

Church Street Marketplace District Commission Meeting

MINUTES

October 15, 2014

Commissioners present: Jeff Nick, Matthew Chabot, Jed Davis, Eli Lesser-Goldsmith, Lara Allen
 CSM Staff present: Ron Redmond, Jenny Morse, Eric Stadlin. Visitors: Jim Lockridge (Big Heavy World), Robin Sutphen (New Moon Café), Gregg Meyer (City Attorney), Alex, Aaron (Democracy for America)

- I. COME TO ORDER
- II. AGENDA
- III. MINUTES
 - a. Motion to approve August and September Minutes: Motion, Eli, Second: Matt
- IV. PUBLIC FORUM
 - a. Jim Lockridge of Big Heavy World requested CSM provide an update on its efforts to install public bulletin boards in the Marketplace. Public discussion held included digital signage on the Marketplace, review of Big Heavy World proposal.
- V. Chair's reports
 - a. Finance Report
 - i. Spending so far has been on track, will see more spending towards the Holidays

Notes On Year to Date Budget Numbers:

Report was Run on 10/15/2013 Representing 29.2% of the budget year

<u>BUDGET:</u>	<u>Submitted</u>	<u>Amended</u>	<u>Change</u>
Total Expenses FY14:	\$839,924	\$843,496	\$3572
Total Revenues FY14:	\$926,368	\$929,940	\$3572
Surplus Projection:	\$86,444	\$86,444	\$0

ACTUAL:

YTD Expenses:	\$217,028
YTD Encumbrances:	\$123,474
Fund Remaining:	\$502,994
“Discretionary Funds” (excluding personnel):	

9/13/13	Budget	Spent	Encum	Remaining
Administration:	\$115,393	\$28,240	\$8,940	\$78,213
Public Relations:	\$142,390	\$25,815	\$58,598	\$57,977
Maintenance:	\$121,133	\$16,122	\$66,142	\$38,869
TOTAL:	\$378,916	\$70,177	\$133,681	\$175,059
	Budget	Spent	Encum	Remaining
Administration:	30.45%	24.47%	7.75%	67.78%
Public Relations:	37.58%	18.13%	41.15%	40.72%
Maintenance:	31.97%	13.31%	54.60%	32.09%
TOTAL:	100.00%	18.52%	35.28%	46.20%
10/14/13	Budget	Spent	Encum	Remaining
Administration:	\$115,443	\$50,898	\$8,620	\$55,925
Public Relations:	\$145,312	\$31,335	\$54,578	\$59,399
Maintenance:	\$123,733	\$27,455	\$60,276	\$36,002
TOTAL:	\$384,488	\$109,688	\$123,474	\$151,326
	Budget	Spent	Encum	Remaining
Administration:	30.03%	44.09%	7.47%	48.44%
Public Relations:	37.79%	21.56%	37.56%	40.88%
Maintenance:	32.18%	22.19%	48.71%	29.10%
TOTAL:	100.00%	28.53%	32.11%	39.36%

Important Points:

-Changes (R): Increase in revenues from **Public Relations** Fees for Cultural & Rec. \$2572, Corporate Donations \$1000

-Changes (E): **Admin:** Dues/Subscr. \$690; Real Estate taxes -\$640

Public Relations: Prof. & Consult. Services \$972

Gen. Maint: Temp Salary: -\$2000, Repair & Maint Veh: \$2000, Prof. 7 Consult.

Security: -\$1500, Profes & Consult: \$2500, Snow -\$3000

-Encumbered funds are for what it appears to be contractual payments

(Snow \$45k, Maint. Supplies-Salt etc. \$10K, Security \$12.5K, Real Estate Taxes \$12K, Printer \$3.75K, Cell Phone \$4.5K, Other Contract-Public Relations \$61K)

- b. CSMC Action List. Commission reviewed the Action List and updates were made
- c. Update re: Marketplace Trespass Ordinance
 - i. Assistant City Attorney Gregg Meyer provided an update on Judge Pearson's decision re: Superior Court case involving Marketplace Trespass Ordinance. Judge determined that Plaintiffs did not standing because she hadn't been trespassed off Church Street. Judge wrote a 10 page opinion page (no legal precedence) on the case.
 - ii. Group discussed if ordinance needs to be modified, changed, especially around the appeals process. Also discussed how the appeal panel should be structured, possibly by a group other than the Commission.
 - iii. Commission discussed its desire to work with City Attorney's office re: amendments to the current panhandling ordinance. Proposed smoking ordinance was also discussed.
- d. Discussion re: City Council Ordinance Committee seeking public comment re: proposed smoking ban. Sample size was 151 via Survey Monkey.
 - i. Staff reviewed results of CSM customer service on proposed smoking prohibition.
 - 67% agree strongly/agree somewhat that "Smoking on Church Street should be prohibited from 9 AM-9 PM"
 - 60% agree strongly/agree somewhat "Smoking on Church Street should be prohibited from 6 AM-9 PM"
 - 52% agree strongly/agree somewhat "Smoking on Church Street should be prohibited 24 hours a day"
 - ii. Chief of Police had indicated preference for a 6 am-9 pm ban and it was determined that given the sample size and % difference, that endorsing a 6 AM – 9 PM would be in best interests of Marketplace.
 - iii. Motion by Lara Allen to support the ban from 6-9; Second by Matthew Chabot

VI. Executive Director's Report

- a. Request from Sweet Lady Jane to remove steel and glass canopy
 - i. Removal by Wright and Morrissey paid for by business owner.
 - ii. Motion to approve the removal of the steel and glass canopy on public right of way in front of Sweet Lady Jane and pre-approval for Outdoor Gear Exchange to remove their steel and glass canopy on the public right of way, both at owner's expense: Eli Lesser-Goldsmith
 - iii. Second- Matt Chabot; Motion approved
- b. Update of public WiFi project: Route 802, SWARM, web cams, fiber connections media
 - i. LL Bean is sponsoring the first year of wifi service. Next step- getting fiber installed on the street, working with telecom consultant Greg Kelly. Fiber connection will enable deployment of webcams
- c. Branding Update. Commission reviewed second round of updated CSM logos from Select Design. Five semi-finalists were selected for final review at the November 19 Commission meeting.

- d. Staff presented information about BBA's Portland, ME visit, Nov. 6-10
- VII. Committees
 - a. Capital Improvements/Maintenance
 - b. Merchant and Marketing
 - i. Holiday Sales Promotion: Meeting and survey to determine unified hours for four Saturdays during holidays
 - c. Municipal Relations/Futures
 - i. Information Meetings @ CSM office with City Councilors are continuing.
 - d. Organized Chaos
 - i. Public Restrooms on the Marketplace
 - 1. Request made to City re: signage at City Hall re: availability of public restrooms, Mon-Fri only
- VIII. Adjourn