

**Downtown Schenectady Improvement Corporation/
Downtown Special Assessment District
Board Meeting Minutes
February 26, 2013**

Attending: Richard Antokol, Janet Hutchison, Jack McDonald, Chris Spraragen,
Rudy Grant, Austin Fisher
Absent: Sid Ramotar, Joe O'Connor
Staff: Jim Salengo, Colleen Merays, Gail White, Becky Jarczyński

Downtown Schenectady Improvement Corporation

Richard Antokol opened the meeting at 8:30am.

1) Approvals

- a) **Meeting Minutes** - Richard Antokol asked if everyone had read the minutes of the January 22, 2013 board meeting and if there were any comments.

Janet Hutchison made a motion to approve the minutes from January 22, 2013. Rudy Grant seconded the motion. Motion passed unanimously.

- b) **2013 Printing Contract** – Jim Salengo reviewed a summary of responses from the 2013 printing RFP. Out of the six vendors that responded, Benchmark Printing submitted the lowest price at \$6,483 and was the most generous in donating services. We have worked with them before and they produce a quality product. The contract would save \$3,055 on the 2013 printing budget.

Janet Hutchison made a motion to award Benchmark Printing the 2013 printing contract. Rudy Grand seconded the motion. Motion passed unanimously.

- c) **2013 Flower Contract** – Jim Salengo reviewed a summary of responses from our 2013 flower RFP. Per the recommendation of landscape architect Mary Moore Wallinger, we will install spirea in the street planters this year, which hopefully will bloom annually and save money on planter material. We won't be installing hanging baskets on Erie Blvd. because of the construction; we will create a post-construction flower plan for 2014. The lowest of three bids submitted was Dehn's Flowers at \$9,900, which is \$1,200 under the 2013 budget.

Austin Fisher made a motion to award Dehn's the 2013 flower contract. Janet Hutchison seconded the motion. Motion passed unanimously.

2) Committee/Program Reports

a) Finance

- i. **January 2013 Financials** – Jim Salengo reviewed the financials; board members were asked to contact Jim or Colleen with questions.
- ii. **2013 Metroplex Grant** – Jim Salengo stated that the DSIC operating grant of \$160,650 was approved at the Metroplex board meeting on February 13. We have received the contract documents for review.
- iii. **Fiscal Agent: Schenectady Pride** – Jim Salengo explained that organizers of the Schenectady Pride Festival approached us about being their fiscal sponsor to accept donations, issue payments, etc. Colleen Merays discussed some of the responsibilities

and challenges of fiscal sponsorship given to us by our attorney. Jim suggested it might be a better fit for them to approach Proctors and/or the Arts & Entertainment District, since events and tourism are at the core of their missions. ACTION: Jim will connect Schenectady Pride organizers with Proctors.

3) Executive Director's Report

- a) **2013 Board Nominations** – A letter was mailed to all DSAD property owners with a response deadline of March 8 for suggestions and self-nominations. To save money, the letter directed people to the website to print forms. Please send any suggested names to Jim ASAP. Jim will schedule a nominating committee meeting soon.
- b) **Website Update** – Austin Fisher has been working with Jim on issues with our vendor surrounding the delayed launch of the new DSIC website. We have been unsuccessful in our attempts to set up a face-to-face meeting. Discussion continued.

Jack McDonald made a motion to have our attorney send a letter to the vendor indicating that outstanding issues must be resolved within two weeks and a written plan presented, or the DSIC will pursue legal action. Chris Spraragen seconded the motion. Motion passed with five (5) in favor and one (1) abstention (Richard Antokol).

- e) **Programming Updates** – Becky Jarczynski reviewed a summary of results from our 2012 holiday promotions, which was compiled with the help of our intern Jinette.

4) New/Old Business

- a) **Board Size Committee** – Discussion resumed from the January meeting on whether to pursue an increase in board size from 9 to either 12 or 13 members. The majority of board members present recommended a total of 13 members.

Austin Fisher made a motion directing the DSIC staff to begin the process of pursuing an increase in board size from 9 to 13 members. Janet Hutchison seconded the motion. Motion passed with five (5) in favor and one (1) opposed (Jack McDonald).

Jack McDonald reviewed the reasons for his vote. Discussion continued.

Chris Spraragen made a motion to adjourn the meeting. Janet Hutchison seconded the motion. Motion passed unanimously.

Meeting closed at 9:47am.

Downtown Special Assessment District

Richard Antokol opened the DSAD at 9:47am.

There is no new business for the DSAD.

Janet Hutchison made a motion to close the DSAD. Chris Spraragen seconded the motion. Motion passed unanimously.

DSAD closed at 9:48am.