



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

Tuesday, December 2, 2014

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; Steve Lewinstein; Paul Greisinger; David Shwaery; Edward Bishop; Emily Kish & Donna Personeus, Executive Director.
Guests: Meggie Patton (Brown); Jessica Berry (Brown)

Ms. Patton, Academic and Student Engagement Coordinator, Brown University Facilities Management and Ms. Berry, Sustainability Manager, Brown University Facilities Management were introduced in round table introductions and stated their interested in working closely with the TSDMA, offering to work with Ms. Personeus on coordinating Brown Student volunteers on Thayer Street projects relating to sustainability.

2. Discussion and Vote on the Board Meeting Minutes from November 4, 2014

Minutes from the November 4, 2014 board meeting were approved after a motion by Mr. Luipold, which was seconded by Mr. Bishop. The vote was unanimous.

3. Discussion and Vote on Financial Report

The Financial Reports were presented December 2, 2014 and approved unanimously after a motion by Mr. Luipold, which was seconded by Mr. Bishop. The vote was unanimous.

Mr. Luipold stated that the TSDMA Santander bank account signing privileges had been changed from himself and Mr. Bishop to himself and Mr. Martineau and that electronic banking services had been added to the account so that he can monitor the account online. Mr. Luipold also stated that \$80,000 had been removed from the TSDMA checking account into a Money Market account to collect .9% interest. This type of account was chosen for its flexibility, and money will be able to be moved from it to the TSDMA checking account quickly and easily if needed. Mr. Luipold also stated that corporate debt cards will be issued to Ms. Personeus, Mr. Martineau and himself. He and Mr. Martineau will destroy their cards upon receipt.

4. Executive Director Update: *Thayer Street Fall Festival Final Financial Report, Thayer Street Holiday Stroll Budget Report, TSDMA Storage, Audit, Grant Writer, Final Parklet Storage and Removal Plan*

Ms. Personeus presented the final financials on the Thayer Street Fall Festival showing final figures were under budget. Ms. Personeus presented a working budget details for the Thayer Street Holiday Stroll on 12/14/14 that will not exceed the Board approved \$4500. Ms. Personeus reported that the parklet removal from Thayer Street was set for Dec 16 at 5am and storage had been secured at 257 Thayer. Ms. Personeus presented the following list of 2015 board meeting dates: Jan 6, Feb 3, Mar 3, Apr 7, May 5, Jun 2, Jul 7, Aug 4, Sep 1, Oct 6, Nov 3, Dec 1. The 2015 board meeting dates were approved after a motion by Mr. Bishop, which was seconded by Mr. Greisinger. The vote was unanimous. Ms. Personeus reported that the TSDMA Post Office Box had been moved from the Providence Central Post Office to the Thayer Street Post Office for convenience. The TSDMA new address is PO Box 2356, Providence RI 02906. Ms. Personeus reported that the audit was proceeding. She was gathering additional information that has been requested. Ms. Personeus reported that her meeting with the grant writer had been rescheduled to December 23 due to the passing of her mother-in-law. Ms. Personeus reported that the CHNA Annual Meeting would be held on December 10th, 5:30-7:30pm at the Music Mansion. Ms. Personeus reminded the Board that the TSDMA was in need of a small permanent storage space on Thayer to store marketing and other items that had been purchased on the TSDMA's behalf. Board members would get back to her with any options that were available. She would review options and report back to the board.

5. Discussion, Set and Approve TSDMA Priorities of 2015/Action Plan

Ms. Personeus presented a list of TSDMA 2015 priorities that had been reviewed and discussed in committee for the board discussion only today. A final vote would take place at the January 2015 meeting.

Board members discussed their concerns on the amount of time that Ms. Personeus was sending working with the Thayer Street Merchants. They asked Ms. Personeus to identify leaders within the merchants committees to take over the responsibilities that she had taken on to foster the renewal of the organization.

Board members discussed the need to formulate a branding/marketing plan for the TSDMA going forward. A marketing committee to include: Ms. Kish, Mr. Bishop, Mr. Greisinger, Ms. Mardo and Ms. Personeus was formed to discuss this subject and report back to the board.

6. Discussion and Vote on Capital Investments of FY 2015:

Capital Investments for Consideration: Gum Removal/Power Wash Sidewalks, Ambassador Program Expansion, Website Development, Business Improvement Matching Grant Fund

Ms. Personeus presented an updated list of Capital Investments for discussion. It was decided that the Gum Removal/Power Washer item should be tabled for future discussion after demonstrations of the products available could be provided. It was also decided that the Business Improvement Matching Grant Fund item should be tabled for future discussion. Ms. Personeus was asked to remove the \$500 line item for the Thayer Street Business Toolkit design, Ms. Kish's office would be handling that instead of an outside vendor. It was decided that the Ambassador Program Expansion project is not a Capital Investment and should be considered as an addition to the FY 2016 Budget as an operating expense. It was decided that the Website Development project required additional discussion. This

discussion would be handled by the TSDMA Marketing Committee as part of the TSDMA Branding/Marketing Plan with options presented to the Board at a later date. Due to time constraints, it was decided to continue Capital Investment discussions on a quarterly basis going forward.

7. Infrastructure Update: *Cameras, Trash Compactor*

Mr. Dahlberg reported that the 257 Thayer Security Camera Project was moving forward. The network connection is scheduled for January 2015. He is currently working on getting a full cost of all the work that is required to complete this project. He stated Mr. Luipold and our TSDMA attorney, Mr. Handy are currently reviewing documents. Agreements clarifying the roles and responsibilities of each partner in this project are being written. Ms. Personeus questioned if the routers and switches being purchased by the TSDMA as part of this project would require insurance. Mr. Dahlberg said he would check and report back. Mr. Bishop said he would also check and report back.

Mr. Dahlberg reported that he was in direct contact with Mr. Lefrancois from Waste Management regarding the issues at the compactor. Mr. Lefrancois report to him that there is a employee training/education issue. He will be having a meeting/training session on Thayer this Thursday. A request has been made to him to provide usage signage on location at the compactor.

8. Merchant Report

Ms. Personeus and Ms. Mardo reported on outreach to Thayer Street Merchants that included merchant meetings on Action Items, Marketing and possible student involved recycling that could involve students.

Ms. Personeus reported the list of action items for the Merchant Problem/Solution Committee meeting: #1) Parking (Customer/Employee); #2) DPW snow removal/trash pickup; #3) Food Trucks - move trucks beyond 200 ft of Thayer; #4) Police - Panhandlers/security; #5) Trash Compactor; #6) A-Frame Signage - reviewed zoning policy. Mr. Dahlberg suggested that a new ordinance would be necessary with clearly defined rules of operation. He suggested a letter from the Thayer Street Merchants with a supportive letter from the TSDMA Board appealing for a District Plan with strict regulations and legislation regarding Food Trucks and Street Vendors be sent to City of Providence Counsel President and our local representatives. It was decided that Ms. Mardo as merchant liaison to the Board would write the Merchant's Letter and Mr. Dahlberg would write the letter supporting the Thayer Street Merchants' position.

Mr. Dahlberg reported on the status of the Thayer Street Business Toolkit Guide since Ms. Spooner leaving the CHNA. He stated that the committee of Ms. Kish, Mr. McCormick, Ms. Personeus, Ms. Silberman and himself met and decided that Brown would be responsible with the help of Ms. Silberman and an intern, completing the written document and Ms. Kish's office would be responsible for the design of the finished document project.

9. Other Business

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