

**SSA #48 Commission Meeting
FINAL Minutes
O'Briens Restaurant
Second Floor, Oak Room
Monday, July 18th, 2016
5:30 pm**

COMMISSIONERS PRESENT: Peter O'Brien, Dean Lubbat, Mark Proesel, Don Klugman, Caroline Shoenberger

COMMISSIONERS ABSENT: Margie Smagacz, David Stone, Judy Erwin

STAFF PRESENT: Kevin Barbeau (OTMRA)

ATTENDING PUBLIC:

CALL TO ORDER

Chairman Peter O'Brien called the meeting to order at 5:32pm. Mr. O'Brien initiated a roll call and **asked that the minutes show a Quorum was achieved** at the start of the meeting.

Mr. O'Brien asked that the Commission review the DRAFT minutes from the 03/02/16 SSA 48 Regular Commission meeting.

Mr. Dean Lubbat MOTIONED TO APPROVE the minutes of the 03/02/16 SSA 48 Regular Commission meeting. Mr. Don Klugman SECONDED. ALL IN FAVOR. The motion was APPROVED.

REVENUE REPORT – Mr. Mark Proesel, Treasurer

Mr. Mark Proesel shared SSA 48's to-date financials.

EXECUTIVE COMMITTEE – Mr. Peter O'Brien, Chairman

Discussion of 2017 SSA 48 Workplan and Budget – Mr. Kevin Barbeau detailed the process and purpose of producing a 2017 workplan and budget, as well as specific program descriptions and expenditures.

Mr. Don Klugman MOTIONED TO APPROVE the 2017 SSA 48 Workplan and Budget as FINAL. Mr. Mark Proesel SECONDED. ALL IN FAVOR. The motion was APPROVED.

Discussion of 2017 Sole Service Provider – Mr. Peter O'Brien noted that OTMRA has served as Sole Service Provider for OTMRA since its inception. Mr. O'Brien added that its staff and board works closely with SSA's committees.

Mr. Mark Proesel MOTIONED TO APPROVE OTMRA as its 2017 Sole Service Provider. Mr. Dean Lubbat SECONDED. ALL IN FAVOR. The motion was APPROVED.

Discussion of Placemaking Banners – Mr. Kevin Barbeau shared that OTMRA is refreshing its placemaking banner program and that, in discussion with SSA 48's Public Way Committee, it was suggested that SSA would purchase six (6) banners for \$1,400 total. This cost includes the design, production, installation and maintenance of the placemaking banners.

Mr. Dean Lubbat MOTIONED TO APPROVE payment of \$1,400 to OTMRA for placemaking banners. Mr. mark Proesel SECONDED. ALL IN FAVOR. The motion was APPROVED.

Discussion of 2016 Workplan and Budget Revision – Mr. Peter O’Brien shared the Executive Committee’s recommendation to transfer \$10,000 from the Landscaping category (2.02) into Streetscape Elements (2.05) for the purpose of addressing deteriorating elements in the Public Way.

Mr. Dean Lubbat MOTIONED TO APPROVE the transfer of \$10,000 from Landscaping (Cat. 2.02) to Streetscape Elements (Cat. 2.05) in the 2016 Workplan and Budget. Ms. Caroline Shoenberger SECONDED. ALL IN FAVOR. The motion was APPROVED.

Discussion of Sidewalk and Planter Repairs – Mr. Peter O’Brien shared that the Executive Committee received feedback from residents who recognized specific areas of need for streetscape elements, including sidewalk and planter repairs. The Executive Committee directed the Sole Service Provider to seek bids for repairs, and estimates \$10,000 will be needed to address these areas of need.

Mr. Don Klugman MOTIONED TO APPROVE the expenditure of up to \$10,000 on sidewalk repairs and planter maintenance. Mr. Mark Proesel SECONDED. ALL IN FAVOR. The motion was APPROVED.

RESIDENTIAL COMMITTEE – Mr. Mark Proesel, Committee Chair

Discussion of 2016 Security Services Contract Amendment – Mr. Mark Proesel shared that his committee explored options for increased security service and determined that, within the currently allocated program budget, it could add one more officer to the existing security service beginning on July 23rd and concluding on November 26th. Mr. Peter O’Brien noted that their discussions with AGB centered around traffic concerns and taxi/Uber pick-ups and drop-offs.

Mr. Mark Proesel MOTIONED TO APPROVE an addendum to the 2016 Security Contract, adding one more patrol person (at \$32.67/hour) to the patrol schedule from July 23rd through November 26th. Ms. Caroline Shoenberger SECONDED. ALL IN FAVOR. The motion was APPROVED.

PUBLIC WAY COMMITTEE – Mr. Dean Lubbat, Committee Chair

Discussion of 2016 Sidewalk Pressure Washing – Mr. Dean Lubbat shared that the Sole Service Provider selected Cleanstreet to provide 2016 sidewalk pressure washing services and that, after a delay due to faulty equipment, the contractor is reaching the conclusion of the project. SSA’s reimbursement to OTMRA for this contract would be \$2,447.50.

Mr. Dean Lubbat MOTIONED TO APPROVE payment to OTMRA of \$2,447.50 as reimbursement for 2016 sidewalk pressure washing services. Ms. Caroline Shoenberger SECONDED. ALL IN FAVOR. The motion was APPROVED.

Mr. Peter O’Brien noted that he has noticed issues with up-splatter from pressure washing hoses onto windows and doors of buildings within the SSA area, and that the quality of service has been lacking overall. Mr. O’Brien asked that Mr. Barbeau share SSA 48’s assessment with OTMRA’s Executive Committee.

Additional Committee Items – Mr. Dean Lubbat shared details on Litter Abatement services, taxi cab stand staffing and snow removal services, noting that his Committee will be meeting soon to coordinate 2016-2017 Snow Removal RFPs and Contracts.

COMMUNICATION COMMITTEE – Mr. Don Klugman, Committee Chair

Discussion of SSA 48 Marketing: – Mr. Don Klugman shared that SSA 48 is working with OTMRA to

support and manage its 2016 marketing programs, events and initiatives. Mr. Klugman also detailed the SSA 48 Annual Report, which is being finalized by the Sole Service Provider.

NEW BUSINESS

Mr. Peter O'Brien shared that the next regular SSA 48 Commission meeting is scheduled for Tuesday, October 11th, 5:30pm at O'Briens Restaurant.

On behalf of his Board, Mr. Kevin Barbeau thanked SSA 48 for its continued support of OTMRA and for its continued confidence in OTMRA as its Sole Service Provider.

Mr. Dean Lubbat thanked O'Briens Restaurant for hosting the SSA 48 Commission meeting.

Mr. Don Klugman MOTIONED TO ADJOURN the Monday, July 18th, 2016 SSA 48 Commission Meeting. Mr. Mr. Proesel SECONDED. ALL IN FAVOR. The motion was APPROVED.

The meeting was adjourned at 5:49pm on Monday, July 18th, 2016.