



Thayer Street District Management Authority Board of Directors Meeting

Tuesday, March 3, 2015

MEETING MINUTES

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:06 a.m.

1. Roll Call

Director: Dean Martineau, Chair; Albert Dahlberg; John Luipold; Susan Mardo; David Shwaery; Edward Bishop; Steve Lewinstein; Paul Greisinger; Emily Kish, and Donna Personeus, Executive Director

2. Discussion and Vote on the Board Meeting Minutes from February 3, 2014

Minutes from the February 3, 2014 board meeting were approved with an edit, after a motion by Mr. Luipold, which was seconded by Mr. Dahlberg. The vote was unanimous.

3. Discussion and Vote on Financial Report as provided on March 3, 2014

The Financial Reports were presented March 3, 2015 and approved after a motion by Mr. Luipold, which was seconded by Mr. Bishop. The vote was unanimous.

Ms. Personeus reported that the following properties were accepted by the City of Providence Tax Assessment Office for 2015 Tax Sale: K & K Dulgarian Lot # 010-0300-0000; K & K Dulgarian Lot # 110-0276-0000. A processing fee of \$300 for each property will be sent to City Hall by TSDMA. This fee will be assessed to each of the two tax sale properties for reimbursement to the TSDMA. Ms. Personeus was asked to provide Mr. Handy, TSDMA legal counsel, details of the sales tax properties.

Ms. Personeus was asked to prepare a draft budget for FY 2016 as well as the percentage of tax assessment that would be required to meet the proposed budget for review and discussion at the next board meeting. Ms. Personeus was also asked to prepare documentation on TSDMA officer history for review at the next meeting so that a vote on officers for FY 2016 could take place at the June 2015 meeting as per TSDMA By-Laws.

4. Executive Director Update:

Audit, Grant Writer, Update on City Tippy Trash Pick up, Update on TSDMA Snow Removal, Debit Card for Expenses, TSDMA Storage.

Ms. Personeus reported that audit background documentation was almost ready for the audit company and that she planned on hand delivering the information within the week. Ms. Personeus reported she had put working with the Grant Writer on Hold temporary until the audit was complete. In the interim,

a list of potential grants for the TSDMA to pursue will continue to be developed. Ms. Personeus stated she had added Saturday trash pickup by WM to the Sunday pickup based upon need and lack of DWP/City of Providence being able to execute a consistent trash pickup schedule. Ms. Personeus stated her frustration with the lack of return communication from the DPW to her requests for information regarding the trash pickup when trash would pile up for a few days. Ms. Personeus reported she was concerned regarding the additional cost. Mr. Martineau stated he had found a replacement for WM that would be a large cost savings for the TSDMA. He asked the Board if anyone had an objection to changing to a different vendor. The only concern was that the replacement vendor provide a certificate of insurance. Mr. Martineau stated that would not be a problem. Mr. Martineau reported that he would work with the vendor and Ms. Personeus to make the switch in vendors as quickly as possible.

Ms. Personeus reported that the estimated total cost to the TSDMA for snow removal (actual removal of the snow from Thayer Street and shoveling) was \$15,000. A Board discussion on the lack of curb to curb city plowing suggested the TSDMA should create a snow removal policy and work with the City of Providence to improve the level of snow plowing services that the district receives.

Mr. Martineau stated the TSDMA was in the process of setting up a meeting with DPW/City of Providence to discuss the basic level of service the city was going to provide the district going forward. Mr. Lewinstein suggested that the Mayor be invited to attend and recommended that an agenda with a powerpoint presentation be planned for the meeting. Mr. Dahlberg and Mr. Bishop stated they would also be in attendance. Mr. Luipold requested that Ms. Personeus send him a copy of the most current property assessments so that he could provide data that would be helpful to the presentation.

Ms. Personeus mentioned she had not yet received the debit card for her expenses since the mailed notification from the bank that it was coming. Mr. Luipold said he would look into the matter.

Ms. Personeus mentioned she was still in need of a storage space, closet size, to store TSDMA old files after the audit, marketing materials and holiday decorations & lights for the parklet. Mr. Martineau stated the space he had previously suggested was not going to work out after all. Mr. Luipold said he would check into the TSDMA being able to use space at 272 Thayer and would get back to Ms. Personeus.

Ms. Personeus reported that she had been approached by Narragansett Beer in regard to them sponsoring a Neighbor Day Block Party on Thayer, Saturday, May 16th and attended a meeting with Mr. Mardo and invited other key Thayer Merchants to attend with her. Ms. Personeus stated, if there were no objection from the Board, she would continue to work with Narragansett Beer and the Merchants to provide event coordination as required. There was no objection from the Board.

5. Infrastructure Update: *Cameras, Trash Compactor*

Mr. Dahlberg reported the Security Cameras project cost estimate bringing the internet cables outside to inside was lower than expected, (\$5,000), and that the project agreement between Brown University, 257 Thayer and TSDMA would be complete within the month. Ms. Personeus reported that trash bags being left next to the compactor continues to be an on-going issue. She is working with WM and Ocean State try and keep the issue manageable.

6. Merchant Report

Ms. Mardo reported the Thayer Merchant Association (merchants) had elected officers and she had been elected the association's Chair. She reported that the merchants plan to meet the first Wednesday of each month at different merchant locations.

Ms. Mardo stated the merchants are working on setting up a meeting with the Mayor to discuss the issues that are important to the merchants (snow plowing, parking, street vendors, meters, food trucks).

Ms. Mardo reported that she attended a meeting with Narragansett Beer regarding the May 16th event, and at this time there was no objection from the other merchants. Narragansett Beer will be working with the merchants to ensure a successful event.

Ms. Mardo spoke to the concerns the merchants have regarding the current food truck and street peddler situation. Merchants are looking for the City to enforce the existing codes and ordinances: location - 200 ft from restaurants, parking rules, use of generators and type, trash disposal, taxes. She stated the merchants have large taxes and large overheads including employee payroll and are looking for a level playing field. Ms. Mardo reported that the merchants are drafting a letter to the City asking for better enforcement and new ordinances that would level the playing field, which is currently unfair to the brick and mortar businesses in the district.

7. Other Business

Ms. Kish reported that she presented the employee parking program to the CHNA. CHNA members made suggestions to relocate some of the parking locations which she will be researching and incorporating, if possible, into the program. Ms. Kish outlined the program stating Thayer District businesses would register with the city, then their employees would apply for a sticker. Employee parking will be in two shifts based upon shift information provided by Ms. Mardo's merchant survey.

Ms. Kish also reported that the street meters on Thayer Street would be installed in the early Spring.

Mr. Luipold reported that he would look into the possibility of making Olive Street available for Thayer businesses to use for Valet parking.

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