



Brunswick Downtown Development Authority Called Meeting Minutes

Thursday, December 8, 2022

3:00PM – Warwick Conference Room

Board Members & Staff Present: Courtney Prince, Whitney Herndon, Michael Torras, Michael Kaufman, Lisa Jordan, Julie Martin, Peggy Shanahan, Jennifer Krouse & Mathew Hill.

Absent: None.

Advisory Board Present: Anne Goodstein, Craig Watkins.

Guests / City Staff: Jeremiah Bergquist – Assistant City Manager, John Hunter – Planning, Development & Code, Lance Sabbe – Forward Brunswick, Taylor Cooper – Brunswick News.

I. Call to Order:

C. Prince called the meeting to order, a quorum was present.

II. Approval of Agenda:

Those present reviewed the agenda. W. Herndon made a motion to accept the agenda, L. Jordan seconded. A vote was taken, all were in favor.

III. Citizen Items: First Friday Street Closure – M. Hill reported that a business had asked if the First Friday street closure is needed. A survey was sent out, 42 businesses responded. The majority said the closure should remain as-is.

IV. Items of Business:

A. Minutes of the October meeting: Those present reviewed the minutes. J. Martin made a motion to approve the minutes as submitted. W. Herndon seconded. A vote was taken, all were in favor.

B. Treasurer's Report: M. Kaufman presented the treasurer's report for October & November. J. Martin made a motion to approve the report. W. Herndon seconded. A vote was taken, all were in favor.

C. Grants:

1. CPE Grant – Topsy McSway’s: M. Hill reviewed the application. M. Kaufman made a motion to approve the grant in the amount of \$11,187.50. W. Herndon seconded. A vote was taken, all were in favor.
2. CPE Grant – 1602 Newcastle St: M. Hill reviewed the application. The board asked that applicants provide a sources and uses statement with applications in the future. M. Kaufman made a motion to approve the grant for out of pocket expenses and ask for a statement of coverage or claim denial from the insurance company. P. Shanahan seconded. A vote was taken, all were in favor.
3. CPE Grant – 1510 Bay St: M. Hill reviewed the application. P. Shanahan made a motion to approve the grant for fire protection & grease trap installation and the applicant provide individual quotes. M. Kaufman seconded. A vote was taken, all were in favor.
4. CPE Grant – 1311 Grant St: M. Hill reviewed the application. L. Jordan made a motion to approve the grant for fire sprinkler, plumbing and electrical. M. Kaufman seconded. A vote was taken, all were in favor.
5. CPE Grant – 1600 Newcastle St: M. Hill reviewed the application. P. Shanahan made a motion to approve the grant for out of pocket expenses, with the same conditions as 1602 Newcastle. M. Kaufman seconded. A vote was taken, all were in favor.
6. Jump Start Grant – Simple Massage Studio: M. Hill reviewed the 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.

V. Mayor Johnson’s Items: Mayor Johnson was not present.

VI. Chairman’s Items: None.

VII. Economic Vitality: None.

VIII. Promotion:

- A. **Backyard Barbecue:** The event was cancelled due to hurricane Nicole. The rescheduled date is February 17.
- B. **Holiday Events:** J. Krouse reviewed the holiday events.
- C. **2023 Events:** J. Krouse distributed the 2023 event calendar.

IX. Executive Director’s Report:

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

X. Advisory Member’s Items:

- A. **A. Goodstein:** Women’s Conference – A. Goodstein gave a brief presentation on the women’s conference. The website is active, viaconnects.org. She asked that the DDA assist with promoting the event and any other potential assistance.

XI. Board Member’s Items:

- A. **J. Martin:** Event signs showing where parking is need to be expanded. Also, the detours need better signage. M. Hill said that D. Lukitsch had found barricades with banners attached that could be used. He will discuss with R. McDuffie.
- B. **P. Shanahan:** P. Shanahan said that Ned Cash Jewelers is closing. The clock repair will continue. They have not decided what to do with the building as of now.

XII. Adjourn: W. Herndon made a motion to adjourn the meeting. J. Martin seconded. C. Prince Adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director