

MEETING MINUTES
ST. ALBANS CITY DOWNTOWN BOARD
& ST. ALBANS FOR THE FUTURE BOARD OF DIRECTORS
TUESDAY, MAY 21, 2013
5:30 PM
ST. ALBANS CITY HALL
100 NORTH MAIN STREET

APPROVED AUGUST 20, 2013

Board Members Present: Elizabeth Gamache (Chair), Jeff Bean, Mike Blouin, Katy Collin, Tim Hawkins, Sharon Holcomb, John Holzscheiter, Mike McCarthy, Laz Scangas, Jeff Young,

Board Members Absent: Sandy Mayotte, Jim Walsh, Dominic Cloud (non-voting).

Staff Present: Chip Sawyer, Martin Manahan

1. Call to Order

Chair Elizabeth Gamache called the meeting to order at 5:30 PM.

2. Downtown Program Update

Chip Sawyer gave a brief Program Update, including information on the success of the 2013 Maple Festival, the City's relationship with the Festival, and grant applications submitted to the VT Downtown Transportation Fund and the US DOT TIGER program.

3. Project Updates

a. Streetscape Project

Chip Sawyer gave an update on the outlook of the Downtown Streetscape Project, including when trees and landscaping details could be expected.

b. Downtown Concert Series

Martin Manahan gave an update on the plans for concerts and open mics intended for the rest of the summer.

c. Taylor Park Fountain Restoration

Chip Sawyer reported that a meeting with the restoration planning consultant that included Sawyer and Jeff Young showed potential for reducing the estimated costs. More work is necessary to determine final details and options.

On a side note, Liz Gamache mentioned that the 250th day since St. Albans was chartered may be August 17. Discussion ensued on whether and when to hold a celebration. John Holzscheiter offered that the Promotion Cmte could attempt to come up with a plan.

4. Discuss Downtown Marketing Efforts

Liz Gamache asked for a summary of current marketing activities and what more could be done. Marty Manahan summarized current Business Development activities, including the façade program and matchmaking for open storefronts and mentioned that a dedicated Downtown merchant committee and comprehensive information on all permitting and code requirements for businesses were on his wish list.

Jeff Bean suggested doing a study to estimate the costs of bringing upper floors up to code and ADA compliance.

Liz Gamache thanked local legislators Mike McCarthy and Kathie Keenan for their efforts on the TIF bill in Montpelier.

5. Discuss Need for Strategic Planning for Board/SAFF
Chip Sawyer mentioned that the Organization Cmte had not met in a long time and no long-term planning is taking place for SAFF or the Downtown Board. Suggestions included a Market Study update or a strategic planning framework.

The general consensus was that the Organization Cmte should convene a meeting about strategic planning that included the Committee Chairs and Board Officers.

6. Committee Updates
 - a. Design – Last meeting covered fine-tuning Streetscape Project design details and “dressing it up,” once finished.
 - b. Economic Restructuring – Update on many items including an upcoming meeting to discuss bringing a cooperative food market to Downtown.
 - c. Organization – No report.
 - d. Promotion – No meeting this month. Working on compiling results of Event Survey.

7. Approval of Minutes

**Motion by Jeff Young to approve the minutes of the 04/16/13 meeting as presented.
Seconded by John Holzscheiter and approved with all in favor.**

8. Other Business

Liz Gamache requested that wayfinding signage in the City be discussed at the next Board meeting.

Jeff Bean mentioned that a permitting flow chart was needed and that more should be done to recognize businesses. Katie Collin and Sharon Holcomb echoed that sentiment, lamenting that the turn-out at the retirement party for some recent business owners had been light.

9. Public Comment
No public comment.

10. Adjourn

Motion by Jeff Young to adjourn. Seconded by Mike Blouin and approved unanimously.