

**Minutes of Quarterly Meeting
Newton Downtown SSMID Board
Community Development Office – Building 18 in Legacy Plaza
5th Floor, Large Conference Room**

February 13, 2024

ROLL CALL

COMMISSIONERS PRESENT: R. O'Brien; J. Maki; S. Winchell

STAFF AND OTHERS PRESENT: Craig Armstrong, Development Specialist; Erin Yeager, Main Street;
Carson Claypool, FNNB representative

A quorum being present, the meeting was called to order at 8:00 a.m. by Chair O'Brien.

Review of Minutes. The Minutes of the SSMID Board Meeting on November 14, 2023 were reviewed and approved. MOTION by Maki, seconded by Winchell, to approve the Minutes. Voice Vote (Unanimous).

Finance Report. The January 31, 2024 Finance Report was reviewed. An Excel math error was discovered and the information was corrected. A discussion about the amount of money remaining for projects ensued, with the consensus being that the previously approved donation for Harmony Park improvements, along with the downtown cleanup and floral maintenance contract, would essentially deplete the available budget for 2024. MOTION by O'Brien, seconded by Maki, to approve the Finance Report. Voice Vote (Unanimous).

New Business.

a. Soliciting bids for downtown cleaning & floral maintenance. Armstrong noted that the SSMID board would need to solicit bids for the regular cleaning of the Courthouse Square area of downtown, as well as the floral maintenance of plantings in the concrete bunkers would need to be done in March for a May start date. Maki inquired if the contract could be for a 2- or 3-year period rather than annually and was assured that it could as long as all bidders were apprised of that criterion. O'Brien stated that, since Yeager as Main Street Director coordinated with the current downtown cleaning & floral maintenance contractor for additional tasks the contractor accomplished on behalf of Main Street, it would make sense to simply provide Main Street with sufficient funds to accomplish all of the floral maintenance and downtown cleaning tasks. MOTION by O'Brien, seconded by Maki, to allocate \$12,000 to Main Street for floral maintenance of the concrete bunkers' plantings and regular cleaning of the downtown Courthouse Square area during the period May 1, 2024 and October 31, 2024. Voice Vote (Unanimous).

b. Discussion on new potential SSMID projects. Consensus to place this item on the May quarterly SSMID board agenda.

c. Other. None.

Old Business.

a. Continued Discussion: Expansion of the SSMID District. Consensus to place this discussion item on the February 2025 Quarterly SSMID board agenda.

b. Continued Discussion: Status of Christmas Decorations. Maki noted that there were no issues with blown down or broken decorations this past holiday season. The decorations are nevertheless showing a lot of wear & tear and will likely be good for only one more display season before a decision on disposal will need to be made. Van Maanen Electric has assumed all responsibility of attaching the decorations, taking them down and

storage. There was a consensus among commissioners to not invest in batteries, as the lights are so dim as to be mostly unseen and the decorations are now only around the Courthouse Square, which has sufficient ambient light.

c. Continued Discussion: Commitment of funds to enhance Harmony Park. Yeager reported that Phase 1 of the construction will begin in early Spring and is projected to be completed by June 30. Since the committed funds were to support Phase 2 improvements, Yeager suggested that the SSMID board not authorize release of the funds until after completion of Phase 1. A report on the status of the project will be on the May Quarterly SSMID board agenda.

c. Other. None.

Good of the Order.

a. Adam Leber resignation; Carson Claypool appointment. Commissioner Adam Leber, representing downtown property owner FNNB Bank, sent an email resigning from the SSMID board due to a job change. FNNB Bank has recommended Mr. Leber's replacement, Carson Claypool, for appointment as a SSMID commissioner. MOTION by O'Brien, seconded by Maki, to recommend appointment of Carson Claypool by Mayor Evelyn George. Voice Vote (Unanimous).

b. Other. O'Brien stated that he would be unable to attend the scheduled May 14, 2024 Quarterly SSMID board meeting due to travel plans and asked for a consensus on moving the date to the prior Tuesday. MOTION by O'Brien, seconded by Maki, to set the next Quarterly SSMID board meeting for Tuesday, May 7, 2024. Voice Vote (Unanimous).

Adjournment: At 8:54 a.m. – MOTION by O'Brien, seconded by Winchell. Voice Vote (Unanimous).