

MEETING MINUTES
ST. ALBANS CITY DOWNTOWN BOARD &
BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
6:00 PM, TUESDAY, FEBRUARY 20, 2018
ST. ALBANS CITY HALL, 100 NO. MAIN ST.

Approved March 20, 2018

Board Members present: Chair Katy Collin, Vice-Chair Erik Johnson, Laz Scangas, Emily Richards, Donna Howard, Mike Blouin, Maureen Brown

Board Members Absent: Rachel Sink, 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 6:01

a. Additions or Deletions

2. SAFF Financial Report – FOT has donated \$4000 to the Franklin County Animal Rescue which does not show on the financial statement yet. They also have an outstanding bill to the caterer. Mr. Manahan asked if there were going to be anymore charges for the Jazz Band concert. Member Howard stated that there wouldn't be.

a. **Discuss check policy and Paypal –** Mr. Sawyer explained how use of Paypal could violate the SAFF checking policy. After the City Hall Ball, an outstanding Eventbrite fee invoice was paid from SAFF checking via Paypal by Mr. Sawyer and Mr. Johnson. Then they realized this violated the SAFF policy as there are only three people are authorized to remove funds from SAFF. Mr. Sawyer or Mr. Johnson will update the Paypal account so that Chair Collin, Member Scangas and Mr. Manahan have user accounts on the Paypal account.

b. **Discuss claims of money owned by Festival of Trees to St. Luke's –** FOT met last night. Committee voted to give St. Luke's \$350.00 with receipts to paint the Parish Hall. The FOT used the space for eight years without any charge, and there was evidence of a past FOT decision (pre-SAFF) to compensate St. Luke's in that amount.

3. Design Committee Chair – Mr. Sawyer suggested that the Chair be nominated when the committee has work to do. There are currently only two committee members, and not meetings on the horizon. Boardmembers agreed to wait.

4. Project Updates

a. **Downtown Wi-Fi –** City is interviewing people to do IT management for the City. Mr. Sawyer would like to see if the management and the design of the downtown Wi-fi service would be included in the IT management.

b. **2018 Events –** The concert series will be every Wednesday from late June to early August. Member Blouin asked if any of the restaurants are willing to do a booth during the Concert Series. Mr. Manahan stated that no restaurants seemed interested. There are two food trucks available but he is not sure that there would be enough business for both. The Wine

and Cheese festival will be in September. 14th Star and St. Albans museum are doing an October Fest. The Merchants Cmte. is looking for an event to replace the Chair Affair. Mr. Sawyer asked if this should be a collaboration with the Arts committee as this event involves painting objects. FOT Gala will be November 30th.

- c. **Storefront Accessibility survey** – No updates
- d. **Around Our Town calendar** – Vice – Chair Johnson and Mr. Sawyer met with regional recreation planning group, who continue to show interest in the calendar. They are trying to nail down some of the details. The next large meeting March 14th in Swanton. Vice-Chair Johnson stated that they are hoping to get a better idea of how much buy-in there will be to make it a regional calendar. They have a budget and can look at different models of revenue. Mr. Sawyer reviewed the current model of how they came up with the budget based on total population, number of employees, jobs, and sales tax receipts. There is no commitment as the moment they are just trying to find a model that works. Each town would have their own page with their own advertising of sponsors. They are looking at having each town contribute whether it be the businesses or the towns themselves.
- e. **Social Media** – Member Sink could not make the meeting.
- f. **OPEN flag project** – Mr. Manahan stated that the City has put up seven and has three to go.

5. Committee Reports

- a. **Community Arts / Festival of Trees** – The Jazz Concert had 44 people show up. The Committee is having a meeting next week to make some decisions. Mr. Sawyer stated that next time there is an event the City Hall Staff can help with posters and other things. Member Howard suggested that SAFF buy a tablet that is dedicated to SAFF for swiping credit cards so it wouldn't be in anyone's personal account. They are also looking at a concert series.
- b. **Design** – No updates
- c. **Economic Restructuring** – Member Blouin once again 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** – Meeting the first Wednesday of the month
- e. **Organization** –
 - **Reminder of April 2018 Organizational meeting** – Mr. Sawyer reminded the Board that all members needed to attend to elect the officers. The meeting is April 17th, 2018.

6. Other Business

- a. **Approval of Minutes** – **Member Brown made a motion to approve the minutes of January 16, 2018, as corrected. Member Blouin seconded the motion. The motion passed unanimously.**
- b. **Other** - Mr. Sawyer stated that Main Street will be paved this year. When they have a timetable, it will be shared with the Board. The contractor has suggested that the project be broken up into sections so all of Downtown would be done then the North and then the South. Mr. Manahan asked if they would be nighttime paving. Mr. Sawyer was not sure.

Member Howard asked if it would disrupt the sidewalk sale. Mr. Sawyer stated that they would stay in touch concerning that.

7. **Public Comment – None**

8. **Adjourn – Member Howard made a motion to adjourn the meeting at 6:57 PM. Member Blouin seconded it. It passed unanimously.**