

**MINUTES OF THE ST. ALBANS DOWNTOWN BOARD
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
100 North Main Street St. Albans, VT 05478
Meeting Date: December 15, 2015**

DRAFT

BOARD MEMBERS: Present Absent

Mike McCarthy Chair	x	
Katy Collin V. Chair	x	
Jeff Young	x	
Laz Scangas	x	
Mike Blouin	x	
Sharon Holcomb	x	
Rachel Kinney		x
Pauline Cray	x	
David Southwick	x	
Open seat		

STAFF PRESENT:

Chip Sawyer, Director of Planning & Development
Martin Manahan, Director of Operations and Business Development
Robin Morrill, Minute Taker

PUBLIC PRESENT:

Conan McKye, Jes Stumpf, Emily Richards

1. CALL TO ORDER meeting called to order at 6:00 pm
 - a. Discuss additions or deletions to Agenda. NONE
2. Organization Committee Interviews of Candidates for Downtown Board
 - a. Interviews - With three seats expiring on December 31, 2015 and one seat needing to be filled due to the resignation of Vesna Bozic interviews of the three potential candidates present ensued. Each candidate discussed their interest in board position openings, skills, expertise & viewpoints, as well at the top two issues that they would like to focus on.
 - b. Org Committee recommendations to City Council - D&V

Motion by Jeff Young to recommend to the City Council the creation of two new seats on the Downtown Board, with one seat expiring on 12/31/18 and one expiring on 12/3/16, second by Pauline Cray with all in favor.

Motion by Jeff Young to present a slate of candidates to the St. Albans City Council recommending the following nominations: to appoint Mike Blouin, Katy Collin, Sharon Holcomb, and Emily Richards to terms expiring 12/31/18 and Conan McKye and Jes Stumpf to terms expiring 12/31/16, with no second required for nominations, and the motion approved by all Board members, except Mike Blouin, Katy Collin, Sharon Holcomb recusing.

3. SAFF Financial Report- The SAFF financial report was reviewed covering all expenditures and credits from the period of 1/1/2015 to present including expenses that have yet to be paid for the festival of trees.

4. Discuss Holiday Lighting process/funding for 2016. A discussion regarding the expenses for the 2015 lighting costs compared to the 2014 holiday lighting costs and the costs for future holiday lighting events. The City would like SAFF to contribute annually to the holiday lighting. Martin Manahan stated that there had not been one complaint and that all comments regarding the holiday lights had been positive. Mr. Manahan discussed the intricacy of the lighting, their importance to the community and that the City has reached the point where the lighting maintenance needs a professional service to ensure that the lighting is working properly. Discussion on including a fund raising letter in the next water bill to residents requesting individuals who may want to sponsor something even as small as a single string of lights for next year's holiday lighting. J. Young discussed how volunteers could reduce the cost of the labor for this event. C. Sawyer, M. Manahan and others cautioned that use of volunteers could be possible, but the quality of lighting depended on using a professional contractor as the point person ultimately responsible for work.

5. Update on proposed repeal of business owner snow clearing ordinance - Ordinance was repealed on 12-14-15.

6. Project Updates

a. Festival of Trees - P. Cray proposed that all funds be kept and be used for the Arts. I.e: a curtain for the stage, events planning, lighting or professional services for future City Hall events which in turn will generate revenue versus donating proceeds to charities. P. Cray feels that due to City Hall renovations the Festival of Trees did not generate as much funds as previous years.

b. Other Holiday events & decorations - Brunch & Shop needed more planning and it was not advertised, luminary lighting will be 12-18-15.

c. 2016 Street Projects - No additional updates

d. Storefront Accessibility Project - J. Young gave an overview of ADA accessibility issues with storefronts and stated that data is needed to see exactly what the specific issues are in the

Downtown district and then discuss funding and or grants to make improvements. Mr. Young discussed having each store front owner to give a certain data set, and having volunteers get the information for other properties not included in storefronts. C. Sawyer discussed hiring an architect to come up with a check list, having at least one train the trainer session and compilation of the information after it is received. Once the information is compiled, the architect could then give estimates on the costs to make the improvements.

7. Committee Reports :

a. Design - J. Young has asked Mike Willard of S.E. Group to help with the bio retention pits and the issues that they have been having with them. The preliminary design of the Kingman St. streetscape project was discussed briefly.

b. Economic Restructuring - No additional updates

c. Organization - previously discussed in item 2 (a) & (b)

d. Promotion - previously discussed in item 6 (b)

8. Approval of Minutes - D&V

Motion by Laz Scangas to approve the minutes of November 17, 2015, second by Jeff Young with all in favor.

9. Other Business - No other business

10. Public Comment -

NONE

9. Adjourn

Motion by Laz Scangas to adjourn at 7: 52 pm, second by Sharon Holcomb with all in favor.

Respectfully submitted,
Robin Morrill
Minute Taker