



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

Tuesday, January 2, 2015

**MEETING MINUTES**

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:07 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. Not in attendance: Donna Personeus, Executive Director. Guests: Drew Bourne (Gilbane); Jessica Berry (Brown)

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

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

**3. Discussion and Vote on Financial Report as provided on January 6, 2014**

The Financial Reports were presented January 6, 2015 and approved after a motion by Mr. Bishop, which was seconded by Mr. Lewinstein. The vote was unanimous.

**4. Executive Director Update:**

*Thayer Street stroll Financial Report, Audit Update, Grant Writer Update, Final Parklet Storage and Removal Update, TSDMA Storage, Saturday/Sunday Tippy Trash Pick Up Discussion & Vote*

Mr. Martineau presented the Executive Director Update as provided by Ms. Personeus on her behalf. Ms. Personeus reported the Holiday Stroll will meet budget. The Board thought it was a nice event. There was a general consensus amongst the Board that future Holiday Strolls should be scheduled earlier in December as not to conflict with the local student exams time period. Another recommendation was that the event should be an evening event instead of daytime as well as the merchants should play a more active role in the event. Ms. Personeus' report stated the Parklet has been removed with the cost under \$1,000. The Board held a discussion around insurance for parklet. The Board felt it best for there to be a license agreement with the Storage company and that Storage company should have insurance provision in license. Ms. Personeus will be asked to follow up with storage company to discuss a license for the storage. Ms. Personeus in her report asked for a possible material storage area. Mr. Greisinger

indicated he would try to find storage space. The Board discussed the importance of focusing on the audit for the remainder of this fiscal year. The Board also discussed delinquency of property owners and whether a meeting should be held with Ms. Personeus, Exec Director; Bookkeeper, Mr. Martineau; Mr. Luipold and Ms. Mardo to discuss reconciliation and next steps. Ms. Kish reported that during winter the City would be curtailing weekend tippy trash pick up. She did not know when normal pick up would resume. The Board discussed options. Mr. Luipold indicated that he would follow up with Brown's service provider (Waste Haulers) to see if they could pick up trash when city doesn't since WH is on campus frequently. John would coordinate with Brown Director of Custodial service

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

The Board discussed Executive Director priorities for remainder of fiscal year establishing two priority goals: 1) Financial Management, which would include Audit, Delinquency reconciliation, and FY16 Budgeting (both operating and capital and 2) Grant Writer. The Board has requested an Audit and Delinquency analysis completed by February, with a first draft of the budget prepared by April. Ms. Kish and Mr Martineau volunteered to support the Grant writing effort in order to establish clear goals for grant writer.

#### **6. Capital Investments Project Updates:**

Ms. Personeus' report noted the first phase of the Treewell project was complete. Some board members noted that some pavers were dislodging. Suggested that Exec Director review with contractor.

#### **7. Infrastructure Update: *Cameras, Trash Compactor***

Mr. Dahlberg reported the contract with Lighttower for dark fiber for cameras was being finalized. Goal is for project completion by April 1. The Board discussed the type of signage that should be installed. Drew (Gilbane) suggested area-wide signage (rather than building specific), which indicates that the Thayer Street area may be under surveillance. Exec Director should follow up with Drew to discuss language. There was no further issues of note with trash compactor.

#### **8. Merchant Report**

A merchant report was not given at this time.

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

Ms. Berry of Brown University noted that her team and students would be talking with merchants about recycling.

There being no further business, the meeting was adjourned at 10:27 am.