



Brunswick Downtown Development Authority Regular Meeting Minutes

**Thursday, August 11, 2022
9:30AM – Warwick Conference Room**

Board Members & Staff Present: Whitney Herndon, Michael Torras, Michael Kaufman, Lisa Jordan, Dylan Lukitsch, Jennifer Krouse & Mathew Hill. Julie Martin, Peggy Shanahan arrived after call to order

Absent: Courtney Prince.

Advisory Board Present: Anne Goodstein, Erin Granados.

Guests / City Staff: Regina McDuffie, Lance Sabbe, Craig Watkins, Taylor Cooper, Travis Stegall, Jeff Faletto.

I. Call to Order:

W. Herndon called the meeting to order, a quorum was not present.

II. Approval of Agenda:

M. Hill made an addendum to the agenda. A quorum was not present.

III. Citizen Items:

None.

IV. Items of Business:

- A. Minutes of the July meeting:** Those present reviewed the minutes. M. Kaufman made a motion to approve the minutes as submitted. L. Jordan seconded. A vote was taken, all were in favor.
- B. Approval of Agenda:** P. Shanahan made a motion to approve the agenda, L. Jordan seconded. A vote was taken, all were in favor.
- C. Façade Grants:**
 - 1. **Social Impact Community Partners (2830 Norwich Street)** – M. Hill reviewed the completed application. T. Stegall was present to answer questions. P. Shanahan as made a motion to approve the application for a façade grant in the amount of \$5,000.00. L. Jordan seconded. A vote was taken, all were in favor.

D. Treasurer's Report: M. Kaufman presented the treasurer's report. J. Martin made a motion to approve the report. L. Jordan seconded. A vote was taken, all were in favor.

E. Jump Start Grants:

1. **Knotted Wave Salon (508 G Street)** – M. Hill reviewed the completed application. P. Shanahan made a motion to approve the grant in the amount of \$2,000. L. Jordan seconded. A vote was taken, all were in favor.

F. CARL:

1. **Rummage (1414 Reynolds Street)** – D. Lukitsch presented the application from Rummage for CARL funding. The application will be vetted by Southcoast Bank and will then go through the finance committee before the Agreement is approved by the City Commission.

V. Mayor Johnson's Items: Mayor Johnson was not able to attend.

VI. City Manager's Items: City Manager McDuffie asked the board to support the Grant Street paving project to the public. While restoring the street to brick would be possible, it would take all of this year's paving funds to complete. The street will be asphalt with reclaimed brick crosswalks at Monck Street.

VII. Chairman's Items: None.

VIII. Economic Vitality:

A. DDA Boundary: M. Hill stated that there is new development interest in the area from Norwich to Stonewall Street, I to Gloucester. He proposed that the boundary be extended to include this area. P. Shanahan made a motion to approve the boundary revision to be presented to the City Commission. M. Kaufman seconded. A vote was taken, all were in favor.

B. DDA Website: M. Hill and D. Lukitsch presented the draft of the DDA development section of the website.

C. Commercial Property Enhancement Grant: D. Lukitsch presented the proposed program to replace the ARPA funded low interest loan program that garnered no interest. The grant would provide matching funds to complete life safety, ADA, sanitary projects for buildings in the DDA area, especially to create new restaurant spaces. P. Shanahan made a motion to proceed with presentation to the city Commission. L. Jordan seconded. A vote was taken, all were in favor.

IX. Design:

A. Forward Brunswick: L. Sabbe, Director of Forward Brunswick, proposed a program wherein Forward Brunswick, the Economic Development Authority and the DDA would cooperate to provide façade improvements to Norwich Street. Forward Brunswick and EDA would front the funds needed to the building or business owner to allow them to receive the façade grant matching funds. There would be an MOU between Forward Brunswick, DDA and EDA. R. McDuffie said that there would be the possibility of using Norwich Commons Funds for the program. M. Kaufman made a motion to continue working towards an MOU. M. Torras seconded. A vote was taken, all were in favor.

X. Promotion:

A. Events: J. Krouse presented the promotions report. There will be changes to how non-profit groups are assigned spaces at First Friday now that J. Krouse and D.

Lukitsch have taken over that aspect of First Friday. There will also be a survey of businesses to see if there is still interest in the full street closure for First Friday.

M. Hill suggested that the public be surveyed also.

- B. Holiday:** J. Faletto gave a presentation on the holiday lighting improvements that were funded by R. McDuffie in this year's budget. He said that sponsors would be sought for the squares.

XI. Board Member's Items: None.

XII. Advisory Board Items: None.

XIII. Executive Director's Report:

- A. Main Street Report:** M. Hill reviewed the Main Street summary report.

- B. Strategic Planning:** M. Hill said that he had talked with B. Miles of Big River Group and Mr. Miles would be happy to moderate the session sometime in late September or early October.

XIV. Adjourn: p. Shanahan made a motion to adjourn, M. Kaufman seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:

Mathew Hill, Executive Director