

Meeting Minutes
Meeting of the St. Albans City Downtown Board
& Board of Directors of St. Albans for the Future
Via Teleconference 6:00 PM Tuesday April 21, 2020

Approved May 19, 2020

Board Members Present: Maureen Brown, Chair; Erik Johnson, Vice-Chair; Elizabeth Reed, Sec./Treasurer; Emily Richards; David Glidden; Jeremy Read; Ashley Cleare; Donna Howard

Board Members Absent: Rachael Sink; Valdemar Garibay; Ben Letourneau; Keith Longmore, alternate;

Invited Guests: Aaron Shepard, North West Solid Waste

Public Present: None

Staff Members Present – Wendy Coy, Minute Taker; Chip Sawyer, Director of Planning & Development; Marty Manahan, Director of Operations

1. Begin Recording
2. **Call to Order** – Vice - Chair Brown called the meeting to order at 6:10.
 - a) **Attendance and introductions** -
 - b) **Additions or Deletions to the Agenda** – Secretary Reed had Aaron Shepard joining from Northwest Solid Waste. He was present to discuss Act 148 starting on July 1, 2020. There has been discussion about pushing the deadline back until January 1, 2021. All food waste needs to be composted not thrown in the trash. Whenever you have a public garbage can, you must have a recycling bin. There is a food drop-off at the St. Albans Co-op and Hudak’s. They are not set up for businesses. There is commercial pickup in St. Albans. NWSW is the subcontractor for Myers, at the moment, but he does not see that lasting. People might want to approach their waste hauler to see if they will haul the food waste. They sell composters to residents. Secretary Reed would like for the City to collaborate with NWSW to have trainings and information sessions with the public so they can be better educated as to what can be composted and what can’t. Mr. Shepard stated that they are a little short staffed and it would be hard. Secretary Reed stated that she would stay in touch with Mr. Shepard.
3. **SAFF Financial Report** – Mr. Sawyer reviewed the financial report. The \$2000 in donations from FoT has been allocated. There has also been money paid out for the website.
4. **Updates and questions concerning COVID-19 pandemic** – Chair Brown stated that she is having trouble with knowing what business she can take. She has had to turn away people who were going to be homeless because she wasn’t sure that she could take them into the hotel. She is staying at about 30% on weekends. Mr. Manahan stated that they have started working on the Congress and Main building. They are pushing back the Summer Concert Series with the possibility of canceling it all together. The Kingman Street classic has been pushed back. Mr. Sawyer talked about doing the Pie for Breakfast as a take-out scenario. Member Cleare asked if

this might work more now due to people looking to get out of the house. Mr. Sawyer stated that he wasn't sure he wanted to take away from the takeout that the businesses are doing. Vice-Chair Johnson stated that it would have to be credit cards. Chair Reed suggested changing the name. Mr. Sawyer told the Board that they need to think about what the purpose of the fund raiser was. It was to be a social as well as a fund raiser. He asked Secretary Reed to get all of her questions together so they could be discussed. He talked about people and their trepidation about getting together in large groups; are people going to attend when there are large groups of people; will they want smaller gatherings. Member Howard suggested partnering with a local business to make the pies. Secretary Reed stated that the idea was that the Board would make the pies; having a restaurant make the pies would change the price. Member Glidden asked if people would want homemade pies. Member Richards stated that the Board should be careful fund raising at the moment due to people needing to be selective with what they support.

5. **Status updates from events, programs and committees** – Secretary Reed stated that the National Poetry was going on right now. She has taken a step back from hosting it and just let people post their poetry. She is not currently doing or planning the open mike zoom. Member Howard stated that she is working on Make Music Day. She is planning a band depending on the restrictions that will be in place. Member Glidden suggested that they might do something like singing on porches. Paint the Town Purple is not going to be going on as planned. Vice-Chair Johnson showed a mockup of what work he has done on the website. He is changing the site so that it stays very dynamic. He is working on a hit list of things that needs to be done that he will send to the Board. There was a discussion of how to get more pictures of Downtown. Member Howard discussed how to continue with the Mayor's Photo Contest. She gave ideas on how pictures could be submitted digitally. She believes nothing should be canceled that doesn't need to be. She asked about the Farmer's Market. Mr. Sawyer stated that the City would be in touch with the new director.
6. **Discussion of 2020 focus and priorities and potential actions to take now -**
 - a) **During state of emergency** – The City ran an ad in Seven Days for four weeks alternating between shops that were open and restaurants that were open. They are looking at saving their money and do more advertising when businesses are back open. Member Howard suggested that the Board cut back on the social media presence as money is going to run out. Mr. Sawyer stated that Member Sink hasn't invoiced for the month of March. He stated that he would reach out to Member Sink and find out what she was thinking in terms of invoicing. Mr. Manahan stated that the bill was averaging about \$700 per month. He stated that it might be better to save the money for when the businesses are back open. The Board discussed how to use Facebook to get information out to people. Mr. Manahan stated that he would like to have Member Sink's social media responsibilities clarified. Mr. Sawyer stated that the Board could put anything on hiatus at anytime.

Vice-Chair Johnson made a motion to put a hiatus on spending on social media. No new spending would occur after April 30th. Member Howard seconded the motion. It passed unanimously.

Mr. Sawyer asked how to curate posts. Vice-Chair Johnson stated that people needed to send information to Mr. Sawyer or Vice-Chair Johnson and they could post the information.

- b) After state of emergency** - FoT is usually fund raising this time of year and decoration planning. They may not raise as much money this year. Mr. Sawyer stated that someone should talk to Last Night to see if they are still going to continue. He suggested that Last Night might be scaled back. Member Richards stated that she would start thinking about the Holiday Raffle and how that would look this year.

7. Other Business

- a) Approval of March 26, 2020 Meeting Minutes – Member Richards made a motion to accept the minutes as presented. Vice-Chair Johnson seconded the motion. It passed unanimously.**
- b) Next Meeting Date – May 19, 2020**
- c) Other – The Board talked about the Merchant’s Meeting that will be held tomorrow.**

8. Public Comment – None

9. Adjourn – Member Howard made a motion to adjourn. Member Gidden seconded the motion. The meeting adjourned at 7:30.