

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M, Thursday, December 16, 2021
VIA ZOOM**

Minutes

Present: Tim Merkel, Jane Pacheco, Rob Mida, Stephanie Merkel, Bill O'Reilly

Absent: Ron Livengood, Kathy Finger

Others Present: John Hanifan, Bill Ruddock, Terris Ahrens, Julia Upfal

1. The meeting is called to order and a quorum of Board noted
2. Public Comment- *No Public Comment*
3. Approval of the consent agenda - No items suggested for consent agenda
4. Approval of the Regular Agenda- Motion to approve, Merkel, second- Rob, Motion passes
5. Approval of the minutes: November 18, 2021 meeting- Motion to approve- Bill O'Reilly, Second- Stephanie Merkel, Motion passes
6. Submission of bills – None
7. Communications to the Board- None
8. Reports from Officers and City Manager
 - a. Project Updates
 - i. Holiday Lights and Light Pole Decorations- Mr. Hanifan explained that the City put up the tree lights a bit early in support of Wine, Women and Shopping; Holiday decorations up downtowns and light poles are up
 - ii. Federal Screw Property- Ms. Upfal shared a brief update about the Main Street Park Alliance, a non-profit who presented an idea to the City of Chelsea to purchase Federal Screw and redevelop the site as a park and donate the site to the City for public use
 - iii. Rockwell- Ms. Upfal stated there are no updates to report, due diligence is ongoing
 - b. Re-opening Plan (s) Update
None to report
9. Unfinished Business - NONE
10. New Business:
 - a. Public Meetings in 2022

Mr. Hanifan reported that starting in January, meetings are likely to be held in person. The legislature is unlikely to renew Zoom meetings.
 - b. Board Vacancies

Mr. O'Reilly and Ms. Finger have submitted resignations and Mr. Hanifan explained that applications are available for the two open DDA spots. Mr. Merkel and Mr. Hanifan thanked Mr. O'reilly and Ms. Finger for their contributions to the board

c. Financials – October and November

Mr. Hanifan showed the October and November financials, he explained that while they worked on Special projects through October and November, they have not been billed yet, and that was mainly for Parking Lot patching. Most everything else is tracking to what we expect.

11. Announcements - Chelsea Chamber of Commerce

The Chelsea Chamber of Commerce provided updates. The Chamber discussed Hometown Holidays, light pole decorating.

Prior to Adjournment, Mr. Mida requested to discuss parklets at an upcoming meeting

12. Adjournment- Motion by Bill O' Reilly, Second by Kathy Finger, Motion Passes