

**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: October 18, 2016

Approved November 15, 2016

Board Member	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
Pauline Cray		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

Katie Trahan

Erik Johnson

1. Call to Order: Meeting called to order at 6:07 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. J. Stumpf discussed the source of the funds deposited from the Burrow.

3. Authorize Chair to sign TD Bank Grant Agreement. D&V

Motion by Jeff Young to direct the Chair of the Downtown board to sign the TD Bank Grant Agreement, second by Mike Blouin with all in favor.

4. Consider proposal and funding for storefront accessibility inventory. D&V J. Young discussed the accessibility project and the proposal from Arnold & Scangas Architects.

Motion by J. Young to accept the proposal received and allocate \$5,350.00 from the SAFF unencumbered funds to satisfy the financial obligations of the proposal, second by Mike Blouin with all in favor and Laz Scangas abstained.

5. Project Updates – M. Manahan, The City Hall back parking lot is being worked on now and should have a base coat of pavement and line striping by next week with the final coat of pavement in 2017. Fairfield St. was paved in its entirety as of today with the remaining curbs to go in next week followed by green belt cleanup and the completion of sidewalks. Lake St. and Main St. sidewalks should be complete in approximately two weeks. C. Sawyer - Lake St. base coat pavement is complete with a final pavement coat to go down on October 29th or November 5th and Lake St. opened to two way traffic in mid November. The stop signs at Federal and Lake Streets are to remain if possible. Kingman St. design is currently looking at how many entrances can be made ADA accessible from the sidewalk with possible construction to begin in 2018.

5. Committee Reports

a. Community Arts – J. Stumpf – The Art walk was a success with Art displays in 15 locations around the city with 20 artists participating. Art in the Park will have two events in 2017 and three art walks will be scheduled. SACA mixer was a success with participants from the Swanton Arts Council in attendance. The Burrow project is still in the planning stages and lacking a lease agreement at this point which should be available for review at the next Downtown board meeting. Burrow events should begin in January 2017. Twiggs will be having future “Tell it at Twiggs” events with dates as follows: October 27, and December 1, 2016. The Gala will be December 2nd promoting holiday art as the raffle items. The Festival of Trees is November 26th through December 4th with a Christmas Fantasy theme. The blessing of animals will begin at 4:45 on November 26th, followed by the Taylor Park tree lighting at 5:00 p.m., bonfire at 6:00 p.m. followed by fireworks. Sponsorship for the Festival of Trees is off to a good start with approximately \$8000.00 worth of sponsorships to date. The Co-op Tractor Parade is December 9, 2016. J. Young discussed that Santa and his sleigh are in need of paint and reinforcement as well as lights for decoration. Jeff discussed the fact that there are many photos taken in the sleigh that it should be kept up structurally and esthetically.

b. Design – J. Young reviewed the latest draft of the Kingman St. Design discussing bump-outs, sidewalks, parking patterns, crosswalk design and handicapped accessible entrances briefly.

c. Economic Restructuring-no report

d. Merchants / Promotion – E. Richards – Cornstalks are up on Main St. Marty discussed the scarecrows in storage. Holiday advertising options for Downtown are being discussed and proposals are being reviewed. P. Cray is handling the holiday raffle. Moonlight madness will be November 10th. Main

St. luminaries to be set out on the same evening as the tractor parade. Main St. Merchants Trick or Treat event is October 29th from 2:00-4:00 p.m.

e. Organization – Mike McCarthy stated that the next Organization meeting is November 22nd and discussed potential board members to be recommended to City Council for approval.

7. Approval of Minutes D&V

Motion by Jeff Young, to approve the minutes of September 20, 2016, second by Mike Blouin, with all in favor.

8. Other Business – Reminder of Stebbins-Catherine project update at Nov. 15, 2016 meeting.

9. Public Comment – Eric Johnson spoke about his thoughts on improving the City website features.

10. Adjourn

Motion to adjourn at 7:20 p.m. by Jeff Young, second by Mike Blouin, with all in favor.

Respectfully submitted,

Robin Morrill

Minute Taker