

**MEETING MINUTES**  
**ST. ALBANS CITY DOWNTOWN BOARD**  
**& ST. ALBANS FOR THE FUTURE BOARD OF DIRECTORS**  
**TUESDAY, DECEMBER 18, 2012**

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

***APPROVED JANUARY 15, 2013***

Board Members Present:

Elizabeth Gamache (Chair), Jeff Bean, Katy Collin, Peter Ford, Tim Hawkins, John Holzscheiter, Sandy Mayotte, and Jeff Young, Mike McCarthy, Laz Scangas, Jim Walsh.

Board Members Absent: Mike Blouin, Dominic Cloud (non-voting).

Staff Present: Chip Sawyer, Tamira Martel.

Public Present: Sharon Holcomb, Henry Demar, Bonnie Lyons.

1. Call to Order

Chair Liz Gamache called the meeting to order at 5:34 PM. Liz Gamache thanked everyone for their service to this board during the past year.

2. Downtown Program Update

Tamira Martel asked if there were any questions about the program update. Liz Gamache asked about the progress made on a survey of vacant storefronts. Tamira stated that information to complete the survey was being compiled and would be available in the next few weeks. It is the first step in a larger business recruitment strategy. Tim Hawkins asked if we were working with building owners to address the condition of their stores to make it more appealing to potential tenants. Tamira Martel stated that those discussions would be happening while collecting information for the vacant storefront survey.

3. Update on financial status of St. Albans for the Future

Sandy Mayotte reported that there was a deposit of \$50 to the SAFF bank account. Tamira Martel stated that an additional deposit of \$750 had been made to that account recently. Chip Sawyer stated that it would primarily be a pass thru as the deposit represented merchant co op fees for the Downtown for the Holidays Raffle program.

4. Questions and discussion for candidates for the Downtown Board

Tim Hawkins provided a brief overview of how the Organization Committee arrived at the process used during the meeting to determine the top four candidates to put forward for consideration. Discussion ensued about having all the candidates present in the room while the board interviewed each one. The group decided they should remain in the room as this process is not intended to be competitive. Candidates were interviewed in the following order:

Jeff Bean 2. Mike Blouin (Mike was absent and provided written responses to the questions prior to the meeting) 3. Katy Collin 4. Henry Demar 5. Peter Ford 6. Sharon Holcomb

The questions they were asked:

- ✓ Describe why you would like to join the Downtown Board?

- ✓ What are the top 2 issues you would like to focus on?
- ✓ What skills, expertise and viewpoints would you bring to the Downtown Board?
- ✓ What committee(s) would you be interested in joining?

Liz Gamache posed the four questions to those candidates present. The following is a summary of the candidates' responses to questions 2. and 4.:

- Jeff Bean – Focus on empty storefronts and the façade program. Participate in Design Committee
- Mike Blouin – Focus on empty storefronts and upper floors. Assist landlords and tenants to incentivize investments in physical space. Participate in Economic Restructuring Committee and Design Committee.
- Katy Collin – Focus on empty storefront and increasing communication to general public about municipal projects. Participate in Promotions Committee and Design Committee.
- Henry Demar - Focus on getting viability back into St. Albans, empty storefronts and building facades. Participate in Design Committee.
- Peter Ford – Focus on creating a cohesive visual aesthetic for the community. Create the elements necessary to promote the city as a bedroom community for greater Chittenden County workers. Participate in Economic Restructuring Committee and Design Committee.
- Sharon Holcomb – Focus on empty storefronts, promote downtown retail opportunities and improve business facades. Participate in Promotions Committee and Design Committee.

5. Discuss Board recommendation to City Council for appointments to Downtown Board – D&V

**Motion by Mike McCarthy that we tally the votes and put forward the top four candidates without discussion. Seconded by Jim Walsh and approved by unanimous vote.**

Chip Sawyer tallied the vote sheet and provided the results to the committee. The top four candidates are: Katy Collin, Peter Ford, Mike Blouin and Jeff Bean.

**Motion was made by Mike McCarthy to present the top four candidates to City Council for approval. Laz Scangas seconded the motion. Three members (Jeff Bean, Katy Collin, Peter Ford) abstained and the rest were in favor.**

6. Committee Updates
  - a. Design Committee – Jeff Young had no updates to share with the Board at this time.
  - b. Economic Restructuring Committee – Mike McCarthy stated that the project to create a website for downtown would be restarted. The committee plans to do a mini market analysis with merchants this winter. It will include a zip code survey to help us determine our current retail trade areas. The last time this information was gathered was in mid 2005. A marketing firm was contracted to perform that survey and it was fairly extensive.
  - c. Organization Committee – Tim Hawkins reported that the committee will meet sometime in January and they will be looking at appropriations and peddler's licenses. The committee will also discuss the possibility of no longer needing to have the City Council approve their recommendations for the board. Some discussion

ensued about this possibility and this board needs more autonomy regarding it selection of members. Tim Hawkins stated that this will be an agenda item for the City Council meeting in early 2013.

- d. Promotion Committee – John Holzscheiter reported that the committee has completed the event survey. The survey will be distributed in early January and will end on 4/30/13. Total Home Center has donated a 32” flat screen TV to be used a raffle prize to incentive people to complete the survey. The committee will meet in the New Year and discuss what three main areas they will focus on in 2013.
7. Project Updates
    - a. Holiday events and programs – Tamira Martel stated that the raffle entries are coming in nicely. That more than 2,000 entry forms have been distributed by 23 participating downtown merchants. Merchants and customers seem pleased with the raffle. It is a nice element that makes shoppers feel they receive special treatment when they shop downtown. The raffle will finish up on 01/03/13.
    - b. Streetscape – Chip Sawyer stated that they still have some items to complete on the first phase of streetscape. Those items will be addressed this winter and spring. The City will be working with the general contractor and project engineers to determine the sequencing of the next phase of the project.
  8. Approval of Minutes D&V

**Motion by Tim Hawkins to approve the minutes as submitted. Seconded by John Holzscheiter with all voting in approval,**

9. Other Business

Laz Scangas informed the group that he will be moving his architectural firm to Lake St. in 2013 and shared some insights from his experience in looking for space Downtown.

10. Public Comment

No public comments were made.

11. Adjourn

**Motion by Tim Hawkins to adjourn at 6:53 PM. Seconded by Jim Walsh and approved unanimously.**