

**Thayer Street District Management Authority**

**Board of Directors Meeting**

**Tuesday, November 6, 2012**

**Brown University, 295 Lloyd Avenue - 3rd Floor, Providence, RI**

## **MEETING MINUTES**

**The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:04 a.m.**

### **1. Roll Call**

**Directors: Edward Bishop, Chair; Albert Dahlberg; Paul Griesinger; Steve Lewinstein; John Luipold; Susan Mardo; and David Shwaery.**

**(Absent: Dave Everett; Larry Goldstein)**

**TSDMA Staff: Robin Remy, Executive Director**

**Guests: Theo Spyrides, Paragon**

### **2. Discussion and Vote on Minutes from October 2, 2012, Board Meeting**

**Minutes from the October 2, 2012, board meeting were reviewed. Mr. Luipold motioned to accept the minutes, Mr. Shwaery seconded the motion, and all directors voted in favor.**

### **3. Discussion and Vote on Financial Report**

**Ms. Remy presented financial reports for October 2012. Ms. Remy updated the board on her efforts to collect delinquent assessments. Board members directed Ms. Remy to work with attorney Seth Handy regarding the property at 110 Waterman Street as well as unpaid assessments by former property owners. Mr. Luipold motioned to accept the financial report, Mr. Griesinger seconded the motion, and all directors voted in favor.**

### **4. Property Management Report**

**Ms. Remy reported on landscaping work performed in the district: mulch placed in all tree pits, damaged trash receptacles and planters removed, wood strips removed from utility poles; chains with padlocks removed from tree trunks. The Providence Journal was contacted and confirmed they will replace two damaged honor boxes on Thayer Street. RIPTA was contacted and confirmed it would properly install a bus stop sign at the tunnel entrance outside Starbucks. Ms. Remy spoke with the owner/manager of Shark and Baja Burritos regarding grease on sidewalk and trash disposal. Ms. Remy met with Brown University students from the Brown Climate Action Fund (BCAF) on October 26 to review their progress with the recycling project in the District. Ms. Remy mailed a notice to all businesses operating in the District to advise them that BCAF students may contact them to gather information.**

## **5. Review and Vote on Cleaning Service Proposals**

**Ms. Remy reported on the response to the RFP issued for cleaning services in the District. Mr. Luipold motioned to accept the proposal from Ocean State Janitorial Service, Mr. Shwaery seconded the motion, and all directors voted in favor. The board requested that Ms. Remy ask Ocean State Janitorial to include an hourly rate for standard cleaning service in the Additional Services/Costs section of the proposal.**

## **6. Discussion of Executive Director Priorities**

**Board members reviewed a list containing duties listed in the Executive Director's job description and "wish list" items mentioned at previous meetings. The board directed Ms. Remy to focus on assessment collections, accounting audit, website & marketing, and recycling/trash disposal. Ms. Remy, Ms. Mardo, Mr. Shwaery, and a District business operator (to be determined) will work as a committee to redesign the website and develop additional marketing materials and activities for TSDMA.**

## **7. Food Trucks**

**Mr. Dahlberg presented recommendations for ordinances to regulate food truck operations in the Thayer Street/College Hill area. Board members discussed contacting Councilman Sam Zurier to get his assistance with food truck issues.**

**The meeting was adjourned at 10:12 am.**