

OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL

For the Regular Meeting of the Downtown Development Authority on Thursday, April 15, 2010.

The Meeting was called to order at 12:12 p.m. and Secretary Pasquale called the Roll.

Present: Canfield, Catlin, Lonick, Pasquale and Chairman Reagan.

Absent: Doyle, Durkee, Larkin and Sprenger.

Also Present: Tom Russo, Bill Wheeler, Dan DesJarden, Sue Olin, James Hinton, Cliff Yankovich and Liz Baker.

IT WAS MOVED BY LONICK and supported by CANFIELD to approve the minutes of the March 4 2010 meeting as submitted.

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

Item #1. **TREASURER'S REPORT.** City Treasurer Sue Olin provided the following reports to the Boardmembers.

DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
April 15, 2010

03/04/2010	Subway	\$ 70.00
03/05/2010	Rickert	4,140.58
03/11/2010	Light & Power	<u>1,198.46</u>
	Total:	\$5,409.04

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
April 15, 2010

Beginning Balance:		\$272,223.38
Revenue:		
TIFA Revenue		\$497,902.84
Interest		2,042.79
Total Revenues:		\$772,169.01
Expenditures:		
Capital Outlay		128,911.79
Maintenance Salaries/FICA		19,742.38

Maintenance Supplies	12,554.30
Utilities	13,142.51
Misc. and Community Promotions	36,733.84
Debt Service	192,015.00
Transfer to General Fund	0.00
TOTAL:	<u>\$403,099.82</u>

Ending Balance: \$369,069.19

Capital Outlay Paid to Date:

Williams and Works	\$480.00
Davies Water	\$14,930.00 painting light poles
Kenmark	\$ 4,440.00
Material Testing	\$ 2,400.00
Ridgeline	\$30,000.00
Chamber	\$2,000.00 (electric work showboat)
Commercial Title	\$60,830.81
Attorney Fees	\$5,049.00
Materials Testing	<u>\$8781.98</u>
	\$128,911.79

Promotions:

Chamber Marketing	\$25,000.00
Summer Concert	\$6,000.00
Xmas 2009	<u>\$5,000.00</u>
	\$36,663.84

Olin noted there are no issues with collections at this time. There are a few personal property taxes to be received.

IT WAS MOVED BY CANFIELD and supported by LONICK to approve the Treasurer's Report as submitted.

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

Item #2. **REVIEW AND CONSIDERATION OF THE 2010-2011 BUDGET.** The proposed 2010-2011 DDA budget was presented. Olin noted there was a \$146,000 drop in the taxable value. A total of \$150,000 has been allocated for capital projects. Also, \$25,000 is provided for marketing.

The Boardmembers asked what projects are being considered in the coming year. Possible project include the post office alley widening, sealing downtown parking lots and CFL lighting.

IT WAS MOVED BY CANFIELD and supported by CATLIN to approve the 2010-2011 budget as submitted.

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

Downtown Development Authority Fund
Budget

	Fiscal year 2009-2010	Fiscal year 2010-2011
Beginning Balance:	\$ 275,338.00	\$ 204,433.30
REVENUE:		
TIFA	\$ 555,000.00	\$ 550,000.00
Interest	\$ 2,500.00	\$ 3,000.00
Total:	\$ 832,838.00	\$ 757,433.30
EXPENDITURES:		
Capital Outlay	\$ 155,000.00	\$ 150,000.00
Maintenance & Admin.	\$ 69,589.70	\$ 68,161.56
Debt Service	\$ 213,815.00	\$ 209,572.50
Marketing	\$ 30,000.00	\$ 25,000.00
Promotions/Admin	\$ 20,000.00	\$ 20,000.00
Transfer to General Fund/City Hall	\$ 140,000.00	\$ 140,000.00
Police Station Bond		
Total:	\$ 628,404.70	\$ 612,734.06
Estimated Ending Balance:	\$ 204,433.30	\$ 144,699.24

Item #3. **DOWNTOWN BRIDGE PROJECT – MARKETING REQUEST – LOWELL AREA CHAMBER OF COMMERCE.** Cliff Yankovich and Liz Baker representing the Chamber provided the Board with an update on marketing expenses. A total of \$25,000 is requested for advertising by broadcast/cable, radio, print and promotional items (including bridge bucks) and outdoor signage.

IT WAS MOVED BY CATLIN and supported by CANFIELD to approve \$25,000 for marketing to the Lowell Area Chamber of Commerce related to the downtown bridge project.

YEA: 4. NAY: 1. (Lonick) ABSENT: 4. MOTION CARRIED.

Item #4. **WEST RIVER BANK STUDY** Pasquale read a portion of a memo from Dave Austin of Williams & Works regarding the Flat River Embankment Study:

“Before completing the draft report, we wanted to receive in put from the MDNRE who would be responsible for permitting any improvements with in the influence of the river. We were able to meet with two representatives from MDNRE last Friday on site to observe the existing conditions. The timing was good, as the river was drawn down for the bridge project, allowing for maximum visibility of the west bank.

MDNRE was pleased that the City is considering making improvements, as the existing condition was worse than they had expected. Various applications were discussed, and we are now finalizing our draft to reflect the MDNRE input.

We will be submitting a drop report with cost estimates to you for review early next week and will be happy to meet to discuss our findings and recommendations at your convenience.”

Item #5. **OTHER BUSINESS.**

A. **ALLOCATION OF \$400 TO INCLUDE AMPHITHEATER IN PARKS MASTER PLAN FOR GRANT FUNDING.** Pasquale mentioned that the Parks Master Plan needs to be amended to include the amphitheater and riverwalk qualifying projects for grant funding. The cost for this through Williams & Works is \$800 with the Lee Fund supplying half. The remaining \$400 is requested from the DDA. Property issues between the City and the Schools were discussed regarding the amphitheater and will be resolved.

IT WAS MOVED BY LONICK and supported by CATLIN to allocate \$400 for the updating of the Parks Master Plan including the amphitheater and riverwalk.

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

B. **SIDEWALKS – AMITY AND CHATHAM IN COORDINATION WITH OTHER SIDEWALK PROJECTS.** Pasquale said there will be a sidewalk construction project within the Amity Street area to assist safe walks to schools. The following new sidewalks are proposed within the DDA district boundaries which would be bid with the other sidewalk projects:

- | | |
|---|----------------|
| 1. Smith Street – E. side between Main and Chatham | 160 ft. |
| 2. Chatham – S. side between Smith and Amity | 120 ft. |
| 3. Chatham – S. side between Amity and Lincoln Lake | 250 ft. |
| 4. Chatham - S. side between Lincoln Lake and N. Hudson | <u>245</u> ft. |
| Total: | 775 ft. |

The cost is estimated to be \$19,375.

IT WAS MOVED BY LONICK and supported by CATLIN to bid out the proposed Smith and Chatham Streets sidewalks.

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

Item #6. **DOWNTOWN PROMOTIONS**. Chamber of Commerce Director Liz Baker stated the troll and bridge bucks promotions have started. The merchants are working together and the bridge project is going well.

Police Chief James Hinton said there are construction progress meetings on the bridge weekly.

Tom Russo from Lowell Light and Power mentioned issues regarding the bridge which need to be resolved.

The Summer Concert Series begins on June 17.

The next meeting is scheduled for Thursday, May 20, 2010 at 12 noon.

The meeting was adjourned at 12:45 p.m.

DATE:

APPROVED:

James E. Reagan, Chair

David M. Pasquale, Secretary