



CAPITALIZE ALBANY
CORPORATION

Monday, March 17, 2025
21 Lodge St., Albany, NY
11:00 a.m.

Capitalize Albany Corporation
Finance and Investment Committee Meeting

Agenda

Detailed minutes of the proceedings will be posted on the Corporation's website following the meeting.

1. Review of the minutes from the Finance & Investment Committee meeting of January 21, 2025
2. Finance Update
 - a) Loan Receivables
 - b) Review Bank Account
3. Other Business
 - a) 2024 Audit Update
 - b) Capitalize Albany Real Estate Loan Fund
4. Executive Session (if necessary)

Next Meeting: April 14, 2025, 11:00 a.m.

MINUTES



**CAPITALIZE ALBANY
CORPORATION**

Date of Meeting: January 21, 2025

Meeting: Capitalize Albany Corporation Finance & Investment Committee Meeting

The meeting of the Capitalize Albany Corporation Finance & Investment Committee was held at 11:00 a.m. January 21, 2025, at 21 Lodge Street in Albany, New York.

The following were in attendance:

Committee Members: Anders Tomson, John Harris, John Vero and Richard Sleasman

Excused Members: None

Other: Thomas M. Owens, Esq.; Tom Libertucci, BST; Bob Hennes, Graypoint Advisors

Staff: Ashley Mohl, Andrew Biggane, Andrew Corcione, Maria Lynch, Olivia Sewak and Cassidy Roberts

Finance Committee Chair Anders Tomson called the meeting of the Finance Committee to order at 11:04 a.m.

Review of the minutes from the Finance & Investment Committee meeting of December 16, 2024

The Committee reviewed the minutes of the previous meeting. John Vero made a motion for approval and John Harris seconded. The Committee voted unanimously to approve the minutes from the Finance & Investment Committee meeting of December 16, 2024.

Annual Review of Financial Reports

Investment Review

Bob Hennes of Graypoint Advisors reviewed the Capitalize Albany Investment Portfolio Report and the Short-Term Investment Services Report as of December 31, 2024, with the Committee. Mr. Hennes discussed the Investment Portfolio in detail and advised the Committee that Corporation's Investment Portfolio composition remains appropriate. Mr. Hennes then discussed potential adjustments depending on market conditions. The Committee requested that, for the Board meeting and going forward, Staff and Graypoint provide a report that presents a comprehensive view of the Corporation's financial position. This report should reflect a consolidated analysis of both the investment portfolio and liquid assets to ensure a complete overview of all funds and fixed assets held by the Corporation (cashflow and absolute income level) and how these investments are supporting our operations.

Bob Hennes left the meeting at 11:48 a.m.

At the direction of Staff and Legal Counsel, and to ensure quorum for action items, Committee Chair Tomson sought consensus from the Committee to reorder the agenda, prioritizing items requiring formal action. By unanimous verbal consent, the Committee approved the adjustment, resulting in the Clinton Market Update and the Quarterly Financial Report being reordered accordingly.

Clinton Market Update

On the recommendation of Staff and Counsel, Finance Committee Chair Anders Tomson motioned to enter Executive Session to discuss matters related to the potential appointment of a particular person or corporation. The motion was seconded by John Harris. Upon a unanimous vote, the Committee entered Executive Session at 11:50 a.m.

Tom Libertucci left the meeting at 11:50 a.m.

John Harris made a motion to exit the Executive Session, which was seconded by John Vero. Following a unanimous vote, the meeting exited Executive Session at 12:36 p.m.

Richard Sleasman left the meeting at 12:36 p.m.

Committee Chair Tomson noted that no action was taken during Executive Session, and the session was to review and discuss a proposal related to the Market Operator RFP for CMC. Moreover, the Committee will provide a positive recommendation to the full Board to allow the CAC President to negotiate and execute the contract according to the parameters outlined in the CAC's Market Operator RFP for Clinton Market Collective, with modest modifications or recommendations from the Finance Committee. A motion was made by John Harris and seconded by John Vero. A vote being taken, the motion passed unanimously with all members voting aye.

Annual Real Property Report

The Committee reviewed the Corporation's Real Property Report, which included a list of all real property owned as of December 31, 2024. Updates to the 2024 Real Property Report included the acquisition of 34 Hamilton Street and the removal of the Palace Theater properties—168 North Pearl Street, 170 North Pearl Street, 27 Clinton Avenue, 27 1/2 Clinton Avenue, and 29 1/2 Clinton Avenue—following the finalization of their sale. Staff noted that the review and discussion of the Real Property Report is an annual requirement of the Authorities Budget Office (ABO) and that the report will be utilized for the Corporation's annual state reporting, due at the end of March.

The Committee discussed the 34 Hamilton Street property, currently serving as the Greyhound Bus Station through an existing month-to-month lease, focusing on its strategic management in both the near and long term. The Committee noted that CDTA has conducted a number of studies over the years to assess the feasibility of a Downtown transportation hub and recommended working with CDTA, the Stantec real estate advisory team, and other partners as appropriate to determine suitable sites for a future bus station location.

Following the discussion, the Committee agreed to positively recommend the draft 2024 Real Property Report to the full Board for review. John Harris made a motion and John Vero seconded. A vote being taken, the motion passed unanimously with all members voting aye.

Annual Review of Corporate Policies

Review Finance Committee Charter

The Committee conducted a review of the Corporation's Finance Committee Charter. The Committee discussed a suggestion from Counsel to consider a potential reduction to the minimum number of required Committee meetings per year from four to two. The Committee sentiment was that four meetings per year to align with the Board's quarterly financial reporting requirements is appropriate and should be maintained. As such, no amendments to the Committee Charter were recommended. John Harris made a motion for approval of the Committee Charter and John Vero seconded. A vote being taken, the motion passed unanimously with all members voting aye.

Review Procurement Policy

Staff noted that the Procurement Policy was thoroughly reviewed in the fourth quarter of 2024. During the review, it was recommended and subsequently approved by the Board to increase the approval thresholds that determine when and if proposals in the procurement processes require Board approval. Additionally, changes were approved that provide greater flexibility, allowing one officer and one director to make recommendations on procurement selections. The Committee again reviewed the Corporation's current Procurement Policy, and no further revisions were recommended at this time. John Harris made a motion to recommend the Procurement Policy to the full

Board for its approval and accept the Procurement Policy without amendment, which was seconded by John Vero. A vote being taken, upon which all members present voted aye.

Other Business

Clinton Market Update

At the request of Chair Tomson, Staff provided a brief update during the open session regarding CMC operations and maintenance. They also outlined the anticipated timeline for the start of event programming, noting that it is contingent upon the approval of the contract for the Market Operator for Clinton Market Collective by the Board.

Quarterly Financial Report and 2024 Unaudited Results

Staff reported on the financial performance of the Corporation for the 4th Quarter, which BST had prepared. On a pre-audit basis, through December 31, 2024, the Corporation had a net income of approximately \$2.2 million. Staff also reviewed the unaudited budget results for 2024 with the Committee and provided a status update on the ongoing 2024 audit. The Committee noted that the Corporation needs to create opportunities to spend money for continued success.

Liberty Park Update

On the recommendation of Staff and Counsel, Chair Tomson called for a motion to enter Executive Session to discuss matters regarding the potential disposition of real property, the publicity of which would substantially affect the value thereof and ongoing litigation. A motion was made by John Harris and seconded by John Vero. Upon a unanimous vote, the Committee entered Executive Session at 12:53 p.m.

John Vero made a motion to exit the Executive Session, which was seconded by John Harris. Following a unanimous vote, the meeting exited Executive Session at 2:00 p.m. Chair Tomson noted for the record that no action was taken during the Executive Session, and the session was to discuss real estate matters of a confidential nature.

Adjournment

There being no further business, the Capitalize Albany Corporation Finance & Investment Committee meeting was adjourned at 1:01 p.m.



Capitalize Albany Corporation Finance Committee Meetings for 2025

January 21st
March 17th
April 14th
May 12th.
June 16th
July 21st
September 15th
October 20th
December 8th

****Please Note****

All Capitalize Albany Corporation **Finance Committee** meetings will be held at 21 Lodge Street at **11:00 A.M.**
(unless otherwise scheduled)



Real Estate Loan Program

Program

The Capitalize Albany Corporation has committed \$2 million for the purpose of supporting transformational real estate development projects. The Real Estate Loan Program provides financing to qualifying real estate development projects. This will support the revitalization of property and the retention and creation of jobs for City residents. Preferred projects include strategic properties that currently are vacant or underutilized and, with rehabilitation or construction, could have a positive revitalizing effect on the community.

Project Financing

- The program offers long term, fixed rate financing at below market interest rates.
- Loans can be approved for a minimum of \$100,000.
- Loans may not exceed 40% of total project cost.
- Loan terms are typically 5 to 7 years on equipment, and up to 15 years on buildings.
- Loan proceeds may be used for construction, fixed asset financing as well rehab costs related to tenant fit ups for new business locations or residential conversion costs for rehab projects. This includes building acquisition, rehab costs, furniture, fixture and equipment, construction, expansion or conversion of facilities. Loan proceeds cannot be used to refinance debt, purchase inventory, pay other non-capital costs, or to finance stand-alone restaurants, retail or speculative projects.

Program Requirements

Loans may be used with other private and public funds. Capitalize Albany Corporation will take a subordinated collateral position to a private lender. The Borrower is responsible for payment of all fees and costs necessary for the Corporation to process the loan. At a minimum, borrower will be required to pay the following fees and costs prior to loan closing:

- \$250 nonrefundable application fee due with application
- Loan fee equal to 1.5% of the Capitalize Albany Corporation loan amount < \$200,000 and 1% of the Capitalize Albany Corporation loan amount > \$200,000
- Capitalize Albany Corporation legal expenses

Projects must also

- Demonstrate an economic benefit including improvements to distressed properties, increased property taxes, and job creation,
- Provide a minimum of 10% equity,
- The borrower must provide a personal guarantee for the loan amount, and
- Demonstrate adequate collateral, credit and capacity to repay the loan.

For additional information on the Capitalize Albany Corporation Real Estate Development Loan Program visit:

www.capitalizealbany.com