



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

Tuesday, February 4, 2014

MEETING MINUTES

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:07 a.m.

1. Roll Call

Directors: Edward Bishop, *Chair*; Albert Dahlberg; Emily Kish; John Luipold; Susan Mardo; Dean Martineau; Steve Lewinstein; Paul Greisinger; & Donna Personeus, *Executive Director*. David Shwaery was unable to attend.

Board members officially welcomed Ms. Personeus to the position of TSDMA's new, Executive Director.

2. Discussion and Vote on the Board Meetings on October 8, 2013, November 5, 2013 and January 7, 2014

Minutes from October 8, 2013, November 5, 2013 and January 7, 2014 board meetings were approved with a minor edit on January 7, 2014 after a motion by Mr. Greisinger which was seconded by Mr. Dahlberg.

3. Discussion and Vote on Financial Report

The Financial Reports were presented by Ms. Personeus in cash-based accounting format as per information provided by the past executive director. Ms. Personeus was asked to make necessary adjustments to the TSDMA account and provide an updated accrual-based formatted Financial Report at the next meeting. Ms. Personeus was advised to prepare a Draft Annual Budget for the May 2014 Board meeting, with the final Budget prepared for The Annual Meeting in June 2014.

4. Executive Director Report

Ms. Personeus presented a list of delinquent properties subject to Tax Sale liens for discussion and review. It was decided that Mr. Luipold would review each property in detail with Ms. Personeus to secure the final list of properties that would be sent to the City of Providence Tax Collector for Tax Sale 90 days letters. Ms. Personeus reported that the 2013 TSDMA vendor 1099 Tax Forms had been mailed and would be officially filed in March. Ms. Personeus reported she had introduced herself to each TSDMA vendor with the exception of the Web hosting company, which she would continue to attempt to reach. Ms. Personeus reported on a meeting with Ms. Spooner of the CHNA. She accepted invitations from Ms. Spooner for attending the CHNA monthly meetings and join the committee creating a "How to Open a New Business on College Hill" guide. Ms. Spooner also agreed to add a link from the CHNA Website to

the new TSDMA website once the TSDMA Website had been updated. Ms. Personeus requested permission to recreate the current TSDMA Website into a user friendly format that would be able to be updated internally for the short term and was granted permission to proceed. Ms. Personeus stated she plans to create a long-term Website Architecture Plan for future Website expansion that will be provided to the Board in a future meeting for review and approval. Ms. Personeus provided a detailed assessment of the TSDMA's current social media marketing status, and reported that she plans to meet with Claire Conover, owner of the Thayer Street Facebook Page, to discuss working as a team. Ms. Personeus stated that she will begin one-on-one meetings with each Board Member as soon as possible.

5. Thayer Street Planning Study

Ms. Kish updated the Board that the final Thayer Street Planning Study is complete and a report has been released to the public on the City's web site. Ms. Kish also reported that parking meters would be the initial phase of the implementation plan, and that repaving is planned to begin in August 2014.

6. Other Business

Mr. Dahlberg presented an updated parklet modular design by Birchwood Design Group. It was agreed upon that Mr. Dahlberg would ask the Birchwood Design Group to incorporate the original bench design into their concept. It was decided that build contractors would be invited to provide quotes based upon the updated Birchwood Design.

Mr. Dahlberg reported the status of the trash compactor project was a work in progress and moved to forward the discussion to the next meeting. The motion was seconded by several people and was approved by the Board.

Mr. Luipold updated the Board that Brown University was investigating whether to mount cameras on the City Sports building.

There being no further business, the meeting was adjourned at 10:40 am