

**Meeting Minutes**  
**Meeting of the St. Albans City Downtown Board**  
**& Board of Directors of St. Albans for the Future**  
**6:00 PM Tuesday February 19, 2019**  
**St. Albans City Hall, 100 No. Main Street**

*Approved March 19, 2019*

**Board Members Present:** Maureen Brown, Chair; Erik Johnson, Vice-Chair; Elizabeth Reed; Emily Richard; Rachael Sink; Donna Howard;

**Board Members Absent:** Laz Scangas; Valdemar Garibay; Amanda Liese

**Staff Members Present** – Wendy Coy, Minute Taker; Marty Manahan, Director of Operations; Chip Sawyer, Director of Planning & Development (arriving later).

1. **Call to Order – Meeting called to order by Chair M.Brown at 6:01 PM.**
  - a) **Additions or Deletions to the Agenda** – None
  
2. **SAFF Financial Report** – Member Howard stated that there would still be \$2000 coming from Ben and Jerry's.  
**Motion by D.Howard to accept the financial report. Second by M.Brown and approved with all in favor.**
  
3. **Nomination and Appointment of Committee Chairs**
  - a) Promotions Committee
  - b) Merchants Committee, if needed

**Motion by D.Howard to ratified the selection of the acting Chairs for the committees, who are Rachael Sink for Promotions and Maureen Brown for Merchants. Second by E.Reed and approved with all in favor.**

4. **Project Updates** –
  - a) **Creative Economy Liaison** – Ms. Gamache sent an email updating the Board as she could not attend.
  - b) **Upcoming 2019 events** – Member Howard asked if the promotions committee is keeping a list of annual events so that it can be reviewed each year and shared with the Downtown Board. Member Sink stated that at the moment they are gathering the list but they can keep one updated. Mr. Manahan stated that the Summer Concert series is being booked. There will be food trucks.
  - c) **Regional Events Calendar** – Vice-Chair Johnson stated that Mr. Sawyer has the information on that. There has been a meeting of the regional participants.
  - d) **City Hall Auditorium Improvements** – Mr. Manahan stated that they are still looking at proposals. Member Howard stated that the Board should look at applying for the Ben and Jerry's grant.

- e) **Social Media** – Member Sink stated that they are getting a lot of activity. Aerial cam of the snow storm and scarves and hats in the park have been getting a lot of activity. She suggested that the Board members sign up for the blog.
- f) **Kingman Street project** – Mr. Manahan stated that 2020 is the expected start date.
- g) **Downtown Wi-Fi** – No update
- h) **Storefront Accessibility Survey** – No action

**5. Committee Reports –**

- a) **Promotions** – Member Sink presented the scope of the committee. She reviewed the raffle ticket samples and the postcard samples. These will be used at various events throughout the year. Hopefully they will be ready to use at the Train Show. She stated that they are looking for volunteers to help at the booth. They will be selling the 50/50 raffle tickets and merchandise. Member Howard stated that she would remove the address and signature. She stated that there should be an end date as to when the prize can be picked up. Vice-Chair Johnson stated that there can be fine print stating an end date. Maple Festival will be at the end of April. They are discussing a paint and sap at City Hall. There will be two sessions. A morning session with 35 kids eight and up and an evening session for 50 adults only. The price will be \$40.00. They will be painting sap buckets. Member Sink presented the postcards for Downtown St. Albans and the City of St. Albans.
- b) **Community Arts** – D.Howard gave an update on plans to shut down The Burrow space, plans to hold the Make Music event on June 21, and a planned arts and crafts flea market in August. (Minute taker had left meeting at this point).
- c) **Merchants** – The committee has not met lately due to it being the busy season.
- d) **Organization** – No report.

**6. Other Business**

- a) **Approval of Minutes** – Motion by D.Howard to approve the minutes of January 15, 2019, as presented. Second by E.Johnson and approved with all in favor.
- b) **Other** – None

**7. Public Comment** – None

**8. Adjourn** – Motion by E.Johnson to adjourn. Second by E.Reed and approved with all in favor at 6:30 PM.