

**Downtown Schenectady Improvement Corporation**  
**Downtown Special Assessment District**  
**Board Meeting Minutes**  
**April 29, 2024**

**Attending:** Heather Peterson, Austin Fisher, Michael Burns, Mitch Ramsey, Ray Legere, Phil Wajda, Andrea, Cortelyou, Tate Ottati (Pending Board Member)  
**Absent:** Bashir Chedrawee, Ellen McHale  
**Staff:** Maureen Neufeld, Carney McGuire, Gail White

**Downtown Schenectady Improvement Corporation**

The meeting took place at the DSIC office at 143 State St. Called to order at 12:04 by Heather Peterson.

1. **Consent Agenda** – All items in the consent agenda were approved unanimously.
  - a. Meeting minutes from March 26, 2024
  - b. Executive Director update
  
2. **Board Committees**
  - a. **Governance Committee**
    - i. Committee members are Heather, Ray & Austin. The legislation to expand the board is still in process.
    - ii. Updated employee handbook as of February 2024. All employees have been given. A copy will be emailed to the board after this meeting.
    - iii. Officers and some Board Terms are up May 31, 2024. Discussed who is up for consideration and who continues for the next year and two. Vote will take place at our annual meeting that Maureen is working on. Will be open to the public at the Armory in June/July.
  
  - b. **Beautification** | Committee consists of Carney, Andrea, Maureen, Ellen & Tate. Need to wrap up the Robert Blood Sculptures. Maureen to find contact at Capital Walls in Albany who is going to know more about mural in Little Italy for details on how that process worked.
  
  - c. **Outdoor Program** |
    - i. General outdoor committee consists of Michael, Phil, Austin, Mitch & Carney.
    - ii. We currently have 6 full-time outdoor workers and will be adding more as the watering begins.
    - iii. Carney is having daily stand up meetings at 7:30. Group is working well.
    - iv. Working on watering trucks. Doing research on best pumps to use.
    - v. Employees have proper outdoor clothing. Still working on pulling together a sharper image. Work in process.
    - vi. Carney is in talks with Metroplex regarding vehicles as we are short one, and the sweeper is being retired due to age, the vacuum is up and running.
    - vii. Carney has had multiple offers for volunteers to assist us. Specifically Union College student volunteer program in the fall. She and Maureen want to be thoughtful in what we need them for and how to best and safely utilize. Carney will pull together the board level committee when ready to dig in. Mitch expressed interest in helping. Want to

build something that is sustainable. There may be grant money available for neighborhood clean up supplies.

- viii. Carney/Maureen has been in communication with Upper Union Street Bid and Stockade Association. Contracts have been renewed to do planters/water for the season.
- ix. Currently the planters are being redistributed as well as bobcat training is happening. Plants will be coming in mid-May.
- x. An Ad hoc committee for “physical space” will consist of Austin, Ray, Phil, Maureen & Carney. They will be working on this in May.
- xi. Discussed Gateway Park at length. We do not have an MOU and have not been asked to do any work in park.
- xii. Discussed planters around City Hall. We will be planting and maintaining for the season gratis.

**d. Special Events |**

- i. Maureen has been interviewing for the Promotions position and hopes to have an update for the next meeting.
- ii. Tater Trot has been postponed for the time being. There are too many conflicting events in the next couple of months.
- iii. The Hometown Hero unveiling ceremony will take place in Proctors on May 23, 11 a.m. Please let Gail know if you wish to attend.
- iv. Ray has agreed to host The Annual Meeting downstairs in the Armory.
- v. The tentative date for the Building Block Party is November 7, and the location is to be determined.

**e. Finance Committee**

- i. Ran out of time at the meeting to go into the revised budget and financials for the first quarter. That will be a priority next meeting. No vote was taken to accept reports.

***Ray Legere made a motion to adjourn the DSIC meeting Phil Wajda seconded the motion. All in favor. Motion carried and the meeting adjourned at 1:16p.m.***

**Downtown Special Assessment District**

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

No New Business

***Michael Burns made a motion to close the DSAD, Phil Wajda seconded the motion. All in favor, motion carried the DSAD was adjourned at 1:17 p.m.***