



**Minutes from...**  
**CAFTPC Monthly Board Meeting**  
**March 17, 2022 at 10 am at Tech Farm /Zoom**

**Members in Attendance (alphabetical by last name):**

Michael Manikowski (Chairman), Michael Nozzolio, Jan Nyrop, Brendan Tydings, and Catharine Young

**Non-Members in attendance (alphabetical by last name):**

Barry Dumbauld (Hunt EAS), Sarah Meyer, Harry, Sicherman, Michael Trapanovski (Hunt EAS)

**I. Call to Order/Introductions (Chairman Michael Manikowski)**

Meeting called to order at 10:05 AM.

**Guest Presentation, Hunt EAS and Manufacturing Facility (moved ahead in agenda)**

A presentation from Hunt EAS, regarding Manufacturing Building, was provided to Board members. The Hunt AES team outlined project progress, schedule, and budget. Key points of the discussion included the SMP Report, additional soil sampling by CT Male, the bid process, and schedule. Project updates, ESD/EDA grant requirements and their effect on the project schedule were all parts of the group discussion as the presentation progressed. Harry Sicherman reported progress on the LNB mortgage and resolving issues with the parcel, title, etc. Harry Sicherman and Sarah Meyer will work on completing the Real Property Tax Exemption Application, which will require many attachments of CAFTPC organizational documents. Discussion shifted to the need for a Tech Park master plan and suggested consulting help or outsourcing the project for summer 2022. Michael Nozzolio recommended looking into a CFA Planning grant with Round 12 due in July. Harry updated the MOI with AES and sent it to AES for review in January 2022. Brendan Tydings plans to have a conversation with AES.

**II. Review and Approval of February 2022 Minutes (Chairman Michael Manikowski)**

*Minutes were approved with a motion by Michael Nozzolio; seconded by Jan Nyrop. Unanimously passed at 10:46 am.*

**III. Tech Farm**

Harry Sicherman provided a brief update on the NYSTAR CFA Incubator grant progression as everything has been submitted to ESD. The signed contract was expected to take effect on April 1<sup>st</sup>. He expected that the COE can begin hiring the two positions very soon. For the contract, Board officers were confirmed:

- Michael Manikowski- Chairman
- Bill Strassburg- Vice Chair
- Catharine Young- Secretary
- Brendan Tydings- Treasurer

*A motion was made by Michael Nozzolio to designate the CAFTPC Board's officers; seconded by Jan Nyrop. Passed unanimously at 10:51am.*

Sarah Meyer reviewed the approved expenses over \$2,000 since the last Board meeting and the anticipated invoices and expenses to be paid, as well as current account balances and QB reports.

**IV. Manufacturing Facility (moved to Hunt presentation)**

See above.

**V. Operations (Sarah Meyer)**

Notes from previous month activities was reviewed with Board members. The board questioned the true operating costs and expected expenses, such as refuse removal and phone/wifi charges. Harry Sicherman questioned the availability of the financial statement, tax return, and audit completion. Brendan Tydings briefly mentioned the proposed changes to the lease and rates for manufacturing and lab spaces and proposed tenant conversations. Sarah Meyer has provided a list of potential expenses regarding operations, such as landscaping, preventative maintenance plans, and snow removal. Brendan Tydings and Sarah Meyer will work through the determination of operating costs and needed revenue to break even.

**VI. Tech Farm Financial Report (Sarah Meyer/Brendan Tydings)**

Sarah Meyer reviewed the reports and expenses since last Board Meeting.

**VII. Executive Session**

Did not occur.

**VIII. Adjourn Meeting (Chairman Michael Manikowski)**

*Motion made by Michael Nozzolio; seconded by Catharine Young. Passed unanimously at 11:33am.*

**Resolution via Email**

*The CAFTPC Board of Directors has set an intention and authorization to construct, in 2022, a 20,000+/- square foot multi-tenant manufacturing facility, and related improvements, on an approximately 1.668+/- acre site (located within tax parcel portion of SBL 104.1-1-3), such sub-parcel to be designated as SBL 104.1-1-3./1.*

*Motion made by Brendan Tydings*

*2nd by Jan Nyrop*

*Passed Unanimously via email on April 6, 2022*