

**Minutes of Meeting**  
**Newton Downtown SSMID Board**  
**Commumny Development Office – Building 18 in Legacy Plaza**  
**5<sup>th</sup> Floor, Large Conference Room**

*November 8, 2022*

ROLL CALL

COMMISSIONERS PRESENT: R. O'Brien; J. Maki; J. Prendergast; A. Leber; S. Forbes Winchell

STAFF AND OTHERS PRESENT: Craig Armstrong, Development Specialist; Erin Yeager, Main Street

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A quorum being present, the meeting was called to order at 8:02 a.m. by Chair O'Brien.

**Review of Minutes.** The Minutes of the SSMID Board Meeting on August 9, 2022 were reviewed and approved, with one correction to “New Business a. Prospective appointees to SSMID board”: Samatha Forbes should be identified as Samantha Forbes Winchell. MOTION by Maki, seconded by O'Brien. Voice Vote (Unanimous).

**Finance Report.** The October 31, 2022 Finance Report was reviewed and approved. MOTION by Leber, seconded by O'Brien. Voice Vote (Unanimous).

**New Business.**

*a. Christmas Decorations installation – status.* Maki reported that Nate Van Maanen had agreed to put up, take down and store the large-scale Christmas Decorations installed on 1<sup>st</sup> Avenue light poles. He initially agreed to have the decorations up prior to the DDNA Holiday Open House on Nov. 11-12, but has not responded to Maki's recent request for confirmation of a specific installation date. Maki agreed to follow up with Mr. Van Maanen and email the SSMID board members with updated- information.

*b. Discussion: New potential SSMID projects for 2023.* BUNKER BEAUTIFICATION: Maki suggested that the existing concrete bunkers be painted with epoxy and agreed to obtain a bid for the project. Yeager reported that the Main Street Design Committee was looking into applying mosaics to the bunkers and agreed to report back with pricing for the project, as well as to discuss the status of the bunkers and approval of bunker beautification with County Supervisors and the County Maintenance Supervisor. ALLEYWAY & HARMONY PARK: Yeager reported that the alleyway project (between Uncle Nancy's & Aleya) was budgeted for \$50,000 of which \$26,000 has been raised. Yeager also noted that Harmony Park would need benches, flower pots, lighting, trash cans and landscaping. STREET BEAUTIFICATION: Prendergast noted that the highest priority project category in the 2021 survey of SSMID district property owners was Street Beautification, which should include some new projects such as flower pots hung on the new light poles installed and a downtown music system similar to what Pella has done in their downtown retail core. Maki said that the new light poles should also be decorated for the Holiday season, which was met with general consensus of he board members. Yeager suggested the board consider funding tree plantings on district streets, using trees that don't grow too large or attract birds. MISCELLANEOUS: O'Brien asked if SSMID should have its own Facebook page to promote the projects that the board undertakes and suggested that SSMID should in any case be recognized for the work that is done on behalf of the district. Such recognition could be in the form of announcements and/or placement of small signs/plaques to commemorate SSMID's contributions to the betterment of the district. Maki asked if perhaps the SSMID newsletter could be revived and requested that Armstrong check with Erin Chambers and Danielle Rogers on the matter. Prendergast requested that the Street Beautification and other SSMID project ideas discussed be researched thoroughly and presented to the SSMID board at the next quarterly meeting on February 14, 2023 for review and approval. O'Brien directed Armstrong to coordinate with board members to research the various potential projects discussed and present to the board at the 2/14/23 meeting.

*c. Review of Randy Ray contract.* There was consensus to have Armstrong check if it was necessary to go out to bid annually or if the board could decide to renew the existing contract without a bid process, or to offer a multi-year contract. There was also consensus to direct Armstrong to solicit bids for Courthouse Square clean-up and SSMID district floral care in January for the SSMID board to review and approve at the February 14, 2023 board meeting.

*d. Other.* O'Brien suggested that the SSMID board consider donating \$1,000 to Main Street to support the Christmas Trees placed around the Square and other locations. Yeager stated that it would be better for the board to "bankroll" the remaining funds for the projects to be approved in 2023, for which there was board consensus. No other New Business was discussed.

**Old Business.**

*a. Downtown Beautification Infrastructure (flags, benches, flower pots, etc.) - Update (Yeager).* Discussed in the context of "New Business b." above.

*b. Other.* None.

**Lighting Round:** Prendergast reported that DDNA is hosting a Holiday Open House among retail members on Nov. 11-12 and will have live reindeer in the County Parking lot east of Viet-Thai Taste on "Plaid Friday", during the Courthouse Lighting event on Nov. 25<sup>th</sup>, from 6:00 to 9:00 pm.

**Meeting Adjournment:** At 9:12 a.m. - MOTION by O'Brien, seconded by Leber. Voice Vote (Unanimous).