

**Lark Street Business Improvement District**  
**October 8, 2025**  
**Meeting Minutes**

**Board Members Present:** Rich Conti, Dan Odabashian, Leigh Jagareski, Erica Scheer, Dan Woycik, Dan Fitzgerald, Mark Brogna, Elissa Halloran

**Other Attendee:** Justin Miller

**I. Welcome and Introductions** (Chris) – Chris welcomed everyone to the meeting.

**II. Confirmation of Quorum** (Dan) – Quorum was achieved.

**III. Approval of Minutes** (Chris) – The September minutes as amended were approved.

**Motion:** Approve Minutes (Rich, Dan W., all in favor)

**IV. Chairman’s Report** (Chris) – Chris spoke with the Director of Operations at the Downtown BID. They’re discussing the possibility of adding Lark Street to their existing cleaning contract to make it easier for us to establish service. We will pay a premium if required. The discussion included plans to remove the hanging flower baskets and replace them with planters on the ground for easier maintenance, periodic sidewalk power washing and trash protocol. Chris is following up with David Gears, the cleaner for CDTA, for further advisement regarding bus stop maintenance.

A permit has been obtained for the Halloween event. The street will not be closed. At the recommendation of the Downtown BID, Chris will be contacting Interfaith Partnership for the Homeless to possibly utilize their ambassadors to help give directions and be a presence on the street.

Lark Street is part of the ongoing 200M project for revitalizing Downtown Albany. Chris recommended a focus on Madison Avenue intersection, A façade improvement program and redeveloping the Trinity United Methodist Church. Leigh has preserved the façade improvement documents from the 90s when they were last renovated, which will be useful during this renovation project. The consultants are aware of the closure of Trinity Church and parking lot are already considering possibilities for its future. Erica suggested turning a portion of the property into a playground with a splashpad that will encourage families to live here. Where there are children and families, there must be city sponsored security measures in place to protect them, which can help with keeping the streets clean and safe while increasing commerce. Chris will propose the idea to the consultants.

The BID will host a membership meeting in November prior to Thanksgiving to give a general update on the BID prior to the end of the year.

Patrick Noonan has not replied regarding vacating his seat on the board. He hasn’t

responded to three attempts to contact him. As a final confirmation, Chris sent him a message informing him his lack of response is considered a vacation of his seat on the board.

**V. Finance Committee Report** (Dan O.) – The bookkeeper is engaged and working to piece back together the old operating accounts, going back three years, with the new operating account. Once sorted, we can have a monthly P&L at the board meetings. Dan spoke with a CPA well versed in non-profit accounting to potentially help with our 990 filing for 2024, which is still outstanding and due on November 15<sup>th</sup>. The CPA needs our 2023 990 to provide scope of services and work, which Dan is trying to locate. There is some debate as to whether we need to do just a review, which would not address things like misappropriation of funds, or a full audit.

Our new operating account is open at Key Bank. With our new account, we were entitled to and obtained a separate money market account which yields 3.5% interest annually. A majority of our funds will be placed in this account to grow interest. We will transfer into our operating account funds for general expenses as necessary. Now that we've collected and deposited the \$52,000 into our money market account, we're owed approximately \$83,000 for the years of 2024 and 2025. Dan is still reviewing prior years to ensure all entitled funds were collected.

Our \$8,000 line of credit, mostly made up of overdraft fees are due to be paid back next week. Before the membership meeting in November, Dan will prepare a preliminary budget for them to review.

Our D&O and Liability policies are paid for and are in-effect.

**VI. Event Committee Report** (Elissa, Chris) – The plan for the Halloween event is to have musicians, artists and/or other talent on Lark Street, decorated storefronts and provide business owners with candy to hand out to trick or treaters. Chris will follow up with Jen Miller at Lark Hall to find some performers for the Halloween event. Chris Pratt, of Lark Tavern, is putting on a Costume Crawl the BID can take part in – requiring funding from the BID to partially cover the winnings of the costume contest.

The Events Committee is transforming the traditional Chili & Chowder Festival and contest, held alongside the Santa Speedo Race, into a new Sampler / International Sampler Food Festival - a chance for attendees to taste a variety of dishes from Lark Street restaurants and return later to enjoy their favorites. Chris will discuss with Jim Larson who is the organizer of the Santa Speedo run on the joint venture.

**Motion:** Approve working w/ Chris Pratt on Lark Street Costume Crawl and \$250 of funding for the costume contest winnings. (Chris, Mark, all in favor)

**VII. Public Safety & Communications Committee Report** (Chris, Leigh) – Chris touched base with Bill Trudeau, Coordinator of Traffic Engineering regarding public safety at the Halloween event. Bill is working to secure more police on the street for us.

Leigh referred us to her former colleague, website development expert Jennifer Thai, to revamp our website’s design and back-end systems, including hosting, authorship, and access. Pending approval, the work is expected to be completed by month’s end.

Other ongoing efforts include partnering with other BIDs to create a unified events calendar for businesses and updating our boundary map to work with Google maps, allowing visitors to the site to locate our businesses, sort according to category and click on them for more information.

**Motion:** Contract Jennifer Thai for rebuilding the website at the original agreed upon price of \$3,000, not to exceed \$5,000 if further changes are required. (Mark, Erica, all in favor)

**VIII. New Business** – No new business was discussed.

**IX. Old Business** – No old business was discussed.

**X. Public Comment** – There was no public comment.

**XI. Consideration of Executive Session** – The board did not go into Executive Session.

**XII. Adjournment** – The meeting was adjourned.

**Motion:** Adjourn the meeting (Chris, Dan O., all in favor)

Recorder,



Erica Scheer  
Secretary of the Board