



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

**Monday, July 11, 2024**

**9:00am – Warwick Conference Room**

**Board Members & Staff Present:** Whitney Herndon, Julie Martin, Michael Kaufman, Michael Torras, Shemeka Sorrells, Mathew Hill, Chelsea Hill, Travis Stegall & Susan Bates via zoom

**Absent:** Gracie Jordan.

**Advisory Board Present:** Craig Watkins.

**Guests / City Staff:** Jeremiah Bergquist – ACM, Chris Cary – ED, Rebecca & Glenn Segrest – Off Season Canvass, Taylor Cooper – Brunswick News, Pam Sherling - Islander.

### **I. Call to Order:**

W. Herndon called the meeting to order and read the Mission & Vision Statements, a quorum was present. Introductions were made.

### **II. Approval of Agenda:**

Those present reviewed the agenda. M. Kaufman made a motion to accept the agenda. M. Torras seconded. A vote was taken, all were in favor

### **III. Citizen Comments:** None

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

**A. Minutes of the June meeting:** Those present reviewed the minutes. M. Kaufman made a motion to approve the minutes as submitted. M. Torras seconded. A vote was taken, all were in favor.

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

#### **C. Incentives:**

1. Façade Grant – Avalon Properties (1420-22 Newcastle) M. Hill reviewed the application. M. Kaufman made a motion to approve the grant for \$1,000. M. Torras seconded. A vote was taken, all were in favor.

2. Façade Grant – Off Season Canvass (1400 Albany) M. Hill reviewed the application, the owners were present. M. Torras made a motion to approve the grant for \$4,000. S. Sorrells seconded. A vote was taken, all were in favor.
3. Façade Grant – Brown’s Antiques (1330 Newcastle) M. Hill reviewed the application. M. Torras made a motion to approve the grant for \$681.22. M. Kaufman seconded. A vote was taken, all were in favor.
4. Jump Start Grant – Brown Butter Shop (1304 Gloucester) M. Hill reviewed the application. S. Sorrells made a motion to approve the grant for \$2,000. M. Torras seconded. A vote was taken, all were in favor.
5. Façade Grant – Black Sheep Pickers (1425 Newcastle) M. Hill reviewed the application. M. Torras made a motion to approve the grant for \$619.83. M. Kaufman seconded. A vote was taken, all were in favor.
6. Façade Grant – Morgan’s Cleaners (512 Monck) M. Hill reviewed the application. M. Torras made a motion to defer to obtain an official quote and samples. J. Martin seconded. A vote was taken, all were in favor.

**V. City Manager’s Items:** J. Bergquist spoke about the master plan for Mary Ross Park, Homelessness and the Public Safety Grant.

**VI. Chairman’s Items:** W. Herndon reviewed the presentation by M. Torras about 2508 Newcastle St. M. Torras made a motion to authorize the Chairman to send the letter to the City. J. Martin seconded. A vote was taken, all were in favor.

**VII. Economic Vitality:** M. Kaufman said that businesses are having difficulty deciphering the rules for grease traps, especially sizing. M. Hill said that C. Hill had met with JWSC and grease traps have far reaching implications if not installed / maintained properly. Staff will continue to work with JWSC to develop better materials. J. Martin suggested incentives for redevelopment of upper floors. M. Kaufman mentioned a USDA grant for solar installation.

**VIII. Promotion:** M. Hill reviewed attendance for July 4 & First Friday. He presented the TikTok statistics from G. Jordan.

**IX. Board Member’s Items:**

**A. S. Bates – Bar / Restaurant Association:** No report.

**B. M. Torras – 2508 Newcastle:** M. Torras presented information on the unfit building ordinance and how it can be applied to 2508 Newcastle. J. Hunter said that a letter from the board would be helpful to start the process. There being no quorum, it will be reviewed at the July meeting.

**X. Organizational Report:**

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

**B. Board Meeting Schedule, Attendance:** There was discussion about timing of meeting reminders and the board meeting calendar.

**XI. Adjourn:** M. Torras made a motion to adjourn the meeting, J. Martin seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director