

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, November 17, 2016**

Present: Executive Director & City Staff Liaison Hanifan, Finger, Heydlauff, Lindauer, O'Reilly, Patrais, Sanville, Schwarz, Weiser

Absent: Fairfield, Livengood, Merkel

Others Present: City Council Members Albertson; Lisa Allmendinger ChelseaUpdate.com, Stephanie Willette Chelsea Farmers Market

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. with a quorum present, and welcomed Bill O'Reilly as a new DDA Board Member.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment
 - Stephanie Willette
5. **Motion by Lindauer second by Schwarz to approve the regular agenda. All Ayes.**
6. **Motion by Sanville second by O'Reilly to approve the minutes of the October 20, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – none
9. **Reports from Officers and City Manager**
 - Hanifan provided a brief overview of the Palmer/City Center Design RFP, and after a DDA Work Session to review the strong (5) bids received the DDA recommends the MC Smith & Associates proposal.
Motion by Lindauer to accept the October 14, 2016 proposal from M.C. Smith & Associates for Planning and Design Services for the Palmer Lot based on their experience and fee structure as proposed for \$14,900.00. Second by Patrias. All Ayes. Hanifan will notify M.C. Smith & Associates and invite them to the December DDA Board Meeting.
Discussed anticipated timeline: preliminary design work by December Meeting, public input in December (including Farmer's Market), may need DDA Work Session or two, final design at the January DDA meeting, Bidding process February/March, and target April for start of construction. Will need to update the DDA Plan and complete the Bonding Process in parallel.
 - Hanifan reported City Council will be reviewing and approving the Part 2 MDEC approval process for community funding at their next meeting. Joe Ziolkowski is working on a plan to shore up the roofing for winter, and wants to target closing for just after January 1st.
10. **New Business**
 - Discussed the infrastructure (sidewalks & lighting) along the north side of the Longworth

building and impact to Jackson Street. Need to plan in DDA budget.

11. Unfinished Business

- Projects under consideration: Railroad barrier project, finishing 2 stamped cross walks (\$18K/crosswalk +/-), repair/repaint existing crosswalks, coordinate signage for parks and other areas of town to be consistent. Historic building lighting in the past mentioned the court house; depot and parking new parking lot behind the Church (plan for and add to budget cycles). Municipal Parking Lot repairs.

12. Announcements

- Hometown Holiday banners are up and look great (downtown banners are new). Had a request to use the old Hometown Holiday banners on the south town poles, DDA consensus was to have the City install and use these banners as requested. A suggestion was made to keep in mind the possible redesign of all of the 4-season banners as MC Smith & Associates are working on their design service.
- Wine Women & Shopping was a very successful event (November 12, 2016).
- Chelseamich.com has a work session with City Council schedule for their November 22, 2016 meeting; DDA Board Members are welcome to attend.
- White holiday lights through downtown area will be going up Thanksgiving week.
- Cheri Albertson addressed the DDA and with the approaching Hometown Holidays events wanted to remind everyone this event reaches many from outside our immediate area, including her sister who travels from Annapolis every year.

Adjournment – Motion by Lindauer, 2nd by Finger to adjourn the meeting at 7:50 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the DDA Board Meeting December 15, 2016