

Summit Downtown, Inc.
Board of Trustees Meeting
December 10, 2025, 8:00AM
In-Person/Zoom Meeting

Members Present: Claire Toth, Bill Robb, Mayor Elizabeth Fagan, Kristen Scalia, Ray Merritt, Leslie Herman, Beth Welsh, Karen Schneider, David Bernat (Remote), Annette Dwyer. Staff: Nancy Adams, Wyndham Rothblatt

Members Absent: Peter Llyod, Tammie Baldwin, Delia Hamlet, Antonietta LaVecchia

Members of the Public: Rocco Flores & Boston Consulting Group (BCG)

Prior to the start of the meeting David requested a closed board discussion post-meeting. Karen Schneider called the meeting to order at 8:04am. She asked for approval of the October minutes. Ray moved approval, Kristen seconded, all approved.

COMMITTEE/PROJECT REPORTS

Financials – Bill Robb

Balance Sheet: As of November 30, 2025, total assets is \$528,225.53, and liabilities and equity is the same. Remaining quarterly assessment of about \$67,000 has been attributed to the assets. Gross profit \$597,735 and total expenses \$609,122 meaning we have a slight deficit of \$11,387. This is mostly due to our significant expenses of finishing the fencing at the Farmers Market; achieving a grant and helped the city with paving the alley way behind Bank Street that was already paid to the city for paving next spring; performers, entertainment and event management (roughly \$66,000), and office rent (\$28,500 - which is expected to go up little bit). Draft budget for 2026 has been discussed for the process to be completed by the 2026 Board Treasurer.

Gift Card Giveaway – Nancy Adams

The Summit Visa Gift Card Giveaway program has been successful thus far, but as expected there will likely be a larger influx of gift card purchases for the final two dates of the promotion versus the first two. Recommendations were made by David for SDI to go door-to-door in the new year to interact with businesses and ensure that they are onboarded with proper instructions, but also to connect with the local businesses and store fronts to discuss upcoming initiatives and events.

Brief discussion about the fence that was installed in the alleyway and the sunflowers. Karen suggested that in the new year, finding uniformity as there is tall grass and sunflowers that often die within a month and stop looking good. Also at the Farmers Market, DPW is putting their yard-debris barrels in the corner handicap spot.

Board Elections – Nancy Adams

Nancy and Wyndham went to city hall to count and confirm the ballots; Shanae Green from the City Clerk's office witnessed the counting. There was not a count on the number of submitted ballots, however it was larger than usual. The board election results are as follows (winners in bold):

- Retail Position results (one position open):
 - o **Rocco Flores** (25 votes) – New Board Member in 2026
 - o Daniela Bilotta Schreier (21 votes)
 - o Sarah Curiale (7 votes)
- Property Owner results (two positions open):
 - o **Beth Welsh** (36 votes) – Returning Board Member in 2026

- **Karen Schneider** (25 votes) – Returning Board Member in 2026
- Tony Melchionna (16 votes)
- Saad Habba (6 votes).
- Non-retail office space results (one position open):
 - **Bill Robb** (30 votes) – Returning Board Member in 2026
 - Betty Galvan (7 votes)
 - Glenn Potolsky (7 votes)

After the results were announced, Rocco Flores briefly spoke to the board, thanking the board and accepting his new position as a retail seat board member.

Event Updates – Wyndham Rothblatt

Events are going well. SDI has hosted two holiday event Saturdays, Small Business Saturday + Carriages & Caroler Kickoff on November 29th, and Carriages & Carolers on December 6th. Small Business Saturday seemed to go well with some businesses doing their own cross-promotion ideas which means they are taking information and knowledge away from discussions during our Stakeholder Meet & Greets. As for the remainder of the year, there are two more Saturday events left, on December 13th, and the culmination event for the season, in Celebrate in Summit, on December 20th.

Marketing Update – David Bernat

As mentioned in the October meeting, SDI has outlined every event, initiative, and media outlet that took place or was used in 2025, to review to see if it is worth doing or utilizing again in 2026. Events such as Spring Fling and Welcome Back Summit will save SDI roughly \$7,500 by not running them as they were a lot of work for very little return. Ideally, in the future, these conversations are had following Q3 to get a head start on the coming year.

Design Updates – Annette Dwyer

Tree Wells – They are inconsistent. Some are well cared for while others are not. Some of them have been managed by SDI, or the City of Summit, or both – have had assistance from landscaping vendor named, Castle Point Landscaping. The difference in appearance of these tree wells sometimes generates complaints. The design committee has been tasked with coming up with some ideas and solutions which would improve the look of our streetscape. The design committee recommends that if a tree is deemed dead, dying, or an obstruction, that the city will talk with SDI before a replacement is planted. The design committee's idea is to review proposals, the existing work from Castle Point, updated ideas, as well as a new potential landscaping partner, Back to Nature. Annette reported that sponsorships can give property owners and businesses who are already taking care of their tree wells, a more visible recognition for what they are currently doing. For tree wells where there is no clear property owner or business owner opportunity to sponsor - SDI funds would be applied to make sure that those tree wells are cared for. The goal is to have a mass planting of the streetscape in late April, early May, with a design focus which would last through October. There was a brief discussion by the board regarding tree well responsibility, accountability, and funding – developing a partnership between the city and SDI.

Trash/Recycling – Not all business and properties have access to a back alley or an area where garbage and recycling can be stored, so several put daily garbage out front for pickup. Improving the current situation requires a collaborative solution with the City of Summit, the property owners, and the businesses. The Design Committee and DCS have talked with a company named CityBIN for trash and recycling receptacles for pedestrian and commercial use, which are good-looking, consistent, have various size capacities for volume, and are modular to suit the location in which they are placed.

Summit Public Arts – Leslie Herman

The fountains are cleaned twice a year – once in November, after the fountain turns off for the season, and another in March, when they are turned on again for the year. Downtown Summit will have 3 temporary art pieces for the year, one of which is environmentally friendly and uses recyclable material, and signage will be put up by the end of the week.

Common Council Updates – Claire Toth & Mayor Fagan

Claire reported that Delia Hamlet will be retiring from the Council likely to be replaced by Bob Pawlowski. Mayor Fagan reported that the tier garage is now fully open barring any more structural issues.

Public Comment – Boston Consulting Group thanked the Board for the opportunity to observe the meeting.

New Business – Brief discussion from Ray Merrit, about retailers asking if we are doing any World Cup related events. Discussion have been initiated with SDI, Rocco Flores and Summit Soundz (the giant screen). Another discussion stemmed from Holiday Parking Signage, as holiday parking takes place from December 13th to the end of the year.

The meeting was adjourned at 8:56 am.

The next BOT meeting is at 8AM on January 28, 2026, at City Hall in the Whitman Room.