

# **HARTFORD BUSINESS IMPROVEMENT DISTRICT**

## **Board of Commissioners Meeting Minutes**

December 13, 2006, 9:00 a.m.

MetroHartford Alliance  
31 Pratt Street  
Hartford, Connecticut 06103

**Board Attendees:** D. Cocola B. Kaplowitz B. Baran L. Erdmann O. Griebel  
J. Lewis R. Morneault M. Algieri M. Marshall S. Manousos  
M. Kuziak M. Grunberg H. Hoffman J. Hayes H. DeYoung  
T. Luszczyk M. O'Connell D. Jakubowski B. Judd K. Kahn  
T. Lavigne

**Also in attendance:** M. Zaleski, Executive Director

### **I. Welcome**

Bert Kaplowitz, serving as temporary chair of the board, welcomed everyone to the second meeting of the Board of Commissioners of the Hartford Business Improvement District. As there were some new commissioners in attendance, each commissioner introduced themselves.

### **II. Review and approval of December 1, 2006 meeting minutes**

The meeting minutes from the December 1, 2006 meeting were reviewed and Kaplowitz asked for any additions or deletions. Dave Cocola noted that the minutes should reflect that a vote was taken in Executive Session to hire Michael Zaleski as the organization's Executive Director. Mike O'Connell moved and Beth Judd seconded a motion to approve the minutes of the meeting with the addition of that vote. The motion passed unanimously.

### **III. Election of officers (Chairman, Vice-Chairman, Secretary, Treasurer)**

Michael Kuziak nominated Bert Kaplowitz to serve as the board's chairperson. He also nominated Tom Luszczyk as Vice-Chair, Mike O'Connell as Secretary and Beth Judd as Treasurer. Hearing no more nominations, Kaplowitz called for a vote and the slate was unanimously elected.

### **IV. Subcommittee Reports**

*Review of draft bylaws* – O'Connell, the chair of the bylaws subcommittee, reviewed the process that went in to the creation of the bylaws. The committee had met and refined the document. He noted that the draft that is being proposed for adoption was based initially on the Stamford Downtown District. Zaleski noted that Jim Lotstein from Edwards and Angell on behalf of Travelers had assisted with the early draft of the document. O'Connell reviewed the timeline of events required to comply with the bylaws. Kaplowitz inquired about the role of the property owners. O'Connell noted that the board is responsible for governing the organization and the property owner's role is simply advisory. He talked about the value of openness as the board proceeds forward. He also spoke to staggered terms for commissioners and the proposed limited role of the Executive Committee.

Cocola asked about seeing a redline version of the document since the 10/31 draft. Beth Judd, speaking as a member of the bylaws subcommittee, stated that there were significant edits since that draft which made the provision of a redline version to the full board problematic. Kuziak asked for more information on staggered terms. O'Connell responded that a new ordinance will be developed for BID reauthorization in 2009 and that ordinance will deal with revised terms.

*Review of results of 12/1 brainstorming session and 06/07 draft budget* – Mike Algieri and Zaleski reviewed the work of the budget subcommittee. Zaleski stated that a 6-month budget is being proposed for adoption to cover the remainder of FY 06/07. He referred to the summary of the brainstorming session included in the 12/1 minutes that took place at the last board meeting. The subcommittee assigned percentages to each of the priorities and used those percentages in developing the budget. The major focus was on public safety and clean streets programs. There was significant discussion about the budget and the priorities of the organization. There was discussion about the board's desire to contract out all services. Michael Grunberg asked if it would be more appropriate to have the organization employ its own staff. Several board members lobbied for not employing staff directly. Zaleski briefly reviewed how a RFP process might unfold. Judd requested that the line items for leasing equipment and vehicles be deleted and factored into the vendor's contract.

**V. Adoption of HBID bylaws**

Jerry Hayes moved and Beth Judd seconded a motion to adopt the bylaws as presented. The motion passed unanimously.

**VI. Adoption of modified 2006/2007 budget and 1 mill assessment for January '07 tax bills**

Beth Judd moved and Lee Erdmann seconded a motion to adopt the modified 06/07 budget subject to the RFP process. The motion passed unanimously. Mike O'Connell moved and Michael Grunberg seconded a motion to set the BID mill rate at 1 mill for the second half of 06/07. The motion passed unanimously.

**VII. Old business**

*Scheduling additional presentations from other BIDs, vendors and consultants* – There was discussion about the desire for additional presentations from other districts. The consensus was that the board might want to hear from other directors if time permits at future meetings. Any potential vendors would meet with the individual subcommittees. There was consensus among the board that they would table this item for now and Zaleski would propose appropriate presentations in the near future. Jerry Hayes suggested that the board establish subcommittees today so they can get to work on programming.

**VIII. New business**

*Development of standing committees* – Bert Kaplowitz suggested that Public Safety, Cleanliness and Beautification and Advocacy be the three standing committees. Ron Morneault suggested that marketing was worthy of a separate committee and that a comprehensive marketing plan was important. Ken Kahn and Oz Griebel spoke about the importance of working together with the Hartford Image Project. Holly DeYoung noted that these initiatives must go hand in hand. The board agreed that Public Safety, Cleanliness and Beautification and Advocacy would be the standing committees.

Mike Algieri will chair the Public Safety committee and members will include Mike Marshall, Mike Kuziak, Hank Hoffman and Brooke Baran. Tom Luszczak suggested that Tom O'Connor from Travelers would also be a good committee member.

Stathis Manousos will chair the Cleanliness and Beautification committee and Zaleski and he will add additional members to the committee. Holly DeYoung will chair the Advocacy committee and members will include Brooke Baran and Jim Lewis.

Bert Kaplowitz as chair of the organization will sit on each of these committees and Zaleski will serve as staff. These committees will meet as soon as possible, at least once before the board next meets.

*Timeline for development of on-street programs* – Zaleski briefly reviewed the challenge that is before the BID to launch the on-street program. He noted that there are two high-profile basketball events at the Civic Center in March and it might be to the BID's advantage to try and tie in a program launch with one of these two events. There was discussion about rolling out the programs in March or April. The consensus was that the committees will determine what the timeline will be and they should be as aggressive as possible.

**IX. Other business**

There was no other business.

**X. 2007 meeting schedule**

The board decided to meet on January 10<sup>th</sup> and January 24<sup>th</sup> of 2007 at 8:30 a.m. A schedule of meetings for 2007 will be distributed in January.

**XI. Adjournment**

A motion was passed to declare the meeting adjourned at approximately 10:39 a.m.

Respectfully submitted,

Michael O'Connell  
Secretary