

**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: February 17, 2015**

Approved April 21, 2015

	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 via phone	
Vesna Bozic	x	
Open Seat		

STAFF

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

PUBLIC PRESENT

Ryan Doyle (left early)

- 1. CALL TO ORDER Meeting called to order at 6:05 pm by Chair Mike McCarthy.**
2. Discuss additions or deletions to Agenda D&V: None
3. Nominations and election of Board/SAFF Secretary and Treasurer - D&V
C. Sawyer described the Secretary/Treasurer position

Katy Collin Nominated Laz Scangas for the position of Secretary/Treasurer.

Chair Mike McCarthy asked for any other nominations.

Motion by Katy Collin to close nominations, second by Mike Blouin with all in favor.

Motion by Mike Blouin to elect Laz Scangas as SAFF Secretary/Treasurer, second by Vesna Bozic with all in favor.

4. Consider nominations and election of committee chairs - D&V

Per Board procedures, Mike Blouin had previously been nominated by the Economic Structuring

Cmte. to be that cmte's Chair, and Sharon Holcomb had previously been nominated by the Promotion Cmte. to be that cmte's Chair.

Motion by Laz Scangas to approve the nominations and to elect Mike Blouin as Chair of Economic Restructuring Committee and Sharon Holcomb as Chair of Promotions Committee, second by Rachel Kinney with all in favor.

5. Discuss St. Albans for the Future bank accounts and check signing policies - D&V

Motion by Laz Scangas to authorize Mike McCarthy & Laz Scangas for the powers listed as #1 on the attached Director Non Profit Corporate Banking Resolution by Peoples Trust Co. for St. Albans for the Future banking and to authorize Martin Manahan for the powers listed as #3 on the same form. Second by Mike Blouin, with all in favor.

Motion by Katie Collins to require one signature on checks of \$500 or less and to require two signatures on checks over \$500 for SAFF bank accounts, second by Sharon Holcomb with all in favor.

6. Continue discussion on Downtown St. Albans website.
Presently looking for a host that can support Word Press.

7. Discuss new initiatives/campaign for Downtown St. Albans. - M. McCarthy discussed campaign structure in general and mentioned when all committees have a common purpose, benchmarks, are capable of adjusting course if necessary, have goals, metrics and a focused timeline that it would insure a positive successful campaign.

C. Sawyer discussed how the Board must keep the Committee members excited with new ideas.
P. Cray discussed the importance of marketing. Mike McCarthy on areas of interest to target to bring folks into St. Albans. IE: Fountain, Railroad enthusiasts, Civil War enthusiasts, landmark tours, covered bridge tours, fishing and boating enthusiasts etc.

8. Discuss 30 minute parking spaces. - D&V Martin Manahan discussed 30 min spots at Boston Tailoring and Rail City Market. UPS would like two spaces in front of their store to be 30 minute parking.

Motion by Vesna Bozic to support the two spaces directly in front of the UPS store on Main St. as 30 minute parking, second by Katie Collins with all in favor.

9. Discuss branded items. - M. McCarthy on St. Albans Logo promotional items. Katie Collins mentioned the Euro style decals, growlers and t-shirts were mentioned.

10. Committee Reports and Review 2015 Work plans - D&V

a. Design - focusing on accessibility assistance, public facilities & bus stop.

Motion by Katie Collin to approve the work plans for the committees for 2015, second by Rachel Kinney with all in favor.

- b. Economic Restructuring - meeting quarterly, currently updating the market analysis
- c. Organization - M. McCarthy stated that the presented work plan sums up the current report for the Organization committee.
- d. Promotion - S. Holcomb - Friday night concerts , Adirondack chair auction , & the Downtown Brochure were all discussed.
- e. Arts - No Report

11. Project Updates

- a. Streetscape Projects - C. Sawyer - Hudson to Hoyt streetscape project starts in April. Lake Street to bid possibly this fall, signal at Federal and Lake will happen this year, recently received funding to do Kingman Street by V-Trans which won't happen until late 2016 or 2017 . Monitoring winter damage to sidewalks etc, Cross Street banner pole needs to be removed and replaced as it has failed.
- b. Core Lot Development - M. Manahan - Elevator issues seemed to be solved , marketing opportunities in elevator panels briefly discussed
- c. Taylor Park Fountain - walkway to be constructed around the fountain.
- d. Holiday Raffle - 41 businesses participated and the merchants are very much in favor of the Holiday Raffle continuing.

12. Approval of Minutes D&V

Motion by Rachel Kinney to approve the minutes of October 21, November 6 and November 18, 2014 and January 6 and January 20, 2015, as presented, as a slate with those absent from each meeting being listed as abstained from the approval for the respective meeting.

Second by Mike Blouin with:

- seven in favor for October 21, 2014 and Mike McCarthy abstained;
- seven in favor for November 6, 2014 and Vesna Bozic abstained;
- five in favor for November 18, 2014 and Rachel Kinney, Mike Blouin and Pauline Cray abstained;
- five in favor for January 6, 2015 and Mike Blouin, Vesna Bozic and Sharon Holcomb abstained; and
- five in favor for January 20, 2015 with Mike Blouin, Pauline Cray and Vesna Bozic abstained.

13. Other Business
NONE

14. Public Comment
NONE

15. Adjourn

Motion to adjourn at 7:40 pm by Katie Collin second by Sharon Holcomb with all in favor.

Respectfully Submitted,

**Robin Morrill and Chip Sawyer
Minute Takers**