

**Church Street Marketplace Commission Meeting
Wednesday, February 18, 2009
Church Street Marketplace Office**

COMMISSIONERS: Jeff Nick, Lara Allen, Celia Daly, Dan Latcheran, Buddy Singh and Lorre Tucker

Absent: Joe Carton, Robert Fuller and Dan Smith

VISITORS: None

STAFF: Ron Redmond, Mimi Gutchell, Matt McMahon and Pat Rideout

Meeting called to order at 8:15 a.m.

AGENDA & MEETING MINUTES: Agenda was distributed. November meeting minutes were distributed and accepted.

MOTION: Lara, **SECOND:** Celia

Minutes for the January and February meeting will be presented at the March meeting for approval.

Schedule of dates for Commissioner meetings was presented. Due to a conflict, the meeting date for May was changed to May 13th.

PUBLIC FORUM - There was no one present for public forum

CHAIR's Report - Proposed Goals and Strategies, FY10:

- A. RON said that an RFP was sent out in regards to 62 Church Street leasing (presently Maplehurst). There has not been any response to date. Written proposals requested within 60 days (ends about 50 days from today). CELIA asked if we shouldn't be marketing this. What are our restraints to list with a broker? RON felt it would have to go out to all brokers initially. JEFF asked what happens after the 60 days – also felt it best if we can go with one broker. RON would check with the City Attorney on this. Possibly see about sending out RFP for broker – need to state terms and set up selection committee and go through the public process. JEFF asked if there was any money for renovation of the building. RON said possibly some Stimulus money. DAN-L felt best to look at brick and mortar and lease. Usually the cost of CAF and real estate taxes is passed on to the tenant (from property owner). RON will speak to Jonathan (budget time now) to see about setting dollars aside. JEFF mentioned that the building, as it is now, was only single story space unless the property owner installs wheel chair accessibility.
- B. Maintain and Improve the Marketplace: SAFETE-LU: 2010 the electrical system work will begin. RON will meet with Ben Pacy about possibly setting aside dollars (dependent on Jonathan) to help CSM pay for drains/sink hole repairs.
- C. Advocate for Parking and for Alternatives: (for nights and weekends) Superior Court building parking. Need to sit with – Homeland Security issues. Also look at TD lot and lower lot. Test valet parking. DAN-L - valet 2 hour free to BTC garage (separate from

regular 2 hour parking) Garage manager would handle. Need to add surcharge, can't isolate individual tickets. JEFF said there needs to be a nearby lot that drivers can move/return quickly to next car to be parked. Needs to be run by someone other than Ron.

- D. Strengthen Downtown through advocacy, Service and Partnership: So far so good.
- E. Strengthen Safety and Security: RON spoke about the BPD/Mike Schirling meetings – working on community process.
- F. Promote Downtown's Economic Vitality: Is ongoing; CSM web site being updated.
- G. Enhance Visual Appeal and Pedestrian Flow: Signage meeting to be set up with Ken Lerner, Robert Fuller and David White regarding ordinances and if any on banners (send to Celia). How can we set up second or 2st story banners?

EXECUTIVE DIRECTOR'S REPORT

- A. CPTED (Crime Prevention Through Environmental Design): LORRE suggested opening up spaces for community to use (after school performances, etc). JEFF asked if we have a definition or ordinance for loitering. RON would check with BPD/Mike Schirling.
- B. Strategies for Mall Block: Possibly have stations at the BTC entrance – DAN-L to think about. RON suggested leasing space out in front of the Mall – look at; Did this two years ago for stores in the BTC. DAN-L said that at the moment there is a staffing issue. RON also mentioned speakers set up at the BTC entrance playing music that loiters don't like. DAN-L to look into. Security camera at 52 Church/Homeport Building with night vision – directed at BTC – cost about \$3K. Frank OK to have done but won't pay. Other spots – Big Joe and the Marketplace Alley. DAN-L to give RON some vendors they looked at on cameras. Marketplace cannot be the one to set up cameras. Foundation? JEFF recommended sending a letter out from the Foundation. RON said that when the Foundation began in 2004, it was a way for tax deductible gift \$ donations for capital improvements to go to CSM. It is a N/P Foundation – preserve physical environment. Have used as vehicle for other items (Lois plaque, Cabaret Association start up). JEFF said to do a meeting with the City and Gene, Jeff, Tim and Joe Frank.

COMMITTEES:

- A. Finance: Staying on budget – at 60% right now (same time last year at 69%). Looking into detail on maintenance supplies (182), public relations (181). Donations exceeding last year. RON said that the snow removal is 3 year agreement. DAN-L suggested the possibility looking into a 3 year agreement for the salt as well.
- B. Maintenance: RON is looking at street lights (from Montreal). They are LED and he will email styles to the Commissioners when he has them. JEFF asked when any stimulus money is coming our way? RON said that we do have our name in.
- C. Merchant & Marketing: LARA spoke of the Seven Days meeting that took recently place. Looking to do a fashion week with Seven Days as sponsor, do CSM Ad page; need to set up committee for fashion events. Marketfest should pull the fortune cookies. JEFF spoke of an Advertizing company that signed with the Garage. RON asked to not have conflicts with CSM sponsors.

RON mentioned that the Lois Bodoky plaque and having future plaques about particular buildings, people, etc. Will have presentation of plaque in May with Lois, et al. Tim Kavanagh as well to be in attendance.

Meeting Adjourned a.m.