

**MINUTES OF THE ST. ALBANS CITY DOWNTOWN BOARD  
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE**

**100 North Main Street St. Albans, VT 05478**

**Meeting Date: November 15, 2016**

***DRAFT***

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Mike McCarthy, Chair	x	
Katy Collin, V. Chair	x	
Laz Scangas, Secretary/Treas.	x	
Jeff Young	x	
Mike Blouin	x	
Sharon Holcomb	x	
Pauline Cray		x
Emily Richards	x	
Jes Stumpf	x	

**STAFF PRESENT**

Chip Sawyer, Director of Planning & Development

Dave Southwick, Minute Taker

**PUBLIC PRESENT**

Erik Johnson

**1. Call to Order: Meeting called to order at 5:37 p.m. by Mike McCarthy, Chair**

a. Discuss additions or deletions to Agenda - None

**2. SAFF Financial report – M. McCarthy led financial discussion. J. Stumpf discussed the budget and early deposits for the FOT and reiterated funds deposited from the Burrow. E. Richards confirmed that the Merchants deposit was a reimbursement for the Chair Affair tent.**

3. Holiday Event Updates – Several reports on the Lighting of the Trees, status of the park lights, status of the Christmas tree in the park, Tractor Parade, Running of the Bells, Small Business Saturday and the Festival of the Trees.

4. Project Updates – C. Sawyer gave an update on Lake Street status and closure schedule, Fairfield Street status and closure schedule, façade work on the hotel, City Hall renovation status, New properties acquired by the city – waiting for right timing, all other sidewalk and lighting projects on hold through winter.

#### 5. Committee Reports

- a. Community Arts – J. Stumpf, FOT is coming along, this year to include tree and Christmas Art auctions, still needs additional volunteers for set up, tickets available at What a Yarn, Bayberry Cottage and on-line. The Burrow is in the process of signing an agreement with Tom Murphy – C. Sawyer to finalize the signature policy. Tell it At Twiggs continues.

**Motion by J. Young to have C. Sawyer review the letter of agreement and secure the proper signatures, second by K. Collins, with all in favor.**

- b. Design – J. Young presented a template for ADA approved entryways for downtown businesses. Suggested that it be a good idea to collect some of the great photos that were shot of the downtown area during the political season.
- c. Economic Restructuring- M. Blouin reported that the committee is working with the city to identify tenants/owners of the new properties acquired by the city that would best provide productive services to the city. Also mentioned that there is an abundance of office space available downtown. Looking for additional people to fill out this committee.
- d. Merchants / Promotion – S. Holcomb – reiterated events that were presented in the Holiday Events Update
- e. Organization – M. McCarthy stated that the Organization committee will be meeting on Tuesday, November 22.

#### 6. Approval of Minutes

**Motion by M. Blouin to approve the minutes of October 18, 2016, second by J. Young, with all in favor.**

#### 7. Other Business –

- a. Discussed December meeting date and agreed to let it stay as originally scheduled. Next meeting is scheduled for Tuesday, December 20, 2016 at 6:00 pm

8. Public Comment – E. Johnson asked about the status of Fairfield Street, C. Sawyer answered his questions. E. Johnson asked about Lower Newton, C. Sawyer answered his question.

9. Adjourn

**Motion to adjourn at 6:22 p.m. by M. Blouin, second by J. Young, with all in favor.**

Respectfully submitted,  
David Southwick  
Minute Taker

DRAFT