

**Downtown Schenectady Improvement Corporation
Downtown Special Assessment District
Board Meeting Minutes
January 30, 2024**

Attending: Austin Fisher, Phil Wajda, Heather Peterson, Ray Legere, Andrea Cortelyou,
Mitch Ramsey
Absent: Michael Burns
Staff: Carney McGuire
Guest: Tate Ottati and Heather Lent

Downtown Schenectady Improvement Corporation

The meeting took place at the DSIC Headquarters Boardroom at 143 State Street.
Heather Peterson opened the meeting at 12:02 p.m.

1. **Consent Agenda** – All items in the consent agenda were approved unanimously.
 - a) Meeting minutes from 12/12/23

2. **Introduction of Guest**
Tate Ottati and Heather Lent

3. **Board Committee Reports**
 - a. Governance (Heather, Ray, Austin)
 - The Mayor is scheduled to bring recommendations for our board members to City Council on 2/5/24.
 - Need to do Conflict of Interest Statements – have Gail get them for our signatures.
 - b. Outdoor Program (Carney)
 - Currently 3 Fulltime employees and managing
 - There was a good amount of coordination with the City in anticipation of Soup Stroll. Specifically the City sanitation department was on garbage patrol from 2-6. Heather Lent noted the coordination and would like to see more of that.
 - Carney and Annie are working on refining the budget to better suit the current need of the outdoor crew. They are working in coordination with David Hogancamp at the Metroplex Authority.
 - Snow removal is working well. There has been much communication and coordination between the City, Laz, Metroplex and our crew. They continue to refine and confirm everyone’s roles and responsibilities. There are many positives to report.
 - Carney is working with the City to remove the Christmas Wreaths and trees out of the planters. While they are being taken down, we will have an eye toward a more efficient way to go about getting them up next year.
 - The outdoor crew is in a very positive place. They are getting the safety training that they need.
 - Would like to give more thought on what the next evolution of their uniforms will be. We want the look of a professional team that does not blend in with other City/County employees.
 - Carney is building a training manual as she is working with our crew to be more efficient and consistent with new hires.

- c. Special Events (Amy presented)
- Soup Stroll was another level of success due to the ideal weather.
 - This size crowd may lead to different permitting and requirements in the future.
 - Likely hit 6,000+ guests. Largest event we have ever hosted.
 - Sending feedback to businesses who participated and also to guests for the first time.
 - 32 Restaurants and 45-minute lines
 - Will do brainstorm session.
 - Mitch mentioned printing out ballots for the restaurants to have on hand.
 - Next event is Restaurant Week.

Our guests took their leave.

- d. Finance (Heather, Michael, Carney)
- Annie is working with Carney and Metroplex to fine tune budget numbers. Will need to wait until Maureen is seated as ED and be part of the process before voting on an amended budget.
 - Metroplex would like in addition to the EEM budget, budgets for equipment and also projects. Carney is working with David Siders to come up with projects. Austin suggested we take a step back and reconvene the outdoor committee to determine what we have, what is needed to fit the job of what we are doing now and what we likely will be doing. Do not reinvent the wheel. Who has a good model we can learn from.
 - Metroplex would like more streamlined, simplified and consistent billing on the contracts. We are working on it.
 - We are all billed and paid for the work done last year

4. Other Business

- Metroplex would like to have all DSIC employees/board go and have lunch and a presentation by them to give information about what they do and how it connects to what we do.
- Executive Director Steering Committee (Austin and Annie)
 - Met with Maureen to give her guidance and talk about onboarding.
 - Talked about key initiatives to focus.
 - Will continue Steering Committee meetings as long or as often as Maureen needed.
 - Carney has taken care of computers, cards, office, phone, list of dates for the calendar, important and often used information. Looking forward to welcoming her.
 - Discussed roll out of Maureen as new ED and Carney as Director of Operations. Phil Wajda will take the lead on crafting the press releases with Maureen and Carney. Will go out multiple channels on Monday.
 - We need to make sure we have billed Metroplex for the cost of bringing all of the vehicles and equipment up to date.
- The employee handbook has been revised. Asked Carney to distribute the handbook as it stands and have the sign offs happen. Maureen can make changes later.

Austin Fisher made a motion to adjourn the DSIC meeting. Ray Legere seconded the motion. All in favor. None opposed. Motion carried. Meeting adjourned at 1:15 p.m.

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Heather Peterson opened the DSAD at 1:16 p.m.

No new business.

Austin Fisher made a motion to adjourn the DSAD meeting. Ray Legere seconded the motion. All in favor. None opposed. Motion carried. Meeting adjourned at 1:17 p.m.