



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

Tuesday, June 2, 2015

**MEETING MINUTES**

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:23 a.m.

**1. Roll Call**

Directors: Dean Martineau, Chair; Albert Dahlberg; John Luipold; Susan Mardo; Edward Bishop; Paul Greisinger; David Shwaery; Steve Lewinstein; Emily Kish & Donna Personeus, Executive Director.  
Guests: Katie Silberman, Brown University; Margit Liander, City of Providence

**2. Discussion and Vote on the Board Meeting Minutes from May 5, 2015**

Minutes from the May 5, 2015 board meeting were approved with an edit after a motion by Mr. Greisinger, which was seconded by Mr. Bishop. The vote was unanimous.

**3. Discussion and Vote on Financial Report as provided on June 2, 2015**

The Financial Reports were presented June 2, 2015, and approved with edits after a motion by Mr. Shwaery, which was seconded by Mr. Dahlberg. The vote was unanimous.

**4. Vote to Approve FY 2016 Budget**

The FY 2016 Budget budget of \$136,000, \$37,000 in capital improvements, with projected revenues of \$112,231 for FY 2016, were presented June 2, 2015 and approved after removal of a new additional \$750 insurance expense. The motion to approve was made by Mr. Shwaery, which was seconded by Mr. Greisinger. The vote was unanimous.

**5. Board of Directors Executive Positions & Terms Review & Discussion**

After Discussion, a Nominating Committee was created consisting of Mr. Luipold, Mr. Dahlberg, Mr. Bishop, Mr. Shwaery and Ms. Personeus. It was decided that the committee would meet and report back to the full Board at the July Board Meeting.

**6. Executive Director Update**

Ms. Personeus reported that the audit company representative had requested additional documentation which she was in the process of researching. Ms. Personeus updated the Board on the uptick in graffiti and that she was in weekly contact with our graffiti removal vendor. Ms. Personeus reported that she had

contacted Orion Red several times requesting suggestions for parklet maintenance and repair issues (missing screws, bowing blue panels, wires loosening or breaking and recommendations for wear of wood surfaces). She is currently waiting for a response. She also reported that a quote from a local vendor was secured by Mr. Martineau to power wash, sanding and apply sealant and was in excess of \$800. Ms. Personeus stated she would ask our current painting vendor for a quote. Ms. Personeus stated she would be preparing an annual report with Mr. Dahlberg's assistance to be included with the mailing of the FY 2016 Annual Assessment Tax invoices in July 2015. Ms. Personeus reported that the TSDMA's treewell improvement project is moving forward. She will be meeting with Bel Terra on Thayer Street to walk the tree well locations and put together a final detailed, multiple phased plan for completion this summer. Ms. Personeus announced that the property owners of 249 Thayer Street had agreed to work with herself and ArtBeat, a Brown Student Organization to fill the windows with on-going artwork exhibitions. Artbeat would also be providing the TSDMA with T-Shirt Artwork for our Fall Festival T-Shirt Fundraiser. Ms. Personeus reported that Legend Bicycle had chosen the bike repair station they prefer and that she would be working with Mr. Handy to create a written agreement between the TSDMA and Legend before purchasing the station. Ms. Personeus informed the Board on the upcoming events in which the TSDMA will be involved with: Crosswalk Catwalk on Thayer Street (dress rehearsals June 5 at 8 pm, June 6 at 3 pm & Fashion Show June 13 at 2 pm). Ms. Personeus has been in contact with the owner and creator of Crosswalk Catwalk since last year, and introduced her to the Thayer Street Merchant Association, securing an opportunity for her to speak at tomorrow's meeting, CHNA Prospect Park Revitalization Launch Party (June 17 at 6 pm), in which Ms. Personeus and Ms. Mardo reached out and secured food donations from Thayer merchants (Flatbread, Blue State Coffee, Paragon, Andreas, Kartabar), and Lippitt House Celebrates 150 Years! (June 28, 12- 4), in which TSDMA will have a booth and give out Bicycle Benefits Stickers to attendees who ride their bikes to the event.

#### **7. Parking Initiative (Brown University) Update**

Mr. Luipold reported the TSDMA Parking Initiative Committee reviewed the proposals from, and met with, each of the four vendor candidates. The committee had identified two preferred vendor choices: Marsella and Valet Connection. After a discussion with the Board regarding a summary of each proposal, it was recommended by the committee that Marsella Corp would be offered the first opportunity for a year-round pilot program. There was no objection from any Board Member. Mr. Luipold stated he would contact Marsella and begin the process of drawing up the agreements between Brown University and TSDMA, and the TSDMA and Marsella with the help of the Board's counsel, Mr. Handy. Mr. Luipold would work towards securing the necessary agreements before the end of July 2015, in hopes that the parking initiative pilot could begin August 1, 2015.

#### **8. Infrastructure Update**

Mr. Dahlberg reported that Mr. Bourne, of Gilbane, is working with their building electrical company to finish the wiring to allow the 257 Security Camera project to go live. Ms. Personeus stated she had provided the Thayer Street Drainage Issue photos taken by Mr. Dahlberg to the DPW, and they responded that they plan to review problem locations, but stated those drainage locations had been addressed during the Thayer Street repaving project.

#### **9. Business Parking Permit Update**

Ms. Kish updated the Board regarding the Thayer District Business Parking Permit Pilot Program. She stated Mr. Perrotta had reported that he had received permit applications from both businesses and employees. Ms. Mardo mentioned that employees felt it was a hardship to have to apply at DPW. It was

suggested that Ms. Mardo contact Mr. Perrotta and invite him to attend the next Merchant meeting and have employees submit their applications at that time. Ms. Kish confirmed that Phase one of the pilot program has 59 parking spots.

#### **10. Merchant Report**

Ms. Mardo reported on feedback from the Thayer Merchants regarding the Neighbor Day Event sponsored by Narragansett Beer. She stated they liked the idea of the Neighbor Day Event but would not want the event in the future to be on a Saturday; a Sunday is preferred. They would also prefer a date not close to local graduation events. The Merchants also felt the beer garden would need to be much larger in the future and would like to also consider serving wine to appeal to a more diverse audience. They felt the vendor tents coordinated by Thayer Merchant, What Cheer, were only located south of Meeting on Thayer. Businesses at the top of the street felt left out. Future events would need to have additional vendors at the top of the street as well. Ms. Mardo reported that Mr. Bourne was unhappy that a port-a-potty was overturned during the event. He also felt his property experienced an increased volume of trash from the event. He suggested the event needed a clean up crew. Ms. Personeus stated she would look into the issues Ms. Mardo had mentioned and would report back to the Board at the next meeting. Ms. Personeus mentioned that the TSDMA had hired a cleaning crew of one (James) throughout the entire event and a crew of two (James and other) from 5-8 p.m. just for the event. Ms. Personeus also reported that the Merchants Association earned \$1,400 for their organization from the sale of the beer donated by Narragansett Beer and Flatbread Co.

#### **11. Other Business**

Ms. Kish announced that she will be leaving the TSDMA Board due to leaving her City of Providence position as of June 18th, moving out of state. She introduced Ms. Liander as her replacement as the TSDMA's City of Providence's liaison.

Ms. Kish reported that numbers on the Thayer Street meter pilot program are still being collected. At this point, not enough data has been collected in order to report. Ms. Kish reported the City of Providence will be analyzing the income collected and still plans on determining a percentage of that income that would be turned over to the TSDMA to manage. She stated that the signage "Sunday" problem should be been corrected.

Ms. Kish confirmed that her office will handle the graphic design of the TSDMA Business Guide. She asked that the copy, once complete, be sent to Ms. Liander, her successor.

Mr. Bishop presented an opportunity for the TSDMA to be involved in the creation of the Historical Book on College Hill/Thayer Street. He stated that the TSDMA would need to have a Board Member or more participate with other members of the community. Interest from the Board was positive.

There being no further business, the meeting was adjourned at 10:30 am.