

**Minutes of the
Audit & Finance Committee Meeting
Buffalo Urban Development Corporation
95 Perry Street
Buffalo, New York 14203
June 23, 2017
12:00 P.M.**

Call to Order:

Committee Members Present:

James W. Comerford
Dennis M. Penman (Committee Chair)

Committee Members Absent:

David J. Nasca

Officers Present:

Peter M. Cammarata, President
David A. Stebbins, Executive Vice President
Brandye Merriweather, Vice President
Mollie M. Profic, Treasurer
Bradley Bach, Assistant Treasurer

Others Present: Dawn Boudreau, ECIDA; and Carrie A. Hocienec, ECIDA.

Roll Call: The roll of the Committee members was called at 12:15 p.m. and a quorum was determined to be present.

- 1.0 Approval of Minutes of the March 14, 2017 Meeting** – The minutes of the March 14, 2017 meeting of the Audit & Finance Committee were presented. Mr. Comerford made a motion to approve the meeting minutes. The motion was seconded by Mr. Penman and unanimously carried.
- 2.0 683 Northland PLA/Community Workforce Agreement** – Mr. Cammarata reviewed with the Committee a draft memorandum that will be presented at Tuesday's Board meeting regarding the Project Labor Agreement (PLA) and Community Workforce Agreement (CWA) with the Buffalo Building and Construction Trades Council for the construction of the WNY Workforce Training Center at 683 Northland. Mr. Cammarata outlined the key features of the PLA and the CWA. He noted that the CWA represents a significant achievement for the project in terms of expanding contracting and employment opportunities for MWBE firms and neighborhood residents. The Committee discussed the PLA and CWA. Following the discussion, Mr. Comerford made a motion to recommend that the Board of Directors ratify and approve the PLA and CWA with the Buffalo Building and Construction Trades Council for the construction of the WNY Workforce Training Center at 683 Northland. The motion was seconded by Mr. Penman and unanimously carried.
- 3.0 Audit & Finance Committee Charter Revisions** – Mr. Cammarata reported on additional proposed changes made to the Audit & Finance Committee Charter relating to finance and budgeting functions and responsibilities. After a discussion regarding the proposed changes, Mr. Comerford made a motion to recommend that the Board of Directors adopt the amended and restated Audit & Finance Committee Charter with the additional changes. The motion was seconded by Mr. Penman and unanimously carried.

- 4.0 **SEP Payment Process Changes Memo** – Ms. Profic reviewed with the Committee her March 31, 2017 memorandum regarding administrative changes to the Simplified Employee Pension (SEP) program. Contributions will be made to SEP accounts on a quarterly basis.
- 5.0 **Form 990 Update** - Ms. Profic reported on a minor revision that was made to the 2016 Form 990 relating to the reporting of BUDC LLCs as disregarded entities for tax purposes. She noted that Board members were offered the opportunity to review and comment on the draft Form 990 prior to it being filed with the Internal Revenue Service.
- 6.0 **683 Northland – Construction Bridge Loan Update** – Mr. Stebbins reported that KeyBank has requested a cash flow schedule for the project as part of its preparation of a formal commitment letter for the bridge loan. It is anticipated that the commitment letter will be issued soon.
- 7.0 **683 Northland – Rehabilitation Tax Credit Financing Update** – Mr. Stebbins updated the Committee regarding a recent conference call with the tax credits consulting team and the progress that has been made with respect to attracting tax credits investors to the project. Mark Stebbins and Tim Favaro will attend the Board meeting on Tuesday, June 27th to update the Board regarding the tax credits process.
- 8.0 **683 Northland – Gilbane Guaranteed Maximum Price (GMP) Update** – Mr. Stebbins reported that two additional early bid packages were reviewed by the Real Estate Committee and recommended for approval. Gilbane is working on its calculation of the guaranteed maximum price (GMP) for the project. The GMP will be subject to Committee review and Board approval.
- 9.0 **Northland Beltline – CDBG Funding Update** - Mr. Cammarata updated the Committee regarding the submission of reimbursement requests for project costs that are eligible to be paid for under the CDBG agreement with the City of Buffalo. Three reimbursement requests have been submitted to date and are being reviewed by the City's audit department.
- 10.0 **Northland Beltline – Restore New York Update** – Mr. Stebbins presented a brief update regarding the Restore New York grant.
- 11.0 **Northland Beltline – ESD Funding Update** – Mr. Cammarata presented a brief update regarding ESD grant funding for the project.
- 12.0 **BBRP/BUDC Loan Program Update** – Ms. Merriweather presented a brief report regarding the BBRP Loan Program. Responses to the request for proposals for the BBRP Loan Program are due on Friday, June 30th. BUDC has received three proposals to date, and there are several others that may be submitted before the deadline. Ms. Merriweather also informed the Committee that the BBRP loan for the Alexander Apartments project closed last month.
- 13.0 **Adjournment** – There being no further business to come before the Audit & Finance Committee, upon motion made by Mr. Comerford, seconded by Mr. Penman and unanimously carried, the June 23, 2017 meeting of the Audit & Finance Committee was adjourned at 12:55 p.m.

Respectfully submitted,



David A. Stebbins
Secretary of the Meeting