

**MINUTES  
SPECIAL MEETING  
ST. ALBANS CITY DOWNTOWN BOARD ORGANIZATION COMMITTEE  
ST. ALBANS CITY HALL  
100 NORTH MAIN STREET, ST. ALBANS, VT  
DECEMBER 2, 2014, 6:00 PM**

***THIS MEETING ALSO INCLUDED A QUORUM OF THE DOWNTOWN BOARD. NO DOWNTOWN BOARD BUSINESS WAS DISCUSSED APART FROM THE ORGANIZATION COMMITTEE PROCEEDINGS BELOW.***

***DRAFT***

**Committee Members Present:**

Mike McCarthy, Chair; Mike Blouin; Katy Collin; Jennifer Savage (left at 7:00pm); Jeff Young

**Committee Members Absent:**

Sharon Holcomb; Jeff Morrill

**Other Downtown Board Members Present:**

Vesna Bozic; Rachel Kinney; Laz Scangas

**Staff Present:**

Marty Manahan, Director of Operations & Business Development; Chip Sawyer, Director of Planning & Development

**Public Present:**

None.

**A. Open Meeting**

1. Chair Mike McCarthy opened the meeting at 6:08 PM.
2. Consider any additions or deletions to agenda.  
None proposed.

**B. Downtown Board Appointment Process.**

1. Discuss Interview Questions – D&V.

Committee member Jeff Young did not participate in discussion or vote.

**Motion by Mike Blouin to forgo candidate interviews and have candidates answer interview questions (presented by staff) in writing for City Council and for the Organization Committee to recommend Rachel Kinney, Laz Scangas and Jeff Young to the City Council for re-appointment. Second by Katy Collin and Approved unanimously with Jeff Young not participating.**

This motion effectively addressed the following 3 agenda items.

2. Candidate Interviews

- a. Rachel Kinney
- b. Laz Scangas
- c. Jeff Young
3. Discussion of Candidates
4. Recommendation to City Council – D&V.

**C. Discuss Downtown Board size and recruitment for Committees**

1. Recommendation to City Council.

**Motion by Jennifer Savage to recommend to the City Council that the Downtown Board be reduced by 2 seats. Second by Mike Blouin and Approved unanimously.**

Discussion ensued about focusing recruiting efforts on the Downtown Board's committees.

**D. Discuss St. Albans for the Future bank account options**

1. Recommendation to St. Albans for the Future Board of Directors – D&V.

**Motion by Katy Collin that the Committee make the following recommendations to the St. Albans for the Future (SAFF) Board of Directors:**

- **The signers for the current SAFF bank account be the Board Chair and Treasurer with full banking authority and Marty Manahan with check signing authority.**
- **The signers for a future Arts Committee bank account will be the above parties with the above authorities and also adding the Chair of the Arts Committee with check signing authority.**
- **Checks from all SAFF accounts for \$500 or under will only require one check signer. Anything above will require two signatures.**

**Second by Jennifer Savage and Approved unanimously.**

**E. Review Downtown Workplan**

The Committee reviewed progress on the 2014 Downtown/SAFF workplan and discussed suggestions for the next Downtown Board meeting.

**F. Other Business**

1. Questions and clarification from Board members on issues presented.  
None.

**G. Public Comment**

1. Questions and clarification from Board members on issues presented.  
None.

**Motion by Jeff Young to Adjourn at 7:15 PM. Second by Mike Blouin and Approved unanimously.**

Respectfully Submitted,  
Chip Sawyer