

**MINUTES OF THE ST. ALBANS CITY DOWNTOWN BOARD  
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE**

**100 North Main Street St. Albans, VT 05478**

**Meeting Date: July 19, 2016**

***DRAFT***

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Mike McCarthy, Chair	x	
Katy Collin, V. Chair	x	
Laz Scangas, Secretary/Treas.		x
Jeff Young	x	
Mike Blouin	x	
Sharon Holcomb	x	
Rachel Kinney		x
Pauline Cray	x	
David Southwick		x
Emily Richards	x	
Jes Stumpf	x	

**STAFF PRESENT**

Martin Manahan, Director of Operations and Business Development

Chip Sawyer- Director of Planning & Development

Robin Morrill, Minute Taker

**Public Present** - Zach Scheffler & Alice Johnson

**1. Call to Order: Meeting called to order at 6:03 by Mike McCarthy, Chair**

a. Discuss additions or deletions to Agenda D&V- None

**2. SAFF Financial report** –Chip Sawyer presented and reviewed the SAFF Financial Report .

**3. Discuss Event Sponsorship** - C. Sawyer stated that the Half Marathon has lost their sponsorship and that they were seeking sponsors. The Half Marathon has set out a call for sponsorship and that brought

up the fact that there is no Policy in place for sponsorship on behalf of SAFF. A discussion followed as to whether SAFF should sponsor community events. M. Manahan suggested setting a specific amount and having those seeking sponsorship submit an application. M. McCarthy suggested specific criteria for an application. Further discussion at the next Downtown Board meeting. M Manahan will be looking at application templates for a sponsorship requests.

4. Project Updates/Recaps – C. Sawyer reviewed the ongoing projects and reported the following: Lake St. project has most of the utility work complete, sidewalk work beginning in the next two weeks, the City Hall project is nearly complete with the City Clerk and Treasurer moving into offices on 7/20, auditorium to be completed once all employees are moved into their permanent areas. M. Manahan stated that the Main St. South end curbs were completed last week, finishing touches are happening now on the stairs at BFA, continuing next on the north side sidewalks and curbs, Lake St. sidewalk and Cedar St. west side sidewalks and curbs to follow. Fairfield St. project is coming along well with sidewalk construction to start in August.

#### 5. Committee Reports

##### a. Community Arts –

i. Discuss The Burrow proposal – Zach Scheffler discussed the purpose and location of the proposed Burrow (Creative Hub) and suggested that the board review the outline at their leisure.

M. Manahan questioned if there was a rear entrance to the proposed location and Z. Scheffler stated yes that the rear entrance is the that of Champlain Valley Trust. S. Holcomb questioned the occupant capacity and Z. Scheffler did not know an official number for maximum occupancy. M. Manahan stated that if SACA is to be involved there would be special requirements In that it would have to pass commercial code, be inspected by the State fire inspector etc.. Mr. Manahan also questioned if there was a restroom for this proposed location and Z. Scheffler stated that there was a restroom but its functionality was uncertain. M. Manahan questioned who would be responsible for the rent? J. Stumpf responded Community Arts/ SAFF would be responsible. M. McCarthy stated that at the next meeting Community Arts should present a budget and a fundraising plan. Z. Scheffler stated that Tom Murphy was only concerned about covering the utilities but had not given a solid number for a monthly rent amount. J. Young suggested that Community Arts should provide a business plan for the proposal at the next Downtown/SAFF meeting. M. Manahan requested Community Arts to attain a letter of Intent be provided from Tom Murphy to be presented at the next Downtown/SAFF meeting.

B. Design C. Sawyer – no report other than an update on the Kingman St. Project will be available in the next month or so.

##### c. Economic Restructuring – no report

d. Merchants / Promotions –S. Holcomb stated that the chair affair is moving along great, chairs are already appearing at businesses and that there are approximately 35 businesses participating. M. Manahan discussed a brochure by Discovery Maps, featuring the Downtown and Franklin County and is currently looking at cost and logistics. The Summer Concert Series is in full swing and going very well.

##### e. Organization – no report

#### 10. Approval of Minutes D&V

**Motion by Katy Collin, to approve the minutes of June 21, 2016, second by Sharon Holcomb with four in favor and Mike Blouin abstained.**

11. Other Business – August meeting rescheduled to Aug 16<sup>th</sup> J. Young questioned J. Stumpf regarding the Art Wall in Taylor Park and asked her for a brief description and usage. J. Stumpf responded that the wall would mimic the art wall in Swanton, being an 8’x8’ plywood board wall that would be on either 2 or 4, 4x4 posts cemented in the ground, allowing artists to paint on it or paint over it at any time.

12. Public Comment – no public comment

13. Adjourn

**Motion to adjourn at 7:01 p.m. by Jeff Young second by Mike Blouin, with all in favor.**

Respectfully submitted,

Robin Morrill

Minute Taker

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