

**Minutes of the Meeting  
of the  
Downtown Committee  
of  
Buffalo Urban Development Corporation**

**Via Video Conference Call & Live Stream Audio**

**December 15, 2021  
12:00 p.m.**

**Committee Members Present:**

Trina Burruss  
Daniel Castle  
James W. Comerford  
Michael Finn  
Darby Fishkin  
Dottie Gallagher  
Brendan R. Mehaffy (Committee Chair)  
Kimberley Minkel

**Committee Members Absent:**

Amanda Mays  
Darius G. Pridgen

**Officers Present:**

Brandye Merriweather, President  
Rebecca Gandour, Executive Vice President  
Mollie Profic, Treasurer  
Kevin J. Zanner, Secretary  
Atiqa Abidi, Assistant Treasurer

**Guests Present:** Cristina Cordero, Gardiner & Theobald; Alexis Florczak, Hurwitz & Fine, P.C.; Kevin Gulvin, Gardiner & Theobald; Art Hall, BUDC Senior Project Manager; Jamee Lanthier, ECIDA Compliance Officer; Stephen Noone, Gardiner & Theobald; Antonio Parker, BUDC Project Manager; Bart Roberts, UB Regional Institute; and JJ Tighe, Ralph C. Wilson, Jr. Foundation.

- 1.0 Roll Call:** The meeting was called to order at 12:05 p.m. A quorum of the Committee was present. Item 4.0 of the agenda was presented following the presentation and approval of the meeting minutes. Ms. Burruss joined the meeting during the presentation of item 4.0.

The meeting was held via Zoom in accordance with the provisions of Part E of Chapter 417 of the Laws of 2021, which amended Article 7 of the Public Officers Law to authorize public entities to conduct meetings and take such action authorized by law without permitting in public in-person access to meetings and to authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.

- 2.0 Approval of Minutes of the August 18, 2021 Meeting** – The minutes of the August 18, 2021 meeting Downtown Committee were presented. Ms. Minkel made a motion to approve the meeting minutes. The motion was seconded by Ms. Fishkin and unanimously carried (7-0-0).

- 3.0 Ralph C. Wilson, Jr. Centennial Park – Gardiner & Theobald CD Phase Cost Estimate** – Mr. Parker presented his December 15, 2021 memorandum regarding a proposed change order to the Gardiner & Theobald agreement. The change order is for a cost estimate at the 50 percent construction document (CD) phase of the project in the amount of \$50,000. These services are recommended by the Centennial Park project team, which includes Gardiner & Theobald, BUDC and the City of Buffalo and are necessary to ensure the project is completed within its current budget. Following Mr. Parker's presentation, Ms. Gallagher made a motion to recommend that the Board of Directors approve an amendment to the agreement with Gardiner & Theobald to provide the CD cost estimate in the amount of \$50,000. The motion was seconded by Mr. Finn and unanimously carried (8-0-0).
- 4.0 Ralph C. Wilson, Jr. Centennial Park – Gardiner & Theobald Contract Extension Amendment** – Mr. Parker presented his December 15, 2021 memorandum regarding a proposed amendment to the agreement between BUDC and Gardiner & Theobald. The initial agreement, approved by the BUDC Board on November 26, 2019, provided for Gardiner & Theobald's project and cost management services through December 2021. An amendment to the agreement in the amount of \$1,885,000 is requested for Gardiner & Theobald to continue its services through the procurement and construction phases of the project. Following Mr. Parker's presentation, Ms. Minkel made a motion to recommend that the Board of Directors approve an amendment to the agreement to extend Gardiner & Theobald's project and cost management services through the procurement and construction phases of the Ralph C. Wilson, Jr. Centennial Park project in the amount of \$1,885,000. The motion was seconded by Ms. Fishkin and unanimously carried (8-0-0).
- 5.0 Ralph C. Wilson, Jr. Centennial Park – General Update** – Ms. Merriweather introduced representatives from Gardiner & Theobald to present the Ralph C. Wilson, Jr. Foundation Centennial Park project update. Ms. Cordero provided an overview of the project's milestones to date and the initial project scope. Additional work relating to community engagement and park shoreline investigations were later added to the project's scope. Ms. Cordero then reported on key elements within the project, which included shoreline element work and coordination with Harbor Pointe HOA to present two options to the community. Mr. Roberts also spoke to the project's community engagement efforts, including a meeting with the Harbor Pointe HOA. Following the project update, the Committee discussed the project's progress. Mr. Castle asked about the impact of the recent windstorms on the shoreline. Mr. Finn noted that the Army Corp of Engineers seawall held up well against the windstorms. Ms. Minkel commented favorably regarding community engagement efforts.
- 6.0 Buffalo's Race for Place – General Update** – Ms. Merriweather presented an update regarding Buffalo's Race for Place. Review of proposals for the Smart Corridor RFP issued by the City of Buffalo are set to begin shortly. An extension request to National Grid has been submitted for the entertainment district project due to pandemic-related delays that were experienced; construction is anticipated to resume in early 2022. The Ellicott Street Placemaking Strategy has partnered with Go Bike Buffalo, Wendel and others to explore implementation options. Mr. Mehaffy added that BUDC's Future of Mobility Report was recently recognized in the US Conference of Mayors Business Council Best Practices report.
- 7.0 BBRP Loan Program – General Update** – Ms. Merriweather presented an update regarding the BBRP loan program. A draft term sheet has been circulated to the participating lenders to review recommended changes to the program. A Loan Committee meeting was scheduled for next week but will likely be rescheduled for January as it appears a quorum will not be present for the December meeting.
- 8.0 Queen City Pop-Up – General Update** – Ms. Merriweather reported that the holiday Queen City Pop-Up program recently wrapped up, and she thanked Antonio Parker for his efforts in leading the program this year. Exit interviews with the five participating retailers will take place to connect businesses with additional resources.

**9.0 Partner Updates** – There were no partner updates at this meeting.

**10.0 Adjournment** – There being no further business to come before the Downtown Committee, the December 15, 2021 meeting of the Downtown Committee was adjourned at 12:40 p.m.

Respectfully submitted,

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Kevin J. Zanner  
Secretary