

MINUTES OF THE ST. ALBANS DOWNTOWN BOARD
TUESDAY, JANUARY 21, 2014

5:30 PM

ST. ALBANS CITY HALL
100 NORTH MAIN STREET

APPROVED FEBRUARY 18, 2014

Board Members	Present	Absent
Elizabeth Gamache Chair	x	
Laz Scangas	x 6:00	
Jeff Young	x	
Jim Walsh	x	
Jeff Bean	x	
Mike Blouin	x	
Sharon Holcomb	x	
Katy Collin	x	
Pauline Cray	x 6:40	
John Holzscheiter		x
Mike McCarthy V.Chair		x
Open Seat		
Dominic Cloud Cty. Mgr.		x

STAFF

Martin Manahan Director of Economic Development
Chip Sawyer Director of Planning & Development

1. CALL TO ORDER

Meeting called to order by Elizabeth Gamache Chair at 5:37 P.M.

2. SAFF FINANCIAL UPDATE

Chip Sawyer informed that the work plan budgetary items have been encompassed into the proposed City budget and to be voted on by the voters.

3. DOWNTOWN BOARD APPOINTMENT RESULTS

Pauline Cray, John Holzscheiter and Mike Blouin elected to 3 year terms, Jeff Young filled Sandy Mayotte's term for the rest of the year. One open seat. Need to set a meeting for recruiting

4. ANNUAL MTG: ELECTION OF OFFICERS: CHAIR, V. CHAIR, TREAS. D&V

Chip Sawyer informed that technically SAFF is supposed to have an annual meeting and at that meeting officers are to be elected.

Elizabeth Gamache tabled this item in hopes of better attendance at the next meeting.

5. 2014 DOWNTOWN WORK PLAN - CITY COUNCIL APPROVAL

Chip Sawyer summarized that the City Council had approved the 2014 Downtown Work

Plan on January 13, 2014.

6. REVIEW SAFF - CITY DOWNTOWN BOARD AGREEMENT

Chip Sawyer discussed how the agreement has an automatic extension on March 1, 2014 as described on pg. 4 item G of the Downtown St. Albans Community Reinvestment Agreement. Item G was read by Chip. SAFF recommendation is that it is working well.

Motion to renew the agreement dated October 20, 2011 for a two year period as written by Jim Walsh seconded by Sharon Holcomb with all in favor.

7. PROJECT UPDATES

A. ADA ASSISTANCE PROJECT

Chip Sawyer: Has not yet contacted Vermont Association for the Blind or Vermont Center for Independent Living. To be addressed further in February. Design committee to focus on Public Facility. Hand railings for Bank & Congress block are approved and contracted and it is under the assumption that they are waiting for warmer weather.

B. HOLIDAY EVENTS/DECORATIONS

Discussions on additional streets to be decorated next year, what decorations will be reused and discarded, purchasing additional decorations for 2014. General consensus was that the public was happy with the display yet offered different opinions on colors of the spot lights. Board agrees that the display is good for the community and that the City should try new things (a contest of sorts was briefly mentioned) to get the community involved in the decoration celebration. Jeff Young discussed electrical plan and burying cables in Taylor Park so that outlets are at the bases of the trees. Also mentioned the theft of one of the spotlights that was hardwired. Need for ad hoc committee discussed. Discussion on better planning so that trees to be decorated are not laying on the ground a week before the decoration process begins.

C. STREETSCAPE PROJECT

Chip Sawyer gave description on finishing touches of traffic signs being checked and tightened if necessary and gateway banners being placed.

Jeff Bean regarding bent Banner arm. Chip Sawyer discussed break away banner arm to be installed, discussed how the damages are from delivery trucks and that they will eventually learn to navigate around them without damage.

D. CORE LOT DEVELOPMENT

Martin Manahan: everything is on schedule. Parking garage to be completed by mid November, state building to be completed by mid December providing no issues arise. Each project has its own Construction Manager and they are very focused on safety with voluntary inspections taking

place.

8. COMMITTEE UPDATES

A. DESIGN

Jeff Young Discussion regarding public discussion on Public Facilities, will be checking with local businesses. Proposed GMTA Bus shelter was discussed briefly.

B. ECONOMIC RESTRUCTURING

Moving meetings to Mondays.

C. ORGANIZATION

No meeting. No discussion

D. PROMOTION

Meeting was had with Lynn Fletcher and Dave Rheame of Messenger Print & Design, the firm that is selected to do the website. Promotions Committee has a meeting next week for discussion.

9. APPROVAL OF MINUTES - D&V

Approval of December 17, 2013 minutes: Motion to accept by Jeff Young, seconded by Jim Walsh. One abstention all others in favor.

10. OTHER BUSINESS

Chip Sawyer SAFF bylaws discussed, date for annual meeting to be removed.

Martin Manahan brought up Friday's event IN GOOD TASTE at City hall.

11. PUBLIC COMMENT

No public comment

12. ADJOURN

**A motion to adjourn the meeting at 6:15 P.M. was made by Jim Walsh
And seconded by Mike Blouin with all in favor.**

Respectfully Submitted,

**Robin Morrill
Minute Taker**