

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, MAY 20, 2010**

Present: Jackson, Cleary, Flintoft, Frisinger, Heydlauff, Lindauer, Morrel-Samuels, Pierce, Winans, Hanifan

Absent: Holman, Myles, Schwarz

Others Present: Cheri Albertson, Ann Feeney City Council; Jan Bernath, Tom Girard, Scott McElrath, Howie Flintoft; Mary Tobin, Farmers Market Coordinator; Bill Harmer, Library Director;

President Jackson opened the meeting at 7:30 a.m. Jackson reiterated the important role that the DDA has played and continues to play to keep the City and especially downtown a vital place.

1. Motion to approve minutes was not voted on because of the extensive changes suggested by Board member Morrel-Samuels. Revised minutes and the minutes of April 20 and 27 will be distributed at the June meeting for formal approval.
2. **Maintenance report** – Hanifan complimented the Garden Club on the great job it does with the flowers downtown.
3. **Budget Update – Heydlauff** Without major projects there is not much activity at this time. The Board should explain what information it would like to see, how often. Mayor Lindauer and Councilwoman Albertson were asked how often they review the budget – quarterly. The Council approves all bills every two weeks at Council meetings. Flintoft noted the amount of depreciation in the DDA section of the budget document and asked Hanifan if there was a corresponding amount of cash available. Hanifan answered in the affirmative. New software will be available after September 6th, making it easier to produce comprehensive reports.
4. **New Signage – Motion by Flintoft, second by Winans to get pricing to change the wording on the signs on the wall next to Vogels & Fosters, and to split the cost with the businesses listed. Motion carried.**
5. McKinley Update – No report
6. **Library Update – Bill Harmer** Libraries in the Consortium to which Chelsea belongs are facing layoffs, funding reductions and in some cases closure. There has been a 40% cut in state aid and anticipate an additional 8% this year. Chelsea is so supportive of its library that these cuts will not affect the District Library as severely as some others. The board is working on a strategic 5 year plan with staff and the public, to be rolled out in 2011. Harmer shared the newest Library Newsletter with Board and noted several events that were listed, including a new pergola designed by Scott McElrath, to be constructed outside the children's area
7. **Chamber of Commerce Update – Bob Pierce (a)** He distributed the newest community profile magazine, called “Gateway Chelsea.....45 minutes from the world.” The digital version is on the Chamber website.**(b)** Carey Church reviewed the historical sections of “The Treasures of Chelsea”.The newest printing will be available at Sounds & Sights.**(c)** Mary Tobin addressed the Board on the matter of relocating the Farmers Market to the DDA parking lot across the street. With the current arrangement and safety fencing, it is difficult to expand the market.
Motion by Pierce, second by Lindauer to approve moving the Farmers Market on

Saturdays from 7:00 a.m., - 12:30 p.m. to the westside of the parking, allowing traffic to flow from library lot. Motion carried.

8. **Sculpture Walk – Hanifan** reported that submissions are fantastic and numerous. The City is working with Schwarz to submit a grant to fund the extension of the Walk outside the DDA district.
9. **Chelsea First – Cleary** announced the hiring of Dania Dunlop-Harden as the Marketing Director. There will be a introductory meeting at Las Fuentes on June 7 from 5 – 7 p.m. The Director will work hard to coordinate the many marketing efforts currently taking place with whatever effort Chelsea First will make, to send a consistent message about Chelsea. There are representatives from a broad spectrum of businesses on the Committee, including the Hospital, CRC and the hotels. There will be a press release to announce the appointment of Dunlop-Harden.
10. **City Manager's report – Hanifan (a)** Council adopted the 2010\11 budget. There has been a decline in revenue, but a 10% reduction of staff since Hanifan was hired. The 2011\12 budget will be a challenge, forcing the city to examine the services it provides. **(b)** There will be two town hall meetings to keep the citizens informed regarding the police station construction. There meetings are scheduled for June 10, and July 29 and will begin at the police station and move to the Methodist Church meeting room.
11. **By-Law Discussion – Morrel-Samuels** reported that he had reviewed typical DDA by-laws. He wishes to be more transparent, comply more strictly to The Open Meetings Act and the enabling legislation. There was an animated discussion during which it was moved to asked Miller Canfield for its opinion regarding the need for by-laws, supported, but not voted on. Morrel-Samuels wished to submit 10 questions to Flintoft for his legal opinion. **Motion by Flintoft, second by Cleary to table the discussion. Motion carried 8 – 1 with Morrel-Samuels voting no.** Morrel-Samuels will email his 10 questions to the board for its review.
12. **Public Participation – (a)** Scott McElrath presented a plan that would add 34 parking spots on the south side of Jackson St. **(b)** Paul Frisinger's granddaughter uses a wheelchair and is unable to access many of the stores on Main St. After discussion Peter Flintoft, Paul Frisinger, Jason Lindauer and Scott McElrath volunteered to work together to find a solution. Bill Harmer reported a meeting the Library held on this same subject. **(c)** Jan Bernath applauded Morrel-Samuels for taking on the issue of transparency and noted the inconvenience of 7:30 a.m. meetings for the general public.
13. **Old Business –** Brad Roberts spoke with Mark Heydlauff regarding the availability of paving bricks which have the nubs already on them. The metal plates on the four corners of Main and Middle Streets are dangerous. Roberts will ask John Scott to replace the plates with the new style to see if improves the safety of the corner ramps. It is part of the general downtown maintenance for which the DDA pays.
14. **New Business –** General discussion on how to communicate more effectively with the public. Heydlauff suggested inviting the public, business people and past board members to a work shop\open house to bring everyone up to date. He also noted that there are many challenges and opportunities such as Palmer's, the Post Office, Bookcrafters that the DDA needs to address. It has gotten bogged down and needs to move forward and make a decision. Accessibility is also an important issue.
14. Rob Winans expressed concern over the tenure of the discussion at the table and the board ought to be prepared to compromise on issues presented to the board.
15. **Motion by Frisinger, second b Heydlauff to adjourn at 8:55 a.m.. Motion carried.**