

**MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD &  
BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE  
6:00 PM, TUESDAY, JANUARY 16, 2018  
ST. ALBANS CITY HALL, 100 NO. MAIN ST.**

*Approved February 20, 2018*

**Board Members present:** Chair Katy Collin, Vice-Chair Erik Johnson, Laz Scangas, Mike Blouin, Maureen Brown and Rachael Sink

**Board Members Absent:** Emily Richards, Donna Howard, Amanda Liese and Sharon Holcomb

**Staff Members Present:** Chip Sawyer, Director of Planning & Development; Marty Manahan, Director of Operations and Business Development; Wendy Coy, Minute Taker

1. **Call to Order** – Chair called meeting to order at 6:04
  - a. Additions or Deletions
2. **Recognition of Jes Stumpf and Jeff Young** – Chair Collin will be sending an email to both former members thanking them for their time on the Board
3. **SAFF Financial Report** –
  - a. Discuss allocation of social media costs  
Chip Sawyer brought up the issue of how to pay for the \$450 social media invoice: to spread the cost amongst all four SAFF funds, or to just pay out of the unencumbered fund. This was brought up because the other members have expressed sensitivity to such issues in the past. Around Our Town is being funded out of all four funds. Some Arts Cmte. volunteers working on Festival of Trees (FOT) do not like the idea of FOT money going toward SAFF initiatives that the Arts Cmte. is also being charged for. FOT is a group effort. The City doesn't charge them for the use of the auditorium for that week. The general consensus of the Downtown Board was that as long as the event has enough money to run itself next year, then it shouldn't be a problem. Mr. Manahan stated that in years past the party that benefited from the event donated volunteers to the event.

**Member Scangas made a motion to pay for the \$450.00 social media bill from unencumbered. Member Blouin seconded. It passed unanimously.**

4. **Project Updates**
  - a. **Festival of Trees and other 2018 events** - Donna Howard was not present. Member Holcomb is looking at different ideas for the Chair Affair. Summer concert series in Taylor Park will be Wednesday nights again.
  - b. **Training on storefront accessibility inventory and next steps** – Mr. Sawyer asked for volunteers to do a couple of storefronts on their block. If the City can do the East side, Member Scangas' group will finish the West side.
  - c. **Around Our Town calendar update** – Vice-Chair Johnson and Mr. Sawyer attended a meeting for regional recreation, and that group apparently loved the concept of the regional

calendar. They wanted to have more information on the governance and budget. Member Scangas asked what the timeline would be to get this up and running. Vice-Chair Johnson stated that with the new ideas it will take a little longer. He would like to have it up and running before spring.

- d. **Social Media** – Member Sink has been tracking Facebook’s announcement that they are going to change their algorithm to be more social. With that change, the numbers of Downtown posts seen will probably decline.

Cam Rye won the Downtown raffle and the City is trying to get in touch with her to present her a check and get pictures. Kim Ryan won a \$150 gift card to Ace Hardware which she has picked up already. Mr. Manahan suggested that next year the store that gave the ticket be written on the back so that who issued the tickets can be tracked.

- e. **Open Flag project** - Mr. Manahan stated that we have the flag, the brackets and the poles. They will start putting up the flags when it gets a little warmer out.

- f. **National Life Main Street Grant application** – Mr. Sawyer submitted a \$49,000 grant to the National Life Main Street program for lights, sound, stage curtains, stage improvements and window curtains. He stated in the application that the City would accept partial awards.

## 5. Committee Reports

- a. **Community Arts / Festival of Tress** – Donna Howard was not in attendance.
- b. **Design** – Mr. Manahan asked who would be taking over the head of the committee as Jeff had left. Mr. Sawyer stated that the Downtown Board could elect a new cmte. chair the next time they met.
- c. **Economic Restructuring** – Member Blouin suggested that the Committee be dissolved and not included on the agenda, due to the City’s ongoing economic development efforts and a lack of work for the committee.
- d. **Merchants / Promotion** – The merchants are meeting on the first Monday of the month
- e. **Organization** –
  - **Discuss 2018 Organizational meeting** – Supposed to have an annual meeting where officers are elected. April 17<sup>th</sup>, 2018.

## 6. Other Business

- a. **Approval of Minutes** – Member Blouin made a motion to approve the minutes of December 19, 2017, as corrected. Vice-Chair Johnson seconded the motion. The motion passed unanimously.
- b. **Other** – Chair Collin asked about the wi-fi downtown. Mr. Sawyer responded that there had been no progress on that yet.

## 7. Public Comment – None

8. **Adjourn – Member Blouin made a motion to adjourn the meeting at 6:48. Vice – Chair Johnson seconded it. It passed unanimously.**