

**SSA 48 Old Town Commission Meeting
DRAFT Minutes
O'Briens Restaurant
Second Floor, Oak Room
Monday, January 12, 2015
5:30 pm**

COMMISSIONERS PRESENT: Dean Lubbat (acting Chairman), Don Klugman, John Barney Flanagan, Tim Egan, Mark Proesel, Judy Erwin, Caroline Shoenberger, David Stone
COMMISSIONERS ABSENT: Peter O'Brien (Proxy given to Dean Lubbat)
STAFF PRESENT: Kevin Barbeau (OTMRA), Jessica Papp (OTMRA)
ATTENDING PUBLIC: Jennifer Tremblay (OTMRA President), Steve Harrison (Resident, 1414 N. Wells), Donna Loffr (Resident, 1414 N. Wells)

CALL TO ORDER

Acting Chairman Dean Lubbat called the meeting to order at 5:37 p.m. Mr. Lubbat requested a Roll Call and **asked that the record show a Quorum was achieved** at the start of the meeting. Chairman Dean Lubbat noted Commissioner Judy Erwin is now present.

Chairman Dean Lubbat asked that the Commission review the DRAFT minutes from the 10/20/14 Regular Commission meeting.

Ms. Caroline Shoenberger MOTIONED TO APPROVE the minutes of the 10/20/14 Regular Commission meeting. Mr. Don Klugman SECONDED. ALL IN FAVOR. The minutes for the 10/20/14 Regular Commission meeting were adopted.

REVENUE REPORT – Mr. Mark Proesel, Treasurer

Mr. Proesel reported on 2013 tax levies received. Mr. Kevin Barbeau noted 2014 tax money should start coming in at the beginning of February.

EXECUTIVE COMMITTEE – Mr. Dean Lubbat, Acting Chairman

Discussion of 2014 Final Year Assessment: Mr. Lubbat stated the final work plan must be submitted to the City by January 30, 2015. The assessment states which of our goals were met as well as any changes that were made. Mr. Barbeau stated the programs covered include snow clearing, the taxi cab stands, security, staffing, marketing and sidewalk cleaning. The mid-year assessment was approved at the July meeting and was submitted to the City immediately after that meeting.

Mr. Tim Egan MOTIONED TO APPROVE the 2014 Final Assessment. Ms. Judy Erwin SECONDED. ALL IN FAVOR. 2014 Final Assessment APPROVED.

Discussion of 2015 Audit Services: Mr. Lubbat stated the City has changed the requirements for the audit; much more information now requested. The current Auditor, Helen Ajder also attended the meeting. The new requests will be more time consuming, and thus her fees would be increased. Mr. Barbeau suggested sending out an RFP for the services. Mrs. Shoenberger asked what type of additions/new requirements were needed. Mr. Barbeau explained the City is moving towards a government-model of recording as opposed to a non-profit recording. Mr. Klugman noted that Ms. Ajder's experience with SSA #48 is worth the additional expense; Ms. Judy Erwin agreed. Mr. Lubbat stated the Executive Committee recommended an RFP be sent out.

Ms. Judy Erwin MOTIONED TO APPROVE an RFP for the 2015 Audit services for SSA #48. Mr. Don Klugman SECONDED. ALL IN FAVOR. A new RFP will be sent out for auditing services.

RESIDENTIAL COMMITTEE – Mr. Mark Proesel, Committee Chair

Discussion of Security Service – Mr. Mark Proesel noted AGB has been security for the past two years. Their services commence mid-March, continue through NYE and they are on duty Friday evenings from 10:30pm-3:30am and Saturday evenings from 11:30pm-4:30am. Security consists of two off-duty police officers, who patrol both on foot and in a marked vehicle. They send weekly reports on activity from the weekend.

Mr. Barney Flanagan MOTIONED TO APPROVE renewed contract with AGB for 2015. Ms. Caroline Shoenerger SECONDED. ALL IN FAVOR. AGB Security will continue to provide security in 2015.

PUBLIC WAY COMMITTEE – Mr. Dino Lubbat, Committee Chair

Discussion of 2014-2015 Snow Removal Services– Mr. Lubbat noted the contract with Christy Webber Landscapes began November 1, 2014 and runs through April 30, 2015. The contract covers the entire SSA #48, including Burton Place Park. Thus far only one incident dealt with misunderstanding of boundaries but was clarified. Since that one incident, snow clearing has been great. The contract is a zero-tolerance policy.

Discussion of 2015 Sidewalk Cleaning Services– Mr. Lubbat noted the taxi cab stands are monitored by Benchmark and Old Town Pour House Staff, with the cost offset by the SSA. The stands are monitored 5 hours Friday night and 5 hours Saturday night.

Ms. Judy Erwin MOTIONED TO APPROVE renewing the contract with CleanStreet for 2015 services. Mr. Mark Proesel SECONDED. ALL IN FAVOR. CleanStreet will provide sidewalk cleaning services for 2015.

Discussion of Taxi Cab Stands– Mr. Lubbat noted the streets are cleaned Wednesdays, Saturdays and Sundays, from 7am-11am. No cleaning services are conducted in the winter. The new contract for 2015 is priced the same as for 2014 services.

COMMUNICATION COMMITTEE – Mr. Don Klugman, Committee Chair

Discussion of SSA Brochure and Formal Report– Mr. Don Klugman stated the revised SSA Brochure needs one more pass and will be ready to send out. He's requested new pictures for the brochure besides the gates and would like Ms. Giulia Sindler to attend the next Communications Meeting. Mr. Klugman is also working on a video that includes Old Town "Notables", such as Stanley Paul and Gertrude Kerbis. He would also like Commissioners to think of other notable individuals that can be interviewed for the video. Mr. Lubbat asked if the SSA Brochures would be sent to residents within the SSA; Mr. Klugman stated they would, and a copy would be available online as well.

NEW BUSINESS

OTMRA Board President Jennifer Tremblay announced OTMRA would hold their bi-annual dinner on February 9th, at Up Comedy Club, 6:30-10:30pm. Mr. Lubbat recommended all Commissioners attend to show support to the sole service provider.

The next SSA #48 Commissioners meeting will be held April 13th, at 5:30pm at O'Brien's Restaurant.

Acting Chairman Lubbat would like to thank O'Brien's for their hospitality.

Mr. Barbeau noted a special committee would need to be formed to approve the RFP for audit services.

Mr. Dinotto noted the start date of sidewalk cleaning services will be deferred to the Public Way Committee.

***Mr. Tim Egan MOTIONED TO ADJOURN the January 12, 2015 SSA 48 Old Town Commission Meeting.
Mr. Don Klugman SECONDED. ALL IN FAVOR. The motion passed.***

The meeting was adjourned at 6:14 p.m. p.m. on January 12, 2015.