



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

Tuesday, April 1, 2014

MEETING MINUTES

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:03 a.m.

1. Roll Call

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

2. Discussion and Vote on the Board Meetings on March 4, 2014

Minutes from the March 4, 2014 board meeting were approved after a motion by Mr. Dahlberg, which was seconded by Mr. Shwaery.

3. Discussion and Vote on Financial Report

The Financial Reports were presented in an accrual-based format. Ms. Personeus stated that she replaced the missing budgets that did not transfer in the conversion from Quickbooks desktop to Quickbooks online.

Ms. Personeus reported that the following properties that were put up for tax lien but are now in good standing and current: 275 Thayer Street (Thayer Realty Trust); 110 Waterman Street (Mr. Bronhard); 165 Angell Street (165 Investments LLC). Ms. Personeus reported the following properties, 252-254 Thayer Street and 260-264 Thayer Street (K & K Dulgarian Trust), were still in delinquent status and moving forward with the tax sale process.

Ms. Personeus requested the Board's guidance on whether she should continue the practice of applying each TSDMA assessment payment to the oldest outstanding invoice. She was instructed to continue this practice. No vote was taken to change the existing practice.

Ms. Personeus was asked to research possible solutions for the TSDMA in regards to the transfer of district taxes owed to the TSDMA when properties change ownership within the district.

It was requested Ms. Personeus make completion of the TSDMA audit project a priority.

Financial Report as presented April 1, 2014 was approved after a motion by Mr. Luipold which was seconded by Mr. Shwaery.

4. Executive Director Update

Ms. Personeus provided an update on vendor activities, stating that graffiti was relatively light. She met with David and James from Ocean State Janitorial regarding ambassador program and staff wearing TSDMA vests. David stated he would support the program. Ms. Personeus also met with Jim from Go Green regarding our recycling program and opportunities to expand it without cost to TSDMA. Ms. Personeus reported on external communications, stating she had attended the CHNA Board meeting, where they expressed their concerns regarding parking around the Gilbane project. She attended the Thayer Street Merchant's traffic/meter meeting and provided a TSDMA benefits information sheet that was passed out to attendees. The purpose for this meeting was to begin to re-establish the Thayer Street Merchant Association. She reported continuing to stop by and introducing herself to business owners/managers (Allegra, Blue State Coffee, Eye Center, Coco, Starbucks). She mentioned meeting with a member of the CHNA regarding requests to expand the hours of the ambassador program, and Eric Weiss regarding incorporating bike friendly ideas/events on Thayer. A bike repair station was suggested. Board members liked the idea but asked to revisit it in September. Ms. Personeus was granted a budget of \$100 for ambassador vests. It was suggested the vest be green or blue in color and include the new logo when complete.

Ms. Personeus reported on marketing efforts which included website updates, and developed a partnership with Thayer Street Providence RI Facebook owner with access to content creation. Ms. Personeus' recommendation to have a Logo contest to secure a new logo for the TSDMA with \$1,000 to be given to the artist of the winning logo was approved after a motion by Mr. Shwaery which was seconded by Mr. Dahlberg. Ms. Personeus reported on efforts to develop Thayer Street DMA sponsored events. She stated she is researching the following types of events and would be meeting with Festival Fete and Ten3: Kick Off Thayer Improvements, Sidewalk murals, Festival Fete, Ten31 Kids Workshops, Farmers Market, Pedicabs, Ribbon cutting party on road completion, and grand lighting of Thayer (Holiday Winter). Regarding Internal Communications, Ms. Personeus reported she had met with Mr. Martineau, Mr. Sorbo and has a meeting scheduled with Mr. Bilodeau.

5. Infrastructure Update: Parklet, street improvements, cameras and trash compactor

Mr. Dahlberg stated that after meeting with representatives from Gilbane he felt they would be open to taking a leadership role on the construction of the parklet. He recommended that we reach out and offer a leadership role on the TSDMA Board in the future, once construction on 275 was complete. Mr. Dahlberg reported the effort to make the camera security intensive and the possibility of Brown working with Gilbane. He will report back to the TSDMA on the level of Gilbane's involvement in the future. In regards to progress on the trash compactor, Mr. Dahlberg stated he is waiting on feedback from Brown's attorney regarding leasing land to Waste Management. John Cooke from Brown will meet with Waste Management on sizing issues. Mr. Dahlberg is waiting to hear on additional information regarding a recycling solution.

Ms. Kish reported on a May-August Thayer Street Improvement schedule from the City of Providence, stating that the majority of the work will occur after business hours to reduce impact on local businesses. She will address this and provide a timeline at the Merchant's meeting.

6. Thayer St Improvements Announcement

Mr. Dahlberg reported that Brown University was planning a Thayer Street Improvement Announcement for late April 2014. The press conference will include City and counsel representation and will highlight the improvements (parklet, curbs bump outs, trash compactor, transportation hub) that will be made this summer, and the financial commitment supporting these improvements.

7. Smoking Bar Legislation

The Board held an open discussion on the State Law in regards to Smoking Bar Legislation. The Board collectively decided a need for legislation to address hookah bars and enforcement. Mr Dahlberg asked the TSDMA what level of involvement and support the Board was interested in providing collectively, and offered to draft a letter from the TSDMA for Board review to support enforcement. The concept of creating a draft letter was approved after a motion by Mr. Luipold, which was 100% unanimous.

8. Thayer Street Expansion

The Board held an open discussion on the possibility of expanding the District. It was discussed that an expansion would effect a possible half dozen businesses. It was decided that a meaningful and logical study should be started to understand the situation. It was recommended that the study include: a map and listing of the business that would be included in the expansion, the financial gain from the expansion, the financial cost of the expansion, and what the potential benefits would be. Mr. Luipold and Mr. Bishop agreed to consult on the businesses that would be included.

8. Other Business

Mr. Martineau suggested and agreed to write a press release announcing Ms. Personeus as the TSDMA's new Executive Director.

Ms. Mardo stated she has concerns regarding the condition of the tree wells lining Thayer Street. Ms. Personeus agreed and will contact the City Forestry Department and look to resolve the situation.

There being no further business, the meeting was adjourned at 10:27 am