

May 1, 2020

## **Global Albany Outreach Proposal to the NYDEC**

Global hosted an open house on February 25 on its proposed Title V permit modification application for the Albany Terminal and was scheduled to host a public meeting in March after the application was submitted. The purpose of the public meeting is to allow Global's neighbors the opportunity to learn about the proposed changes and ask questions. Due to COVID-19, that meeting cannot happen in person, as initially imagined.

Here are our recommendations on proceeding with outreach to fulfill the intent of the public meeting, and provide the community different ways to learn about the permit and engage with Global.

Global is looking to use a blend of technologies and create a variety of access points so that it is easy for neighbors to participate. We seek to educate and engage the community.

- Make a video that clearly explains the permit and Global's operations in Albany. The video would include sections on these topics:
  - About Global
  - Terminal operations
  - Community outreach
  - Permit: what changes are being proposed?
    - What is biodiesel?
    - Flexibility and throughput caps
  - Permitting process, what to expect, what's next
- Publish the video through the GlobalAlbany.com website, other websites like the Albany Housing Authority, and via email to the stakeholder list. Global's community liaison would also follow up with certain stakeholders to ensure they have received the information.
- Send a direct mail to neighbors and stakeholders (using the existing mailing list). The mailing would inform and invite neighbors to join the virtual public meetings and view the video and other information online. It would also include a postage pre-paid response card soliciting questions from community members. The

neighbors and stakeholders that receive the postcard would thus be able to quickly write down a question, and mail their postcard back to Global at no cost. The mailing would include this information:

- A summary of the application;
  - Directions on how to obtain the application materials on the publicly available website;
  - The time and date of a video- or teleconference-meeting, and directions for accessing it;
  - A contact list of telephone numbers and e-mail addresses;
  - Instructions on how impacted residents can submit questions or comments via email, writing or telephone, and the deadline for submitting questions via those alternative methods.
  - The community could also submit questions through the website.
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- The virtual meeting information would also be available online through the GlobalAlbany.com website, through other websites like the Albany Housing Authority and via email to the stakeholder list. If feasible under COVID-19 restrictions, we will also post information at these locations. The community could also submit questions through the website.
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- Host two virtual public meetings that are accessible by phone and video. Global contemplates hosting two meetings, one in the evening and one midday. The meetings would follow this format:
    - Screening of the video to explain the permit and Global's operations.
    - Additional remarks by subject matter experts at Global and possible community leaders.
    - Q&A section
      - Global would read questions from the submitted postcards and online questions.
      - Global would open the meeting to additional questions.
      - Global's prime objective is to listen to the community at these virtual meetings. When possible, Global will respond to questions.
    - Discussion of status of review process and steps going forward.
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- Videos of the meetings would be saved online.
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- Pertinent questions and comments will be saved in a separate document that is easily searchable online and will be provided to the NYDEC. All comments received via postcard, email or at the meetings will be documented.

- *Technology:* Global will need to research the best platform to host the virtual public meetings, balancing access and security. For example, attendees that wish to ask a question “live” during the virtual public meetings may need to RSVP in advance to allow Global to keep the meeting secure. However, Global will look for ways to make the video feed live and public during the virtual meeting for all observers.

### **Suggested Timeline (given in number of weeks per phase, start date will be adjusted accordingly)**

#### **3 Weeks**

- Finalize virtual outreach with NYDEC
- Global produces video and outreach materials

#### **1-2 Week**

- Mail post cards\*
- Publish video online
- Outreach to stakeholders

#### **1 Week**

- Host two virtual meetings

#### **1 Week**

- Publish virtual meetings and Q&A to website

*\*Three-weeks notice is written into our PPP, please note the NYDEC is requiring 15-days per the below criteria.*

### **Criteria from NYDEC**

1. **Applicants** and **DEC staff** must immediately cancel all public meetings and information sessions.
2. As part of any public participation plans, **applicants** must host one video or teleconference call in place of cancelled public meetings and information sessions.
3. **Applicants** must create a dedicated publicly accessible website to publish all application and related documents.

4. **Applicants** must mail informational flyers to impacted residents 1) with a summary of the application, 2) directions on how to obtain the application materials on the publicly available website, 3) the time and date of a video- or teleconference-meeting (that would take place in place of a public meeting), and 4) a contact list of telephone numbers and e-mail addresses. Applicants must provide explicit directions on signing onto the tele- or video conference. The informational flyer should also include instructions on how impacted residents can submit questions or comments via email, writing or telephone, and the deadline for submitting questions via those alternative methods.
5. The video- or teleconference should occur not less than fifteen days from the postmark date of the informational mailing.
6. Public participation plans must allow for impacted residents to submit comments or questions by telephone or email to the **applicant** for a period of 15 days from the date of the video or teleconference. The minimum public comment period shall be 35 days from the date of the post mark date of the informational flyer.
7. **Applicants** must provide to the DEC staff written comments, if any, and a summary of public comments received."