

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

October 19, 2026 | 1:30 pm
In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 September 21, 2026

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

4.0 MONTHLY FINANCIAL REPORTS

5.0 TABLED ITEMS

6.0 PUBLIC PARTICIPATION

7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT (*Action*)

MINUTES

2.0 MEETING MINUTES



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

September 21, 2026 / 1:30 pm | In Person at 999 Broadway

Members and Officers Present

Peter Cammarata (Chair)
Chris Del Prince
Andy Federick
David Franczyk
Trevor Griffis
Linda Lund
Pearl Omphalius
Atiqur Rahman
Johanna Walczyk

Members Excused

Tuona Batchelor
Tracey Cooley
Lisa Hicks
Jim Rykowski

Guests

Alexis Florczak (Hurwitz Fine)
Siobhan Maloney (scribe)
Kevin Zanner (Hurwitz Fine)
Tracy Wirzenski (vendor)



3.0 CALL TO ORDER

The Chair called the meeting to order at 1:34 p.m.

He informed the board that he has a conflict during the time that the October meeting is scheduled. Vice Chair, Federick, stated they will keep the meeting as scheduled, and he will run the meeting on behalf of the Chair.

2.0 READING OF THE MINUTES

2.1 BOARD MEETING MINUTES.

The chair asked for a motion to approve the minutes from July 20, 2026, and August 17, 2026, board meetings as presented. Federick and Franczyk made first and second motions, respectively. All present were in favor and the motions carried.

The Chair reported that Peterson was anticipated to return to work in the next week, following a bereavement leave.

3.0 NEW BUSINESS

3.1 BROADWAY MARKET PROJECT UPDATE – VERBAL REPORT

Walczyk offered to provide a general report in Peterson's absence.

The HR consultant still needs to be confirmed, and the pay and benefits infrastructure needs to be established for the organization. Zanner added that they did not yet respond to the comments he sent.

Walczyk said the job descriptions for the Executive Director and Project Manager positions are being finalized. She added that that Empire State Development (ESD) has worked with a recruitment firm who may have a pool of candidates if more recruitment needs to take place.

They will be exploring ways to advance technology so future board meetings can be recorded.

Walczyk asked representation from the City if Peterson will get access to DropBox for universal file sharing amongst the team. Federick informed the board that it will not be an option due to City technology limitations. Walczyk stated that Peterson will need a separate laptop for operational efficiencies, as Google is not universally accessible, especially for government entities. Omphalius suggested looking into a program called Basecamp.

Walczyk provided project updates related to fundraising and financing including:



- The grant agreement with the City for \$400,000 annually to cover the costs of the security and janitorial contracts per the Regional Revitalization Agreement is close to being finalized.
- The Ralph C. Wilson Foundation (RCWF) contract needs to be stretched out with less funding per disbursement but over a longer period of time for the tax credit financing pro forma.
- Peterson is going to re-engage with the same social media consultant for some informational and promotional posts.
- Amending vendor Leases during the construction period is being explored with the legal team and the City along with determining a plan regarding electricity charges for the tenants.

Other project updates included:

- A regular newsletter with updates on the management transition and construction process is forthcoming.
- The market is positioned for its regular offering of fall and winter events
- Construction documents are 95% complete.
- The distribution of power and electrical engineering plans is being modified based on additional requirements of National Grid.

A longtime seasonal vendor who sells linens, Tracy Wirzenski arrived shortly before 2 p.m.

Walczyk shared that the project expects to have investor term sheets for New Markets and Historic Tax Credits by the October Board meeting for Board approval.

She laid out the following timeline as items stand:

- Newsletter for Vendors regarding management changes and project updates will be released in the coming weeks.
- Later in September or early October, Hugh Boyd (Hugh Boyd Architects) and Robert LaValva (JLP+D Consulting) will meet with vendors individually to finalize the plan of their stalls.
- BCC plans to release the bids in late October or early November, pending receipt of tax credit term sheets.
- In anticipation of the fall bid release, outreach events are being scheduled for seeking NYS-certified Minority/Women/Service-Disabled Veteran Owned Businesses (MWBE/SDVOB) in order for the project to achieve the NYS requirements for contractor diversity and participation.
- Once the bids are released for broader solicitation, the project team will be scheduling prospective contractor walk-throughs.
- Guaranteed Maximum Price contract for approval will be sought at the earliest of the December board meeting, for an anticipated construction start in Q1 of 2027.



- Walczyk confirmed that there would be no major disruption to the Easter season, besides the anticipated work that would start within the Save-A-Lot space.

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance: The Chair and committee requested approval of the Public Authorities Accountability Act (PAAA) Public Authorities Reporting Information System (PARIS) reporting and compliance efforts (enclosed).

He read it and in the second paragraph, he thanked consultants and counsel.

He referred to a new BMMI website and stated what will need to be posted. He asked the board for a motion to approve the 2025 Annual Report.

Del Prince and Omphalius made first and second motions, respectively. The motions carried.

3.2.2 Finance: No committee meeting in Cooley's and Peterson's absence.

3.2.3 Operations: Omphalius stated that the committee did not hold a meeting in the last month.

She shared that Peterson sent a message to seasonal vendors to reiterate that Easter will not be disrupted.

She then asked if there was a general timeline for the filling of the Executive Director (ED) position, as it would be helpful. The Chair reminded the board that the ED will work in tandem with Peterson.

Lund asked why there is no provision for seasonal vendors to show proof of insurance, as the permanent vendors must. Del Prince asked if there is an impact on BMMI if a vendor doesn't have worker's compensation insurance.

Zanner stated an insurance requirement would be in the template lease agreement, but that insurance is a basic W2 requirement.

3.2.4 Development and Construction: No recent or upcoming meeting.

3.2.5 Fundraising: No recent or upcoming meeting.

4.0 MONTHLY FINANCIAL REPORTS

No financial reports to review in Cooley's absence.

5.0 TABLED ITEMS

No tabled items.

6.0 PUBLIC PARTICIPATION



Tracy Wirzenski, a seasonal vendor, attended as a member of the public and stated that her question about the Easter season was answered during previous discussions.

7.0 EXECUTIVE SESSION

The Chair thanked Wirzenski for her participation and explained that the public must depart for this portion of the meeting.

The Chair asked for a motion to begin an Executive Session. Federick and Omphalius made first and second motions, respectively.

A memo was circulated and reviewed regarding the Finance Committee's recommendation for a Historic Tax Credit Bridge lender.

The Chair asked for a motion to exit Executive session; Federick and Omphalius made first and second motions, respectively. The motions carried.

The Chair asked for a motion to move forward with the recommendations in the memo; Omphalius and Federick made first and second motions, respectively to approve. The motions carried.

8.0 ADJOURNMENT (action)

The Chair asked for a motion to adjourn at 2:21 p.m. Del Prince and Omphalius made first and second motions, respectively to adjourn. The motions carried.

Next meeting scheduled for Monday, October 26th at 1:30PM at the Market.

Respectfully submitted by,

Johanna R. Walczyk, Broadway Market Management Inc., September 21, 2026





3.0

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF AUGUST 12, 2026)

Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	Completed	- Market tenants' invoices have been mailed through Kirisits, CPA. An online payment option will be completed possibly before November invoicing. Rent payments are now sent to BMMI and mailed to the management office. Tenants will also provide an updated Certificate of Liability Insurance listing the City of Buffalo and BMMI as additionally insured. All seasonal vendors also must provide COI. - The COB Department of Public works will continue to respond to minor building repairs i.e.: light bulb replacement, plumbing and door issues throughout the two-year construction period. - The contract between BMMI and the City of Buffalo for the \$2,000,000 match (\$400,000/year) is with Kevin Zanner for review.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	HR firm, True Buffalo, contract has been signed.
3	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	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	- Construction project to be bid out November 1, 2026. - Historic and New Market Tax Credit discussion has included: 406 Property Tax Exemption – approved by Commissioner of Assessment Jason Shell. BMMI still needs letter from Commissioner Shell approving this.



			Tax Credit and Project Approval Schedules Guarantor M&T selected as bridge loan lender.
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Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q2 2027 hire.
2	Renovations Design Process	In progress	- Flynn Battaglia Architects along with Buffalo Construction Company have completed draft of the phasing plan for the market during construction. Construction is planned to begin mid-February 2027 in the former Save a Lot space only. Easter 2027 main floor will be the same as 2026. The 2nd floor parking garage is closed and will not be available for parking or vendors use during Easter 2027. - Buffalo Construction Consultants is completing cost estimate on project. 11/01/26, Bid Date tentatively scheduled. 10/15/2026 M/WBE outreach event 10/20/26 pre-bid walk through with a follow up event if needed
11/18	Hire Website & Marketing/Communications Support	In progress	JLPD & Flynn Battaglia are working on Broadway Market Project website.
4	Develop a Fundraising Plan and Capital Campaign for	TBD	a.



	Additional Operations and Capital needs		
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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

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