



## **Brunswick Downtown Development Authority Regular Meeting Minutes**

**Thursday, January 12, 2023**

**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:** Craig Watkins.

**Guests / City Staff:** Sherri Pruitt & McKenzie Padgett – GIDA, Jeff Faletto – City Public Works, Tyler Vaughan, David Hawkins – Burning Reels, 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, M. Torras seconded. A vote was taken, all were in favor.

### **III. Citizen Items:** There were no citizen items.

### **IV. Items of Business:**

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

**B. Treasurer's Report:** M. Kaufman presented the treasurer's report for December and reviewed the budget v actual for the first half of FY23. M. Torras made a motion to approve the report. J. Martin seconded. A vote was taken, all were in favor.

#### **C. Grants:**

1. CPE Grant – The Salon Suites (2526 Norwich St): M. Hill reviewed the application. P. Shanahan made a motion to approve the grant in the amount of \$18,490.84. L. Jordan seconded. A vote was taken, all were in favor.

M. Kaufman recused himself for the next three applications.

2. CPE Grant – 1609 Gloucester St: M. Hill reviewed the application. M. Torras made a motion to approve the grant in the amount of \$25,000.00. P. Shanahan seconded. A vote was taken, all were in favor.
3. CPE Grant – The Wick (1612 Newcastle St): M. Hill reviewed the application. P. Shanahan made a motion to approve the grant in the amount of \$25,000.00. L. Jordan seconded. A vote was taken, all were in favor.
4. CPE Grant – The Wick 3.0 (501 Gloucester St): M. Hill reviewed the application. M. Torras made a motion to approve the grant in the amount of \$25,000.00. W. Herndon seconded. A vote was taken, all were in favor.

M. Kaufman returned to the meeting.

5. Jump Start Grant – Burning Reels (1 Torras Lndg): M. Hill reviewed the application. The applicant was present and gave a brief presentation on the new business. M. Torras made a motion to approve the grant equipment in the amount of \$2,000.00. M. Kaufman seconded. A vote was taken, all were in favor.

T. Vaughan asked if the façade grant could be used for the boats for naming, etc. The board replied that Burning Reels should apply for the façade grant and the expenses would be eligible.

6. Jump Start Grant – Newcastle Wine Merchant (1328 Newcastle St): 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.
7. Façade Grant (Signage) – Newcastle Wine Merchant (1328 Newcastle St): M. Hill reviewed the application. The board asked that the applicant apply for the façade grant for courtyard/rear façade improvements. P. Shanahan made a motion to approve the signage grant in the amount of \$190.50. M. Kaufman 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:** J Krouse gave an update on the event that was rescheduled for February.
- B. First Friday Pony Rides:** The board discussed kids activities like the pony rides for First Friday. Sponsors would be needed for the activities. A committee of M. Kaufman, L. Jordan and W. Herndon will assist with planning First Friday activities.
- C. Holiday Lighting 2023:** J. Faletto gave an update on the lighting upgrades and talked briefly about the plans for 2023. He will be working with the City Manager on planning the lighting.

**IX. Executive Director’s Report:**

- A. Work Plan:** M. Hill reviewed the work plan that B. Miles sent after the planning meeting.

- B. Main Street Report:** M. Hill reviewed the Main Street summary report.
- C. Annual Assessment:** M. Hill reviewed the self-assessment document and said that DCA will do the in-person assessment on February 20.

**X. Board Member's Items:**

- A. J. Martin:** Damage to Hanover Square is estimated at \$65,000 - \$80,000.
- B. L. Jordan:** There will be a "Xyno Funky Fest" to celebrate Xyno's first anniversary in March.

**XI. Executive Session:** C. Prince stated that an executive session was needed to personnel. P. Shanahan made a motion to go to executive session. M. Kaufman seconded. After executive session, M. Torras made a motion to adjourn and resume the regular meeting. L. Jordan seconded. C. Prince stated that the board discussed employee compensation. P. Shanahan made a motion to adopt the compensation as discussed in executive session. M. Torras seconded. A vote was taken, all were in favor.

**XII. Adjourn:** M. Torras made a motion to adjourn the meeting. J. Martin seconded. C. Prince Adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director