



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

Tuesday, December 1, 2015

DRAFT

MEETING MINUTES

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

1. Roll Call

Directors: Dean Martineau, Chair; Albert Dahlberg; John Luipold; David Shwaery; Paul Greisinger; Steve Lewinstein & Donna Personeus, Executive Director.

Guests: Katie Silberman, Brown University; Richard Dulgarian, Avon; Katherine Bishop, E. F. Bishop Agency

Absent: Susan Mardo; Margit Liander; Edward Bishop

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

Minutes from the November 3, 2015 board meeting were approved after a motion by Mr. Albert Dahlberg, which was seconded by Mr. Shwaery. The vote was unanimous by all attending Board members.

3. Discussion and Vote on Financial Report as provided on December 1, 2015

The Financial Reports were presented December 1, 2015, and approved after a motion by Mr. Luipold, which was seconded by Mr. Lewinstein. The vote was unanimous by all attending Board members.

4. Chairman's Report

Mr. Martineau reported he had secured a permit for the BigBelly installation.

5. Executive Director Update

Audit Updates; Discussion & Vote on Cost of Upcoming Audit; Tree Well Plaque Project Update; Thayer Window Art Gallery Project Update; Bicycle Repair Station Update; Winter Storage for Parklet Update: Article in December Issue of East Side Monthly

Ms. Personeus reported the last audit had been completed and that she had emailed a digital version to all Board members. She also reported that she had requested and received an agreement from our present audit company for the next audit covering 2013-2015, had presented it to Mr. Luipold, and was awaiting approval of the agreement.

Ms. Personeus stated that she had received the invoice for the tree well and sidewalk repair work and was

awaiting an explanation on a charge before approving it for payment.

Ms. Personeus reported that the “In-Transition” Pop-up Art Exhibition slated for the windows of 249 Thayer Street had to be moved. She had secured a new location at 271 Thayer Street thanks to the help of Mr. Luipold. The exhibition unveiling is scheduled for 2 pm during the Merchant’s Thayer Holiday Stroll on December 2. She also mentioned that the TSDMA assisted the Merchants with their Holiday Stroll event with marketing support.

Ms. Personeus presented photos from the Bicycle Repair Station Press Release that will sent to all the local media and cyclist publications. She mentioned that we had received media support from several local cycling organizations.

Ms. Personeus reported the parklet is set to go into storage the morning of Dec 6th at 5 am, and would be transported and stored in the same manner and locations as last year.

Ms. Personeus reported that East Side Monthly is planning a full page article on the most recent improvements to Thayer Street for their December 2015 Edition.

Ms. Personeus reported on the additional marketing efforts she had secured on the TSDMA’s behalf which included: a free 10x10 space at the Holiday Market to be held at Wheeler School on December 5th where she would be presenting merchant provided coupons, Partnership for Providence Parks has offered their “Holiday Wreath” to Thayer Street for short term installation, and the Providence Children’s Film Festival was offering Thayer Merchants special marketing opportunities during the festival at no cost after meeting with her. Ms. Personeus stated she was in need of a property owner to host the location in which the wreath could be hung. Mr. Greisinger agreed to host the wreath installation on the former “Now Yoga” location, 2nd floor exterior.

6. Board Member Nominating Committee Report

Discussion and vote on TSDMA Board of Directors Nominations of Lauren Berk of Berk’s Shoes & Amanda Giessler of Francesca’s

The TSDMA Board Nominating Committee discussed voting for both Ms. Berk and Ms. Giessler as replacements for Mr. Shwaery and Mr. Bishop. After discussion, a motion to accept both Ms. Berk and Ms. Giessler as new TSDMA Board of Director members, pending designation by the Mayor of City of Providence, of a new City Liaison Board appointee, was made by Mr. Luipold and seconded by Mr. Lewinstein. The vote was unanimous by all attending Board members. Ms. Liander stated she would work on receiving approval from the Mayor. Ms. Personeus stated she would notify both Ms. Berk and Ms Giessler of the Board’s decision.

Mr. Dahlberg made a motion to honor the years of service that Mr. Bishop and Mr. Shwaery had given the TSDMA by naming them both Ex-officio Board Members, this motion was seconded by Mr. Luipold. The vote was unanimous by all attending Board members..

7. Brown’s Institutional Master Plan Amendment Presentation

Mr. Dahlberg with the assistance of Mr. Luipold presented Brown University’s third Amendment to its current Institutional Master Plan to the TSDMA Board. Highlights include a summary of landholdings and properties, summary of new engineering building scheduled to be completed in Jan 2018, Brown to

Brown Home Ownership Program in which Brown has invested approximately six million dollars, as well as a plan to demolish seven Brook Street houses, purchased by Brown from Mr. Bishop, and replace them with an interim use public surface fee based parking lot with an estimated 70 parking spaces. Access to the parking lot is planned for Cushing Street only. A recent traffic study showed no significant impact on traffic. This plan is waiting for City of Providence approval. If approved by the City in Jan 2016, the timeframe for completion is Fall 2016. A recommendation to have the City make a 4-way stop at Cushing and Brook and consider including a bump out at the corner for safety was suggested.

8. Parking Initiative (Brown University) Update

Mr. Luipold reported that the parking initiative for Lot #11 was much closer to finalization and the initiative is separate from the pending Brook Street/Cushing parking lot plan.

9. Infrastructure Update

Big Belly Project Update; Tippy Container Sale Update, Discussion & Vote on Sale

Mr. Luipold reported that the contract with Big Belly to lease 20 Big Belly compactors had been completed and signed. Delivery of the units was accepted in early December 2015. Mr. Luipold stated that the BigBelly units and as well as the old tippy trash containers could be temporarily stored at 271 Thayer Street, a Farview owned property. He also provided a map indicating the locations where each BigBelly unit would be located in the District. Ms. Personeus was asked to email a digital map to each Board Member. Ms. Personeus stated that she would coordinate the installation process with BigBelly and the Thayer merchants and would be on Thayer Street during the entire installation process

Ms. Silberman presented a chart listing the status of each organization that had been approached regarding purchasing our tippy trash containers. She reported that she had interest in purchase by two organizations at \$50 a container. She asked the Board for approval to sell at the \$50 price. Mr. Dahlberg made a motion to accept the price of \$50 per container, which was seconded by Mr. Luipold. Ms. Personeus was asked to work with Ms. Silberman to complete the sale of the old trash containers.

10. City Liaison Report

Thayer Business Guide Update; Update on Merchants request to change meters

Ms. Personeus read Ms. Liander's emailed update on her behalf, "The City has agreed to 3 hours on Thayer and the 4 hours on Meeting, but Waterman and Angell will remain 2 hrs and "Holiday parking will be the same as previous years – 2 hrs free after 10:00AM Monday through Saturday, Holiday parking refers to Nov 27 - Jan 1."

11. Merchant Report

Holiday Stroll December 2, 10A-10P; Food Truck & Peddler Update

Next Merchant Meeting December 3rd @ 9:30 AM at Kartabar

There was no report given due to Ms. Mardo being unable to attend, the TSDMA meeting conflicted with an invitation for her to attend a Providence Merchant meeting with Mayor's Office.

11. Other Business

Shark Bar and Grille Update

Mr. Dahlberg informed the Board that the next City Licensing Board meeting would be in January 2016. He will inform the Board once the date has been announced.

Metering on Thayer

Guest, Mr. Dulgarian of Avon Cinema, asked for Board support on fighting the City proposal of extension of the parking meters from 6 pm to 9 pm. After discussion by the Board, Mr. Dahlberg made a motion to support the decision to support the merchants position of not having the meters extended to 9 pm, which was seconded by Mr. Luipold. The vote was unanimous by all attending Board members

Mr. Dulgarian asked the Board to support extending the meters from the 3 hours (which had just been extended from 2 hours) to four hours. After discussion, the Board decided that they were open to idea of supporting the merchants proposal to extending the meters to 4 hours, however they felt additional research was necessary before a vote could be taken.

Additional Signage at Bike Repair Station

Ms. Silberman requested permission from the Board to pursue additional larger signage located next to, not on, the Bike Repair Station. She suggested that would be helpful in explaining the purpose of the station to local non-cyclist traffic. Ms. Personeus mentioned that she had not been given permission for additional by the Brown University representative of the property during the on-site location decision making meeting. Mr. Dahlberg asked Ms. Silberman to pursue the additional signage approval internally through Brown and report back to the Board.

There being no further business, the meeting was adjourned at 10:31 am.