

**MEETING MINUTES
ST. ALBANS CITY DOWNTOWN BOARD
& ST. ALBANS FOR THE FUTURE BOARD OF DIRECTORS
TUESDAY, NOVEMBER 19, 2013**

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

DRAFT

Board Members Present: Elizabeth Gamache (Chair), Mike Blouin, Katy Collin, Sharon Holcomb, John Holzscheiter (arrived at 5:44pm), Mike McCarthy, Jeff Young.

Board Members Absent: Jeff Bean, Tim Hawkins, Laz Scangas, Jim Walsh, Dominic Cloud (non-voting).

Staff Present: Chip Sawyer

Public Present: none

1. Call to Order

Chair Elizabeth Gamache called the meeting to order at 5:37 PM.

2. SAFF Financial Update

Chip Sawyer gave a brief update on City Planning & Development expenditures for the holiday decorations and Holiday Raffle Downtown.

3. Pilot program to encourage handicap accessibility

Liz suggested the idea to have a matching ADA accessibility grant program for Downtown businesses. Chip Sawyer discussed some strategies that the City could take to develop options. Discussion ensued that many businesses had portable ramps to various degrees. Jeff Young asked what other downtowns do in this case. The issue was referred to Staff and the Design Cmte. for a report in the first quarter of 2014.

4. Downtown Board Appointment Process – D&V

Motion by Jeff Young to use the Board's current member appointment process for the 2014 candidates. Seconded by Mike Blouin and approved unanimously.

5. Approval of Minutes – D&V

Motion by Mike Blouin to accept the November 19, 2013 minutes as presented. Seconded by Jeff Young and approved unanimously.

6. Project Updates

- a. Strategic Planning Process – Update provided by Chip Sawyer on the progress of the Committees in submitting workplan ideas.

- b. Holiday Events/Decorations – Update provided by Chip Sawyer and Jeff Young. Mike Blouin asked what is being done for decorations for Downtown side streets. Sawyer and Young responded that there are not a lot of provisions for decorations along the side street infrastructure, like there are along Main Street. Jeff Young stated that the situation would improve as the Streetscape improvements are extended. Sawyer concurred.
 - c. Streetscape Project – Update provided by Chip Sawyer on final details of the project.
 - d. Core Lot Development - Update provided by Chip Sawyer. Sharon Holcomb stated that the Downtown parking situation has improved since signs went up and ticketing resumed.
 - e. Taylor Park Fountain Restoration – Jeff Young stated that the Robinson Iron quote for restoration would be extended. The City Council will be exploring final options and costs through the rest of 2013.
7. Committee Updates
- a. Design – Update from Jeff Young on the three projects chosen by the Cmte. for the 2014 Downtown workplan: Public Restroom discussion, ADA Accessibility, and Streetscape Expansion/Maintenance.
 - b. Economic Restructuring – Meeting upcoming on 11/25.
 - c. Organization – No Report.
 - d. Promotion – John Holzscheiter reported on the Cmte’s workplan idea to create a Downtown website and all associated marketing collateral.

8. Other Business

Liz Gamache mentioned the Rail City Salon Grand Opening on 11/22.

Chip Sawyer mentioned that Sean Theoret had been hired as a Minute Taker for Downtown Board meetings.

Jeff Young mentioned that he would not seek to be re-appointed to the Downtown Board if a replacement could be found.

Mike McCarthy mentioned that the City legislative delegation would be working hard in Montpelier to deal with the State’s tough financial road ahead and address challenges faced by downtowns.

9. Public Comment

None.

10. Adjourn

Motion by Jeff Young to adjourn. Seconded by Mike McCarthy and approved unanimously.