

**MEETING MINUTES
MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
6:00 PM, TUESDAY, APRIL 18, 2017
ST. ALBANS CITY HALL, 100 NO. MAIN ST.**

DRAFT

Board Members Present:

Mike McCarthy, Outgoing Chair
Katy Collin, Incoming Chair
Emily Richards
Sharon Holcomb
Maureen Brown
Erik Johnson
Jes Stumpf
Laz Scangas (left at 7:27 PM)
Mike Blouin
Jeff Young

Staff Present:

Chip Sawyer, Director of Planning & Development

Public Present:

Jim Foster
Maz Foster

1. **Call to Order – Chair M.McCarthy opened the meeting at 6:00 PM.**
 - a. Discuss Additions or Deletions to Agenda

Motion by K.Collin to move Public Comment to the top of the agenda. Second by E.Johnson and approved with all in favor.

2. Public Comment
Jim Foster stated that he was interested in hearing about the community calendar, later on the agenda.
3. SAFF Financial Report

There were no questions about the financial report.

4. SAFF Organizational Meeting
 - a. Nominations and Election of Chair

L.Scangas nominated Katy Collin.

Motion by J.Young to close nominations and direct the Secretary to cast one ballot for K.Collin as Chair. Second by M.Blouin and approved with all in favor.

K.Collin began Chairing the meeting at this time.

- b. Nominations and Election of Vice Chair

J.Young nominated Erik Johnson for Vice Chair.

Motion by M.McCarthy to close nominations and direct the Secretary to cast one ballot for E.Johnson as Vice Chair. Second by J.Young and approved with all in favor.

- c. Nominations and Election of Secretary/Treasurer

M.McCarthy nominated Laz Scangas for Secretary/Treasurer

Motion by J.Young to close nominations and direct the Secretary to cast one ballot for L.Scangas as Secretary/Treasurer. Second by M.Blouin and approved with all in favor.

- d. Director Non-Profit Corporate Banking Resolution

Motion by L.Scangas to approve the corporate banking resolution presented for the SAFF bank account at Peoples Trust Company, with Katy Collin and Laz Scangas exercising all powers and Marty Manahan being able to endorse checks and otherwise withdraw or transfer funds on deposit. Second by M.McCarthy and approved with all in favor.

- 5. Discuss June 8 VT Downtown Program Conference

C.Sawyer summarized the upcoming conference and asked if any board members would like to attend.

- 6. Discuss Downtown Designation Renewal Process

C.Sawyer summarized the VT Downtown Board meeting coming up on Monday 4/24 and asked which Board members would like to attend.

- 7. Events Calendar Update

E.Johnson summarized the latest subcmte. discussion about the community calendar, including functions and potential users. He presented a budget and proposed fees for an online calendar.

There were questions about the ability to demo the new features on the Downtown website calendar first.

There was consensus to move the community calendar forward as a regional calendar.

Motion by M.McCarthy that St. Albans For the Future approve \$2,600 (including the original \$500 already approved) as a budget for launching the events calendar, that the costs be distributed evenly amongst the four SAFF fund types, that the work be sourced to E.Johnson's firm of LocalBrewDigital, and that the name and branding

elements be brought before the full board for approval. Second by L.Scangas and approved with all in favor, except E.Johnson recusing.

8. Maple Festival Update

C.Sawyer gave a brief summary of the upcoming event.

9. Project Updates

C.Sawyer gave various construction project updates.

10. Committee Reports

a. Community Arts

Motion by J.Stumpf to move \$8,162.94 from the St. Albans For the Future FOT fund type to the Arts fund type as a donation. Second by M.McCarthy.

Discussion: J.Stumpf explained that the arts were the intended beneficiary of the 2016 Festival of Trees. J.Young asked what the basis of that very specific amount of money was. J.Stumpf explained that it was an attempt to leave an even \$10,000 in FOT.

Motion approved with all in favor.

J.Stumpf re-stated the necessity for setting up a Paypal account for SAFF.

She also stated that there was interest in putting art walls up in Houghton Park. C.Sawyer and J.Young advised her to consult with the Parks Commission.

J.Stumpf described various other arts events and programs coming up for the month.

b. Design

J.Young, L.Scangas, and C.Sawyer stated that the cmte. is waiting for work to get started on the storefront accessibility inventory and for updated designs for Kingman St.

c. Economic Restructuring

No recent meeting and no report.

d. Merchants / Promotion

Still discussing this year's Chair Affair. The Tax-Free Sale went well. Waiting for another sample for the uniform OPEN flag idea.

e. Organization

No report.

11. Approval of Minutes

Motion by J.Young to approve the minutes of March 21, 2017, as presented. Second by M.McCarthy and approved with all in favor, except K.Collins abstaining.

12. Other Business

S.Holcomb informed staff of which email address to use to contact her.

13. Public Comment

No additional public comment.

14. Adjourn

Motion by J.Young to adjourn at 7:43 PM. Second by M.McCarthy and approved with all in favor.

Respectfully Submitted,
Chip Sawyer, Minute Taker