



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

Tuesday, August 5, 2014

MEETING MINUTES

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:05 a.m.

1. Roll Call

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

Guests: Mike McCormick and John Cooke of Brown University; Stephen Filiere and Daniel Messier of Orion Red

2. Discussion and Vote on the Board Meeting Minutes from July 1, 2014

Minutes from the July 1, 2014 board meeting were approved after a motion by Mr. Luipold, which was seconded by Mr. Shwaery. The vote was unanimous.

3. Discussion and Vote on Financial Report

The Financial Reports were presented August 5, 2014 and approved unanimously after a motion by Mr. Luipold, which was seconded by Ms. Mardo.

Ms. Personeus updated the Board on the following list of property owners with overdue payments: Mitrelis Family Limited Partnership; Thayer Street Realty, LLC; Matlin Trust; Walter Bronhard; K&K Dulgarian Trust. She was advised by the Board to continue following the procedures as stated within the TSDMA bylaws for collections on past due accounts.

4. Parklet Update:

Mr. McCormick and Mr. Cooke from Brown University as well as Mr. Filiere and Mr. Messier of Orion Red updated the Board on the progress of the parklet project. Mr. McCormick introduced Mr Filiere and Mr. Messier of Orion Red, a RI based company as having agreed to produce the parklet within the pre-approved scope of the project including delivery and set up on Thayer Street, as well as provide storage when the parklet is not in use during the winter. The parklet built by Orion Red would be in one piece and constructed on a steel base. The TSDMA will be responsible after the initial parklet set up for its annual maintenance and transportation to and from Thayer Street in Orion Red (approx cost: \$750 one way). Orion Red provided the Board with a revised design that met the all key required elements of the project. After discussion, the Board unanimously agreed that the design met the previously voted upon

approved project scope with removal of the decorative screen (to be added at a later date as a potential art installation), and changing of accent color from red to PG Blue. Orion Red confirmed the parklet would be completed and installed on Thayer Street before for the Thayer Street Fall Festival ribbon cutting on September 28th, based on Board approval of the design revisions as presented.

5. Capital Investments:

Ms. Personeus provided the Board with a list of possible capital investment ideas for FY 2015 for discussion. The list included the following projects: Thayer Street Security Camera Project, Tree Well Improvements, Community Bulletin Boards, Holiday/Winter (Nov-Mar) Festive Lighting of Thayer Street, Bike Repair Station, and Hold in Reserve. After discussion the following new ideas for possible investment were added to the list: Expansion of Ambassador Program, Budget for Executive Director to work with Grant Writer, Parklet Screen Art Installation, New Website Development and Business Improvement Matching Grants. It was decided to continue this topic to September's Board Meeting to include further discussion and voting.

6. Executive Director Update:

Ms. Personeus reported that the TSDMA audit is moving forward; there was no new information to report. Ms. Personeus reported that FY 2015 had been mail in July, with the first payments due August 15, 2014.

An update was given by Ms. Personeus to the Board on the progress of the Fall Festival with Festival Fete. Ms. Personeus reported that she was working with Mr. Bishop to secure the appropriate additional event liability insurance coverage/protection for the Board, Executive Director and TSDMA. Mr. Bishop's agency is currently double checking coverage based upon conversations with Ms. Personeus. The insurance will be in effect before the first TSDMA event takes place. Ms. Personeus reported that she would sign the Executive Director contract agreement once she had confirmation that the proper insurance had been secured on her behalf. Ms. Personeus also reported that she is reaching out to Thayer Street Merchants with a combination of emails and one-on-one visits to engage with them regarding the Thayer Street Fall Festival and Bicycle Benefits Program.

Ms. Personeus stated that she attended the 16th Annual Open Government Summit on August 1, 2014 and reported back to the Board that we were in compliance in regards to the "closing meeting room doors". She stated that it was recommended that we post a sign on the door stating "Meeting in Session Open to the Public", which she has done and will continue to do for future meetings. Ms. Personeus also reported that based upon recommendations provided to the public during the summit, going forward she will be including additional information on our meeting agendas regarding the nature of each meeting agenda topic for discussion.

Ms. Personeus reported on a complaint that she had received from a College Hill resident. After researching the complaint the location was found to be located just outside the District. She asked the Board for guidance in reaching out to help the TSMMA's neighbor. Mr. Dahlberg stated he would reach out to the DWP and Brown University to resolve the safety issue of the low hanging tree branches on the corner of Waterman and Brook. Ms. Personeus would ask the trash/sanitation company working for the TSDMA to include a quick sweep up of the sidewalk once a week. Ms. Personeus would ask the graffiti removal company hired by the TSDMA to reach out independently to the property owner in reference to

the garage off Brook Street to see if they would like to hire him independently.

Ms. Personeus reported that monthly email blasts to Property Owners, Merchants and “What’s Happenin’ on Thayer” would continue to go out on a regular basis.

7. Logo Contest:

Ms. Personeus presented the (6) six finalist logos. Each member of the selection committee was asked to select their choice for the winning logo by secret ballot. The results were tabulated after the Board meeting by Ms. Personeus due to time restraints. Ms. Personeus reported on August 12th to the Board via email and to the public via the TSDMA website as planned, that the TSDMA logo contest winner was Robert Nall.

8. Infrastructure Update: *Street Improvements, Cameras, Trash compactor*

Mr. Cooke, Thayer Street Improvement Project Manager, updated the Board on the the final details of the sidewalk bump out plan for 300 Thayer Street/Blue State Coffee site and City Sports site.

Mr. Dahlberg reported the trash compactor would be installed within the next few weeks. He also reported that conversations with other TSDMA property owners will be required to secure a location for cardboard recycling.

Mr. Dahlberg reported continued open discussions with representatives from Gilbane regarding partnering with Brown and the TSDMA to secure 100% video surveillance surrounding 257 Thayer.

9. Future Enlargement of the District:

Due to time restraints, discussion on this topic will be moved to a future date TBD

10. District Property Usage Changes to Non-Profit - Effects on TSDMA:

Due to time restraints, discussion on this topic will be moved to a future date TBD

11. Other Business

No other business was discussed

There being no further business, the meeting was adjourned at 10:30 am.