

**MINUTES**  
**REGULAR MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD**  
**& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:00 PM, TUESDAY, AUGUST 24, 2021**

*Approved September 28, 2021*

**Board Members Present:** Maureen Brown, Chair; Erik Johnson; Valdemar Garibay; Keith Longmore; David Glidden; Emily Richards, Donna Howard.

**Board Members Absent:** Elizabeth Reed; Jeremy Read; Ben Letourneau; Ashley Cleare; Jeremy Perez.

**Staff Present:** Chip Sawyer, Director of Planning & Development; Marty Manahan, Director of Operations.

**Public Present:** None.

**1. Call to Order. Chair M.Brown called the meeting to order at 6:06 PM.**

- a. Attendance and introductions. None.
- b. Additions or Deletions to Agenda. None.

**2. SAFF Financial Report.**

C.Sawyer explained the financial report.

- a. Discuss fundraising sales and appeals.
  - i. T-shirts, Calcutta, etc.

M.Brown and others expressed doubt on whether the Calcutta should be planned for October, in light of the Delta variant of COVID. Other issues included: Still have yet to nail down a caterer. Not enough time to build a new Calcutta board. M.Manahan said he will ask the Legion if SAFF can borrow theirs. There was a discussion about whether SAFF could plan on adequate attendance at an indoor event. General consensus was to postpone the event and discuss a new date at the September meeting. There was a discussion about the merits and effects of shutting down events and business activities, due to COVID-19.

K.Longmore expressed dismay at the City's response to COVID-19 and current proposals concerning racial equity. It was generally agreed that any member with those concerns should bring them to the City Council.

Concerning the fundraising t-shirts, the general consensus was to go with lavender or Green Frost color options from RPM Logos. C.Sawyer said he would relay that and get a turn-around time. It was suggested that a social

media poll could be used to determine what the next t-shirt design could be.

3. Review of Downtown Program and Designation

C.Sawyer presented a review of the history of SAFF, State Downtown Designation, and the current merged City-SAFF Downtown Program.

4. Discuss events/programs/committees.

a. Events and Programs

- i. Juneteenth/Pride: C.Sawyer said that there would likely be a check-in after Labor Day.

Spooky Saturday 10/30: Halloween animatronics will be inside City Hall. Organizations could set up in Taylor Park. Trick or treating at businesses should be as normal. It was suggested to look for a sponsor, coordinate with any trunk or treats, and determine volunteer needs. C.Sawyer said he would check with E.Reed on pumpkin carving ideas.

Festival of Trees: Event is moving forward. Cmte. is remaining optimistic about the Gala. Getting sponsorships. Setting up the website and a paint 'n sip.

Last Night 12/31: Discussed getting businesses to do things and highlighting that.

- b. Arts: D.Howard reported that the focus is on FOT right now.
- c. Social Media / Website. E.Johnson discussed working out details of moving the Website hosting away from GoDaddy. He will review a few options. Need a business directory.
- d. Projects: Kingman Street, etc: C.Sawyer gave an update on Kingman Street.
- e. Organization: C.Sawyer announced that K.Longmore had recently been appointed to a full seat, and J.Perez to an Alternate seat..
- f. Other. None.

5. Other Business.

- a. Approval of Minutes. **Motion by E.Richards to approve the minutes of July 27, 2021, as presented. Second by D.Glidden and Approved with all in favor.**
- b. Next meeting date and format. No changes.

- c. Other. There will be a Merchants Cmte. Meeting next Wednesday.

It was suggested to talk to Suzanne Lynn about the Food and Wine Festival.

D.Howard will check with Hall Communications for radio ads for the Holidays. Check with VPR too.

- 6. Public Comment. None.

- 7. Adjourn.

**Motion by D.Glidden to Adjourn. Second by D.Howard and approved with all in favor at 7:12 PM.**