

CHURCH STREET MARKETPLACE DISTRICT COMMISSION

DRAFT MINUTES

WEDNESDAY, August 21, 2019

- I. APPROVAL OF MINUTES - July, 2019 Minutes should reflect public discussion of actions taken in past by Commission. Motion: Linda Magoon; Second: Lorre Tucker. Passed unanimously.
- II. PUBLIC FORUM – no one present for public forum.
- III. FINANCIAL REVIEW – FY 19 COLLECTIONS: On track to complete the year in the black. CSM mounted a collections effort resulting in an additional \$7,500 collected for FY19.
- IV. CSM STAFF UPDATE
 - a. UPDATE RE: CONCRETE PAD, TRASH COMPACTORS.
 - i Presentation by Mike Casella, Kelton Bogasky of Casella Waste Management:
 - ii Engineering Ventures will assist CSM with a site plan for the concrete pad needed for our trash and recycling compactors, on the City property behind Homeport and next to the Marketplace Garage. Then, RFP out for a concrete pad and eventually to Board of Finance and City Council for approval
 - iii Property owner Rob Quinn to be contacted by Jeff Nick re: alternative tenant parking spaces that could be funded by CSM
 - b. CART VENDOR PROGRAM: Discussion via conference call w/ CSM Cart Vendor Mathew Pinetta re: his request to convert his existing food cart on City Hall Block to a Dunkin' Donuts branded cart, selling coffee & donuts. Marketplace Commission communicated to Mathew that it is in support of License Committee's decision to deny the request, referencing #6 of CSM Cart Vendor Rules & Regulations FY 20:

6. CHANGE OF MENU OR RETAIL INVENTORY

Substantial changes to a cart vendor's menu or retail inventory, requires review and approval first by the License Committee, then by the Marketplace Commission. This includes:

- 1) *Menu or retail inventory changes during the regular license period*
- 2) *Menu or retail inventory changes proposed by a new cart vendor requesting a license transfer.*

In both instances, and in close consultation with the License Committee, the Marketplace Commission will assess the potential impact of the proposed menu or inventory changes on the sales of nearby brick and mortar businesses. Decisions will be made on a case by case basis, with the goal for cart vendor food and retail offerings to complement those of our brick and mortar businesses.

It was the opinion of the License Committee that the proposed addition to Mathew's menu of commercially produced donuts and coffee do not compliment those of CSM's brick and mortar businesses. It is on these grounds that the License Committee recommended that the Marketplace Commission deny Mathew's menu change request.

- c. STAFFING – Salary of CSM Marketing Assistant position being re-classified with recommendation to September 9 Board of Finance meeting.

- d. **MARKETING & PROMOTION** - Update from Nicole Ravlin, Junas PR - On Instagram, launched the Get To Know Us highlight on the Church Street Marketplace account. Supporting the ParkMobile campaign targeted to college students.
- e. **PARKING**. Alex Bunten, BBA.
 - i BBA contract to assist with parking approved for another year; Discussed plans to close College Street between St Paul and Church; More clarification about Center Street needed; leading the charge for ParkMobile campaign directed to college students.
- f. **GOTCHA, BIKE-SHARE COMPANY**- Commission authorized staff to issue a sidewalk obstruction permit to Gotcha to station bike racks
 - i 1) corner of Church & Cherry (next to Ben & Jerry's);
 - ii 2) City Hall Block in front of City Hall at the rate of \$5/psf rate. Bike racks are to be removed during snow removal season, and GOTCAH and CSM Maintenance to coordinate details.

V. **MARKETPLACE COMMISSION**

- a. **APPOINTMENT FOR FOOD TRUCK COMMITTEE** to draft new rules, boundaries, and standards
 - i Motion: Deb Miller, Ken's Pizza. In the event Miller is unavailable, cannot serve or has been appointed by the License Committee, Commission Chair given discretion to choose Marketplace representative to serve on Committee. Motion: Linda; Second: Lorre. Unanimous.
- b. **DISCUSSION ON POSSIBLE FUTURE USES OF THE STEEL FRAME OF THE OLD BUS STATION**
 - i Commission discussed removing roofing and siding of the old CCTA bus kiosk in the public right of way, and leaving the steel structure for evaluation as a public art project (with BCA) or for wayfinding signage. Motion: Linda. Second: Lorre. YES: Linda, Jeff, Mark, Lorre and Linda. NO: Sarah. Motion passes. Ron to contact DPW re: requirements for removal of structure in the public right of way.
- c. **REVIEW AND APPROVAL OF FY 19 ANNUAL REPORT**
 - i Chart showing annual sales to be removed from report; viewed as misleading as the data collected from retailers (re: sales being up, down or even in 2018 vs. 2017) does not square with what Commissioners are hearing from CSM merchants.

VI. **ADJOURNMENT: 11 AM**