



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

Tuesday, August 4, 2015

MEETING MINUTES

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:04 a.m.

1. Roll Call

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

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

Minutes from the July 7, 2015 board meeting were approved with small edits after a motion by Mr. Luipold, which was seconded by Mr. Dahlberg. The vote was unanimous.

3. Discussion and Vote on Financial Report as provided on August 4, 2015

The Financial Reports were presented August 4, 2015, and approved with edits after a motion by Mr. Luipold, which was seconded by Mr. Bishop. The vote was unanimous.

4. Report and Discussion from Board of Directors Nominating Committee

Ms. Personeus reported that she has been actively approaching the potential list of possible TSDMA Board Members. Flatbread Company has shown interest, however, due to a change in local management they prefer to hold off, and then revisit the opportunity in a few months.

5. Executive Director Update

Fall Artisan Festival Fete on Thayer (Sept 20) - Non profit booths, T-shirts; TSDMA 2015 Annual Report; Audit Update; Graffiti Update; Tree Wells Project Update; Thayer Window Art Gallery Project Update; Bicycle Repair Station Update; TSDMA Website Update

Ms. Personeus reported that the Thayer Street Art Festival on September 20th, 10AM - 5PM is moving forward as scheduled. Thayer Street will be closed 6AM to 8AM, with artisan vendor set up 6AM-10AM and break down 5PM-8PM. The event is set to go before the City Service Committee this month for final approval. Once again the TSDMA will have ten free 10'x10' booths to give to nonprofits. Ms. Personeus asked Mr. Bishop to confirm that the nonprofits that he recommended last year would be joining us again this year. Ms. Personeus reported that the current plan was to work with Artbeat and sell T-shirts as a fundraiser for both groups.

Ms. Personeus presented a printed copy of the FY 2015 Annual Report and stated the Annual Report was included in with the FY 2016 Annual Tax Assessment Invoice mailing. She reported that she had extended the 1st quarter tax assessment payment due date to September 1, 2015 instead of August 1, 2015 to include the report with the mailing. Ms. Personeus reported that the audit was moving forward and that she had presented the available documentation that had been requested and was waiting for new instructions from the audit company to proceed. Ms. Personeus reported a recent uptick in larger graffiti works. She stated that she has been in daily contact with our Graffiti removal vendor to remove them as quickly as possible. She again requested to be notified immediately if any graffiti resemble a triangle with an eye in it is seen in the district. Ms. Personeus reported that she is waiting to hear for DPW regarding a partnership with the city to repair sidewalk issues during the tree well project implementation. She updated the board that she was waiting for a revised tree well project estimate from Bel Terra and confirmed the project will be completed in September 2015. Ms. Personeus was asked if the TSDMA would be spraying the trees in the district for leaf eating bugs. Ms. Personeus stated that there were no current plans for the TSDMA to be involved with this type of project and she believed that would fall under the City of Providence's responsibility. She stated she would check and report back to the board. Ms. Personeus updated the Board regarding the Thayer Window Art Gallery Project stating we are currenting on hold securing material donations and hope to have the windows completed in September. Ms. Personeus also updated the board, stating the Bicycle Repair Station had been ordered and would be installed under budget, however, there was not enough budget left to add a bicycle rack to the project as had been hoped. Ms. Personeus reported to the Board that she is researching options to update the current TSDMA website. Once Ms. Personeus has completed a suggested website layout, she plans to request proposals from a number of local website design firms.

6. Parking Initiative (Brown University) Update

Mr. Luipold reported that the agreement with the TSDMA is in review with Brown's general counsel regarding payment processes and the risk associated. He is hopeful these issues will be resolved in August.

7. Infrastructure Update

Security Camera Project Update; Big Belly Project Update

Mr. Dahlberg reported that the 257 Thayer security project should be going live this month after additional delays in rewiring at 257 Thayer. He stated that he approved invoices for project equipment and once the project is fully operational, he suggests a tour of the operation.

Mr. Luipold reported that he and Ms. Personeus had met with representatives from Big Belly to review the possibility of reducing the TSDMA's trash removal costs and improving our compacting capabilities. After review of the Big Belly's initial proposal, changes were requested and we are currently waiting for that revised proposal.

8. City Liaison Report

Thayer Street Business Guide Update; Merchant Employee Parking Update

Ms. Liander reported that as of this date 20 parking permits had been given out, and employee parking signage had been or would be shortly placed at each parking location. She would be updating a map that will show the updated parking available in the district. She addressed having the merchant employee place their permit in the same location to make it easier for the police to avoid parking tickets being given incorrectly. Regarding customer parking problems with the new meters, Ms. Susan mentioned that 2 hour

parking is not enough time for a nice dinner or movie. Ms. Liander stated she would research what could be done and would get back to the board. Ms. Personeus mentioned sharp metal ends of old signage were still sticking up out of the sidewalk in front of City Sports and Santander Bank. Ms. Liander said she would check on that and get back to Ms. Personeus.

9. Merchant Report

Savings Card Project; Using TSDMA Logo w/Different Colors; Holiday Street Lighting Project; Holiday Stroll; Next Merchant Meeting August 5 @ 9:30 PM at Kartabar

Ms. Mardo reported the loss of two key merchant executive committee members, both leaving their managerial positions at their places of employment. Ms. Mardo will be addressing replacing both of them immediately at the next Merchant Meeting. Ms. Mardo reported that the merchants were currently reviewing a merchant saving card opportunity in lieu of collecting Association fees. She also reported that Spectrum India had been very involved and helpful to her regarding the Merchant Association since the loss of these key members. Ms. Mardo asked for feedback from the board of the thought of the Merchants Association using the TSDMA logo but in different colors. Several board members felt that would lead to confusion and felt the merchants needed to be able to stand on their own and a different logo would help with that. Ms. Mardo stated that the Merchants are planning on a Holiday Stroll to be held on Small Business Saturday in which the street would not be closed to traffic, and that they were investigating alternative means of lighting the street for the holidays. Ms. Mardo suggested insuring each building has an outside electrical source that would be very helpful.

10. Other Business

Thayer Street/College Hill History Book Project - TSDMA involvement level

Ms. Personeus reported that the CHNA is considering taking on the Thayer Street/College Hill History book and is asking if the TSDMA would like to be involved on a committee level. Mr. Shwaery and Mr. Bishop both expressed an interest in serving on that committee on behalf of the TSDMA. Ms. Personeus stated she will inform the CHNA.

Mr. Martineau suggested he would like to see an article in the East Bay Monthly similar to the CHNA neighborhood news so that Thayer Street would be represented regularly and correctly. Ms. Personeus stated that she has recently approached Mr. Fain at the publication, and he said there was not room at this time. He suggested that the TSDMA could be represented by CHNA within their space. Mr. Martineau also stated he would like to see promotional pieces at the hotels promoting Thayer Street. Mr. Greisinger reported that he and Mr. Lewinstein would be meeting with Nickerson Company regarding other properties and would question them on possible opportunities working with the TSDMA and report back at the next meeting.

There being no further business, the meeting was adjourned at 10:05 am.