

**Downtown Schenectady Improvement Corporation  
Downtown Special Assessment District  
Board Meeting Minutes  
October 3, 2023**

**Attending:** Austin Fisher, Michael Burns, Phil Wajda, Heather Peterson, Ray Legere,  
Andrea Cortelyou (phone), Mitch Ramsey  
**Absent:** Paul Ambrose  
**Staff:** Carney McGuire  
**Guest:** Tate Ottati

**Downtown Schenectady Improvement Corporation**

The meeting took place at the office of Peterson Campoli & Associates, 1473 Erie Blvd.  
Heather Peterson opened the meeting at 12:04 p.m.

1. **Consent Agenda** – All items in the consent agenda were approved unanimously.
  - a) Meeting minutes from 8/29/23.
  - b) Interim Executive Director’s Report.
  - c) August 2023 financials
  
2. **Introduction of Guest**

Tate Ottati (Spouse Amanda owns Bear and Bird Gallery on Jay Street). Tate was welcomed and invited to ask questions or comments.
  
3. **Board Committee Reports**
  - a. Governance (Heather, Ray, Austin)
    - i. Board recruitment plan
      1. 5 Board Members terms expire May 2024. Some board members are eligible to continue with board vote if needed.
      2. Review current board and terms – need to get letter to Mayor ASAP
      3. Decision – committee will convene post 11/1
    - ii. DSIC budget (Annie and Carney work in progress)
  - b. Beautification
    - i. Jay Square – quick update from Carney on all coming together.
    - ii. Westinghouse Statue – Agreement has been worked between Westinghouse committee and DSIC. DSIC has remaining funds for care of square. It has been earmarked in our general funds.
    - iii. Robert Blood sculptures still need posts and plaques with Peter’s wording. Annie is working on this with Peter. Austin has the remaining larger sculptures on his property. They can be moved downtown in the future.
  - c. Outdoor Program
    - i. Metroplex RFQ for Snow and Landscaping – DSIC has submitted for consideration of landscaping and limited snow removal. This is a good opportunity for us to grow.
    - ii. Jay Square – DSIC will be responsible for upkeep and mowing of the square. Metroplex will be paying DSIC for this service.
    - iii. Board Committee to get meeting on the books for Outdoor program.
  - d. Finance (Heather, Michael, Carney)
    - i. Job Costing for services to City (Heather) – reported out on cost of DSIC to

- plant and maintain all flowers for our own operating expense purposes. Annie and Ray will have a look at numbers.
- ii. Greenhouse job cost – ran the numbers. Although the aesthetic benefit of the more mature and beautiful plantings was incredible, the rent paid for the greenhouse was too high to justify continuing the program at this time. The outdoor committee may look at expanding our operation to construct a greenhouse at some point in the future.
  - iii. Associate Memberships – Rivers Casino entered into an agreement for associate membership. Carney worked with them to create a marketing deck.
  - iv. Metroplex billing caught up.
- e. Special Events
- i. Wing Walk – ready to go.
  - ii. Block Party – lots of work to be done.
  - iii. Jay Square opening will have a full court and press.
  - iv. Spooktacular – coming together.
- f. Executive Session (Board and Carney)
- i. Outdoor Program (EEM and Landscaping)
  - ii. HR update
  - iii. PTO status for each employee (Heather)

***Ray Legere made a motion to accept the PTO status for each employee as it stands as of September 15, 2023. Michael Burns seconded the motion. All in favor. None opposed. Motion carried.***

- g. Executive Session (Board only)
- i. ED Search process timing

***Austin Fisher made a motion to adjourn the DSIC meeting. Phil Wajda seconded the motion. All in favor. None opposed. Motion carried. Meeting adjourned at 1:45 p.m.***

### **Downtown Special Assessment District**

Heather Peterson opened the DSAD at 1:46 p.m.

No new business.

***Michael Burns made a motion to close the DSAD. Phil Wajda seconded the motion. All in favor. Meeting adjourned at 1:46 p.m.***



10/28/23

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Date

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Submitted by