Lark Street Business Improvement District
July 7, 2026
Board Meeting Minutes

Board Members Present: Chris Burke, Dan Odabashian, Dan Woycik, Susan Pedo, Dan Fitzgerald, Mark Brogna, Leigh Jagareski, Lori Hylton

Other Attendee(s): Jeff Gordon, Jenn Miller, Justin Miller

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

II. **Confirmation of Quorum** - Quorum was achieved.

III. **Approval of Minutes** - The June minutes were approved.
Motion: Approve Minutes (Dan W., Leigh, all in favor)

IV. **Chairman's Report (Chris)** - Chris reported that the annual meeting went well, with a valid quorum, appropriate voting, and the election of two new board members. Mark Smith agreed to have a mural installed on his Spring Street building. The idea is to have a mural facing traffic and pedestrians as they approach Lark Street that reflects the unique spirit of the corridor. Chris is working with the parking authority to identify artists and develop concepts that reflect Lark Street as well as a plan for how it will be executed.

Lark Out Loud is scheduled for September 19 and will follow last year's format with different bands. The BID has set aside three thousand dollars for possible promotion or involvement, but its specific role will be determined after reviewing the organizer's (Lark Tavern - Chris Pratt) financial needs. The Community Advocacy Response Team is planning an informative training event for property owners and businesses on responding to individuals in need on the street. The Lark Street BID may host them as part of a future community meeting. In addition, Shah's business has moved into the previously vacant corner storefront on the corner of Lark and Madison, and a ribbon cutting will be coordinated with Leanne Ricchiuti. A Mexican takeout business may also be moving into the adjacent vacant space.

The Board discussed ongoing traffic and parking congestion caused by delivery trucks and DoorDash drivers double-parking on Lark Street and nearby side streets. Commercial loading zones had previously been approved but were never implemented, and members discussed asking the city to install appropriate signage, increase enforcement during peak times, and speak with businesses generating significant delivery traffic. Chris also reported lending the BID's name in support of permanently transferring Hudson-Jay Park, including the community garden from the State to the City. Members expressed concern about a potential State plan to construct a walkway from the Empire State Plaza through the park and instead favored improved crosswalks and pedestrian connections along streets such as Hamilton and Chestnut.

Chris revisited the proposed part-time BID position budgeted at approximately $25 per hour for 20 hours per week. The position would serve as the BID's point person, respond to emails, and maintain a presence on the street. The Board agreed we need to move on it. They discussed advertising the opportunity publicly and through local networks, having a small group of board members review applicants, and considered whether the work should be performed by an individual contractor or through another organization.

V. **Finance Committee Report (Dan O.)** - Dan O. reported the BID paid approximately $6,000 for accounting and bookkeeping services, including filing its 2023, 2024, and 2025 tax returns, bringing the organization fully up to date. The approximately $6,000 recorded under supplies was for the new planters, and some expense categories will be adjusted to make future reports clearer. Art on Lark generated approximately $13,000 in vendor fees, about $15,000 in sponsorships, and $4,100 from two restricted grants. After outstanding sponsorships, vendor payments held in Stripe, City invoices, and other expenses are finalized, the event is expected to show a small profit of approximately $5,000. A complete event profit-and-loss statement will be prepared. The BID has received $17,000 of its $20,000 ARPA grant and expects to receive the remaining $3,000 following payment for the planters. Overall, the organization is in a strong financial position, with more than $200,000 in cash and no major upcoming expenses anticipated.

VI. **Communications Report (Leigh)** - Leigh reported that the communications contract with Metroland, the BID's social media content manager, will be revised to better reflect the BID's needs and expectations. She has also continued updating the website calendar with events taking place within the district and encouraged board members to email her links to anything that may have been missed. Chris explained that the BID and Metroland are not currently aligned on the direction and quality of the social media content, including concerns about repeatedly using generic stock images. The parties will meet to review expectations, revise and sign the contract, and effectively restart the working relationship. Chris noted that Metroland's experience producing its own publication had led the BID to expect that social media content creation would be a natural extension of its work, but that has not been the case so far. A follow-up meeting has been scheduled.

VII. **Adjournment** - The meeting was adjourned.
Motion: Adjourn Meeting (Mark, Dan W., all in favor)

Recorder,

Erica Scheer
Secretary of the Board