

MINUTES OF THE ST. ALBANS DOWNTOWN BOARD
100 North Main Street St. Albans, VT 05478
Meeting Date: October 21, 2014

Approved February 17, 2015

Board Members	Present	Absent
Mike McCarthy Chair		x
Rachel Kinney	x	
Laz Scangas	x	
Jeff Young	x	
Jim Walsh		x
Open seat		
Mike Blouin	x	
Sharon Holcomb	x	
Katy Collin V. Chair	x	
Pauline Cray	x	
John Holzscheiter	x until 7:10	
Vesna Bozic	x	
Open Seat		
Dominic Cloud Cty. Mgr.		x

STAFF PRESENT

Martin Manahan, Director of Economic Development
 Chip Sawyer, Director of Planning & Development
 Robin Morrill, Minute Taker

PUBLIC PRESENT

No public present

1. **CALL TO ORDER** - Meeting called to order at 6:04 pm. By Katy Collin V. Chair
2. Discuss additions or Deletions to Agenda D&V

Motion by John Holzscheiter to discuss an invoice associated with Moonlight Madness, 2nd by Jeff Young with all in favor.

Motion by Pauline Cray to discuss Euro stickers for fundraising, second by John Holzscheiter with all in favor.

3. Discuss Conceptual Plans for Lake Street Streetscape Project - C. Sawyer provided board members with a power point presentation of the conceptual design for the project. The City has received a grant for the upper block of Lake St. streetscape project. The same template used for Main St. will be used for the Lake St. project and will include sidewalk reconstruction including the sidewalk to be widened at the corner of Main and Lake on the Rail City Market (south side). Mid block crosswalk to be added, bump outs added on both sides of the street in the first block complete with trees, granite cobble and pots for plantings, granite cobble parking area in front of the future hotel spot with larger granite cobble to match the cobble parking area. Board members

voiced concerns about the removal of parking spaces to accommodate this design. J. Holzscheiter was concerned about the traffic pattern coming off the first block at the intersection of Lake, Federal, Catherine & Market Street. C. Sawyer then showed the power point presentation showing the conceptual plan for the traffic light at that intersection. Brief discussion on moving the eastern Lake and Federal crosswalk to the west, and the general consensus was that doing this would improve the design.

Motion by Laz Scangas to recommend the proposed Lake Street Street Scape project to the City Council including the comments that have been brought forth by the Design Committee and the Downtown Board, Second by John Holzscheiter with all in favor.

4. Update on Downtown Board Appointment Process - Seats to be advertised this month. Organization committee to meet in November. Expiring seats have been notified. Open seats to be advertised this month. Potential candidates will state their interest to the Mayor. The Organization committee will make recommendations to the City Council and City council will consider the appointments in either December or January.

5. Discuss check signing policy for St. Albans for the Future bank accounts. C. Sawyer - There is a need to update the signatories for the SAFF bank account. The chair, the treasurer and a staff member are suggested as signatories. The Arts committee also needs its own bank account and to select signatories for this account. C. Sawyer suggests a meeting with the Organization Committee and the Peoples Trust Co.

6. Committee Reports

a. Design J. Young - Building access issues are still being addressed, during his inventory process he noticed there are many street numbers missing on buildings. Jeff will have a presentation prepared for the next meeting.

b. Economic Restructuring - Mike Blouin stated that they had met earlier today and that he was the new Chair. M. Manahan stated that the appointment of a new chair would need to be approved by the Downtown Board and that the appointment is at the recommendation of the committee after a vote.

c. Organization - no update

d. Promotion - J. Holzscheiter - Promotions met last week. Halloween events include; Scarecrow Contest, Trick or Treat Night, Pumpkin Lighting, Glow Run. Future events include; In Good Taste, A bike tour possibly next summer, Holiday lighting.

M. Manahan discussed the website. The Messenger has a demo of the City's Website up, and they are waiting for Business bio's which are coming in slowly. A meeting has been scheduled with Admiral Hamn to see how he felt the Raid went and what his plans are for next year. K. Collin discussed the Moonlight Madness flyer and would like approval from the board to release \$311.00 to pay the invoice for the flyers. John Holzscheiter asked why the merchants were not paying for the invoice and stated that promoting ones business should be an expense paid for by the merchant. M. Manahan discussed fundraiser options, and the City underwriting Ads, lowering the cost to the Merchants. C. Sawyer stated that the invoice could be paid from Planning

and Development Event Budget but SAFF needs to think more about how requests against their budget will be met. J. Holzscheiter discussed the St. Albans Euro stickers and options for the sale of items with the St. Albans Logo on them. Merchants could sell these items or SAFF members could sell them. M. Manahan stated that The City could inventory logo items and the merchants could then purchase items through SAFF. C. Sawyer discussed the City Logo Euro Stickers. The City will sell the stickers for \$2.00 each at a cost of \$.75 and stickers will also be available to merchants at cost. Revenues would go to St. Albans for the Future, and SAFF would then pay the City back quarterly for the \$0.75/sticker cost. Numerous discussions on ideas on how to promote Downtown.

L. Scangas suggested registering the Logo as a trademark with the State so that it could not be used by someone else.

e. Arts - no report

7. Project Updates

a. Streetscape Projects Lake and Federal Hudson & Hoyt went out to bid last week. Bids to be opened on November 6th with construction to start next year at the start of the construction season.

b. Core Lot Development - M. Manahan - Everything is ahead of schedule. Oct 30th is slated for the ribbon cutting on garage but the time will depend on the Governors schedule. Security cameras to go in 10/24/14. Dec 5th State building takes over their lease and employees report to work on Jan 2nd.

c. Taylor Park Fountain - C. Sawyer- We are still waiting for itemization of the final design to present to City Council at public meeting. \$225,000.00 is the budget for the Fountain. If anyone is interested in contributing to the fountain fundraising they should talk to the St. Albans Rotary as they are taking the lead in fundraising.

d. Holiday Raffle - C. Sawyer - Raffle begins on November 21st and ends on January 3rd.

8. Approval of Minutes - D&V

Motion by Mike Blouin to accept the Minutes of September 16, 2014 , second by Vesna Bozic with eight in favor and Sharon Holcomb AND Laz Scangas abstained.

9. Other Business - Discussion on prizes for the Scarecrow Contest.

10. Public Comment - No Public Comment

11. Adjourn

Motion by M. BLOUIN at 7:32pm. to adjourn, second by Sharon Holcomb with all in favor.

Respectfully Submitted,

**Robin Morrill
Minute Taker**