

DRAFT

Minutes Brunswick Main Street Board Meeting February 5, 2020, 7:00 pm, at Brunswick City Hall

Present: Sophie Smith (M.S. Manager), Wayne Allgaier (secretary), John Andrew (treasurer), Samantha Francis, Alyssa Theodore, Nathan Brown (City Council liaison). **Absent:** Julie Martorana (chair), Lee Zumbach (vice chair), both due to illness.

In the absence of the chair and vice chair, per our bylaws, Sophie conducted the meeting.

Open Forum. Several items from Nathan.

- The City's Preservation Committee will be presenting their updated recommendations at a public workshop this Tuesday, Feb 11, at 6 pm. These can be found on the City website under "In the News." Nathan explained the meetings and procedures that would follow, resulting in a final approval by M&C probably in September. Nathan discussed several things that will be done in relation to the Preservation Committee's efforts, e.g., educational seminars. ERC and Preservation Committee will coordinate on meeting about incentives.
- Vacant Property Ordinance is being reviewed by the M&C. Consideration is being given to taxing vacant properties at a higher rate.
- City code of ordinances workshop will be held Feb 18 at 6 pm.
- Historic structures in Brunswick: RFP will soon be issued to re-survey these structures.

Minutes of the January 8 Board meeting were approved.

Promotions Committee (Alyssa)

- Taste of Brunswick proceeding as planned. Three vendors have dropped out of the Food expo – there is a possibility of adding a new vendor in the works.
- Bike and Beer event (April 11) will include a bike safety education component.

Economic Restructuring Committee (John)

- Fidler Report has been reviewed. Copy of that review attached.
- Next Level Seminar: Feb 18 at 7 pm. *Athelda Scotia Investments* will talk about the importance of business partnerships.

Design Committee (Wayne)

- Projects for 2022 enumerated:
 - Square Corner Park improvements (Diane Ellis)
 - Vacant window displays and historic pictures (Jean Doyle)
 - Outside lighting (Machelle Lee)

- Placement of Main Street sign on Petersville Road (Wayne Allgaier)
- Spring Clean-up (Sue Blair)
- Green, Clean, and Safe Sub-committee proposal (attached) was **approved** 4-0. [Sophie mentioned that, because the State has not yet paid our dues to National Main Street, we do not have access to the description of expectations of this committee at this time.]
- Nathan mentioned that the City is now proposing to move the WB Tower to the former site of the YMCA, across from Potomac Street Grill.

Organization Committee (Sam)

- Proposed grant calendar for 2020
 - Sophie explained her criteria for choosing grants: must be coupled to a planned project.
 - Need to coordinate with City's plans regarding a building acquisition program.
 - DHCD Strategic Demolition Fund grant (for purchase of a vacant building by Main Street, which could be rehabbed and rented, or re-sold at fair market value) was discussed. There was general consensus that we are not ready for this right now, but we should continue discussions to prepare to apply for this in the future, perhaps next year. This could include investigating other Main Street organizations who have done this successfully.
 - 2002 Grant Calendar Proposal, minus the DHCD Strategic Demolition Fund grant, was **approved** 3-1 (John opposed, feeling DHCD SDF grant should be included).
- Sophie pointed out that a grant for sidewalks and lighting cannot be applied for until a decision is made regarding whether the first block of W. Potomac Street should be changed to one-way. That decision cannot be made until traffic study is done, which will take some time.

Manager's Report (Sophie)

- Tourism Sub-committee proposal.
 - Would consist of representatives from other organizations and chaired by the chair of the Promotions Committee.
 - It would be under the direction of Main Street, since we have budgeted funds.
 - After considerable discussion, the Tourism Sub-committee Proposal (attached), *with the stipulation that it will come back for review in 6 months*, was **approved**, 4-0.
- Approval of ad content. Currently all ad content that is distributed beyond *The Brunswick Citizen* has to be approved by the Board, which is somewhat cumbersome. Proposal: Content of all future ads will be approved by the Tourism Subcommittee with subsequent approval by the chair of the Promotions Committee. (Proposed ad content will no longer need approval of the Board.) **Approved** 4-0.
- Farmers Market.
 - Josh Lewis still wants to open a Farmers Market in Brunswick. If it is downtown, he is asking Main Street to help him determine a time, find a location for a

reasonable price, and provide advertising. If not downtown, the City's Economic Development Commission may wish to help him.

- Proposal: The Farmers Market will be under the purview of the Promotions Committee, because of their involvement in marketing. The Promotions Committee will be responsible for creating a work plan detailing the partnership between Josh and Main Street. **Approved 4-0.**

Chair's Report (none, in Julie's absence)

Old Business

- Reminder: Sophie is working from home on Fridays. Julie is trying to work out some bugs with call-forwarding services.
- Cintas has been contracted to start providing cleaning and bathroom supplies for \$35/month (including service and supplies).

New Business

- Sophie will be sending out a Doodle Poll to determine the best time for the Board to review things we have discussed with Michelle. This will require 3 meetings: (1) Board development, (2) Bylaws, and (3) Policies.

The meeting adjourned at 8:48 pm. Next meeting: Wednesday, March 4, 7 pm.

Respectfully submitted by
Wayne Allgaier, Secretary

Note: There was a question regarding what constitutes a majority when a vote is taken at a Board meeting. Current bylaws (section 3.10) state: "the action of a majority of the Directors present at a meeting at which a quorum is present is action of the Board of Directors."