



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

Tuesday, March 4, 2014

MEETING MINUTES

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:02 a.m.

1. Roll Call

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

2. Discussion and Vote on the Board Meetings on February 4, 2014

Minutes from the February 4, 2014 board meeting were approved after a motion by Mr. Dahlberg which was seconded by Mr. Martineau.

3. Discussion and Vote on Financial Report

The Financial Reports were presented in a cash-based format by Ms. Personeus. Ms. Personeus reported that she discovered with Quickbooks technical support that budgets did not transfer when accounting data was uploaded into the online quickbooks software. Ms. Personeus stated that she will replace the missing budgets and would be able to present accrual-based reports at future meetings. Ms. Personeus reported that the following are delinquent properties: 275 Thayer Street (Thayer Realty Trust); 110 Waterman Street (Mr. Bronhard); 165 Angell Street (165 Investments LLC); and 252-254 Thayer Street and 260-264 Thayer Street (Earl Dulgarian Trust), that were each sent a Tax Sale 90-day letter. Ms. Personeus requested guidance on the procedure of assessing the cost of the tax lien fee and mailing costs directly to the property owner in which the lien is being placed. She also asked if this cost reimbursement must be received in order to remove the tax lien. A motion to charge back the cost of tax lien fees and mailing costs to the property owner in which a tax lien is placed and receive payment in full for those fees and mailing costs to release the tax lien, as well as a request to amend the TSDMA By-Laws to reflect this, if necessary, was made by Mr. Dahlberg and seconded by Mr. Shwaery. The vote was unanimous in favor. A motion was made by Mr. Luipold and seconded by Mr. Dahlberg that future Financial Reports include delinquent properties for review and possible discussion. That motion also passed by a unanimous vote.

4. Executive Director Update

Ms. Personeus asked for clarification on procedure for when she is contacted directly by outside legal

counsel. The board voted after a motion by Mr. Luipold, which was seconded by Mr. Dahlberg, that all direct contact to the TSDMA Executive Director by outside legal counsel is to be immediately turned over to TSDMA legal counsel. TSDMA legal counsel will copy the Executive Director on all communications for record keeping purposes.

Ms. Personeus stated that 1099 tax forms will be officially filed before the deadline.

Ms. Personeus asked for clarification an outstanding invoice to the City of Providence. She was given guidance by the board on the police detail services provided and costs that were pre-approved by the board. Ms. Personeus will contact the Providence Police department to resolve.

Ms. Personeus updated the board on communications with the following vendors: Murray Wallpaper and Paint, David Ocean Janitorial Service, Inc., Netsense and Go Green Solutions. Ms. Personeus reported on external communications with the community: CHNA, Planning Board Meeting on creating New Business Toolkit on Licensing, Rules and Regulations, and working with Ms. Mardo on re-establishing the Thayer Street Merchant Association. Mr. Dahlberg stated that he had assigned a Brown intern to the project of researching and gathering the information for the toolkit.

Ms. Personeus reported that she had completed the re-creation, updated and successfully re-pointed the TSDMA's website which was now live. She will be preparing her recommendations for an expanded TSDMA Website plan for review in the future. Ms. Personeus also reported that she will be meeting with the owner of the Thayer Street facebook page to negotiate collaboration.

Ms. Personeus requested procedural guidance on getting Board approval of external marketing communications (newsletters, e-blasts, etc). It was decided that the Board's Marketing Committee (Mr. Dahlberg, Mr. Shwaery and Ms. Mardo) would vote and approve marketing communications for Ms. Personeus.

Ms. Personeus mentioned that she would begin contacting each TSDMA property owner member to schedule one-on-one meetings this month.

5. Infrastructure Update: *Parklet, street improvements, cameras and trash compactor*

Mr. Dahlberg presented updated plans for the parklet from Birchwood Designs. He reported that Brown University had agreed to set up and manage the parklet project as part of a larger Brown project plan. Mr. Dahlberg also stated that Brown University had decided to fund sidewalk groves/bumpouts in front of Brown University owned properties on Thayer Street: Blue State Coffee Building, Green Alley and City Sport, to be completed before the Thayer repaving project. Mr. Dahlberg suggested that now would be the opportunity for other property owners to participate in additional sidewalk groves/bumpouts in front of their properties to provide a consistent look on Thayer Street. Mr Dahlberg mentioned that Brown is also looking at the possibility of funding interesting crosswalks (i.e. fish).

Mr. Dahlberg reported no update on security camera project. The project is currently on hold seeking property owners willing to be involved to host camera sites.

Mr. Martineau and Mr. Dahlberg reported meeting with Waste Management regarding the trash

compactor project. The details discussed were: contracts, padding and electrical hookups. They will be reaching out to other Thayer Street businesses to evaluate interest. They reported that each business would contract directly with Waste Management, and Mr. Dahlberg stated that Brown University is waiting on legal counsel regarding leasing space to Waste Management. It was suggested Ms. Personeus develop a letter of introduction from the TSDMA to approach local business owners.

6. Storefront Improvement Matching Grant Program

Ms. Personeus provided information on the program.

7. Thayer Street Expansion

The procedure for expanding the TSDMA was briefly discussed. It was determined that additional time would be required for discussion, and the board moved to forward the discussion to the next meeting.

8. Other Business

There being no further business, the meeting was adjourned at 10:22 am