

Meeting Minutes
Meeting of the St. Albans City Downtown Board
& Board of Directors of St. Albans for the Future
6:00 PM Tuesday June 18, 2019
St. Albans City Hall, 100 No. Main Street

Approved July 16, 2019

Board Members Present: Maureen Brown, Chair; Elizabeth Reed; Emily Richards; Rachel Sink; Donna Howard; Laz Scangas; Valdemar Garibay

Board Members Absent: Erik Johnson, Vice-Chair; David Glidden

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

Public Present – Ashley Cleare

1. **Call to Order** – Chair Brown called the meeting called to order at 6:01 pm
 - a) **Additions or Deletions to the Agenda** – Chair Brown added public comment for items not related to the agenda. Ashley Cleare, new owner of Rail City Market, joined the meeting.
2. **SAFF Financial Report** – Mr. Sawyer reviewed the Financial Report. There are two checks that the City is investigating the purpose of the payments.
 - a) **Discuss disbursement of City Hall auditorium funds and other invoices** – Mr. Sawyer requested authorization from the Board to start spending money for the City Hall auditorium funds.

Member Scangas made a motion for Mr. Sawyer to spend \$15,000 for improvements to the City Hall Auditorium. Member Richard seconded the motion. It passed unanimously.

Chair Brown asked if donations would be appropriate for this project. Mr. Sawyer stated that public fund raising might be more appropriate in Phase Two.

- b) **Discuss online fund raising** – Member Howard suggested a Go Fund Me account for the Festival of Trees or for SAFF. Member Reed asked if there was a donation button on Facebook. Member Sink stated that there was but that she hadn't really looked into it. Member Scangas asked if the website could take donations. Mr. Sawyer stated that it could through Paypal. He stated that he could see a Go Fund Me for a specific event but not for the general SAFF account. He wanted to know whether EventBrite would be a good way to collect donations. Member Howard stated that Eventbrite is not set up that way. Member Sink stated that the numbers needed to be compared between Go Fund Me and Paypal to decide which one would be the cheapest. Mr. Sawyer stated that the Board might want to set a policy that if a specific event wants to set up a donation method then they don't need to go through the Board to set it up. Ms. Cleare

stated that the Board should look into the 7 Days ticketing service as the event also gets an ad in the paper for the event. She believes that they could also do a donation method.

3. **Presentation by Northern Vermont Aerial Photography** – Not present. Tabled until next meeting.
4. **Discuss Kingman Street Project Plans** – Mr. Sawyer stated that the City has submitted plans to VTrans for review. He reviewed the plans as they stand today. Mr. Sawyer suggested that the design committee meet within the next month to walk Kingman Street. Member Scangas stated that the committee could do that. Member Scangas asked about the changes in grade in various spots on the plans. Mr. Sawyer stated that he would get him the details. Member Scangas suggested that the next Downtown meeting start at 5:30 pm and the Board walk through Kingman Street. Mr. Sawyer stated that he would send out a reminder to everyone before the next meeting.
5. **Project Updates** –
 - a) **Debrief Paint & Sap and Downtown Mixer** – Paint & Sap went well. There needs to be more marketing for any all-ages section next time. There was a capacity crowd for the second session. The event netted around \$700. The mixer was well attended. The cost was \$270 which was a little higher than anticipated. Mr. Sawyer stated that he thought another one should be planned. Member Sink stated that there had been discussion about having another one in September. Member Scangas suggested that a projector be set up with a slideshow of events and other images.
 - b) **City Hall Auditorium Improvements** – – Mr. Sawyer reviewed the plan and quotes. It is more expensive than they thought it would be but this is the best collection of options.
 - c) **Creative Economy Liaison** – Ms. Gamache was not in attendance.
 - d) **Upcoming 2019 events** – Make Music is this Friday June 18th. The sidewalk sale is next month on the weekend of July 13th. There is a Makers Fair coming up. Kingman Street classic is going to be on Main Street this year. The Sunflower festival will be August 2-4. The concert series starts on June 19th. Relay for Life will be happening at Collins-Perley on June 22nd and 23rd. The idea for the summer concert series is that there would be a table set up to sell raffle tickets and shirts, etc. The Promotion Committee would like people to sign up for the summer so that it can be pre-planned. Volunteers would need to show up by 5:00. Chair Brown suggested a bulletin board with Downtown events in the parking garage next to the elevator.
 - e) **Downtown Website** – No update
 - f) **Social Media** – Numbers are growing. Update in July
 - g) **Kingman Street project** – See above
6. **Committee Reports** –
 - a) **Community Arts** – The Committee painted the downtown power panels purple for Paint the Town Purple. The Committee is planning on doing sunflowers for the Sunflower

Festival. They are making plans for the power box across the street from the Hampton Inn. The Makers Fair will be in City Hall the same weekend as the sidewalk sale.

- b) Merchants** – The last meeting was an active shooter training that was very informative.
- c) Promotions** – There is talk about how to bring people downtown for the Sunflower festival. A t-shirt tie dye is going to be held in the park during the Sunflower Festival.
- d) Organization** – Mr. Sawyer stated that the Board has a new member David Glidden. There are others who have expressed interest in joining the board as well.

7. Other Business

- a) Approval of April 16, 2019 Meeting Minutes – Member Reed made a motion to accept as presented. Member Howard seconded the motion. It passed unanimously.**
- b) Approval of May 21, 2019 Meeting Minutes – Member Richards made a motion to accept as presented. Member Reed seconded the motion. It passed unanimously.**
- c) Other – None**

8. Public Comment – None

- 9. Adjourn – Member Reed made a motion to adjourn at 7:45. Member Garibay seconded the motion. It passed unanimously.**