

**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: September 20, 2016

Approved October 18, 2016

Board Members	Present	Absent
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

Erik Johnson

Katie Trahan

1. Call to Order: Meeting called to order at 5:40 p.m. by Mike McCarthy, Chair

a. Discuss additions or deletions to Agenda - None

2. SAFF Financial report – C. Sawyer & M. Manahan presented and reviewed the SAFF Financial Report.

3. Support for Municipal Planning Grant Application-D&V. - C. Sawyer reviewed the MPC Grant application for Taylor Park.

Motion by Jeff Young to direct the chair of the Downtown board to sign a letter of support for the Municipal Planning Grant Application, second by Mike Blouin with all in favor

4. Project Updates - M. Manahan provided the following updates: Lake St. has been paved and is on schedule, the hotel is ahead of schedule, street light installation on Lake St. will be installed this fall & winter, Lake St. trees to be planted this fall. City Council approved the façade improvement for 45 Lake St. A Governor’s announcement regarding historic tax credits that the State of Vermont has awarded will take place this Thursday at 1:30 in front of the Lake St. Hotel Project. Fairfield St. paving is scheduled for this Friday from Church to Berkley terrace, the underground utilities have been completed as of today, and the sidewalks are 85% complete on the south side and 45% complete on the north side. North Main sidewalks will wrap up by end of next week with Lake St. sidewalks west of Cedar St. to start next. Houghton St. Sidewalk should be complete by October. C. Sawyer provided the following updates: The next set of Kingman St. plans will be available soon with construction planned for 2018. Bid for Catherine St./Federal St. Project will go out this fall.

5. Committee Reports

a. Community Arts – J. Stumpf discussed the SACA Mixer being held Thursday October 29th from 6:30-8:00 at the City Hall auditorium. The Burrow is moving forward, Zach is working with Tom Murphy and insurance companies etc. “Tell it at Twiggs” events will take place on October 6th, October 27th and December 1st 2016 7:00-10:00 p.m. with all proceeds to go to the Burrow. Festival of Trees to be held from 7-10 p.m. (no date referenced). C. Sawyer discussed the art walls with SACA & staff to pick 4 locations as a budget needed.

b. Design – J. Young discussed the need for committee members. C. Sawyer briefly discussed the store front inventory proposal.

c. Economic Restructuring-no report

d. Merchants / Promotion – S. Holcomb, a check in the amount of \$2,500.00 will be presented to the Bookmobile Wednesday morning in front of Jeff’s Seafood. Cornstalks to be installed beginning Oct 1st. The large Adirondack chair will be staying in the park through fall foliage and put into storage for the winter. Event sponsorship briefly discussed. Trick or Treating event briefly discussed.

e. Organization – M. McCarthy stated that there had been two resignations and that the Org. committee is looking for replacements.

7. Approval of Minutes D&V

Motion by Jeff Young, to approve the minutes of August 16, 2016, second by Sharon Holcomb with all in favor.

8. Other Business – Dave Southwick announced he is stepping down from the Downtown board because of his new positions as Planning & Permitting Administrator for the City.

M. Manahan discussed a Pay Pal account to be set up as well as a dedicated account for PayPal at the Peoples Trust Co. so purchases/event tickets etc. can be made online.

9. Public Comment – Katy Trahan & Eric Johnson stated that they were at the meeting to observe.

10. Adjourn

Motion to adjourn at 6:14 p.m. by Jeff Young, second by David Southwick, with all in favor.

Respectfully submitted,

Robin Morrill

Minute Taker