



**DOWNTOWN DEVELOPMENT COMMISSION**  
**Committee Room - Hartley Dodge Memorial Building**  
 Date: July 21, 2016 Time: 7:15pm

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**MEETING AGENDA**

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**

R. Conley		B. Cramer		J. Hoover		B. Short	
A. Baillie		M. Fabyanski		L. Jasen		D. Starker	
J. Burnet		P. Flemming		M. Kopas		R. Stern	
C. Brady		G. Herzog		L. Lajewski		S. Whitehorn	
M. Byrne		J. Hollenbach		E. Range		M. Zimmerman	

- 4) **OPEN PUBLIC MEETINGS ACT:** In compliance with the open public meetings act, adequate notice of this meeting of the Downtown Development Commission was provided by distributing the Annual Meeting schedule to the Madison Eagle and Morris County Daily Record, posting a copy on the bulletin board at the main entrance to the Hartley Dodge Memorial Building, posting a copy on the Borough website, and filing a copy with the Borough Clerk, all on or about the first week of January 2016. Copies of said notice were made available to members of the general public.

- 5) **APPROVAL OF THE MAY 2016 MINUTES**
- 6) **CHAIRMAN/EXECUTIVE BOARD REPORT**
  - a) **Progress report on Downtown Study**
- 6) **TREASURER’S REPORT**
- 7) **MAYOR’S REPORT**
- 8) **COUNCIL LIAISON REPORT**
- 9) **PLANNING BOARD REPORT**
- 11) **FOUNDATION REPORT**
- 12) **COMMITTEE REPORTS**

- a) **Sign & Façade:** John Hoover, Chair (Karen Giambra, Leslie Lajewski, Eric Range) The Committee committed to the following activities.
  - i) **Form and Addendum:** John and Lisa will craft a revision and share it with the committee within the next two weeks.
  - ii) It was agreed that a "welcome kit" of some type should be developed with:
    - (1) Key parameters to be followed
    - (2) A list of do's and don'ts extracted from the Code
    - (3) Examples of best signs
  - iii) Review and modify our Guidelines as needed
  - iv) Reconsider a matching grant program
  - v) Applications May 19 - July 21st: These applications were all reviewed and approved.

- a. Received 3/11/206 - The Learning Laboratory
  - b. Received 6/22/16 - Midwives of New Jersey
  - c. Received 6/3/16 - METC
  - d. Received 6/3/16 - Short Stories 6/3/2016
  - e. Received 6/20/16 - The Loft Salon by Sheriene
  - f. Received 6/21/16 - Madison Body & Soul
- a) PIC (Public Improvement):** Jim Hollenbach, Chair (Maureen Byrne, Brad Cramer Mark Fabyanski, John Hoover, Russell Stern, Suzy Whitehorn):
- i) The Committee's next meeting is scheduled for Thursday, July 28<sup>th</sup> at 8:30 am at the Nautilus. Jim Hollenbach will not be back from his vacation until July 29<sup>th</sup>. There will be a brief presentation of photographs and suggestions from the walkthrough that was conducted at the May meeting at the August meeting.
  - ii) Update on purchase of water fountains and benches.
- b) University Relations:** Carla Brady, Chair (Mark Fabyanski, Mike Kopas, Larry Jasen, Eric Range, Deb Starker, Marsha Ann Zimmerman).
- i) There is no report but see information on the Drew Town Tour provided below.
- c) Marketing and Economic Development** Eric Range Chair (Barb Short, Leslie Lajewski, Russell Stern, Michael Pellessier, Karen Giambra, John Morris):
- i) The Committee will meet again on Friday, August 5<sup>th</sup>. Discussion items will include review of quote from Stewart-Morris for flag replacement and next steps for potentially contracting with market firms.

### 13) AD HOC COMMITTEE AND PROJECT UPDATES

- d) Taste of Madison** (Monday, March 7, 2016): The check for \$12,000.00 has been deposited. The date for 2017 is Monday, March 20<sup>th</sup>.
- e) May Day** (Saturday, May 7, 2016): There is no report.
- f) DDC/MACA Sidewalk Art Gallery & Gala:** The banners have been installed thanks to Mike Marano and Russell Boardman of the DPW. They look terrific and the increase in size this year has made increased their impact. The Gala has been set for Saturday, November 5<sup>th</sup>.
- g) Farmers' Market** (Thursdays, June 2 – October 13): The Market continues to thrive and calls keep coming in from vendors who would like to join but at this point we are at comfortable capacity. Gary's is working to partner with a New Jersey winery in the coming weeks. Last week's sudden, severe weather thankfully only caused minimal damage. It did highlight some internal communication weaknesses which have been addressed.
- h) Drew University Town Tour** (Saturday, August 27, 2016): Carla Brady needs to know who will be participating as tour guides (see letter included with agenda).
- i) Bottle Hill Day** (Saturday, October 1, 2016): Application and Sponsorship Packets have been sent and are available on rosenet. Over 30 have already been received. Planning is well underway. Stages are being scheduled.
- j) Sidewalk Sounds:** Weekly performances continue at the Farmers' Market. We have been able to include a few "double headers", featuring two different musicians/bands.
- k) Friday Night Concert Series w/METC** (The dates for this summer are June 24<sup>th</sup>, July 15<sup>th</sup>, July 29<sup>th</sup>, August 12<sup>th</sup>, August 26<sup>th</sup> and September 9<sup>th</sup>)The schedule for the remaining concerts is as follows:
  - July 29 - Rosewood

- August 12 - Barba Roja Latin Band
- August 26 - Jumping the Gun Band
- September 9 - Sunnyside Jazz

**l) Madison Storytellers Festival** (Saturday, June 11<sup>th</sup>): There will be a full report which will include an overview of this year's event and a look forward to next year.

**14) OLD BUSINESS**

**15) NEW BUSINESS**

a) Madison History Tour Proposal - Scott Spelker (document attached)

**16) INVITATION FOR DISCUSSION FROM THE PUBLIC**

**17) ADJOURNMENT**

**NEXT MEETING: Thursday, August 18th, 2016 at 7:15pm, Committee Room - Hartley Dodge Memorial Building. Executive Board Meeting will be held on Thursday, August 11th, 2016 at 8:15am.**