

MEETING MINUTES
ST. ALBANS CITY DOWNTOWN BOARD &
BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
6:00 PM TUESDAY, JULY 17, 2018
ST. ALBANS CITY HALL, 100 NO. MAIN STREET

Approved August 21, 2018

Board Members Present: Katy Collin, Chair; Erik Johnson, Vice-Chair; Emily Richard; Sharon Holcomb; Elizabeth Reed; John Kelley; Maureen Brown; Laz Scangas

Board Members Absent: Mike Blouin; Amanda Liese; Donna Howard;

Staff Members Present: Chip Sawyer, Director of Planning & Development; Wendy Coy, minute taker; Marty Manahan, City Director of Operations & Business Development

Public Present: Liz Gamache

1. **Open Meeting – Meeting called to order by Chair K.Collin at 6:00 pm**
 - a. Consider any additions or deletions to the agenda – there were none.

2. Consider candidate for Downtown Board – Elizabeth Gamache
 - a. Interview – Ms. Gamache is the former Mayor of St. Albans. She has been on the Downtown Board previously. She thinks that the Downtown has a unique quality. She serves on the State of Vermont’s Downtown Board with Chip Sawyer. She thinks that it is exciting to see what the other Downtowns are doing and it creates good synergy with other communities. In order to serve on State’s Downtown Board, she needs to serve on a local community Board and would like it to be this Downtown Board.
 - b. Recommendation to City Council – **Member Richard made a motion to recommend Liz Gamache to the City Council for an Alternate seat on the City Downtown Board. Member Scangas seconded the motion. It passed unanimously.**

3. **SAFF Financial Report** - Mr. Sawyer reviewed the financial report. There is still an issue with the double payment to the County Courier. One payment was paid by Member Howard and one was paid directly to the currier. The City will stop the check that was made out directly to the County Courier.
 - a. **Discuss and adopt administrative fee policy for events** – Mr. Sawyer reviewed the Administrative Fee for revenue-producing programs policy that was discussed last meeting. Member Richard asked if the word program is synonymous with event. Mr. Sawyer stated that a program is an event. He stressed that it would have to be a revenue producing program in order to be assessed a fee.
 - b. **Recommended Financial Policies** – Mr. Sawyer reviewed all of the recommended polices that were being voted on by the Board. It included Withdrawals, Encumbered Funds, Revenue-Producing Programs and Procurement Policies as well as the Administrative Policy Fee.

Member Scangas made a motion to adopt the recommended Financial Policies as presented to the Board. Member Brown seconded the motion. It passed unanimously.

- 4. Discuss Parking Enforcement** – Chair Collin stated that there is sporadic parking enforcement with the same people parking in the same spots every day. She did not think that a \$15.00 parking fee is enough to deter repeat offenders. The garage was supposed to solve this problem and it hasn't helped. There have been suggestions of free parking for a couple hours to free parking on Saturdays. Mr. Sawyer stated that the City can look at different options. Mr. Manahan stated that the parking enforcement officer as well as the park patrol enforce the parking laws. He stated that they can look at different options to mark the cars that might help the enforcement of the two hour time limit. He believes that increasing the parking ticket fee would help. Vice – Chair Johnson stated that some store owners have safety concerns when carrying cash at night. Member Reed stated that she would rather see an increase in ticket price before giving free two hour parking in the garage. Member Holcomb stated that the thirty minute parking allowance needs to be changed for UPS. Member Brown stated that, at the hotel, they have had very positive feedback about the parking garage. Ms. Gamache stated that, in the town of Brattleboro, they have promotions to get locals to park in the garage such as golden tickets and a parking fairy. Mr. Sawyer asked if the City has looked at hand held units. Mr. Manahan stated that the units are expensive. Mr. Sawyer stated that one of the inherent challenges of the parking program is the lack of meters. Member Scangas stated that the selective enforcement needs to be eliminated. Mr. Manahan stated that the City could bring up with the City Council the idea of raising the ticket price and two hours of free parking. Member Scangas suggested that, on the back of the parking kiosk ticket, a gift certificate for five or ten dollars for any merchant downtown.
- 5. Discuss letter of support for Federal Street Corridor Project** – Mr. Sawyer reviewed the letter that is being sent to the US Department of Transportation to apply for a grant for the Federal Street Multimodal Connector project. Chair Collin asked if there was any update on the Montrealer train. Mr. Manahan stated that Senator Leahy's office stated that they are still trying to figure out how to process the customs side of it.
- 6. Continue discussion of direct sales events in Taylor Park** – Mr. Sawyer stated that there should be a policy in place. Chair Collin stated that she didn't see direct sales as being appropriate in Taylor Park. Member Holcomb agreed. Member Brown was concerned with direct sales opening up the door to other things. Ms. Gamache asked what would happen if she gets a peddlers license. Mr. Sawyer stated that they would have to be legally parked; they would need to be a certain amount of feet away from the edge of the park; on Saturdays, would need to be a certain number of feet away from the farmers market. Member Scangas asked if the food guy at the concert series had a peddler's license. Mr. Manahan stated that they are a part of the concert series and that they do have a peddler's license. Ms. Gamache stated that once you start down the road of opening up direct sales in the park, you can't discriminate between types of products. Mr. Sawyer stated that he appreciated the feedback and believes that there might need to be a policy later on down the road.

7. Project Updates

- a. **2018 Events including Last Night** – Vice-Chair Johnson updated the committee on the Last Night meetings and events. They have adult, teen and children events planned. They are looking at a comedy head liner at Durty Nelly’s in the afternoon as well as fireworks in the evening. A carnival will be in the auditorium for the kids until 7:00 when everyone will move downtown for the fireworks. A parade was discussed that would lead into a masquerade ball. They are still looking for volunteers.
- b. **City Hall Auditorium Improvement Grants** – There is no update.
- c. **Around Our Town calendar** – Mr. Sawyer stated that they are at the stage where they have a few communities willing to buy into the calendar. They would need a couple more to cover the costs of the calendar. The City will pay half of the City’s allotment. He stated that he asked Member Howard if the Arts committee would be willing to help fund the other half. She gave a tacit agreement but stated that there would be less money to be donated to the City Hall improvements. Chair Collin asked if there was any interest from the Town. Mr. Sawyer stated that they might be more interested once the calendar was up and running and they could see the benefits of the calendar. He stated that he would talk to them. Rise VT is very excited about it.
- d. **Social Media** – Ms. Sink was unable to attend and there was no update sent.
- e. **OPEN flag project** – This is complete.
- f. **Main Street Paving** – Parking lines will be put down on the Western side tonight. Public works will do the lines on the East side. They are doing the side streets every night this week.
- g. **Federal-Catherine Street Project** – This is complete.
- h. **Downtown Wi-fi** – Mr. Sawyer presented the proposal from Symquest for a wireless system Downtown. He stated that they were advised to put it into the budget next year as it looks like it could cost up to \$10,000. Chair Collin asked if this was the only company. Mr. Sawyer stated that this was the only company that has responded.
- i. **Storefront Accessibility Survey** – No update

8. Committee Reports

- a. **Community Arts** – The Burrow has several events scheduled. They are scheduling a fun film festival in September.
- b. **Merchants / Promotion** – The sidewalk sale is this weekend. Mr. Manahan stated that they have 15 milk cans donated from the St. Albans Co-op. Mr. Manahan stated that the 100 anniversary banners would be going up next week.
- c. **Organization** – No update

9. Other Business

- a. **Approval of Minutes** – Member Holcomb made a motion to approve the June 19, 2018 meeting minutes. Member Johnson seconded the motion. It passed unanimously.

- b. **Other** – The Kingman Street classic will take place this Saturday. The county firefighter convention is back on Sunday and will have a parade from Lower Newton to CCV starting at noon. Grunts Move Junk are trying to put together an Amazing Race in St. Albans. They are looking for businesses that would like to participate.

10. Public Comment – None

11. Adjourn – Vice-Chair Johnson made a motion to adjourn at 7:23. Member Holcomb seconded. It passed unanimously.