



**Downtown Schenectady Improvement Corporation
Downtown Special Assessment District
Board Meeting Minutes
April 29, 2025**

Attending: Heather Peterson, Austin Fisher, Ray Legere, Andrea Cortelyou, Phil Wajda, Mitch Ramsey, Ellen McHale, Michael Burns, Bashir Chedrawee (phone)
Absent: Tate Otatti
Staff: Maureen Neufeld

Downtown Schenectady Improvement Corporation

The meeting took place at 1473 Erie Blvd. Heather Peterson called the meeting to order at 12:04 p.m.

1. **Consent Agenda** – Consent agenda consisting of Meeting Minutes from 3/25/25 were approved unanimously.
 - a. Financials will be put into the next meeting.
 - b. HAP will meet with MN to make minor format revisions for financials.
2. **Board Committees | Committees will now meet on an as needed basis**
 - a. **Office Lease**
 - DSIC moved into new offices at 740 Union Street on 4/28/25.
 - b. **Outdoor Program** - Supervisor Update
 - Update on candidates and discussion of where the position is posted. MN will look to Indeed, ZipRecruiter, and Schenectady Workforce Development, and touch base with Dawn Jones at SCCC. Reassessing salary bracket for position.
 - Damaging impact of negative reviews on company page. Suggested posting additional reviews to drown out the negative – PW will work on this.
 - Discussed importance taking care of existing crew, who are stretched thin. MN would like to promote Tonia who has stepped up and shown leadership and diligence throughout the transition.
 - Action Item: Board asked to use connections to help with search.
 - c. **Special Events**
 - DSIC is receiving many requests for event support or absorption – we do not have the capacity or resources for this.
 - Suggested that a request form or application be developed to drive the process for requests to be considered.
 - Has to be in line with the mission and cannot be specifically to help one particular business profit.
 - d. **Finance Committee**
 - Draft of audit is ready for initial review. MN will circulate to finance committee
 - e. **Beautification**
 - Discussed contract discrepancy with artist from several years ago. Will look into paperwork for discussion at a later date.

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 1:07 p.m.

Downtown Special Assessment District

Heather Peterson opened the DSAD portion of the meeting at 1:07 p.m. No new business.

Austin Fisher made a motion to adjourn the DSAD meeting. Mitchell seconded the motion. All in favor. Motion carried and the meeting adjourned.