

**MEETING MINUTES  
ST. ALBANS CITY DOWNTOWN BOARD  
& ST. ALBANS FOR THE FUTURE BOARD OF DIRECTORS  
TUESDAY, DECEMBER 17, 2013**

**5:30 PM  
ST. ALBANS CITY HALL  
100 NORTH MAIN STREET**

***APPROVED JANUARY 21, 2014***

Board Members Present: Elizabeth Gamache (Chair), Jeff Bean, Katy Collin, Sharon Holcomb, John Holzscheiter, Mike McCarthy, Laz Scangas, Jim Walsh

Board Members Absent: Mike Blouin, Tim Hawkins, Jeff Young, Dominic Cloud (non-voting).

Staff Present: Chip Sawyer, Marty Manahan, Sean Theoret (minute taker).

Public Present: none

1. Call to Order

Chair Elizabeth Gamache called the meeting to order at 5:33 PM.

2. SAFF Financial Update

Chip Sawyer gave the financial update. There were no changes to SAFF finances, but Chip gave a break-down of City Planning & Development funds spent on Downtown program activities. Total was more than \$25,000 in fiscal year 2014, as of Dec. 17, mostly due to Streetscape Project outreach.

3. Downtown Board Appointment Recommendations to City Council – D&V
  - a. Pauline Cray, John Holzscheiter, Mike McCarthy, Jeff Young

**Motion by Jim Walsh to recommend appointments of Pauline Cray, John Holzscheiter and Mike McCarthy to the Downtown Board with terms ending 12/31/16 and Jeff Young to a term ending 12/31/14. Seconded by Laz Scangas and approved unanimously.**

4. 2014 Downtown Workplan – D&V

Chip Sawyer described the process used to develop the workplan. The Downtown Executive Cmte had recommended the list to the Downtown Board.

Laz Scangas recommended getting businesses together to start a merchant's association.

Jeff Bean suggested that businesses will feel involved without a big commitment, Welcome Packets would help with this (would be helpful for everyone).

Chip Sawyer reminded the Board that they had previously earmarked \$4,000 in SAFF funds for the creation of a Downtown website. No objections were raised.

Laz Scangas urged for moving forward with the Downtown website. Jim Walsh suggested looking for additional revenue sources for the site.

Discussion ensued on the future of the Festival of Trees and what the roles of the City and SAFF may be next year. Liz Gamache asked that the Festival be discussed at greater length at the next Downtown Board meeting.

**Motion by Mike McCarthy to recommend the 2014 Downtown Workplan to the City Council. Seconded by John Holzscheiter and approved unanimously.**

5. Proposal to merge Organization Committee and Executive Committee – D&V

**Motion by John Holzscheiter that the Downtown Organization Committee officially include all current Organization Committee members, as well as Board Officers and other Downtown Committee Chairs. Seconded by Mike McCarthy and approved unanimously.**

6. Exploration of program to encourage handicap accessibility for businesses

Chip Sawyer distributed a memorandum with guiding principles and ideas for the Downtown program's ADA assistance for businesses. Sawyer said he would contact the VT Center for Independent Living. Liz Gamache also suggested contacting the VT Association for the Blind.

Jeff Bean suggested that a starting point could be finding out which businesses are not in compliance. Sawyer replied that more guidance is needed in terms of any sort of assessment.

7. Project Updates
  - a. Holiday Events/Decorations – 2013 events and decorations went well. Should plan 2014 sooner in the year.
  - b. Streetscape Project – winter banners are on the way. Congress-to-Bank sidewalk step railings are being designed. Traffic signs will be perfected in the spring.
  - c. Core Lot Development - on schedule; depending on the cold weather, they may shut down for a few weeks; communicating with neighbors is key (ex. access to dumpsters)
  - d. Taylor Park Fountain Restoration – St. Albans Rotary has agreed to fundraise \$250K; engineers will estimate the final cost; Fountain may not be ready for the St. Albans Raid Event.
8. Committee Updates
  - a. Design
  - b. Economic Restructuring

- c. Organization
- d. Promotion

General agreement that the proposed 2014 Downtown Workplan comprised the latest committee updates.

- 9. Approval of Minutes – D&V

**Motion by Katy Collin to approve the minutes of November 19, 2013 as presented. Seconded by John Holzscheiter and approved unanimously.**

- 10. Other Business

No other business.

- 11. Public Comment

No public comment.

- 12. Adjourn

**Motion by Mike McCarthy to adjourn. Seconded by John Holzscheiter and approved unanimously.**