



**Thayer Street District Management Authority
Board of Directors Meeting**

Tuesday, July 1, 2014

MEETING MINUTES

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:05 a.m.

1. Roll Call

Directors: Edward Bishop, Chair; Albert Dahlberg; John Luipold; Susan Mardo; Dean Martineau; David Shwaery; Emily Kish & Donna Personeus, Executive Director. Steve Lewinstein and Paul Greisinger were unable to attend.

2. Discussion and Vote on the Board Meeting Minutes from June 3, 2014

Minutes from the June 3, 2014 board meeting were approved with a small edit after a motion by Mr. Shwaery, which was seconded by Mr. Luipold. The vote was unanimous.

3. Discussion and Vote on Financial Report

The Financial Reports were presented July 1, 2014 and approved unanimously after a motion by Mr. Luipold, which was seconded by Mr. Shwaery.

Mr. Luipold requested that time to discuss Capital Planning/Equity be added to the August Board meeting agenda. He asked Ms. Personeus to prepare a list based on Board Member suggestions for further discussion. Ms. Personeus was asked to work with the bookkeeper to research details on budget line item: Prepaid Assessments.

4. Executive Director Update:

Ms. Personeus reported that the TSDMA audit is moving forward, information is being gathered and presented to the audit company upon request. Mr. Luipold stated Ms. Personeus should contact him directly for information regarding administrative structure and procedures for the dates in question.

Ms. Personeus stated that TSDMA tax assessment delinquent notices were sent certified mail with confirmation of receipt requested to the following members: Mr. Walter Bronhard; Thayer Street Realty, LLC; Mitrelis Family Partnership; Matlin Trust. The delinquent status of the K&K Dulgarian Trust will be addressed separately after a full forensic audit of the account has been completed.

Ms. Personeus reported that she is working with the new bookkeeper to integrate all notices and FY 2015 assessments into Quickbooks. FY 2015 Assessments will be mailed in July 2014 with first payments due in

August 2014.

An update was given by Ms. Personeus to the Board on the progress of the Fall Festival with Festival Fete. Ms. Personeus will be presenting the event before the City of Providence Event committee for final City approval in writing on July 15. She reported that merchants will be invited to also participate with a tent outside their business location via email and printed materials. Ms. Personeus asked for recommendations from the Board as to the (10) ten Non-profits the TSDMA should invite to participate at no cost. Ms. Personeus reported that she was working with Mr. Bishop to secure the appropriate additional event liability insurance coverage/protection for the Board, Executive Director and TSDMA. Mr. Bishop's agency is currently double checking coverage based upon conversations with Ms. Personeus. The insurance will be in effect before the first TSDMA event takes place. Ms. Personeus reported that she would sign the Executive Director contract agreement once she had confirmation that the proper insurance had been secured on her behalf.

Ms. Personeus reported that she is working on the following additional marketing programs and events for the future: Bicycle Benefits, Ten31 workshops: Zombie and children friendly, Holiday Lighting Thayer Nov-Mar

Ms. Personeus reported on a social media branding issue concerning the facebook page: "Thayer Street - Providence, RI". She reported that she had discontinued the TSDMA's relationship with the administrator of that facebook page, creating a brand new facebook page in which the TSDMA would have complete control of content and the ability to build and promote, called: "Thayer Street District - TSDMA Providence RI". The Board agreed and supported the creation and promotion of the page with funds from the FY 2015 marketing budget.

Ms. Personeus reviewed the State's Open Meeting Laws to ensure the TSDMA Board Meetings are in compliance. She provided the Board with copies of the "Quick Checklist of the Major Requirements of the Open Meetings Act" for review. She stated that she could not find reference to the "closing of meeting room doors" but would address that question when she attends the 16th annual Open Government Summit on August 1, 2014 and report back to the Board at the August meeting.

Ms. Personeus followed up on her request to obtain a copy of the TSDMA mission statement. Mr. Shwaery said he check his documents for a copy.

5. Logo Contest:

Ms. Personeus presented (52) fifty-two logo contest submissions and the results of the public voting for review. Each board member was asked to select their top (5) five choices. The results were tabulated and the top (5) five and the existing logo were selected. Ms. Personeus stated she would announce the finalists via the TSDMA website and facebook for additional public voting. She will present the finalist to the Board in the August meeting for vote. The winning logo will be selected at that time. The official announcement of the winning logo will be on August 6th.

6. Infrastructure Update: *Parklet, Street Improvements, Cameras, Trash compactor*

Mr. Dahlberg reported the trash compactor contract would be signed and that Brown University would provide a project manager to coordinate the installment. Details on how to manage the

cardboard/recyclable materials still needs to be determined.

Mr. Dahlberg reported there was an update on the security cameras. He had been in open discussions with representatives from Gilbane. Gilbane had shown interest in securing 100% video surveillance surrounding 257 Thayer. Mr. Dahlberg stated that the project cost would include: the purchase of cameras, wiring, installation, data storage, and monitoring, and that Brown University would be specing out of the cost of the entire project. Gilbane expressed an interest in partnering with Brown University and TSDMA to accomplish that level of security, offering to host the data collection on site at 257 Thayer, and the use of the 257 Thayer building to mount cameras. Mr. Dahlberg reported that Brown University would be willing to store the data. Mr. Dahlberg asked if the TSDMA would consider using TSDMA equity as a capital investment in the surveillance security project. Mr. Luipold suggested that this decision should be part of the full discussion on how to use the TSDMA's equity. It was decided to continue this discussion next month.

Mr. Dahlberg reported the final details of the bumpout plan were under review. It was decided that Ms. Personeus would contact the DWP requesting "Businesses Open During Construction" signage be arranged.

Mr. Dahlberg reported there was no update regarding the parklet project. John Cooke, Brown University project manager was working with the DWP on the final design. The current construction and installation will be complete in time for the Thayer Street September 28th Festival.

Ms. Mardo expressed concern regarding anticipated deliveries problems for businesses during construction. Ms. Personeus stated she would be sending an email to the merchants with a link to the latest construction updates from DPW to help keep the businesses informed.

6. Other Business - Board

Ms. Mardo updated the Board regarding the employee parking survey regarding shift times, number of employees, type of transportation. She is still waiting for more responses before compiling the data. She will report back to the Board at a later date when she has received enough responses.

There being no further business, the meeting was adjourned at 10:28 am.