



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES  
Tuesday, March 4, 2008

The meeting was called to order at 7:36 a.m. by President Cowley

ROLL CALL: Batzloff, Cassidy, Cowley, Freeman, Mazzoni, Pastue, Rock,  
Schneemann, Ziegler

ABSENT: Cornwell, Kuiken

OTHERS PRESENT: DDA Director Knowles  
DDA Administrative Assistant Nogle

CONSENT AGENDA ITEMS:

MOTION by Freeman SUPPORTED by Rock to approve the minutes of February 5, 2008 with a change, under the Design Committee update, to read **“the budget for the basics of the project is sufficient, but there are desired design features that will have a shortfall of at least \$250,000.00,”** and to receive and file the January Financial Report and the Bill Review Report as presented. MOTION CARRIED, ALL AYES

ELECTION OF OFFICERS

President Cowley relinquished the Chair to Ms. Knowles. The floor was opened for nominations.

Ziegler nominated and Rock supported the nomination of Greg Cowley for the position of President. Ziegler nominated and Rock supported the nomination of Vincent Pastue for the position of Secretary. Ziegler nominated and Rock supported the nomination of Scott Freeman for Vice-President. No other nominations were offered.

MOTION by Ziegler, supported by Rock, to close the nominations for 2008 officers and to elect those nominated by acclamation. MOTION CARRIED, ALL AYES.

President Cowley reassumed the Chair.

ORGANIZATION COMMITTEE

UPDATE: Knowles explained that the recent volunteer appreciation event was well-attended. A volunteer recruitment package that describes what is the DDA has been finalized and will be given out when the DDA office receives new completed volunteer forms. Pat Shelton has communicated with four printing companies to obtain a quote for the spring edition of the Main Street Newsletter. Pat Shelton's recommendation is to stay with the Word Baron, although a much lower bid was received from Litho Services. Ms. Shelton was concerned about this firm's ability to deliver, which can be clarified with more follow-up.

ACTION: MOTION by Rock, supported by Pastue, to authorize the acceptance of the proposal for the spring production of the Main Street Messenger, from the most qualified contactor, based on the bids received. MOTION CARRIED, ALL AYES.

#### DESIGN COMMITTEE

UPDATE: Knowles explained that, upon further discussion with the City of Farmington, DPW and the Designers, minor revisions from the proposed dumpster enclosure that was presented in fall, 2007 have been made. The specifications for the wall coping and the type of flashing used to secure the wall coping were amended. Steve Schneemann questioned the capacity of one if the proposed dumpsters. Waste Management will be responsible for the collection. Access to the dumpsters will be key-controlled . Waste Management will direct bill users. Waste Management will empty the dumpsters twice daily.

ACTION: MOTION by Schneemann, supported by Rock, to authorize the acceptance of bids for consolidated dumpster enclosures. MOTION CARRIED, ALL AYES.

#### ECONOMIC RESTRUCTURING

UPDATE: Annette Knowles advised the Board that she is working with the City Attorney's office to finalize a legal agreement for the proposed façade and sign incentive programs.

ACTION: MOTION by Ziegler, supported by Schneemann, to adopt the Façade and Sign Incentive Programs, as presented. MOTION CARRIED, ALL AYES.

#### MARKETING & PROMOTIONS

UPDATE: Board Member Freeman updated the Board that the Marketing and Promotions Team has several new volunteers. Freeman explained that they had contacted the South Farmington baseball league to investigate sponsorship / advertising opportunities. M & P is planning the Discover Treasures event. A letter to area organizations has been drafted by volunteer Jack Lochrie to promote more activities in Downtown venues such as the Pavilion, Park and the Masonic Temple. Knowles added that Ms. America was unfortunately not available for a Farmington visit in July, 2008.

#### ADJOURNMENT

MOTION by Freeman, SUPPORTED by Pastue, that the meeting be adjourned. MOTION CARRIED, ALL AYES.

The meeting was adjourned at 8:40a.m. The next meeting will be Tuesday, April 1, 2008.

Respectively submitted,

Annette Knowles