

**MINUTES OF THE ST. ALBANS DOWNTOWN BOARD**  
**St. Albans City Hall**  
**100 No. Main Street, St. Albans, VT**  
**Meeting Date: February 18, 2014, 5:30 PM**

*Approved March 18, 2014*

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>	<b>Recused</b>
<b>Elizabeth Gamache Chair</b>	<b>x</b>		
<b>Laz Scangas</b>	<b>x</b>		
<b>Jeff Young</b>	<b>x</b>		
<b>Jim Walsh</b>	<b>x</b>		
<b>Jeff Bean</b>	<b>x</b>		
<b>Mike Blouin</b>	<b>x</b>		
<b>Sharon Holcomb</b>	<b>x</b>		
<b>Katy Collin</b>	<b>x</b>		
<b>Pauline Cray</b>	<b>x</b>		
<b>John Holzscheiter</b>	<b>x</b>		
<b>Mike McCarthy V.Chair</b>	<b>x</b>		
<b>Open Seat</b>			
<b>Dominic Cloud Cty. Mgr.</b>		<b>x</b>	

**STAFF**

Martin Manahan Director of Business Development

Chip Sawyer Director of Planning & Development

Guest : Vesna Bozic

**1. CALL TO ORDER**

Meeting called to order by Elizabeth Gamache, Chair at 5:35 P.M.

**2. Consider following amendments to bylaws of St. Albans for the Future - D&V**

Chip Sawyer outlined changes proposed as on agenda.

**Motion to accept changes as described by Laz Scangas seconded by Jim Walsh with all in favor.**

**3. Annual Meeting: Election of Officers: Chair, Vice Chair, Treasurer - D&V**

**Motion by Jeff Young to cast one vote for Mike McCarthy as Chair, seconded by Laz Scangas with all in favor.**

**Motion by Jeff Young to cast one vote for Katy Collin as Vice Chair, seconded by Laz Scangas with all in favor.**

**Motion by Jeff Young to cast one vote for John Holzscheiter as Secretary/Treasurer, seconded by Laz Scangas with all in favor.**

#### **4. Discuss hosting the State Downtown Networking Conference in early June.**

Chip Sawyer - Discussed a prospective date of June 5<sup>th</sup> or 6<sup>th</sup> with the event being an all-day event. All projects under construction would be at a stage showing good progress.

#### **5. Project Updates**

a. Streetscape Projects- Chip Sawyer presented that the weather has slowed down the progress on finishing out the Main Street project. Banners need to be installed, signage needs to be perfected, etc. Some bricks would need to be replaced annually, and a crack in the sidewalk in front of Mimmo's was also described. Public works has inspected the sidewalk and determined that there is not an immediate need for repair.

b. Core lot Development- Martin Manahan presented that all is on schedule, foundations and footings are complete, it will be slow for 4-6 weeks while waiting for panels. Crane will be delivered on several trailers and assembled onsite to set the panels.

#### **6. Committee Updates**

a. Design- Jeff Young presented drawings of a proposed GMATA bus stop shelter for the corner of Bank and Main Streets. Discussed changes to the structure to accommodate a wheel chair versus a 2' deep structure. Continuing to work on specifics with GMATA.

Discussion on public facilities. Merchants believe that there is a need for a Downtown restroom, as does the farmers market.

b. Economic Restructuring- Martin Manahan on creating Business Brochure targeting businesses wanting to come to the community. More to be discussed at Monday night's E.R. Cmte. meeting.

c. Organization- Chip Sawyer said that there has not been a meeting as of yet.

d. Promotion- John Holzscheiter presented on the status of the Downtown website, presented reference panels of web page designs. J. Walsh suggested the Arts Council be incorporated into the site, Jeff Bean questioned if subscribers would be notified of upcoming events and if they weren't, could that be a feature/option offered on the website.

#### **7. Approval of Minutes**

**Motion by Elizabeth Gamache, seconded by Mike Blouin, one abstained vote with the remainder in favor.**

#### **8. Other Business**

Martin Manahan on Concert Series with the suggestion of 3-4 being held on Main Street and smaller events to be held in the park. Chip Sawyer reviewed some costs for last year's street event as a point of interest while considering 2014 event expenses.

Elizabeth Gamache stated that Wendy Morrill of the BFA Boosters was working on a fundraising event that could include Downtown merchants.

Jeff Bean stated that there was a need to attract and recruit business owners from throughout the Designated Downtown to attend Downtown meetings.

## **9. Public Comment**

No public comment

**10. Motion to Adjourn by Jim Walsh, seconded by Mike Blouin, with all in favor. At 6:14 P.M.**