new development plan doesn't need to be created. He also explained that Mr. Davis has been reviewing the existing plans and will pull the information together. The development plans can then be used for deciding how the board might want to use the Zone to fuel those initiatives. Mr. Camoin indicated that based on the January meeting, Mr. Davis will develop a policy for the board to consider.

Mr. Butler commented that the boundary has already been set and asked if it could be broken down more.

Mr. Camoin explained that there was one more opportunity to change it before May.

Mr. Butler referred to the new members of Council and asked about their knowledge of the EDZ.

Chairman Clough explained that each would receive the agenda packet that had been presented to each board member.

Mr. Davis advised the board that he has received between 10 to 12 inquiries from businesses that would like to be included in the zone, if there is a boundary change. He explained that they are all retail and a number of them are in the Carthage area. He also advised that there is still 132 acres in the land bank. He also commented that 75% has to

be in the three contiguous areas and 25% has to be used outside the City. He stated that the development policy would shape the boundary amendment

Mr. Gaffney commented that the biggest influx of industry would probably be outside the City.

In referring to the policy, Mr. Butler remarked that it has to be flexible in the board's favor.

Mr. Schelleng suggested sending a draft of the policy to Albany when it is ready.

Business Certifications: Mr. Davis stated that six companies, which have received local certification, have been forwarded to the State. Five companies have received State certification.

Furniture: Mr. Davis reviewed the memo concerning this. He explained that the auditors determined that the furniture is depreciated. After a short discussion, Chairman Clough suggested that the furniture be given to the City due to the in-kind services the City gives to the EDZ board.

Mr. Gaffney made the motion to approve giving the remaining furniture to the City, seconded Mr. Lawlor. All in favor. Unanimously approved.

Other: Mr. Butler expressed his concern about the letter to the County for funding being sent too late and therefore, the County only authorized \$5,000.

Chairman Clough explained that the paperwork was late in getting to the County this year. However, the County's position was to go through the towns. He also remarked that this goes back to when the County wanted their own zone.

Mr. Gaffney remarked that the County had told them that they would go after the towns for the board.

Adjournment: Mr. Gaffney made a motion to adjourn the meeting at 4:55 p.m., seconded by Mr. Welbourn. All in favor. Unanimously approved.