



DRAFT-BOARD MEETING MINUTES- DRAFT

Tuesday, June 25, 2024

Gateway Visitor Center

Schuylerville, NY

MISSION STATEMENT

The Partnership's mission is to preserve, enhance and develop historic, agricultural, scenic, natural and recreational resources and the significant waterways within the Partnership Region. Through the tradition of municipal home rule, the Partnership will foster collaborative projects with pertinent non-profit and governmental entities with an emphasis on both agricultural and open space protection, economic and tourism development and interpretation of our natural and cultural heritage.

Board Members Attending:

Tom Richardson, City of Mechanicville
Joe Durkin, Rensselaer Land Trust/Plateau Alliance
Ed Kinowski, Town of Stillwater
Kay Tomasi, Senate Appointee
Ian Murray, Town of Saratoga

Also attending:

Andrew Alberti, Flatley Read, Partnership administration
Dave Roberts, GVC Project Coordinator/Contractor
Kate Morse, Hudson Crossing Park, GVC staffing administration
Tim Holmes, Friends of Saratoga Battlefield
Cory Heyman, Village of Schuylerville

Chairman Tom Richardson called the Board meeting to order. A quorum was present.

Secretary's Report: Minutes prepared by Joe Durkin

- The minutes for the May Board Meeting was approved, motion by Ian Murray, second by Ed Kinowski all in favor.

Financial Report: Drew Alberti, Ed Kinowski

Ed reported that he received a call from NYS Dept of State that the Partnership would be receiving a grant contract for \$150,000, but not clear what program/source. Tom R reported that according to his talks with Carrie Woerner the source continues to be the ESD program. Ms. Woerner will be seeking to make this a recurring annual budget item in the future.

-Drew reviewed the Financial Report and Summary in the Meeting Agenda. A key point, as shown on the Financial Summary, we received the 1st reimbursement - \$67,790, which gives the Partnership \$68,596 cash on hand for the next group of expenses.

---\$5,000 of the 1st reimbursement will go to the Tom Wood Fund and be used to pay for the Tom Wood Memorial project. Next was clarification of the costs for the Tom Wood Memorial landscaping. The total cost was estimated at \$9,000, \$5,000 of which was covered by the donations to the Tom Woods Memorial Fund. Thus leaving \$4,000 of costs to be covered. Ian Murray's company, Brookside Nursery, would cover \$2,000 leaving \$2,000 cost to be covered over the Tom Woods Memorial Fund. Based on this report and discussion a motion was made: **Motion 2024-6 by Ed Kinowski, seconded by Kay Tomasi authorizing payment of \$7,000 to Brookside Nursery, \$5,000 from the Tom Woods Fund and \$2,000 from general operations. Motion was approved unanimously.** There was a follow up discussion about how to install the Tom Wood Memorial Plaque. The idea was to place a sizable boulder with the Plaque embedded. The Town of Saratoga would cover the cost. The Executive Committee would review the wording of the Plaque.

-- Drew highlighted other known expenses shown in the Summary that could go into the 2nd reimbursement. The expenses paid from March 1 to date (\$3,914). The \$39,440 for HCP – GVC staffing is invoiced and ready to pay. For the \$3,600 to AJ Catalfamo for GVC interior all framing, Ed K has received the invoice. Dave R noted that these current projects were added to an existing contract. Dave R reported the hose bibs and water bottle station installment authorized at the May Meeting (Motion 2024-5) were also completed using an existing contract. No invoices have been received yet. Dave R said the cost of both plumbing projects together would be about \$2,000. Based on this report it was confirmed that these costs could be paid upon receipt of invoice.

Part of the finance report and discussion was that as shown in the Summary we have \$82,210 remaining under the current ESD grant contract and until April 2025 to request reimbursement. There was a discussion about how to handle current existing expenses vs expected routine expenses taking into account our current cash on hand of \$68,596. With the expenses outlined in the Summary (and discussed) we could have expenses up to approximately \$56,000 that we could put into the 2nd reimbursement request. This would leave approximately \$13,000 cash on hand until reimbursement. This also means that after our 2nd reimbursement we would have approximately \$26,000 of the remaining ESD grant for a 3rd reimbursement. We continued the discussion started at the May Board meeting of the need to manage the cash flow to submit reimbursement requests for the current ESD grant contract to the time of next ESD grant contract. Ed and Drew are still working to prepare a budget based partially on the budget that had been prepared for the current ESD grant contract.

Ian M reported that the Town of Saratoga was working with Saratoga County on an economic development grant which could provide funds for exterior lights and alarms at the GVC. If obtained, the Town could hire a contractor to do the installation. Joe D noted that that the Town would need to have an agreement with the Partnership in order to access the property. There was a discussion about the necessity of such an agreement. In addition to formal permission to access the property among the

reasons is to address liability, insurance and indemnity for possible accidents and lawsuits. Based on this discussion a motion was made to authorize an agreement. **Motion 2024-7 by Ed Kinowski, second by Kay Tomasi authorizing an agreement to allow the Town of Saratoga to install outdoor lights, alarms and related improvements to the GVC, unanimously approved.**

[*As a footnote to these minutes. Following the Board meeting in connection with the payments to be made to Brookside Nursery, Joe D reviewed the ESD grant agreement regarding the restriction on contracts with organizations which have a person on the Partnership Board. This restriction is what necessitated Sara Idelman's resignation from the Partnership Board due to her being on the Board of HCP. Regarding the Brookside Nursery situation, we simply will not be able to submit any such payments for reimbursement from the ESD grant. Joe D notified Tom R, Ed K and Drew A.]

Chairman's Report: Tom Richardson

- GVC as 250 Celebration headquarters. Tom R reported that he and Joe D met with the Saratoga County Attorney (and assistant Attorney) and Steve Bulger regarding the County utilizing the GVC both as the 250 Celebration planning headquarters and then as part of the overall tourism attractions infrastructure. Tom outlined the discussion highlighting key points as noted on the Board Meeting Agenda. What was presented to Saratoga County was essentially consistent with what the Board had discussed at the May Board meeting. The County would be given rights of occupancy for the ground floor and co-use of the main floor, parking and the grounds. In addition to finishing the ground floor, the County had noted the possible need to expand and improve the parking. The cost of finishing the ground floor and possibly expanding the parking for the County's intended use would be the County's expense. However, some costs such as electricity and water could remain as part of the Partnership operating costs and not be allocated to the County's use. Also within this discussion was that the outstanding \$250,000 loan from the County to the Partnership could be recognized as being repaid as part of the 'lease' of the ground floor. The pay-down of the loan would be done by allocating the County rent over the term of the agreement/lease and the collaboration over the use of the entire GVC. It was noted during the discussion that although we may be using commercial type leases as a model for the ground floor occupancy, the overall agreement with the County will be more of a collaboration agreement. The Partnership would remain in charge of management of the whole building and regional programming of the GVC could be coordinated with the programming of the use of the ground floor and the 250 Celebration.

-- In connection with Saratoga County's plans to utilize the GVC and enter into an agreement/lease with the Partnership, Drew A outlined a request we had received from the County to provide an MOU which described the mutual intent of the Partnership and the County. Since the County needed this quickly in order to file for grant and it was only an MOU, we had proceeded with the MOU. Drew thought we should have a motion confirming the MOU. **Motion 2024-8 made by Joe Durkin, seconded by Ed Kinowski confirming retroactively providing the MOU to Saratoga County.**

GVC Projects: Dave Roberts

Most of the GVC projects were discussed as part of the Financial Report (above). Further discussion of interior modifications should be deferred until we have more details about the Saratoga County plans (250 Celebration). One item is that Dave R. could assist as the Partnership representative in review of the County's build out under the proposed lease/occupancy.

Management of GVC:

- Kate Morse provided a detailed written report in advance of the meeting, included in the Meeting Agenda sent to the Board.

Tom R would like to look into extending the open hours of the GVC. Tom R and Kate M reported discussions with Dan Carpenter, Mayor of Schuylerville about extending the staffing hours to 6:00. Kate handed out an updated written report that showed possible staffing costs for the extended hours of 11:00 to 6:00 from July to Labor Day and July to December. Kate noted that there has not been much foot traffic thus far, but is beginning to pick up. Kate thought maybe extending hours to 6:00 on weekends. The Board agreed to delegate to the Executive committee to make operations decisions regarding hours of operation.

-- It was further noted that the Town of Saratoga may also be able to help with staffing. This could be accomplished via a municipal agreement of cooperation between them. Kate also discussing with Village about additional staffing.

-- Kate needs to work with Ed K and Drew A about the timing of both HCP staff and payments to the Village. It was reiterated that this is a major part of managing cash flow and when expenses are paid by the Partnership (need a budget/schedule of payments).

Old Business

Regional membership meeting scheduled to follow the Board meeting and Drew A will give a presentation.

Additional New Business

Ed reported on discussions with Steve Bulger and the 250 Celebration Committee about where possible battle re-enactment events could be held; maybe local farm fields.

Next Board Meeting will be in August; no Board meeting in July. Being no further discussions, Tom Richardson closed the meeting.

Minutes Prepared By Joseph Durkin