

# BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

December 16, 2024 | 1:30 pm | In  
Person

## AGENDA TOPICS

### 1.0 CALL TO ORDER

### 2.0 READING OF THE MINUTES

#### 2.1 10/21/24 & 11/15/24

### 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

Please note: November board minutes will be distributed at December meeting.



## BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

*October 21, 2024 | 1:30 pm | In Person at 999 Broadway*

### Members and Officers Present

Tuona Batchelor  
Peter Cammarata  
Chris Del Prince  
Atiqar Rahm  
Johanna Walczyk

### Guests

Rafiq Abdo  
Linda Lund  
Kathleen Peterson  
Charles Walker

### 3.0 Call to Order

Peter Cammarata called the meeting to order at 1:34p.m. and called roll for the purpose of attendance.

### 4.0 READING OF THE MINUTES

Peter Cammarata requested the Board review and approve the minutes from the September 23<sup>rd</sup>, 2024, meeting. Tuona Batchelor made the motion to approve, Chris Del Prince seconded the motion. All members were in favor.

### 3.0 NEW BUSINESS

#### 3.2 Broadway Market Project Update

Kathy Peterson provided an update on the lease between the City of Buffalo and BMMI. Kathy shared that the term sheet was under review, including addressing the comments on water and sewer services and other concerns post-renovation. Lisa Hicks is working on the term sheet revisions and Peter shared additional thoughts and concerns on the delays including the challenges to convince the Commissioners that post renovations the building will be improved and in need of less repair. Kathy stated that the Lease Committee members

are working hard to ensure that the lease protects BMMI. Tuona Batchelor asked about whether there were plans to meet with Mayor Scanlon to discuss the project. Kathy reported that Lisa has met with the Mayor and Johanna Walczyk shared that ESD met with the mayor to discuss several projects that ESD is working on with the city, including the Broadway Market.

Kathy reported that the Kirisits & Associates kick off meeting is tentatively rescheduled for Thursday 11/14 at 10:00AM for members of the Governance committee and Finance committee.

Kathy reported that the estimate for the schematic designs should be delivered in a couple of weeks by the A&E team, which will be informative for the overall scope since we are anticipating a larger cost than originally planned due to the structural repairs. Johanna shared the update on the pre-construction Construction Management RFP that ESD will release on behalf of the project in the coming months. The Construction Management firm will assist with the cost-estimating for the project and eventually could serve as the General Contractor to BMMI.

Kathy reported on the work being completed by BMMI and the JLP+D consultant team on the NYS Agriculture and Markets \$3Million Food Access capital grant. Kathy shared that JLP+D is putting the application together with the help of BMMI and the design team and Kathy will send to the Board for review on November 11. The Board is asked to review and then discuss comments at the revised Board date on 11/15 at 1:30PM. Chris del Prince inquired if the Board was aware that the Western New York Foundation had shifted the Foundation's focus on the food systems. Johanna shared that the WNY Foundation attended the August Food Systems stakeholder meeting that was hosted by BMMI and its consultants in August.

Johanna provided an update on the upcoming stakeholder meetings and Community engagement process and that the general timeline for engagement will be shifted to accommodate the delays with the lease. Of note, Kathy shared that on Friday October 25<sup>th</sup>, there will be a vendor meeting to discuss project updates and that Peter, Johanna, Paul Ray (ESD) and Chris Less (Flynn Battaglia) will attend.

Kathy also reported on recent and upcoming events at the Market including that Saturday October 19<sup>th</sup>, was the Halfway to Dyngus Day party and it was poorly attended. The upcoming Saturday, October 26<sup>th</sup> is the Trick-or-Treat event for kids twelve and under from 11:00AM to 3:00PM, including a DJ, and contests. The Fall wine festival is the weekend of November 23<sup>rd</sup> with dozens of wineries and distilleries on site followed by all the additional Christmas vendors and activities in December.

Kathy stated that the Operations Programs and Tenants Committee meeting will be held on November 4<sup>th</sup> at 1:30PM and that the Governance committee will be rescheduled due to Election Day.

### 3.3 Board Committee Reports

#### 3.3.1 Governance

Tuona Batchelor stated that there is nothing to report.

#### 3.3.2 Audit and Finance

Jim Rykowski was absent and there was nothing to report. There was a brief discussion regarding the need to reschedule the Kirisits & Associates meeting.

#### 3.3.3 Operations, Tenant Leasing and Programs

Pearl Omphalius provided an update with regards to the security company and the new spice stand being set to open in November.

#### 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

Kathy and Chris Del Prince provided an update on the two new, portable kiosks that were acquired through Dave Gordon who used to own the Christmas store at Clinton and William. Chris Del Prince discussed the potential for a sponsorship plan for approximately \$1200/kiosk for a private business to sponsor and have branding. Currently the jewelry vendor is using one and the lotion and essential oils vendor will be in the other. Kathy shared that the Market has already received invoices for both and now will be approaching sponsors for them.

## 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 the opportunity for public comment. Guest Pastor Charles Walker asked for an update on the project and is interested in being more involved moving forward. Kathy shared some of the details on the two project teams, JLP+D and Flynn Battaglia and how they have been assisting BMMI along with ESD and the City of Buffalo. Pastor Walker also asked whether current vendors and if they will be assisted, and Kathy provided detail on some of the planned assistance and then group discussion ensued about the broader plans for the market. Linda asked about what was happening with the Save a Lot space and Tops and Kathy confirmed that Tops will not be entering the market. Kathy shared that the plan is to brown papering the windows for now, then will be inventorying the space for what is needed by current vendors and

then the city will auction off the remaining items. The group continued a discussion about an interim use for the space, possibly for the winter holidays. Chris shared that Dave Gordon said that he could stock the market with Christmas supplies if there was an interested vendor to manage it. Discussion ensued about how the timing might not work this season. Chris Del Prince asked Pastor Walker if the trench team from Back to Basics could be engaged to help set up the balance of the kiosks. Pastor Walker shared his radio show called Community Voices if we could share a project update.

## **7.0 EXECUTIVE SESSION**

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

## **8.0 ADJOURNMENT (*Action*)**

No additional discussion.

Pearl Omphalius motioned to adjourn. Atiq Rahman seconded. All were in favor to adjourn at 2:19 p.m.

Respectfully submitted by,



Johanna R. Walczyk, Broadway Market Management Inc, October 21<sup>st</sup>, 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	Lease Committee met on 12-12-24 to review lease options after Lisa, Kathy, and Peter's meeting with Mayor Scanlon on Tuesday, 12/10/24. Meeting with Commissioner of Public Works, Nate Marton, will be held 2 <sup>nd</sup> week of January to resume conversation on City's commitment for lease. Next lease meeting is 1/9/2025.
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 and Finance Committee is scheduled for January 2025.
S	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	RFP for Construction Manager was released with ten or more individuals attending a walk through on 12/5/2024. RFP deadline is mid-January. 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	In progress	BMMI will be submitting a grant to NYS Agriculture & Markets for \$3 million in capital needs. Grant deadline is 12/20/24. Money will be used to build out Meat, Fish, Pierogi, and Produce stands. JLPD has taken the lead on this responding to grant narrative questions and other grant requirements.

### 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*)