



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

Tuesday, April 7, 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; David Shwaery; Edward Bishop; Paul Greisinger; Emily Kish, and Donna Personeus, Executive Director

Absent: Susan Mardo; Steven Lewinstein

Guest Speakers: Emma Chasen & Kristen Mitchell, BrUOG; BJ Mansueti, Narragansett Beer

**2. Discussion and Vote on the Board Meeting Minutes from March 3, 2015**

Minutes from the March 3, 2015 board meeting were approved after a motion by Mr. Luipold, which was seconded by Mr. Bishop. The vote was unanimous.

**3. Discussion and Vote on Financial Report as provided on April 7, 2015**

The Financial Reports were presented April 7, 2015 and approved after a motion by Mr. Dahlberg, which was seconded by Ms. Kish. The vote was unanimous. Mr. Luipold noted that the money market account had earned \$70.15.

**4. Presentation and Discussion of FY 2016 Budget First Draft:**

Ms. Personeus presented the first draft budget for FY 2016 as well as a Tax Assessment Worksheet for review and discussion. Ms. Personeus reported that the City of Providence Assessment Office online assessment valuations were not up-to-date, and that she would be working with the City's Assessment Office to secure the most up-to-date assessments available for the next draft of budget and assessment worksheets. Mr. Luipold stated that he would email Mr Gilbane in regards to 257 Thayer's assessment contribution for FY 2016. Due to time restrictions, a decision was made to create a committee to address budget details and report back to the board at the next meeting on May 5, 2015. Mr Luipold, Mr. Dahlberg, Mr. Martineau, Mr. Bishop and Ms. Personeus volunteered to attend the committee meeting. Mr. Luipold stated his office would take on the responsibility of coordinating the meeting.

**5. Board of Directors Executive Positions & Terms Review & Discussion:**

Ms. Personeus presented an updated TSDMA Board Member History for review and discussion. It was decided that the TSDMA needed to review the existing process of officers and establish a process of

implementation. Ms. Personeus was asked to add this agenda item to the May 2015 Board Meeting for further discussion.

#### **6. Executive Director Update:**

*Current Audit & Upcoming Audit Update; Insurance Update Discussion & Vote; Grant Writer Update; Update Weekend Tippy Trash Pick up; Multiple Use Trash Containers in District Update; TSDMA Storage Update; Status of Debit Card for Expenses; Thayer Street Spring Block Party Sponsored by Narragansett Beer Support Request Discussion & Vote; Parklet Return Date & Street Sweeping Prep Discussion; Update on Other Projects: Bike Repair Station & Tree Wells; Lippitt House 150th Anniversary Block Party; Art on Thayer: Artbeat & Noon Music Program; Annual Report for FY 2015 Discussion*

Ms. Personeus presented her report in written form due to the full agenda of the meeting and time restrictions. That report is included as part of the official minutes. Ms. Personeus introduced Mr. Mansuetti from Narragansett Beer, lead sponsor of the Neighbor Days Thayer Street Block Party scheduled for May 16th, who reported to the Board on the current status of the event. Ms. Personeus reported that the Neighbor Days event sponsor Narragansett Beer was asking for financial assistance. The cost of the event had exceeded their budget and in order to continue, were asking for a sponsorship of \$2,000. The Board asked about the contributions being made by Thayer Merchant Association. Ms. Personeus mentioned that Flatbread Company was taking a lead role providing the liquor license for the event. Ms. Personeus also stated that proceeds from the beer sales would go to Thayer Merchants Association to help them get started with their newly re-formed organization. Mr. Bishop made a motion to approve a budget of \$2,000 for the event, which was seconded by Mr. Luipold. The vote was unanimous.

#### **7. BrUOG Food Truck Festival:**

Mr. Dahlberg introduced Ms. Chasen and Ms. Mitchell from BrUOG, a Cancer Research Group associated with Brown University. They spoke regarding their fundraising event scheduled for Oct, 18, 2015 (Brown University's Parents Weekend), the BrUOG Food Truck Festival. They stated that Olive St would be closed from Thayer to Brown for the event. They were expecting four food trucks would be participating in the event, each paying to participate. They welcomed Thayer Street Merchants to also participate and offer a free table for the TSDMA for the event for marketing the street.

#### **8. Parking Initiative (Brown University):**

Mr. Luipold reported that Brown University is exploring donating parking locations to TSDMA to be use for a Valet Parking Initiative Pilot Program, Mondays through Fridays 5:00 pm to 2:00 am, and weekends all day/night, with Brown able to crawl back on special dates. This parking "land" will be leased with the revenue created given to the TSDMA, with the TSDMA responsible for management of the program. Mr. Luipold stated that RFPs had been requested from several valet companies and he requested the formation of a Parking Initiative committee to review the proposals received and interview the potential companies, reporting recommendations back to the Board. A committee was created with the following members volunteering to participate: Mr. Luipold, Mr. Dahlberg, Mr. Greisinger, Ms. Kish, and Ms. Personeus. Ms Mardo will be asked to represent the merchants on the committee.

#### **9. Infrastructure Update: Security Camera Project**

There was no update reported

#### **10. Business Parking Permit Update:**

Ms. Kish reported that the street meters on Thayer Street would be installed in the week or two. Ms.

Kish reported that the employee parking pilot program was nearly ready to be implemented. The program would be rolled out with phase one having approximately 59 parking spots. Locations had been identified that met with approval from various different groups including the CHNA. Employers must sign up for the program through the city first before their employees can apply online.

#### **11. Merchant Report**

There was no report given at this time.

#### **12. Other Business**

There being no further business, the meeting was adjourned at 10:39 am.