

**Thayer Street District Management Authority**  
**Meeting of the Board of Directors**  
**August 14, 2007**  
**Brown University**  
**Alumnae Hall Commons Room**

A meeting of the Thayer Street District Management Authority (“TSDMA”) Board of Directors was held on Tuesday, August 14, 2007 at 10:00 am. The following members participated in the meeting: Mr. Brown, Mr. Dulgarian, Mr. Lewinstein, Mr. McCormick, Mr. Shore and Mr. Shwaery. Ms. Horan, Mr. Mitrelis and Mr. Ramirez were unable to attend. Jana Cram and John Luipold attended by invitation.

**Minutes of the June 12, 2007 Meeting**

Mr. Dulgarian convened the meeting at 10:10 am and asked for approval of the minutes for the Board’s June 12, 2007 meeting. Mr. Shore moved that the minutes be accepted as submitted. Mr. Brown seconded the motion.

**Introduction of John Luipold**

Mr. Dulgarian welcomed John Luipold, the new Director of Real Estate for Brown University. Mr. Luipold has 20 years of real estate experience in the state of Connecticut. He worked previously at United Tech Corps., where he spent seven years managing real estate on the national level. Mr. McCormick noted that Mr. Luipold will eventually replace Mr. McCormick as a Board member.

**Updates on the Thayer Street Improvement Project**

Mr. Dulgarian presented to the Board a memo from DPM assistant project manager David Andronico on the Thayer Street Improvement Project. As of Monday, August 13, 2007, all work with the exception of detectable warning mats, has been brought to 100% completion by Narragansett Improvements. Work completed includes all paving, crosswalk stamping, curbing, signage, and RIPTA Tunnel work on Thayer Street. The remaining detectable crosswalk mats have been omitted from Narragansett’s contract and will be provided and installed by Detectable Warning Products, LLC free of charge to Brown University. Work will be coordinated and scheduled through Diversified Project Management. Installation is planned to occur within the week.

Also, Gates, Leighton and Associates installed the hanging planters along the Street. Mr. Dulgarian asked Ms. Cram to research the status of watering the plants. Mr. Dulgarian suggested Clark Farms, who provided the baskets, should receive the Thayer Street watering contract instead of Warwick Nursery, who supplied the trees. Mr. Shore inquired as to the cost-effectiveness of having one company water both trees and plants. Mr. Dulgarian then asked Ms. Cram to research both companies and report back to the Board.

Mr. Dulgarian also asked Ms. Cram to follow up with Mr. Andronico on the project status. He asked her to please email him (Mr. Dulgarian) within one week’s time.

### **Motorcycle Street Signs on Thayer Street**

Mr. Dulgarian explained to the Board how he, Mr. Shwaery and Mr. Shore have been meeting with Lt. Paul Campbell of Providence Police District 9 concerning the creation of signs prohibiting the mass-parking of motorcycles along the Street. Signs have since been installed; motorcyclists are now permitted only to park two to four bikes, depending on the location, per block.

Lt. Campbell previously explained to Mr. Dulgarian, Mr. Shwaery and Mr. Shore that the City has no budget to provide such signs. Mr. Dulgarian told Lt. Campbell that, subject to Board approval, the TSDMA would subsidize sign costs up to \$500.00. Mr. Shore moved that the TSDMA subsidize Thayer Street motorcycle sign costs up to \$500.00. Mr. Brown seconded the motion.

Mr. Dulgarian read aloud a letter from Lt. Campbell thanking the TSDMA for their work in addressing the motorcycle issue. Mr. Dulgarian asked Ms. Cram to draft letters of thanks to both Lt. Campbell and Councilman Cliff Wood.

### **Other Business**

#### **Check Signatures**

Mr. Shore suggested requiring two signatures for every check written by the TSDMA. Mr. McCormick moved that two board member signatures be obtained when signing a TSDMA check. Mr. Shore seconded the motion.

### **Collections**

Mr. Shwaery provided an update on bill collections and legal work. Mr. Dulgarian explained that he was working with Mr. McCormick to have a report on legal recommendations for the TSDMA's action against delinquent payers. He suggested first mailing out a newsletter detailing the Thayer Street Improvement Project, which would be mailed to all tenants and landlords. Any delinquent bills will be included in the mailing. The Board would then follow up with a polite legal action letter.

Ms. Cram reported that she will take photographs of completed Project work and will finish the newsletter before the end of the week, at which time she will submit a draft to Mr. McCormick, Mr. Brown and Mr. Dulgarian for their approval.

Mr. McCormick told the Board that Ed Bennett, who drafted the TSDMA By-Laws, will also draft the legal letter sent to landlords as a reminder of their commitments to Thayer Street.

Mr. Shore suggested drafting two separate letters: one for those who have paid some of their taxes, and another to those five landlords who have not paid any amount. The latter will discuss the matter of taking liens.

### **Graffiti**

Mr. Shore reported that he and his assistant Kent have been documenting all the graffiti found in the Thayer Street Management District for the purpose of reporting it all to the City. The City requires a form to be signed by landlords before they can come and remove any graffiti. Mr. Shore asked Ms. Cram to work with Kent in two week's time to obtain this form from the City and to circulate the form to the landlords. Mr. Shore noted that this work will remove graffiti costs from the TSDMA and let the City assume responsibility, as it so does with the College Hill Neighborhood Association.

Mr. Dulgarian asked for a motion to adjourn the meeting at 10:39 am. Mr. Shore moved to adjourn. Mr. Brown seconded the motion.