

MEETING MINUTES
ST. ALBANS CITY DOWNTOWN BOARD
& ST. ALBANS FOR THE FUTURE BOARD OF DIRECTORS
TUESDAY, OCTOBER 15, 2013

5:30 PM
ST. ALBANS CITY HALL
100 NORTH MAIN STREET

APPROVED NOVEMBER 19, 2013

Board Members Present: Elizabeth Gamache (Chair), Jeff Bean, Mike Blouin, Katy Collin (left at 6:09pm), Tim Hawkins, Sharon Holcomb, John Holzscheiter, Jim Walsh, Jeff Young.

Board Members Absent: Sandy Mayotte, Laz Scangas, Mike McCarthy, Dominic Cloud (non-voting).

Staff Present: Chip Sawyer, Martin Manahan

Public Present: Jeff Morrill (Organization Cmte.)

1. Call to Order

Chair Elizabeth Gamache called the meeting to order at 5:35 PM.

2. SAFF Financial Update

No change in finances.

Liz Gamache reported that Treasurer Sandy Mayotte has resigned from the Downtown Board, but wishes to stay connected with the Downtown Program.

3. Strategic Planning Process

Chip Sawyer presented a strategic planning process developed by the Executive Cmte. and Organization Cmte. of the Downtown Board. The proposal contained the vision and mission of the Downtown Board/SAFF and laid out a process by which the Downtown Board and its Committees would be involved in devising the next year's workplan and budget for the Downtown Program.

General discussion ensued. Revisions were requested to add City Council approval to the process, avoid putting focus on Main Street only, and collecting ideas for a 5-year "hopper" so as not to be forgotten in the future.

Motion by Jim Walsh to accept the proposed strategic workplan with requested revisions. Seconded by John Holzscheiter and approved unanimously.

4. Downtown Board Appointment Process

Chip Sawyer reported that 5 Downtown Board/SAFF seats would be open as of 12/31/13. The Board discussed using the same appointment process as last year, including vetting of candidates

by the Organization Cmte, and recommendations made by the Downtown Board to the City Council meeting in January.

5. Project Updates

- a. Streetscape Project – Chip Sawyer gave the latest update on the progress of the project.
- b. Core Lot Development – Sawyer and Marty Manahan gave the latest update on the progress of the project.
- c. Façade Improvement Program – Manahan gave the latest update on the facades funded by the program.
- d. Taylor Park Fountain Restoration – Liz Gamache reported that the City Council had discussed fountain restoration options at their last meeting, and that an informational public meeting would be held in late October.

6. Committee Updates

- a. Design – Discussed holiday decorations for Downtown. Will make use of the new Streetscape improvements.
- b. Economic Restructuring – A reorganization of the cmte. may be in the works. The cmte’s initiatives include Francophone marketing efforts, exploration of a merchant association, potential to locate a food venture center in Downtown, and a need to develop a marketing package for businesses.
- c. Organization – Cmte. members were involved in the development of the proposed strategic planning process.
- d. Promotion – Discussed Halloween and holiday events and decorations. Also discussed the need for a Downtown event calendar.

7. Approval of Minutes – D&V

Motion by Jeff Young to approve the minutes of September 17, 2013 as presented. Seconded by Mike Blouin and approved by all except for Tim Hawkins, abstaining.

8. Other Business

Liz Gamache reported that the October Chamber Mixer would highlight local businesses.

Jeff Young mentioned that a 2014 Raid update breakfast was coming soon.

Jeff Bean asked about the possibility of having a Downtown kiosk at the new Wal-Mart or if that was actually a requirement of the JL Davis permit for the site. Chip Sawyer said that Staff would look into the matter.

9. Public Comment

None.

10. Adjourn

Motion by Jim Walsh to adjourn at 6:50pm. Seconded by Mike Blouin and approved unanimously.