

## **CWC POLICY COMMITTEE**

**January 6, 2026**

### **MINUTES**

Members Present: Shilo Williams, Richard Parete, Tina Molé, Alicia Terry, Innes Kasanof

Excused: Christopher Mathews, Thomas Snow

I.      Called to Order at 10:55 AM

II.     December 2, 2025 minutes unanimously approved upon motion of Alicia Terry and second by Tina Molé

III.    Records Retention Policy – Final Draft

Gemma Young reviewed the proposed Records Retention Policy. The purpose of the policy is to comply with Freedom of Information Law, CWC-NYCDEP Contracts, as well as retain some records permanently. Gemma noted that the policy included best practices for various types of records.

Upon motion of Alicia Terry and seconded by Innes Kasanof, the Committee unanimously recommended that the CWC Board of Directors adopt the Records Retention Policy.

IV.     Other

Tim Cox stated that per the Committee's request, he had issued a request for proposals for CWC Outside Counsel. It was advertised both in the Albany Times Union and local newspapers. In spite of similar advertising generating a lot of interest for Flood Feasibility Studies, CWC received very few inquiries for outside counsel, with one coming in the day before responses were due. The only timely response to the proposal received was from Whiteman Osterman and Hanna. Tim noted that in 2025, the firm had held hourly fee rates unchanged. This proposal increased hourly fee rates and also added an additional closing charge if the borrower was not represented by an attorney. Upon motion of Alicia Terry and second by Tina Molé, the Committee unanimously recommended that CWC approve an agreement with the firm for 2026 as outside counsel.

V.      Adjourned at 11:24 AM