

**DDA
DDA Meeting Minutes
October 21, 2021 Regular Meeting
City Hall Chambers
8:00 AM**

Members Present: Marcey Skwor, Linda Norlander, Jay Bostwick, Erica Quinn, Robert LeDuc, Trish Kidd, Mike Williams

Members Absent: Derby Chase, Mayor Thompson, Kyle Closs, Linda Howlett

Vacancies - 1

Other Staff Present: Ron Miaso, Eric Buckman, Renée Barron

Guests / Public: Patrick Johnson

Meeting was brought to order by Jay Bostwick at 8:25

- I. CALL TO ORDER**
 - a. Roll Call was noted**

II. Amendments to Agenda

Motion by Marcey Skwor; seconded by Linda Norlander move the Rialto Project Update to the top of Unfinished Business as Item A.

*****MOTION CARRIED UNANIMOUSLY*****

III. PUBLIC COMMENT

None

IV. APPROVE MINUTES – September 16, 2021

Motion by Linda Norlander; seconded by Mike Williams to approve the DDA Regular Meeting Minutes – September 16, 2021.

*****MOTION CARRIED UNANIMOUSLY*****

V. PUBLIC HEARING:

None

VI. BUDGET:

a. Year to Date September 30, 2021.

Ron reported that over \$8 thousand of Tax Capture was reported in September. On the expense side, \$451 of DDA related Audit fees were recorded, minor Farmers Market expenses for Music and the Market Manager Phone also hit the ledger in September.

Also recorded were the usual DDDA Coordinator charge as well as \$621 for Electrical parts for the Delta Avenue light pole project previously approved by the Board. Ron also reported that based on input from the Electrical Department, the Project should come in about \$2 thousand below the budgeted amount.

VII. UNFINISHED BUSINESS:

a. Rialto Center Project Update – Patrick Johnson

Patrick Johnson reviewed the status of the project. He discussed the original \$25,000 Engineering funds and Renée Barron confirmed that \$18,028 has been spent to date.

Patrick said that the Rialto businesses are nearly full and that he is still looking to add another 3 apartments on the second floor. He said \$100,000 of personal funding is needed and reported that the sale of his former Chiropractic Office on Delta Avenue had added funding which will be used for this purpose.

Motion by Jay Bostwick; seconded by Erica Quinn to review this project again in one year (October 2022)

*****MOTION CARRIED UNANIMOUSLY*****

b. 9th Street Bond Project Update

City Manager Eric Buckman reported that he continues to work with Jim Parry of Oberstar and they are within \$10,000 to settle all issues. Once the dollar amount is settled, the Project will be closed out and there should be an overall Project Cost.

Eric said our attorneys advised saying nothing until the project is officially closed.

c. North Shore Update

Renée Barron reported on the Joint Special Meeting held on September 30, 2021 which resulted in motions to purchase the privately owned acreage, and that a Resolution is going to go to the City Commission to move ahead with the Purchase.

d. Delta Avenue Parking Study

Ron Miaso reported that the Parking Signage mock up being constructed by DPW has not yet been completed.

e. North 15th Street Reconstruction

City Manager Eric Buckman reported that the project is complete.

f. Locomotive Repainting and Signage

Ron Miaso reported that the Gladstone signage for the Locomotive approved at the last DDA Board Meeting are complete. Although the Board approved 2 signs, John Pickard requested another sign be authorized. Ron worked with Sign UP and they agreed to supply three signs at the same cost which was approved.

City Manager Eric Buckman said that the lights are being funded by WPPI and that he is working to resolve the Netting required to keep birds from destroying the paint by looking at the Mary Cretens Fund.

g. RRC 2.0

Ron Miaso reported that after reviewing some history on the RRC Committee and the major items that still need to be accomplished, Ron and Renée Barron recommend that the Committee be at the City level with Oversight by the City Manager. The Proposed Committee would be Ron Miaso, Renée Barron, One DDA Board Member, One City Commissioner, and two members of the Planning Board.

The Board recommended that Linda Howlett be the DDA representative. Since she was not at the meeting, Ron will contact her to discuss. In addition, the City Commissioner election could alter this spot on the Committee.

Motion by Marcey Skwor; seconded by Linda Norlander to support the framework and Committee Membership discussed above.

*****MOTION CARRIED UNANIMOUSLY*****

h. Trees

Ron Miaso reported on his survey of downtown businesses regarding Delta Avenue Trees. He said that the results were evenly split – some businesses complained about snow removal and leaves being a maintenance issue. One business was concerned about the roots causing water pipe issues. Other businesses wanted trees downtown and that green space improves the visual appeal of downtown.

City Manager Eric Buckman talked about a City Commission Tree Policy which was approved many years ago. He said that the Policy is not very detailed and useful for guidance. There was a discussion on tree roots and Board Member Robert LeDuc advised that simply cutting a tree will not stop roots from continuing to grow.

VIII. NEW BUSINESS

a. Farmers Market Coordinator Position

Ron Miaso reported that Trish West is excited about the position and will work with current Market Coordinator Samantha Grzybowski to insure a smooth transition.

IX. COMMENTS

- a.** City Manager Buckman reported that the election is coming up and the City Clerk is preparing for the election.
- b.** DDA/EDC Coordinator – None
- c.** DDA Board Members - None

X. PUBLIC COMMENT

None

XI. ADJOURNMENT

Motion by Mike Williams; seconded by Erica Quinn to adjourn.

*****MOTION CARRIED UNANIMOUSLY*****

The DDA adjourned at 9:25 A.M.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "RM", is written in black ink.

Ron Miaso, DDA / EDC Coordinator