

SSA #48 Old Town – Commission Meeting
Kamehachi 1531 N Wells Street, Upstairs Dining Room
Tuesday, July 11, 2017 |5:00pm

Minutes

Commissioners and Staff present: Ian M Tobin, Mary McMahon, Dino Lubbat, Peter O'Brien, Don Klugman, Mark Proesel, and David Stone

Commissioners Absent: Judy Erwin and Carolyn Schoenberger

Call to Order and Approval of Minutes

The meeting was called to order at 5:05pm by Peter O'Brien.

Roll Call

Quorum

Introduction of Guests

Lieutenant Kevin Salmon, Officer Benjamin Zayas, Jennifer Tremblay, Giulia Sindler, Helen Adjer, Alex Christenson

Review of DRAFT MINUTES from SSA 48 Commission Meetings

- a. **MOTION TO APPROVE 04/19/17 SSA 48 Commission Meeting Minutes by Mr. Proesel. Seconded by Mr. Klugman. The motion carries.**
- b. **MOTION TO APPROVE 05/12/17 SSA 48 Commission Meeting Minutes by Mr. Proesel. Seconded by Mr. Lubbat. The motion carries.**

Financial Report

Mr. Proesel reported on SSA #48 Old Town's Financials as of June 30, 2017.

Committee Reports

Executive Committee – Mr. Peter O'Brien, Chairman

1. Review of 2017 Revised SSA 48 Workplan and Budget was discussed. Mr. O'Brien explained that several meetings took place to discuss the review of the workplan and budget. Ian M Tobin went into detail on why the SSA #48 needs to spend more money this year and that it will be going towards a new website in conjunction with OTMRA, marketing resources and additional money for bookkeeping. Helen Adjer went into detail on the 3 kinds of governmental accounting detailing the requirement to report on the governmental basis and accrual basis of accounting, while SSA tracks by cash basis of accounting. Mr. Klugman made a comment that the SSA has rejected certain requests in the past due to lack of funding and now we have the funding for those projects such as security cameras, other communications, etc. Mr. O'Brien asked if the SSA could carry over an amount, and Mr. Tobin answered up to 25%.
 - a. **MOTION TO APPROVE an increase of \$2,000 in levy for a website update (1.01) by Mr. Proesel. Seconded by Mr. Lubbat. The motion carries.**
 - b. **MOTION TO APPROVE an increase of \$1,000 in levy spending for print materials (1.07) by Mr. Klugman. Seconded by Mr. Proesel. The motion carries.**
 - c. Discussion on transferring the following expenditures for Holiday Decorations (1.06) of \$10,175 in the 2016 Levy, \$3,500 in loss collection, and \$1,615 in carry over to marketing (1.08). David Stone posed a question to ensure that numbers match. Confirmed that the numbers did match.
 - i. **MOTION TO APPROVE transferring the following expenditures for Holiday Decorations (1.06) of \$10,175 in the 2016 Levy, \$3,500 in loss collection, and \$1,615 in carry over to marketing (1.08) by Mr. Lubbat. Seconded by Mr. Proessel. The motion carries.**

- d. **MOTION TO APPROVE an increase of \$5,000 in carry over spending for streetscape elements (2.05) by Mr. Lubbat. Seconded by Mr. Stone. The motion carries.**
 - e. **MOTION TO APPROVE an increase of \$5,000 in carry over spending for security patrol services (5.03) by Mr. Proesel. Seconded by Mr. Klugman. The motion carries.**
 - f. **MOTION TO APPROVE an increase of \$2,000 from the 2016 levy for bookkeeping (6.03) by Mr. Klugman. Seconded by Mr. Lubbat. The motion carries.**
2. Review of 2018 SSA 48 Workplan and Budget discussed. Mr. Lubbat makes note that the .29% is going to be higher than in 2017. The reason for this is because of increase in taxes.
 - a. **MOTION TO MAINTAIN our levy for 2018 at the 2017 level of 0.29% by Mr. Proesel. Seconded by Mr. Lubbat. The motion carries.**
 - b. **MOTION TO APPROVE 2018 SSA 48 Services Workplan and 2018 SSA 48 Budget by Mr. Proesel. Seconded by Mr. Klugman. The motion carries.**
 3. Discussion on SSA Reconstitution. Mr. Tobin went into detail about the reconstitution process for SSA #48 and the requirement for a consultant to be hired to assist this process. Mr. Klugman posed a question to work with consultants that were used in the founding of the constitution. Mr. O'Brien answered that an RFP must be sent out to allow for the public to submit for interest.
 - a. **MOTION to APPROVE the use of a consultant for the SSA reconstitution by Mr. Proessel. Seconded by Mr. Klugman. The motion carries.**
 - b. **MOTION TO APPROVE Disbursement of \$25,633 to OTMRA for SSA Non-Service Personnel by Mr. Lubbat. Seconded by Mr. Proesel. The motion carries.**

Residential Committee – Mr. Mark Proesel, Committee Chair

1. Discussion of Security Service RFP - discussed the proposal in more detail with note that AGB has been the firm the SSA has worked with and has responded to the RFP. AGB came to comment on the increase in traffic due to new bar venues. Vandalism and safety has been the top concerns for AGB, and noted that intoxication has been an issue with most of the issues they deal with along with how they work with the CPD. There have been issues with residents requesting services for their personal property. The issue regarding lines in front of bars and restaurants, as well as traffic was brought to conversation. Peter O'Brien requests that the OTMRA convene with their restaurant committee.
 - a. **MOTION to APPROVE the issue of an RFP to hire a firm for Security Service by Mr. Proessel. Seconded by Mr. Stone. The motion carries.**

Public Way Committee – Mr. Dino Lubbat, Committee Chair

1. Discussion of Wells Street Art Festival Sidewalk Power Washing Service
2. Discussion of Sidewalk Litter Abatement RFP
 - a. **MOTION to APPROVE the issue of an RFP to hire a firm for Litter Abatement RFP by Mr. Lubbat. Seconded by Mr. Proesel. The motion carries.**
3. Discussion of Sidewalk Snow Removal RFP
 - a. **MOTION to APPROVE the issue of an RFP to hire a firm for Sidewalk Snow Removal by Mr. Lubbat. Seconded by Mr. Stone. The motion carries.**
 - i. Issue with first snowfall to last snowfall time period from Alex Christianson. Mr. Lubbat made note that we cannot include this in the RFP, and said that we pay them by the contract.

Communications Committee – Mr. Don Klugman, Committee Chair

1. Discussion of SSA 48 Informational Materials
 - a. Mr. Tobin brought to the attention the best method to mail out the latest SSA #48 report.

New Business

Mr. Tobin announced that the Old Town Merchants and Residents Association will be hosting its summer social on July 18 at 6:00 p.m.

The Old Town Merchants and Residents Association was praised for the powerwashing that took place after the Wells Street Art Festival.

Giulia Sindler thanked the SSA #48 for giving additional funding for the OTMRA website redesign.

Adjournment

Mr. Lubbat made a motion to adjourn and was seconded by Mr. Stone. The motion carries and the meeting was adjourned at 6:10pm.