

**SSA #48 Commission Meeting
Final Minutes
O'Briens Restaurant
Second Floor, Oak Room
Monday, October 20, 2014
5:30 pm**

COMMISSIONERS PRESENT: Peter O'Brien, Don Klugman, John Barney Flanagan, Tim Egan, Mark Proesel, Judy Erwin, Caroline Shoenberger

COMMISSIONERS ABSENT: Dean Lubbat (Proxy given to Peter O'Brien), David Stone

STAFF PRESENT: Kevin Barbeau (OTMRA), Jessica Papp (OTMRA)

ATTENDING PUBLIC: Jennifer Tremblay (OTMRA President), Carly Rizor and Daniel Gerdes (Christy Webber), Bryan Watson and Dwan Russell (AGB)

CALL TO ORDER

Chairman Peter O'Brien called the meeting to order at 5:40 p.m. Mr. O'Brien requested a Roll Call and **asked that the record show a Quorum was achieved** at the start of the meeting. Chairman Peter O'Brien began the meeting by thanking and welcoming Tim Egan, the newest Commissioner for SSA #48.

Chairman Peter O'Brien asked that the Commission review the DRAFT minutes from the 07/02/14 Regular Commission meeting.

Ms. Judy Erwin MOTIONED TO APPROVE the minutes of the 07/02/14 Regular Commission meeting. Ms. Caroline Shoenberger SECONDED. ALL IN FAVOR. The minutes for the 07/02/14 Regular Commission meeting were adopted.

Chairman Peter O'Brien introduced and welcomed the new Commissioners, Judy Erwin and Caroline Shoenberger. Thanked both new and current Commissioners for their dedication and work towards SSA 48- Old Town.

REVENUE REPORT – Mr. Kevin Barbeau, SSA #48 Manager

Mr. Kevin Barbeau shared SSA 48's to-date revenue. He mentioned about 8.5% of tax levies still remain out, but the SSA continues to make payments on time and the budget is in order.

EXECUTIVE COMMITTEE – Mr. Peter O'Brien, Chairman

Discussion of Sole Service Provider Administration Payments: Mr. Kevin Barbeau reported the second half of payment was due from SSA #48 to OTMRA for management. Mr. Barbeau noted the amount has decreased from last year as a result of changes in staff. He also noted the first half of the payment was approved at the 04/08/2014 SSA Commission Meeting.

Mr. Don Klugman MOTIONED TO APPROVE second half of 2014 Administrative Costs to Sole Service Provider. Mr. John Barney Flanagan SECONDED. ALL IN FAVOR. Sole service provider administration costs payment APPROVED.

Appointment of SSA 48 Treasurer: Chairman O'Brien reported the executive committee had met and agreed to nominate Mark Proesel as Treasurer for SSA 48. He has been a community member for a long time and active with the SSA since the installation in 2009. He also acts as the residential committee Chair.

Ms. Judy Erwin MOTIONED TO APPROVE Mark Proesel as Treasurer of SSA 48. Ms. Caroline Shoenberger SECONDED. ALL IN FAVOR. Mark Proesel is the new Treasurer of SSA 48.

Discussion of 2015 SSA 48 Commission Meeting Schedule – The proposed dates for the 2015 Commission meetings are as follows:

- Monday, January 12, 2015
- Monday, April 13, 2015
- Monday, July 13, 2015
- Monday, October 19, 2015

Mr. Don Klugman noted when changes in meeting dates have been needed, the process has been easy.

Mr. Mark Proesel MOTIONED TO APPROVE the dates for SSA 48 2015 Commission Meetings. Mr. John Barney Flanagan SECONDED. ALL IN FAVOR. The 2015 dates for SSA 48 Commission Meetings have been set.

Chairman O'Brien noted Commissioner Tim Egan has joined the meeting.

RESIDENTIAL COMMITTEE – Mr. Mark Proesel, Committee Chair

Discussion of Security Service – Mr. Mark Proesel noted the main function of security for the SSA is for continued safety in neighborhood and to help with noise levels and maintaining a respected relationship with area residents. AGB Security has been the security company hired for the last 2 years, and all security assigned to the SSA 48 area are off-duty police officers.

Q & A With AGB Security Staff- Mr. Bryan Watson from AGB Security updated the Commission on progress with the taxi cab stands. Noted the taxi cab closest to Benchmark is constantly busy, but also noted valet use the area near there; all the above create some traffic congestion. He did mention staff at Benchmark and Old Town Pour House are actively working to direct cabs to the stands. Kevin Barbeau noted since the renewal of AGB's contract, reports have been on time; Mr. Mark Proesel also noted the reports are now more detailed. Ms. Judy Erwin asked if horn honking was the biggest noise complaint, Mr. Mark Proesel stated overall noise was the issue. Mr. John Barney Flanagan noted that with success comes higher traffic and more people. Ms. Caroline Shoenberger asked what the peak hours of the street were, at night. Mr. Bryan Watson noted on Friday night's it would be around closing time, 1:15am-1:45am, and on Saturday's 2:15am-2:45am, basically right before closing time for most bars along Wells Street.

Public Way Committee – Mr. Dino Lubbat, Committee Chair

Discussion of 2014-2015 Snow Removal Services– Chairman Peter O'Brien reported on behalf of Mr. Dean Lubbat. Chairman O'Brien inquired about on-site management; response from Christy Webber staff is there will be a field supervisor, with other routes close in proximity to Old Town. Mr. John Barney Flanagan asked the amount of time it would take to clear 2 inches of snow... Ms. Carly Rizer explained that depended on a variety of factors, including pedestrians and type of snow. Her estimate for a full push with salt was 6-8 hours. Ms. Caroline Shoenberger asked when snow clearing services start. Ms. Rizer stated they usually wait until 1"-1.5" accumulation. Chairman O'Brien wanted clarification on Christy Webber's definition of "zero-tolerance," as stated in the contract. Both Ms. Rizer and Mr. Gerdes assured the Commission they will be out for ANY event, and store owners will not have to clear their own sidewalks. Chairman O'Brien notes that any motion made for snow removal would be made conditionally, based on an understanding of what the expectations the Commission has on "zero-tolerance."

Mr. Peter O'Brien MOTIONED TO APPROVE 2014-2015 snow removal contract with Christy Webber on the condition "zero tolerance" is more clearly defined in the contract, to SSA 48 standards. Ms. Caroline Shoenberger SECONDED. ALL IN FAVOR. SSA 48 Commission approved Christy Webber as the new snow contractors.

Chairman Pete O'Brien announced guest Dwan Russell, AGB Security, had joined the meeting.

Discussion of Taxi Cab Stands– Chairman Peter O’Brien recommended this discussion back to the Residential Committee for discussion and also recommended Mr. Mark Proesel meet with the owners of Old Town Pour House to discuss preferred taxi cab stand locations.

COMMUNICATION COMMITTEE – Mr. Don Klugman, Committee Chair

Discussion of Community Marketing and Advertising goals – Mr. Don Klugman noted a request from OTMRA for assistance from SSA 48 for sponsorship. He also mentioned the SSA brochures, which are running low, and recommended they be updated and reprinted. Mr. Don Klugman also mentioned creating a “corporate report” to emphasize the positive impact the SSA 48 has had on the area. Ms. Judy Erwin recommended providing an e-version to share with all residents and businesses within the SSA boundaries. The report could also act as a preemptive tool to counter any issues or complaints.

Mr. Tim Egan MOTIONED TO APPROVE sponsorship of OTMRA marketing and reprinting of SSA brochure. Mr. Mark Proesel SECONDED. ALL IN FAVOR. SSA 48 Commission approved sponsorship of OTMRA marketing and reprinting of updated SSA 48 brochures.

NEW BUSINESS

Chairman Peter O’Brien noted two new committee appointments; Ms. Caroline Shoenberger will sit on the Public Way Committee and Ms. Judy Erwin will sit on the Communications Committee.

Ms. Jennifer Tremblay, on behalf of OTMRA, would like to welcome the new Commissioners and thank SSA 48 for their contribution in the December 2nd tree-lighting ceremony at Burton Place Park. Would also like to remind everyone the annual dinner will be held in February, 2015.

Mr. Kevin Barbeau mentioned allocating \$16,000 from projected 2015 carryover moved to the 2014 budget to allow for November and December snow removal payment. This will help with coming very close to the proposed 2014 budget the city created with the SSA 48.

Mr. Don Klugman MOTIONED TO APPROVE \$16,000 allocation of remaining 2014 funds to snow removal for November and December, 2014. Ms. Judy Erwin SECONDED. ALL IN FAVOR. SSA 48 Commission approved allocation of funds.

Mr. Kevin Barbeau would like to thank O’Brien’s Restaurant for hosting the October 20, 2014 SSA 48 Commission meeting.

Mr. Tim Egan MOTIONED TO ADJOURN the October 20, 2014 SSA 48 Old Town Commission Meeting. Mr. John Barney Flanagan SECONDED. ALL IN FAVOR. The motion passed.

The meeting was adjourned at 6:58 p.m. p.m. on October 20, 2014.