

MEETING MINUTES
MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
6:00 PM, TUESDAY, MARCH 19, 2019
ST. ALBANS CITY HALL, 100 NO. MAIN ST.

Approved April 16, 2019

Board Members Present: Maureen Brown, Chair; Erik Johnson, Vice-Chair; Elizabeth Reed; Laz Scangas; Emily Richard; Donna Howard; Valdemar Garibay.

Board Members Absent: Amanda Liese; Rachael Sink.

Staff Members Present – Chip Sawyer, Director of Planning & Development, also taking minutes.

Public Present – None.

1. Call to Order – Chair M.Brown Opened the meeting at 6:04 PM.

a. Additions or Deletions to Agenda. There were none.

2. SAFF Financial Report

C.Sawyer presented the report.

E.Johnson asked about the Storefront survey. The response was that the general idea was that it was on hold, and it is intended that the project will be finished someday.

a. Determine fiscal agency fee for Last Night event.

C.Sawyer reported that Last Night had netted \$2,900 so far.

Motion by E.Johnson to move \$290 from Last Night to Unencumbered. Second by D.Howard. Approved with all in favor.

3. Review of Downtown Designation

C.Sawyer reviewed a presentation on SAFF and downtown designation via the State.

There was general discussion on the current status of the Board's Committees.

E.Reed asked about updating the list of Downtown businesses. E.Johnson said that would be a helpful tool.

D.Howard said that the designation map could be posted online and not need to include the 2017 list of businesses.

E.Reed would like to take on the update of businesses on the Downtown website. It is possible that the St. Albans business brochure data could help as well.

4. Discuss businesses on Lake St. and So. Main

E.Johnson reported that at least two businesses on South Main feel like they aren't reached out to as often as other businesses. Perhaps having parades routed past their section of Main St. Closing off Main St between Fairfield and Stebbins.

There was discussion that there also could be more involvement of the churches.

M.Brown reported that many businesses are being invited to Merchants and Promotions Cmte. meetings.

5. Contracts

a. Notice of City-SAFF agreement extension provision

C.Sawyer informed the Board of an automatic 2-year extension that would soon take effect in the merger agreement between the City and SAFF. Board members general approved, and felt that no action was required.

b. Discuss cancelation of Burrow lease

D.Howard explained that there are currently access limitations for The Burrow space. There is talk of doing larger events in the future, instead of at the Burrow. Perhaps there could be more pop-up performances.

Motion by E.Johnson to cancel the lease for The Burrow. Second by Donna and approved with all in favor.

6. Project Updates

- a. Creative Economy Liaison update – None.
- b. Upcoming events – Planning underway for the Paint 'n Sap event on April 27. Quilt Show is coming up. Maple Festival. Chamber Mixer at Jeff's on Thursday.
- c. Regional Events Calendar – On hold. The VOREC grant was not awarded. Still a lot of interest around the region.
- d. City Hall Auditorium improvements – C.Sawyer gave the update. Quotes for various components are still being put together.
- e. Social media – No Update
- f. Kingman Street Project – C.Sawyer said there would soon be design updates to share with the Design Cmte. D.Howard suggested replacing the large gravel space along Shooters saloon with a retaining wall and bench. C.Sawyer said that was outside the scope of the project but could be a future idea.
- g. Downtown Wi-Fi – No report.
- h. Storefront accessibility survey – No report.

7. Committee Reports

- a. Community Arts – Decided to close The Burrow. Planning for Make Music Day on June 21. Registered with Make Music Vermont. Arts and Crafts Flea

Market in late July. Emails have gone out for the arts website database. E.Johnson asked if the directory would be vetted. D.Howard said there were not plans to do that. The Cmte. would like to pursue an art wall in Houghton Park.

- b. Merchants – great turnout at the last meeting, including a couple restauranteurs. A lot of discussion around parking, the Kingman St. Project, and nighttime security in the parking garage. D.Howard suggested that 2nd and 3rd parking offenses should be increased substantially. The Merchants group would also like to start an email list.
 - c. Promotions - Planning around a Downtown business mixer on May 21. Probably at a local restaurant. Planning on making Downtown and Mayor’s Photo Contest postcards for sale. Planning underway for the Paint ‘n Sap event on April 27. Still collecting business information for the raffle tickets. American Cancer Society is interested in collaborating on an event. Thinking about a “Colorfest” in July, including perhaps a color run, tie-dying, etc. The Downtown table at the VT Train Show went well. Fifty people stopped by. SAFF now has some tabling items for the next event. Need for more infographics. Would like to have the table at the Summer Concert Series.
 - d. Organization – C.Sawyer distributed the updated Board list. There are two open seats.
8. Other Business
- a. **Approval of Minutes – Motion by E.Richards to approve the minutes of February 19, 2019, as amended, to add Maureen Brown as Chair of Merchants. Second by D.Howard and approved with all in favor.**
 - b. Other. None.
9. Public Comment. There was none.
10. **Motion by E.Richards to Adjourn. Second by D.Howard and approved with all in favor at 7:34 PM.**