NORWICH BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
Tuesday, October 7, 2025 - 8:00 AM – Meeting Minutes
Commerce Chenango / Zoom Meeting

The monthly meeting of the Norwich BIDMA Board of Directors was called to Order by Tyler Oliver at 08:06 with the following members in attendance:

- **In person:** Tyler Oliver, Erik Scrivener, Dana Wall, Grant Brightman, Robert Jeffrey, Rife Revoir, Adrienne Zornow, Missy Hayes
- **Virtually:** Thomas Curnalia
- **Excused:**
- **Guests:**

Public Comment: None

Approval/Adoption:

- Robert made a motion to approve the August 5, 2025 board meeting minutes and the August 11, 2025 special board meeting minutes; seconded by Erik. All in favor.
- Robert made a motion to approve the September 2, 2025 board meeting minutes; seconded by Erik. All in favor.

Reports of the Officers:

Reports of the Committees:

- **Executive Committee:** did not meet
- **Budget & Finance:**
  - Tyler received bank statement copies and reports from Dee at the City. Several attempts to discuss access have been made by Tyler and Robert but still there is no online access to the BID operating account at the city. Robert spoke to Bill and explained that BID is not an independent contractor but an affiliate and BID requires access to keep BID's quickbooks software up to date. Rife commented that the city moved this operating account into their control for accountability. However, the city is not providing the information BID requires and is therefore thwarting BID's ability to fulfill their mission and be accountable. Dee will be providing all copies and reports as needed but no online access.
  - Rife said the account statements do not give him descriptions/detail for checks. And entering all the information manually will be cumbersome and time consuming.
  - Dana questioned if the unspent tax assessments in the operating account will be rolled over to the next calendar year and Tyler said he believes that to be true.
- **Nominating Committee:**
  - Robert said that Dee, the City's director of finance, declined the offer to become a BID board member and also stated that city finance staff will not be able to participate.
  - The committee also asked R Flanagan, T Slater, M Longo, M Caezza, H Cole, A Yacano and discussed several other people. Matt Caezza, from the Common Council, has accepted and will fill the mayor's appointed slot after approval at the City's joint committee meeting. Harold Cole works in the City's Codes department and is a possibility. Tyler Slater from Pennysaver has accepted.
- **Marketing Committee:** Dana will report information with the Executive Director's report.

Old Business:

- **Holiday Committee:** There isn't a committee so this will be picked up by the Marketing Committee.
- **Quickbooks access:** This was discussed under Budget & Finance.
- **Light Pole Project:** The contractor said the project should be done within a week. The new pole that was ordered was able to be returned for a refund after finding an additional pole in DPW's storage.
- **Downtown Brand Project:** This is nearing completion. The color schemes were changed some and the brand should be available by the holidays for merchandise.

New Business:

- Executive Director's Report:
  - The Mission Statement was reviewed again and a motion to accept it was made by Erik and seconded by Adrienne; All in favor. The statement was adopted.
    The Business Improvement District works to make downtown Norwich a thriving center of commerce by supporting its members and businesses, enhancing public spaces and presenting cultural events to create a vibrant, welcoming community.
  - Dana presented slides at the work session on 9/16/25 and reviewed action items. Dana also discussed murals and sculptures that are part of the DRI art fund.
  - Tyler suggested the importance of having restaurant owners involved in the seasonal outdoor dining project. And that the BID needs to budget for the furniture/structures needed for this project. Erik added that the DRI had funding set aside for the American Ave project – mural, new sidewalk – then any additional funding can possibly be used for the outdoor dining project. There was also discussion that the outdoor dining project could be the launch of a streetscape master plan.
  - Grant suggested setting up a subcommittee for the streetscape plan. Adrienne mentioned finding a consultant for guidance.
  - Grant mentioned a meeting with 3 restaurant owners on Monday, November 3 at 8am at Commerce Chenango to sell the benefits of parking changes, outdoor dining, streetscape, etc. These restaurant owners are not pleased with the construction of the new hotel and the parking situation.
  - Dana discussed Small Business Saturday and the next marketing meeting being changed to Friday.
- Common Council Update: Erik – no report

Motion to adjourn by Grant, second by Erik - Meeting adjourned at 9:14 am.
Minutes respectfully summitted by: Missy Hayes, 11/02/2025