

**MINUTES OF THE ST. ALBANS DOWNTOWN BOARD**  
**100 North Main Street St. Albans, VT 05478**  
**Meeting Date: March 18, 2014**

*Approved April 15, 2014*

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>	<b>Recused</b>	<b>Observe</b>
Elizabeth Gamache	x			
Laz Scangas	x			
Jeff Young	x			
Jim Walsh		x		
Jeff Bean	x			
Mike Blouin	x			
Sharon Holcomb		x		
Katy Collin	x			
Pauline Cray	x 5:51			
John Holzscheiter		x		
Mike Mc Carthy Chair	x 5:54			
Open Seat				
Dominic Cloud Cty. Mgr.		x		

**Staff Present:**

Martin Manahan Director of Business Development  
 Chip Sawyer Director of Planning & Development

**Public Present:** Vesna Bozic

**1. CALL TO ORDER**

Meeting called to order by Katy Collin, V. Chair at 5:42 P.M.

**2. Discuss hosting the State Downtown Networking Conference in June**

C. Sawyer: Theme of the conference will be update on Streetscape Project, State Office Bldg. and parking garage. Hosting on Thursday 5<sup>th</sup> or Friday 6<sup>th</sup> of June. Start 8 or 9 am. And go to 3:00 or 3:30 pm. What board members would be available? J. Bean suggests Thursday because of normal Friday hustle and bustle. General Board consensus is that Thursday, June 5th would be the best date to host the event.

**3. Project Updates:**

a. Streetscape Projects

C. Sawyer: Still waiting for cables and banners on the Congress-Stebbins Streetscape, and they will be in place for the Maple Festival. The project to extend streetscape improvements between Hudson & Hoyt Streets is moving forward in design phases. J. Young questioned if diagonal parking would be in front of Ace? C. Sawyer confirmed that it would be part of the design.

Improvements to first block of Lake also moving forward in design stages. The plan to install a traffic signal for Lake and Federal Street intersection is moving forward for this year. RFPs for springtime paver brick repairs and treatments and plantings of pots have been issued.

J. Bean: improper drainage from adjacent lots is causing some damage by Moon Shadows. Needs redirection of the flow of water.

Hoyt Street portion of Streetscape project is approximately a \$500,000 job with \$300,000 federally funded and a request of \$100,000 from the downtown transportation fund.

#### b. Core Lot Development

Core lot: M. Manahan- Garage is in a holding pattern until the steel gets up on the State Bldg. which is on schedule. Precast panels to come in on approximately 280 trucks. Working on staging area and train schedule. Underground utility work is complete. Garage to be complete by mid November and the State Bldg. in late December.

### 3. Committee Updates:

a. Design Committee Update: J. Young: Bus Stop shelter plan on hold while waiting to hear back from GMTA. 26 Businesses participated in the survey on restroom facilities. Suggests that these businesses be contacted again if a facility is in a future plan.

C. Sawyer: 2013 Streetscape Project sidewalk cracks did not have 1 year warranty. Need to look closer at the terms regarding warranty of work done on the next Streetscape project (Hoyt St.). Sidewalk repairs will not be done before the Downtown event. E. Gamache brought up the fact that all municipalities have problems with most major projects and for all municipalities there are learning experiences.

J. Young questioned if the crack in front of City Hall would be repaired/replaced this year and C. Sawyer said that it had not been discussed.

#### b. Economic Restructuring Update:

M. Manahan- met last week and stated that Jim Walsh has interest in being committee Chair & Mike Blouin expressed interest in being Vice Chair.

**Motion by Jeff Young to cast one vote for Jim Walsh as Chair and one vote for M. Blouin as Vice Chair of the Economic Restructuring Committee. Seconded by Jeff Bean with all in favor.**

M. Manahan: Business spaces becoming available soon ie: Hello Again and Maple City Candy, and there is interest in these vacant spaces.

J. Bean asked M. Manahan if the bottom floor of the Twigg's building was rented out and wondered if it could be considered for a public facilities site because of its location in correspondence to Downtown and as an alternative to a facility in the park.

c. Organization Update:  
No Update.

d. Promotion Update:

K. Collin: Jim Walsh would like to join the Promotion Committee.

C. Sawyer: The committee with working with Messenger Print & Design on a Downtown website. More than likely that the website to be released in phases.

5. Approval of Minutes

**Motion to approve the minutes for the February 18, 2014 Downtown Board meeting as amended by Mike Blouin, seconded by Pauline Cray, with all in favor.**

## **6. Other Business**

J. Bean: Discussed the need for moving Downtown snow sooner after a storm because of people being stuck on Kingman St. C. Sawyer said that when there is a blizzard people must understand and that the system used now is much more efficient than it was in the past.

J.Bean: Discussed an event to promote the railroad upgrades as there are a lot of railroad enthusiasts and it could draw in tourists and those with railroad interest.

M. Manahan: Announced that Econ. Restructuring meetings to be held before the Downtown meeting every month.

M. Manahan: Discussed an RFP by VT DMV for lease space in a downtown district.

E. Gamache: Discussed Maple festival changes. Rides will be smaller and located in the courthouse parking lot. There will be new events ie: Twigg's is having a tasting event with producers that use maple in their products.

Last year's Maple Festival City t-shirt giveaway was very popular and was agreed that it would be done again this year possibly reversing the colors of the shirts.

C. Sawyer to coordinate marching in the parade.

J. Bean: Parking on Lake St. was a problem for the Festival last year, and spectators had a difficult time seeing the parade.

C. Sawyer: Noted that J. Walsh is Chair of the St. Albans Arts Council and may make a proposal that the organization be incorporated into the Downtown Board structure.

## **7. Public Comment**

V. Bozic: General comments on website issues.

**8. Motion to Adjourn at 7:02 P.M. by M. Blouin, seconded by E. Gamache, with all in favor.**