



**\*\*\*DRAFT\*\*\***

## **Clean and Safe Committee Meeting Minutes**

Thursday April 11, 2019 1:00 – 2:00 pm

549 Congress St.

**Committee members present:** Sue-Ellen McClain, David Davis, Megan Doane, Kim Farrar, Bob Keegan

**Absent:** David Packard

**Staff present:** Taffy Eaton

**Minute 1. Welcome:** Sue-Ellen McClain called the meeting to order and welcomed everyone present

**Minute 2. Review and acceptance of March 14<sup>th</sup> meeting minutes:** Kim Farrar made a motion to accept the minutes as presented. Megan Doane seconded the motion and the minutes were unanimously accepted following discussion:

- Megan Doane - Bottom of Page 1, “Kim Farrar asked if this draft is just the rephrasing of older documents or were changes made?” Greg Mitchell’s response of he “believes the reset button was hit” will be amended to read: “The intent is to not change the existing structure but to represent what is currently happening”

**Minute 3. Update on Ad Hoc Committee and SSA Agreement:** FY20 draft Master Agreement, Supplemental Services Agreement and Exhibit.

- Sue-Ellen McClain said the Ad hoc Committee met 3 times, went through every word and did a very thorough job. They ended up with a much shorter agreement by eliminating descriptive wording, creating a condensed document.
- There are two exhibits, C & D
- Clarifying wording was used so a Property Owner can clearly understand the agreement
- Sue-Ellen McClain, David Packard and Casey met with Greg Mitchell instead of just sending the redlined document. Greg took it back to the City and we are awaiting their response. Sue-Ellen McClain thinks there might be another iteration before the agreement is finalized. The City’s timeline for finalizing the agreement is the end of April.
- The Ad hoc committee discussed having the City invoice PD for administrative costs but Denine Leeman suggested that PD pay 1% of the assessed DID tax for administrative costs. Whatever taxes are not paid will be documented by the City.
- There are no unknowns – the edits made it a more collaborative agreement between PD and the City
- Megan Doane added that the committee found duplication between Baseline Services and Supplemental Services. PD can request additional services covered in the SSA.
- PD is working hard to maintain our healthy relationship with the City, allowing more knowledge on both sides
- Added to the agreement: PD would like to see the City budget by February 1<sup>st</sup> each year so we can assemble our budget
- The Spring Street garage bathroom cleaning is Baseline Services. The Fore Street garage cleaning is contracted with the garage owner through 2020.

**Minute 4. Review** Amy Geren’s monthly reports for March 2019

- Winter operations are still in the forefront
- Megan Doane suggested Amy might need to change these categories once the contracts are finalized, or change the report title to “In addition to Baseline services”
- In an email, Amy let the committee know that she has begun seeing beautification efforts taking place downtown
- Kim Farrar wonders whether the FixIt! app is being widely used. It’s a good tool and the user receives a message quickly. Should we advertise it somehow with a visual prompt? Megan Doane suggested bringing the question to the Merchant meeting. Business owners should pass the information along to employees to encourage usership.

**Minute 5. Committee goals review:**

- Sue-Ellen McClain suggested having a meeting of expansion area property owners, held at a location in the expansion area. Maybe in Pleasant St Park after winter clean-up is done - right after new trash cans or planters are added, etc. Sue-Ellen will ask Amy to find out a good time/date from Tom Higgins.
- The final SSA agreement will be distributed at the May 9<sup>th</sup> committee meeting, along with the new Annual Report

Sue-Ellen McClain adjourned the meeting at 1:35pm.

Respectfully submitted,  
Taffy Eaton, Recorder.