Downtown Schenectady Improvement Corporation
Downtown Special Assessment District
Board Meeting Minutes
March 25, 2025

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

Downtown Schenectady Improvement Corporation
The meeting took place at 1473 Erie Blvd. Heather Peterson called the meeting to order at 12:01 p.m.

1. **Consent Agenda** – Items in the consent agenda were approved unanimously, after a request to discuss staff updates and remove financials for discussion at a later date.
    a. Meeting minutes from January 25, 2025
    b. Executive Director's Report
    c. Staff Updates

2. **Board Committees | Committees will now meet on an as needed basis**
    a. Office Lease
        - Current lease expires 4/30/25
        - DSIC does not want to lock in a 3-year extension
        - Weighing cost to move, including communications & technology
        - Board preference is that MN looks into smaller spaces that may be affordable and available and report back to the board by the end of the week.
        - Follow up on Leva property, ask Mayor, explore other suggestions.
    b. **Outdoor Program**
        - Supervisor position was offered to a candidate and accepted, and then rescinded.
        - MN will be opening up interviews again to identify another candidate to head the team
        - Outdoor Committee will be consulted for final interview of candidate(s) as needed.
        - Maureen has been meeting one on one with outdoor staff in the interim
    c. **Finance Committee**
        - Audit field work was completed and is progressing on schedule
    d. **Beautification**
        - Discussed contract discrepancy with artist from several years ago. Will look into paperwork for discussion at a later date.

Phil Wajda made a motion to adjourn the DSIC meeting. Tate Ottati seconded the motion. All in favor. Motion carried and the meeting adjourned at 1:02 p.m.

Downtown Special Assessment District
Heather Peterson opened the DSAD portion of the meeting at 1:02 p.m.

No new business.

Austin Fisher made a motion to adjourn the DSAD meeting. Andrea Cortelyou seconded the motion. All in favor. Motion carried and the meeting adjourned at 1:02 p.m.