

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

October 21, 2024 | 1:30 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 9/23/2024

3.0 NEW BUSINESS

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

3.2.2 Audit and Finance

3.2.3 Operations, Tenant leasing and Programs

3.2.4 Development and Construction

3.2.5 Fundraising

3.3 SPONSORSHIP OPPORTUNITY

4.0 MONTHLY FINANCIAL REPORTS

5.0 TABLED ITEMS

6.0 PUBLIC PARTICIPATION

7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT (*Action*)

2.0 READING OF THE MINUTES

2.0 MEETING MINUTES



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

September 23, 2024 | 1:30 pm | In Person at 999 Broadway

Members and Officers Present

Tuona Batchelor
Peter Cammarata
Chris Del Prince
Raymour Nosworthy
Atiqar Rahm
Jim Rykowski
Johanna Walczyk

Guests

Linda Lund
Kathleen Peterson

3.0 Call to Order

Peter Cammarata called the meeting to order at 1:35 and called roll.

4.0 READING OF THE MINUTES

Peter Cammarata requested the Board review and approve the minutes from the August 19th, 2024, meeting. Tuona Batchelor made the motion to approve, Jim Rykowski seconded the motion. All in members were in favor.

3.0 NEW BUSINESS

3.2 Broadway Market Project Update

Kathy Peterson provided general project updates. Kathy reported that lease negotiation meetings with the City of Buffalo have resumed with support with Kevin Zanner of Hurwitz & Fine. Kathy reported that Lisa Hicks met with Commissioners Marton and Dowell regarding rent amount, maintenance obligations and other topics concerning the Term Sheet. Peter Cammarata noted that the Hurwitz & Fine redlined Term sheet was shared with the Commissioners as well as with City Counsel John Heffron at the most recent meeting and that Hurwitz and Fine is also working on the master lease in tandem with the Term Sheet revisions. Johanna Walczyk added that there will be a Property Management agreement

attached to the Lease and Peter shared that this is based on the model from Cleveland's West Side Market. Board discussion ensued. Chris Del Prince asked specifically about Directors' insurance and Peter and Kathy confirmed that the Board's policy was up to date.

Kathy reported that Kirisits & Associates, the board-selected financial firm is sending the Letter of Engagement this week. Kathy shared that ESD is planning to release an RFQ for the Pre-Construction Management Firms to respond. She also noted that hiring for an HR firm to support and set up for the additional positions will commence once the lease is secure with the City of Buffalo.

Kathy shared that after presenting the request to the Common Council for verification, the Finance Committee of Council ultimately reviewed the proposal to submit an application for the Historic Tax Credit eligibility and it was approved.

Kathy mentioned that there will be meetings with each vendor regarding new layouts that are being proposed in the schematic designs. Kathy will also have a vendor meeting to provide project updates and to introduce the new designs.

Johanna Walczyk and Kathy Peterson provided a joint update on the plans for upcoming stakeholder and community engagement. They shared that at the October board meeting there will be an update on community engagement and design updates.

A general board discussion ensued regarding funding opportunities and the use of Ralph C. Wilson Junior funds. Peter Cammarata discussed the NYS Agriculture and Markets Food Access grant program and that our consultant team at JLP+D is exploring it for additional capital resources for the project. Chris Del Prince shared that he knows several vendors at the North Tonawanda Market that have been successful in accessing these funds. Ray Nosworthy discussed that he's working with Office of Strategic Planning on NYSERDA, National Grid and DEC grants for electric vehicles and that we should share these programs with the design team.

3.3 Board Committee Reports

3.3.1 Governance

Tuona Batchelor reported that there was nothing major to report.

3.3.2 Audit and Finance

Jim Rykowski reported that the Committee is focused retaining of the Finance firm. Kathy will circulate the Kirisits engagement letter to the Committee upon receipts. At the next committee meeting, the group will discuss tasks for the finance firm.

3.3.3 Operations, Tenant Leasing and Programs

Rafiq Abdo of Broadway Seafood submitted an application for the restaurant – fried fish with healthy sides. Kathy shared that she discussed with consultants Hugh Boyd and Robert LaValva about his desire to add a chicken franchise and how this would

compete with the offerings of East West café. Kathy stated that she's getting quotes for a deep clean which she has a line item in the budget for it. The Board discussed that given the presences of the board, it would be beneficial to vote on the lease with the new restaurant. Chris Del Prince motioned to approve Mr. Abdo's request as new tenant; Tuona Batchelor seconded. All were in favor. Kathy will follow up with Mr. Abdo to pursue new lease.

3.3.4 Development and Construction
No meeting. No update to report.

3.3.5 Fundraising
No meeting. No update to report.

3.4 Sponsorship Opportunity

The Board discussed the options for exploring the purchase of used, portable kiosks for \$900 to use as an interim station for Saturday and Seasonal vendors. Chris Del Prince created a sponsorship plan for craft or dry goods to have the kiosks supported by local companies or suppliers. Board members also discussed the possibility of Councilmember Mitch Nowakowski for appropriation for these kiosks or corporate entities such as Tops, M&T, or other local businesses. Kathy and Chris to discuss and come up with a plan. Chris also discussed Chloroplast signs for interim adjustments/aesthetic \$120/each.

3.5 Save A Lot discussion

Kathy Peterson reported that Save a Lot is officially done in the Market and that Tops Markets is not interested in opening a small store in the space due to competition with their existing stores. Kathy had a discussion with Ron Horrigan about the removal of the Save a Lot items such as point-of-sale stations and equipment. Mr. Horrigan requested forgiveness of back rent for the point-of-sale items and Save a Lot equipment. Kathy discussed the need to come up with a plan for the remaining items in the space and the City Law Department asked if the Broadway Market and/or vendors would like to use the equipment. Kathy will ask about Save a Lot signage – 24-hour door will remove it. The Board discussed what to do with the goods and the space in the interim. Ray Nosworthy stated that the purchase department of the City of Buffalo would be required to get the appraisal of the items that were not wanted by current vendors and then would host an auction. Once the items negotiated with Ron Horrigan are settled, Kathy will survey current vendors about what would be useful for them. The remaining items will be inventoried and then auctioned by the city.

The Board continued a discussion about pop up ideas/interim ideas for the Save a Lot space which included a discussion by Kathy regarding her issue with Saturday attendance of vendors at the Market. Board members discussed how vendor attendance, lease commitments and general operations compliance issues can be incorporated into future conversations with the vendors regarding the renovations and new operations. The board discussed how this could help ensure that no vendor is impacted by another vendor's lack of

attendance. The Board discussed that this could be presented and discussed at an upcoming vendor meeting in late October, in conjunction with design and project updates.

5.0 Monthly Financial Reports

No report.

6.0 Tabled Items

Peter Cammarata stated there were no tabled items to discuss.

6.0 Public Participation

Peter Cammarata offered public comment. Linda suggested that the Save a Lot space be used as a temporary winter operation for holiday shopping. Group discussion ensued about various potential interim vendors such as Dave from Dave's Christmas Shop.

7.0 EXECUTIVE SESSION

Peter Cammarata stated that there was no need for Executive session.

8.0 ADJOURNMENT (*Action*)

Kathy outlined the upcoming committee meetings as follows: Audit and Finance on 10/1 at 11:00AM, Governance 10/2 at 11:30am, Tenants and Operations on Tuesday 10/8 at a to-be-determined time and then the October Board meeting will be on Monday 10/21 at 1:30PM at the Market Community Room.

Jim Rykowski motioned to adjourn. Tuona Batchelor seconded. All were in favor to adjourn at 2:39 p.m.

Respectfully submitted by,



Johanna R. Walczyk, Broadway Market Management Inc, September 23rd, 2024



3.0

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF AUGUST 9, 2024)

Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	Term sheet, with comments from City Law Department, is being reviewed by COB Department of Public Works and Finance Commissioners. Lease committee meets bi-weekly, next meeting is 10-17-24.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	Kirisits & Associates has been hired for general accounting and bookkeeping. Meet and Greet with Governance Committee will be scheduled for early November.
5	Launch Search for Deputy Director and Facilities Manager	Pending	Job descriptions have been completed by JLP&D. They will be circulated to board members for review.
4	Begin Short-Term Improvements Designs	TBD	
5	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	City of Buffalo Common Council approved BMMI moving forward with Part One of Historic Tax Credit application. RFQ being reviewed for Construction Manager. A&E team finalizing draft of schematic for cost estimation. Robert Lavala and Hugh Boyd will be scheduling meetings with market vendors in January 2025 to discuss proposed locations, equipment and space needs.



Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q2 2025 hire.
2	Short-Term Capital Improvements	TBD	Pending
3	Kick-off Long-Term Renovations Design Process	TBD	Aiming for Q1 2025
4	Hire Website & Marketing/Communications Support	TBD	Aiming for Q1 2025
5	Develop a Fundraising Plan and Capital Campaign for Additional Operations and Capital needs	TBD	Aiming for Q2 2025

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

3.2.2 Audit and Finance

3.2.3 Operations, Tenant leasing and Programs

3.2.4 Development and Construction - no update

3.2.5 Fundraising - no update

4.0 MONTHLY FINANCIAL REPORTS

5.0 TABLED ITEMS

6.0 PUBLIC PARTICIPATION



7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT (*Action*)