

**MEETING MINUTES**  
**ST. ALBANS CITY DOWNTOWN BOARD**  
**TUESDAY, AUGUST 21, 2012**  
**5:30 PM**  
**ST. ALBANS CITY HALL**  
**100 NORTH MAIN STREET**  
**APPROVED: September 18, 2012**

Board Members Present:

Elizabeth Gamache (Chair), Jeff Bean, Mike Blouin, Katy Collin, Peter Ford, John Holzscheiter, Mike McCarthy, Jim Walsh, and Jeff Young.

Board Members Absent:

Dominic Cloud (non-voting), Tim Hawkins, Sandy Mayotte, Laz Scangas.

Public Present: Jeff Morrill.

Staff Present: Chip Sawyer.

1. Call to Order

Chair Liz Gamache called the meeting to order at 5:35 P.M.

2. Downtown Program Update

Chip Sawyer, Acting Downtown Manager, gave the program update.

3. Update on financial status of St. Albans for the Future

Item tabled until Sandy Mayotte, Secretary/Treasurer could attend.

4. Update on Downtown Manager Hiring Process

a. Downtown Board representatives for interviews – D&V

There was a discussion about what the role of the Downtown Board should be in hiring and personnel processes like this or in the future. There was interest expressed in more involvement, as well as having exposure for the Downtown Manager candidate(s) and/or new hires with a larger group of Downtown stakeholders. Chip Sawyer mentioned that this should certainly be possible for the new hire.

Chip Sawyer stated that Bayberry Cottage store owner Sharon Holcomb had expressed early interest in being on the Downtown Manager candidate interview panel. She was invited by Staff to do so. There was general consensus that several Downtown Board members should also be appointed to the panel.

**Motion by Jeff Young to appoint John Holzscheiter, Sandy Mayotte, Mike McCarthy, Mike Blouin, and Katy Collin to the Downtown Manager candidate interview panel. Seconded by Katy Collin and passed unanimously.**

5. Board and Committee Member Appointment Policy – D&V

The policy as presented was discussed and edited slightly.

**Motion by Jeff Young to adopt the policy as edited. Seconded by John Holzscheiter and passed unanimously.**

6. VT Downtown Program Assessment Process

Chip Sawyer reminded the Downtown Board that the Vermont Downtown Program Assessment visit was scheduled for September 18. State staff would visit with the Board and each committee to hear plans and progress and give suggestions.

[NOTE: this visit has since been rescheduled to October 16]

7. Discuss Status of Downtown Master Plan Initiatives and Strategic Planning

There was discussion of the Downtown Implementation that had been distributed prior to the meeting. General agreement that the table was helpful. It was decided by consensus that staff should convene a meeting of the Downtown Board Officers and Committee Chairs to discuss use of the table and strategic planning, in general, and report back to the Board.

8. Discuss St. Albans for the Future Appropriations and Fundraising

No discussion.

9. Committee Updates

- a. Design - Setting up a September meeting. Suggestion was made that Sharon Holcombe be invited to join the Design Committee.
- b. Promotions – Events survey is ready to be posted.
- c. Economic Restructuring – Working on a proposal for a “Bienvenue St. Albans” program. Also monitoring the progress of the Downtown website effort and an ongoing discussion about City incentives for Downtown revitalization.
- d. Organization – No report.

10. Project Updates

- a. Streetscape – Update included in Downtown Program Update.
  - b. City Logo – City logo and variations were shared with the Downtown Board.
  - c. Downtown Website – Staff is preparing to request proposals from two prospective vendors.
  - d. Taylor Park – Flagpoles for State and City flags have been ordered to be placed behind the Civil War Memorial.
11. Approval of Minutes – D&V

**Motion by Jeff Young to accept the minutes of the July 17, 2012, Downtown Board meeting as presented. Seconded by John Holzscheiter with all in favor, save abstentions from Mike McCarthy and Peter Ford.**

12. Other Business

No discussion.

13. Public Comment

No public comment.

14. Adjourn

**Motion by John Holzscheiter to adjourn at 7:00 P.M. Seconded by Mike McCarthy and pass unanimously.**