

**Downtown Somerville Alliance
Minutes of the Board of Trustees Meeting
Tuesday, September 12, 2017 - Council Chambers**

Trustees Present: B. Burton, E. Michel, E. Staller, M. Seader, L. McLachlan, R. St. Pierre, P. Mannion, T. Genova, J. Kobuta

Trustees Absent: R. Aulenbach, C. Petrosini

Guests Present: None

Call to Order: DSA Chair, T. Genova called the meeting to order at 8:00 am

Notice of Meeting

Adequate notice of this meeting as required by the Open Public Meeting Act has been provided. A copy of the notice for this meeting, specifying the date, time and location was sent to the media and to the Clerk Administrator of the Borough of Somerville. If anyone present believes this meeting is being held in violation of the Open Public Meeting Act, please state your objections why this meeting is in violation. No objections were heard.

Executive Session

Executive Session was introduced by T. Genova.

DOWNTOWN SOMERVILLE ALLIANCE

RESOLUTION #17-018

RESOLUTION TO MOVE INTO EXECUTIVE SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Alliance is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Downtown Somerville Alliance, that the following portion of this meeting dealing with following generally described shall not be open to the public:

- Personnel
- Ligation
- Contract Negotiations
- Purchase, Lease or Acquisition of Real Property

BE IT FURTHER RESOLVED that it is anticipated that the matters to be considered in private may be disclosed to the public upon the final decision of the Board of Trustees as to contracts, leases; the completion of the litigation or anticipated litigation, the decision of the Board of Trustees as to

personnel matters if the employee requests that the matter be made public or upon completion of said matters.

P. Mannion made a motion to approve. E. Staller seconded same.

- Yea: B. Burton, E. Michel, E. Staller, M. Seader, L. McLachlan, R. St. Pierre, P. Mannion, T. Genova
- Nay: None
- Abstain: None
- Recuse: None

Discussion of personnel review and salary. No actions were taken.

T. Genova asked for a motion to close executive session. L. McLachlan made motion. B. Burton seconded same.

- Yea: B. Burton, E. Michel, E. Staller, M. Seader, L. McLachlan, R. St. Pierre, P. Mannion, T. Genova
- Nay: None
- Abstain: None
- Recuse: None

Call to Order: DSA Chair, T. Genova called the meeting to order at 8:40 am

Trustees Present: B. Burton, E. Michel, E. Staller, M. Seader, L. McLachlan, R. St. Pierre, R. Pitts (8:40), P. Mannion, T. Genova, J. Kobuta

Trustees Absent: R. Aulenbach, C. Petrosini

Guests Present: None

Notice of Meeting

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Pledge of Allegiance

T. Genova led the Pledge of Allegiance.

Moment of silence for victims of September 11

Board Chairperson Statement

T. Genova commented on Don Crocker's check-in on board progress since April and readiness for entering into strategic planning.

Approval of Consent Agenda

- Approval of August 8, 2017 Minutes

- Resolution 17-019* DSA Policy on Event Vendors
- Acceptance of reports
 - Executive Director

P. Mannion made a motion to approve. E. Michel seconded same.

- Yea: B. Burton, E. Michel, E. Staller, M. Seader, L. McLachlan, R. St. Pierre, R. Pitts, P. Mannion, T. Genova
- Nay: None
- Abstain: None
- Recuse: None

Approval of Purchase Orders

E. Michel made a motion to approve. M. Seader seconded same.

- Yea: B. Burton, E. Michel, E. Staller, M. Seader, L. McLachlan, R. St. Pierre, R. Pitts, P. Mannion, T. Genova
- Nay: R. St. Pierre (2061)
- Abstain: None
- Recuse: None

Additional Reports

- Municipal Liaison J. Kobuta – Bridge Street is in the paving process.

Old Business

Celebration: Facebook growth and engagement update

C. Blockus provided a follow-up to last month's celebration with Facebook engagement rates.

New Business

Salary Adjustment for Program Coordinator

Resolution was introduced by T. Genova and had been discussed previously in executive session.

DOWNTOWN SOMERVILLE ALLIANCE

RESOLUTION 17-020

AUTHORIZING SALARY ADJUSTMENT FOR CHRIS BLOCKUS PROGRAM COORDINATOR

WHEREAS, the Downtown Somerville Alliance provided for a six month review of the Program Coordinator's performance and determination of meritorious pay, which the Board has reviewed and discussed; and

WHEREAS, the Board, based on its sixth month review of the Program Coordinator's performance, desires to adjust the 2017 salary of the Program Coordinator; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Downtown Somerville Alliance does grant the Program Coordinator by adoption of this resolution an adjustment to his annual salary to \$45,000 retroactive to August 7, 2017

P. Mannion made a motion to approve. B. Burton seconded same.

- Yea: B. Burton, E. Michel, E. Staller, L. McLachlan, P. Mannion, T. Genova
- Nay: M. Seader, R. St. Pierre
- Abstain: R. Pitts
- Recuse: None

Strategic Discussion: Support Center Check-In

D. Crocker commended the board for forming a governance committee. He reminded the group of established ground-rules and discussed the 3 phases of change. Term limits and advisory committee, board member handbook and accountability, strategic discussions, board roles vs. staff roles, strategic planning, capacity, budgeting, and being an ambassador for the organization.

Communications

None

Open Public Session

None

Adjournment

P. Mannion motioned to adjourn the meeting and L. McLachlan seconded same.

- Yea: B. Burton, E. Michel, E. Staller, M. Seader, L. McLachlan, R. St. Pierre, R. Pitts, P. Mannion, T. Genova
- Nay: None
- Abstain: None
- Recuse: None

Prepared by: C. Blockus

Dated: October 5, 2017

DOWNTOWN SOMERVILLE ALLIANCE

RESOLUTION 17-019

**RESOLUTION OF THE DOWNTOWN SOMERVILLE ALLIANCE
DSA POLICY ON EVENT VENDORS**

WHEREAS, the Downtown Somerville Alliance (DSA), is the district management corporation organized pursuant to N.J.S.A. 40:56-65 et seq. and Borough of Somerville Municipal Code Chapter 148; and

WHEREAS, the purpose of the Downtown Somerville Alliance is to support the development, improvement, education and promotion of the Downtown Somerville Business District; and

WHEREAS, consensus was reached by the Board of Trustees to establish a vendor policy to ensure the organizations' support of the downtown Somerville businesses

NOW, THEREFORE, BE IT RESOLVED by the Downtown Somerville Alliance Board of Trustees that events managed by the Downtown Somerville Alliance will not invite the participation of non-district vendors at said events.

BE IT FURTHER RESOLVED by the Downtown Somerville Alliance Board of Trustees that non-DSA events taking place within the District shall be governed by the current ordinance found in Chapter 124 of the Somerville Municipal Code.