



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

Tuesday, May 5, 2015

**MEETING MINUTES**

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:07 a.m.

**1. Roll Call**

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

Absent: Steven Lewinstein

Guest: Katie Silberman, Brown University

**2. Discussion and Vote on the Board Meeting Minutes from April 7, 2015**

Minutes from the April 7, 2015 board meeting were approved with an edit after a motion by Mr. Shwaery, which was seconded by Mr. Bishop. The vote was unanimous.

**3. Discussion and Vote on Financial Report as provided on May 5, 2015**

The Financial Reports were presented May 5, 2015, and approved after a motion by Mr. Luipold, which was seconded by Mr. Bishop. The vote was unanimous.

**4. Dulgarian Lot #300 & #276 Tax Sale:**

Mr. Dulgarian addressed the Board on his properties going to tax sale. After hearing Mr. Dulgarian's statements, the Board decided to move forward with the Tax Sale, informing Mr. Dulgarian that his final payments must be received in full by the TSDMA by May 19, 2015, before 5:00 pm, to be removed from the City of Providence Tax Sale.

**5. Presentation and Discussion of FY 2016 Budget Second Draft:**

Ms. Personeus presented the second draft budget for FY 2016, as well as a revised Tax Assessment Worksheet for review and discussion that reflected the decisions that were made by the Budget Committee (Mr Luipold, Mr. Dahlberg, Mr. Martineau, Mr. Bishop and Ms. Personeus), as well as updated City of Providence Assessment Office's assessment valuations. Based on the City of Providence's assessment valuation of 257 Thayer Street and the tax assessment that TSDMA is able to charge, Ms. Personeus was asked to schedule a meeting with their representatives to discuss the level of services that will be provided.

The Board discussed the increase of services that the TSDMA is now providing to the district, in lieu of service cutbacks from the City of Providence. The largest increases were from the City's reduced or eliminated services of snow removal and tippy trash pickup on the weekends. Ms. Kish mentioned a change in management at the DPW; Russell Knight is now the new Public Works Director. She also reported DPW would be reviewing and setting their budgets soon for FY 2016.

After a review of each line item on the proposed FY 2016 budget, it was decided that an increase in the tax assessment to each TSDMA property of 10% (.00185) was necessary to help cover a portion of the projected income shortfall. It was noted that this is the first tax assessment percentage increase since the TSDMA was established. The tax assessment increase of 10% from .0016871 to .00185 was approved after a motion by Mr. Bishop, which was seconded by Mr. Luipold. The vote was unanimous. It was also discussed that the balance of the budget shortfall could be covered by the funds leftover from previous years in order not to inflict hardship of an increase over 10%. A final vote on the FY 2016 budget will take place on June 2, 2015.

#### **6. Board of Directors Executive Positions & Terms Review & Discussion:**

In the April meeting, it was decided that the TSDMA needed to review the existing policy regarding of officers and establish a process of implementation. Due to time resistants Ms. Personeus was asked to move this agenda item to the June 2015 Board Meeting for further discussion.

#### **7. Executive Director Update:**

*Current Audit; Update Weekend Tippy Trash Pick Up Discussion & Vote to continue Saturday Vendor; Graffiti Removal Update; TSDMA Storage Update; Status of Debit Card for Expenses; Thayer Street Spring Block Party Sponsored by Narragansett Beer Update; Annual Report for FY 2015 Discussion; TSDMA & Artbeat Thayer Window Art Gallery Project and T-Shirt Fundraising Project.*

Ms. Personeus reported that she had provided the Audit company with all the required information and was waiting to hear back from them. She was working on supplying the information for the next audit with the end of FY 2015 approaching. Ms. Personeus reported to the Board that the City of Providence had not reinstated tippy trash pickup for Saturday mornings, only Sunday mornings. Ms. Personeus stated that based on trash removal needs from February 2015, a tippy trash pick up on Saturday was necessary. Ms. Personeus stated it was one of the TSDMA heavier trash pickup days and asked the Board's approval to continue the service and add the additional cost to the budget. This request was approved. The vote was unanimous. Ms. Personeus reported that graffiti on Thayer Street had increased with 257 Thayer being hit the hardest. Ms. Personeus reported that the TSDMA was officially using the storage closet space at 272 Thayer Street provided by Farview. All marketing materials and holiday decorations had been moved to this location. Ms. Personeus also reported that she had received the debit card for her expenses. Ms. Personeus stated that she would be attending the final City Services event planning meeting, directly after the Board meeting with a representative from Narragansett Beer and Flatbread Company. The Neighbor Days team would be receiving the final number of police and fire officers along with final instructions for the beer garden that would be required. Ms. Personeus stated that she would like to include an Annual Report for FY 2015 with the Tax Assessment invoices for FY 2016 and asked for input. Mr. Dahlberg said he would advise her. Ms. Personeus reported that she has been working with the Brown Student organization Artbeat, to provide a proposal for putting Artwork into the empty Thayer Street store windows. She stated that a proposal from Artbeat had been presented to one of the owners and they were waiting for approval to move forward. Ms. Personeus also mentioned that she was working on an annual T-shirt fundraising project with Artbeat. They would provide a new T-shirt design annually which would be available for sale during the Fall Festival on Thayer Street and merchants on the street. Proceeds from

the sales will be split between the TSDMA and Artbeat.

#### **8. TSDMA Business Toolkit Update:**

Ms. Silberman presented the latest draft of the TSDMA Business Toolkit for review and discussion. Due to time restraints she asked that any requested additions, comments or edits be emailed directly to her. This is the last text proof that will be provided. Her next presentation of the Toolkit will be graphically designed. Ms. Personeus reported that the CHNA Board Members reviewed it and were pleased. They had a few small requests that Ms. Personeus will email to Ms. Silberman.

#### **9. Parking Initiative (Brown University):**

Mr. Luipold reported that a meeting has been scheduled for May 12 for the TSDMA Parking Initiative Committee to interview each of the potential valet companies that had submitted a proposal. The committee will report recommendations back to the Board.

#### **10. Infrastructure Update:** *Security Camera Project, Thayer Street Drainage Issue*

Mr. Dahlberg reported the 257 Thayer Security Camera Network is planned to go live this week. Mr. Dahlberg also reported on a drainage issue on Thayer Street. He has provided Ms. Personeus with photos and asked her to forward the photos to the entire Board after the meeting. Mr. Dahlberg asked Ms. Personeus to follow up with the City. Ms. Kish stated that the information should be sent to Nate Urso at DPW, and asked to be copied on the correspondence.

#### **11. Business Parking Permit Update:**

Ms. Kish reported the pilot program was ready to begin. Businesses would first need to apply, then their employees could apply.

#### **12. Merchant Report**

Ms. Mardo reported she had sent multiple emails to the Thayer Merchants. A few merchants had concerns but the majority were excited about the event. She reported that Narragansett Beer would be providing the live music, stage, tables, permits, and beer. Narragansett would also be working with each restaurant in the district to enable a fixed price per beer that will match the street beer garden price. Flatbread Company would be using their liquor license/extension of premise permit for the event and Chris Daltry from What Cheer Record Store would be handling the coordination of the vendor tents. Ms. Personeus reported that 50% of the proceeds would go to the Thayer Merchant's Association.

#### **13. Other Business**

There being no further business, the meeting was adjourned at 10:35 am.