



Thayer Street District Management Authority Board of Directors Meeting

Tuesday, October 7, 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.

Guests: Heather Rojas (257 Thayer), Andrew Bourne (GD Thayer, LLC)

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

Minutes from the September 2, 2014 board meeting were approved after a motion by Mr. Shwaery, which was seconded by Mr. Dahlberg. The vote was unanimous.

3. Discussion and Vote on Financial Report

The Financial Reports were presented October 7, 2014 and approved unanimously after a motion by Mr. Shwaery, which was seconded by Mr. Greisinger.

4. Discussion and Vote on Board Leadership Change

Mr. Bishop submitted his letter of resignation as Chairman of the Board and was presented with a Certificate of Appreciation for his years of service as the Board's Chairman. A motion was made by Mr. Shwaery to nominate Mr. Martineau to exceed Mr. Bishop as Chairman, which was seconded by Mr. Dahlberg and approved unanimously. The Board discussed the need to change check signing privileges from Mr. Bishop to Mr. Martineau as soon as possible.

5. Executive Director Update: *Parklet Removal and Winter Storage, Future Events, TSDMA Storage, Audit, Capital Improvement Updates: Tree Wells and Bike Repair Station*

Ms. Personeus reported that the TSDMA audit is moving forward with a goal of completion for the first of the year. Ms. Personeus opened a discussion on a time frame to remove and store the parklet. It was decided that Ms. Personeus would contact Orion Red with the goal to remove the parklet as late into December as possible. Ms. Personeus reported after walking the district with Doug Stills regarding the condition of the trees and tree wells in the district. Mr. Stills recommended replacing one tree and watching two others. Ms. Personeus also reported that Mr. Stills confirmed that his department would

be responsible for trimming the trees in the district in coordination with Ms. Personeus. Ms. Personeus will coordinate the tree maintenance program with Mr. Stills through a spreadsheet she will create. Ms. Personeus reported that she had secured Legends as sponsor for the Bike Repair Station and would move forward on selection of which station would be used and a installation timeline.

Ms. Personeus stated that she was working towards a small event for Halloween and a street lighting/stroll event with possible street closure in December.

Ms. Personeus opened a discussion on the need for storage on Thayer Street for TSDMA older files, marketing supplies and possible future equipment to maintain the street. A decision put on hold for further discussion.

6. Thayer Street Fall Festival Debrief

The Board unanimously approved making the Thayer Street Fall Festival an annual event. A date of Sunday, October 20, 2015 has been tentatively set. Ms. Personeus to clear the date with Festival Fete.

7. Discussion and Vote on Capital Investments for FY 2015:

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

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

The Board continued discussion on the Thayer Street Security Camera Project. Mr. Dahlberg reported the cameras would provide Real Time surveillance in HiDef. He explained the network connection was the key component. The Board determined that additional information on costs as well as further cost negotiations were necessary. It was determined that Mr. Dahlberg would provide the additional information required via email and that a vote on approval would take place via email. A motion was made by Mr. Dahlberg, which was seconded by Mr. Luipold. The motion was passed with 8 ayes and 1 abstain by Mr. Lewinstein, refer to the attached amendment document for details.

A discussion on approval of \$500 for an intern to complete the Thayer Street Planning Board's Business Toolkit project was approved after a motion by Mr. Luipold, which was seconded by Mr. Martineau. The vote was unanimous.

A discussion on the approval of the \$3,000 budget for a grant writer to work with Ms. Personeus to secure additional grant funding for additional project(s), concluded with the Board asking Ms. Personeus to interview and provide resumes for a potential grant writer at the next Board Meeting.

Due to time restraints, it was decided to continue discussions on the remainder of the other potential TSDMA Capital Investments to the November 4 meeting.

8. Infrastructure Update: *Street Improvements, Cameras, Trash compactor*

Mr. Dahlberg updated the Board that WM had agreed to provide a recycling green single container next to the trash compactor that may be used by anyone. Mr. Dahlberg stated the Paolino dumpster in Fones Alley will be removed soon. It was mentioned that the tunnel lights were not working. Ms. Personeus was asked to contact the owner of the lights, thought to be National Grid to get the lights repaired. Discussion on the Security Camera Project was addressed earlier during the Board's discussion on Capital Investments.

9. Discussion on District Expansion

The Board discussed options of district expansion. It was agreed that Board members would start reaching out to local institutions, Wheeler, Moses Brown, and RISD, to see their level of future interest in participating. Mr. Luipold offered to reach out to Mr. Handy to discuss the steps in moving forward with district expansion.

10. Other Business

Mr. Dahlberg suggested inviting a guest speaker to provide guidance to on the TSDMA for creating an Arts Policy for the district. It was decided to hold off on the invitation for next month due to the amount of items that would be on the November agenda to discuss.

There being no further business, the meeting was adjourned at 10:36 am.

Attachment:

Amendment: Vote on Security Camera Hardware and monthly service fee email correspondence details