

MEETING MINUTES
ST. ALBANS CITY DOWNTOWN BOARD
TUESDAY, JULY 17, 2012
5:30 PM
ST. ALBANS CITY HALL
100 NORTH MAIN STREET
APPROVED: 08/21/12

Board Members Present:

Elizabeth Gamache (Chair), Jeff Bean, Mike Blouin, Dominic Cloud (non-voting), Katy Collin, Tim Hawkins, Sandy Mayotte, Jim Walsh, Jeff Young, John Holzscheiter, and Laz Scangas.

Board Members Absent:

Peter Ford, Mike McCarthy.

Public Present: Jeff Morrill.

Staff Present: Chip Sawyer and Bonnie Pelkey.

Guests: Leanne Tingay, VT Downtown Program

1. Call to Order

The Meeting was called to order by Chairperson Elizabeth Gamache at 5:30 PM.

2. Downtown Program Update

Chip Sawyer introduced the new part-time, interim Downtown Coordinator, Bonnie Pelkey and the Board introduced themselves.

Chip Sawyer handed out his Downtown Program Report.

No motions were made.

3. Update on financial status of St. Albans for the Future – D&V

Treasurer Sandy Mayotte stated that there was \$11,828.81 in the SAFF account, but that \$4,500 of that is encumbered by Board decisions.

No motions were made.

Chip Sawyer presented concerns with the SAFF bank account with needs to amend the SAFF Corporate Banking Resolution and Director Non Profit Corporate Banking Resolutions.

Motion by Jim Walsh to fill out the banking resolutions assigning Liz Gamache, Sandy Mayotte and Chip Sawyer as check-signers and assigning the City Director of Administration as the accounts mail contact. Seconded by Laz Scangas and passed unanimously.

4. Leanne Tingay, Guest Speaker from the VT Agency of Commerce & Community Development led a discussion of the VT Downtown Program Assessment Process.

A day of board and committee meetings with VT Downtown Program staff needs to be scheduled in September or October in order to perform the St. Albans Board Assessment. Staff will handling the scheduling.

5. Proposal for Board and Committee Member Appointment Policy was presented by Tim Hawkins, Organization Committee – D&V

Board Members were directed to review the draft and submit additional comments to Chip Sawyer by Monday, July 30th.

- a. Discussion on re-appointment for members with 1 or 2 year terms.

No motions were made.

6. Discussion of SAFF Appropriation Strategy led by Chip Sawyer. Liz Gamache proposed that discussion of a sub-committee focusing on Fundraising be on next month's agenda.

7. Discussion of City's Signage Review Process – D&V

Chip Sawyer stated that the City Design Advisory Board was interested in a review and recommendations for the City's Signage and color review processes from the Downtown Board or its designees.

Dom Cloud requested further Staff analysis. Liz Gamache proposed discussion to continue on next month's agenda.

No motions were made.

8. Committee Updates
 - a. Design – Nothing to discuss
 - b. Promotions – John Holzscheiter presented update on the Survey Monkey events survey. Bonnie Pelkey was directed to talk with the merchants on the success/challenges of the Sidewalk Sale.
 - c. Economic Restructuring – No report.
 - d. Organization – Focused on previous board appointment discussion.

9. Project Updates

- a. Streetscape – Chip Sawyer stated that the selection of a construction inspection contractor is in the final review of the top two firms. The basic plan is to begin in August with the “Jeff’s Block” working Monday – Thursday, 7am to 7pm.
 - i. Construction Inspection RFQ review.
 - ii. Communications – Concerns shared that there has been a gap in communications with the community and suggestions of staff walking door to door, use of Block Captains, weekly meetings, and learning from towns like Barre which are undergoing streetscape projects.
- b. Downtown Website – Meeting with four website firms Thursday, July 19, 2012

10. Approval of Minutes – D&V

Motion by Jeff Young to accept the Minutes. Seconded by Jim Walsh and passed unanimously.

11. Other Business

Jeff Bean noted that his concern about the lack of restrooms or directions to restrooms at the June 9 Walk & Bike event, Farmers’ Market, and other events was not included in the minutes.

Tim Hawkins requested that new items to discussed in one meeting and voted upon the following meeting after time to consider. Liz Gamache responded that judgment would be used and effort was being made by Staff to send out supporting information ahead of each meeting.

Jeff Young shared that the signature Civil War Reenactment was being held this coming weekend and how the park was being prepared and would be taking notes to improve upon for following events.

Liz Gamache shared that the Kingman Street Klassic was also being held on Saturday.

Jim Walsh invited the group to the Chamber’s Mixer at the new Homestead facility on Thursday, July 19th and to UVM reception at Chow!Bella Monday July23rd.

12. Public Comment

No public comments

13. Adjourn

Motion by Jeff Young to Adjourn at 7:20 PM. Seconded by Katy Collin and passed unanimously.

Next Meeting is Tuesday, August 21th.