

MINUTES
MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
6:00 PM, TUESDAY, DECEMBER 20, 2016
ST. ALBANS CITY, 100 NO. MAIN ST.

DRAFT

Board Members Present:

Mike McCarthy, Chair (arrived at 6:30pm)
Katy Collin, Vice Chair
Mike Blouin
Pauline Cray
Sharon Holcomb
Emily Richards
Laz Scangas
Jes Stumpf (left at 7:15pm)
Jeff Young

Public Present:

Erik Johnson

Staff Present:

Martin Manahan, Director of Operations & Business Development
Chip Sawyer, Director of Planning & Development

1. **Call to Order – Vice Chair K.Collin called the meeting to order at 6:00 PM.**
 - a. Discuss Additions or Deletions to Agenda – **NONE.**

2. Organization Committee Portion:
 - a. Interview of Board candidate Jes Stumpf

Members of the Organization Cmte. interviewed J.Stumpf. Following is a summary of the discussion.

Question: Describe why you would like to join the Downtown Board, and what value would you bring?

J.Stumpf answer: To capitalize on Downtown's potential. Continue to grow the SACA arts programs. She is vested as a Downtown business owner and as a local parent.

Question: What are top two issues you would like to focus on?

J.Stumpf answer: More structured calendar of events. Work more closely together with other organizations on such a calendar and perhaps hire someone part time. Murals and arts Downtown. Strategic planning and consistency for the Festival of Trees.

- b. Recommendation to City Council

Motion by L.Scangas to recommend to the City Council that Jes Stumpf be appointed to a term on the Downtown Board to expire on 12/31/19. Second by M.Blouin, and approved by all present from Organization Cmte., except for J.Stumpf, recused.

- 3. SAFF Financial Report
C.Sawyer and M.Manahan gave the financial report and answered questions. General discussion.
- 4. Holiday Event Debrief
It was reported that the Festival of Trees Gala sold about 155 tickets. The event is expected to net \$5,000 in funds. Needs more volunteers next year. Comments that next year's holiday calendar needs to have ALL City holiday events on it. General discussion.
- 5. Discuss Downtown Designation Renewal Process
 - a. 5-year Strategic Plan – D&V
C.Sawyer gave an overview. General discussion.
- 6. Appoint representative(s) to Taylor Park Master Plan Steering Cmte. – D&V

J. Young nominated Laz Scangas to be a SAFF/Downtown Board representative to the Taylor Park Master Plan Steering Cmte. E.Richards nominated Jes Stumpf.

Motion by J.Young to close nominations and appoint Laz Scangas and Jes Stumpf as SAFF/Downtown Board representative to the Taylor Park Master Plan Steering Cmte. as a slate. Second by K.Collin and approved unanimously, except L.Scangas and J.Stumpf abstaining.

- 7. Discuss events calendars
General discussion. Consensual interest that there should be a county-wide calendar. Erik Johnson volunteered to discussion the issue with the staff of the Chamber of Commerce.
- 8. Letter of support and steering cmte. representative for Route 7 grant – D&V

Motion by K.Collin to appoint Mike McCarthy as the SAFF/Downtown Board representative to the Route 7 Project Steering Cmte. Second by L.Scangas and approved unanimously, except M.McCarthy abstaining.

- 9. Project Updates
C.Sawyer gave a brief update on the Lake Street Project.
- 10. Committee Reports
 - a. Community Arts – planning an organizational update meeting.

- b. Design – planning to meet to discuss storefront accessibility inventory, Kingman St. design and other issues.
 - c. Economic Restructuring – Looking to provide comments on a business primer.
 - d. Merchants / Promotion – Working on various events and an effort to have stores stay open later during the holidays.
 - e. Organization – Update on board appointment process.
11. Approval of Minutes – D&V

Motion by J.Young to approve the 11/15/16 minutes of the Downtown Board as presented. Second by M.Blouin and approved unanimously, except Pauline Cray abstaining.

Motion by K.Collin to approve the 11/22/16 minutes of the Downtown Board Organization Cmte. as edited. Second by S.Holcomb and approved unanimously by all Organization Cmte. members present, except M.McCarthy, J.Young, J.Stumpf and M.Blouin abstaining.

12. Other Business – C.Sawyer mentioned the Board Celebration on 1/19/17.
13. Public Comment – NONE.
14. Adjourn
The Board adjourned at 7:25 PM.

Respectfully Submitted,
Chip Sawyer, Minute Taker