



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

Tuesday, September 2, 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; Steve Lewinstein; Paul Greisinger; Dean Martineau; David Shwaery; Emily Kish & Donna Personeus, Executive Director.

**2. Discussion and Vote on the Board Meeting Minutes from August 5, 2014**

Minutes from the August 5, 2014 board meeting were approved after a motion by Mr. Luipold, which was seconded by Mr. Dahlberg. The vote was unanimous.

**3. Discussion and Vote on Financial Report**

The Financial Reports were presented September 2, 2014 and approved unanimously after a motion by Mr. Luipold, which was seconded by Mr. Shwaery.

**4. Executive Director Update:**

Ms. Personeus reported that the TSDMA audit is moving forward; there was no new information to report. Ms. Personeus presented a final update on the Thayer Street Fall Festival scheduled for September 28th and asked for Board involvement at the TSDMA Tent during the festival. Ms. Personeus stated she would send out an email for Board Members with details. Mr. Martineau offered to provide a 10x10 tent as well as help with the set up and breakdown of the TSDMA space. Mr. Greisinger will make the windows of their empty building on Thayer Street available for Festival posters advertising. Mr. Shwaery confirmed his Cushing St parking lot would be available for festival vendors to use for parking. Mr. Dahlberg confirmed that Brown University's lot #11 would also be available for festival vendor parking. Ms. Personeus stated both parking lots would be included in the TSDMA liability insurance for the event on September 28th. Mr. Martineau stated he would like to see a handout available to be given out from the TSDMA tent during the festival. Ms. Personeus assured the Board there would be a handout printed for that purpose. Ms. Personeus also stated that the Fall Festival would be a bicycle friendly event. She was working on securing a Bicycle Valet service. She also stated that the TSDMA would be kicking off our Bicycle Benefits Program at the Festival.

## **5. Infrastructure Update:** *Street Improvements, Cameras, Trash compactor*

Mr. Dahlberg updated the Board on the the final details regarding the installation of the parklet stating that it would be installed (on/by) September 22. He stated that Ms. Kish would be responsible for taking care of the signage on the parklet. Ms. Personeus was asked to invoice both Gilbane and the City of Providence for their portion of the cost. The TSDMA will collect the funds and forward the full payment including the TSDMA portion to Brown University.

Ms. Kish reported Thayer Street would be striped September 2 and 3 and that parking meters would be installed in late September.

Mr. Dahlberg reported the concrete slab that the trash compactor will be placed on is done and the compactor is due to be installed next week. He also reported that Waste Management will be meeting with area businesses to get them to participate with the hopes of removing of four dumpsters.

Mr. Dahlberg reported that continued open discussions with representatives from Gilbane regarding partnering with Brown and the TSDMA to provide video surveillance surrounding 257 Thayer.

Ms. Mardo reported that twenty-two businesses (22) had responded to her employee parking survey. Ms. Kish stated that one special parking pass would be given to each business that responded and that details were still being worked out.

## **6. Discussion and Vote on Capital Investments for FY 2015:**

Ms. Personeus provided the Board with a list of possible capital investment ideas for FY 2015 for discussion. The list included the following projects: Thayer Street Security Camera Project; Tree Well Improvements; Community Bulletin Boards; Holiday/Winter (Nov-Mar) Festive Lighting of Thayer Street; Bike Repair Station; Expansion of the Ambassador Program; Budget for Executive Director to work with Grant Writer; Parklet Screen Art Installation; New Website Development; Business Improvement Matching Grants; and an Intern to complete Business Guidelines Project; and Hold in Reserve. Ms. Personeus was asked to include Parklet, Tree Maintenance and Sidewalk Powerwashing to the list.

The Board discussed and voted on the following possible capital investments:

The Board decided to continue discussion on the Thayer Street Security Camera Project to the next Board Meeting requiring additional cost information.

The Tree Well Improvement project to update all the existing tree wells in front of commercial properties in the district to match the Brown University standard with an estimated cost of \$700 per tree well. The Board gave Ms. Personeus approval to complete five of the tree wells addressing the worst safety hazard as soon as possible. Ms. Personeus was asked to review each tree and well with Doug Stills from the City of Providence to determine the health of each tree and seek maintenance trimming and watering instructions before starting improvements. Mr. Lewinstein suggested a fundraising campaign, giving donors an opportunity to have their name on a stone for a donation to help support the total cost of the improvement, stating he would be the first donor to the project. Mr. Lewinstein provided Ms. Personeus with a person to contact at the Tennis Hall of Fame that had implemented a similar project. This capital

investment was approved unanimously after a motion by Mr. Luipold, which was seconded by Mr. Shwaery with the plan of securing donations to help offset the total cost of the project.

The Bicycle Repair Station project was discussed with Mr. Luipold recommending that the budget be increased to \$2,000 including installation and with the provision that Ms. Personeus would secure a sponsor to cover the annual cost of the repair station maintenance. This was approved unanimously after a motion by Mr. Dahlberg, which was seconded by Ms. Mardo. Mr. Dahlberg stated he would check with Brown University regarding the possibility of locating the repair station on the Angel Street side of the Brown University Bookstore.

The Community Bulletin Board project was discussed and decided be placed on hold for further discussion at a future date.

Due to time restraints, it was decided to continue discussions on the remainder of the other potential TSDMA Capital Investments to the October 7 meeting.

#### **7. Thayer Street District Street Maintenance:**

Due to time restraints, discussion on this topic will be moved to a future date TBD

#### **8. Board Membership**

The Board reviewed our Board membership ruling provided by Mr. Dahlberg, which states the structure of the nine member Board to be: two members appointed by the major and the remaining seven members, TSDMA District property owners or their self appointed representatives.

#### **9. Other Business**

No other business was discussed

There being no further business, the meeting was adjourned at 10:31 am.