

**Meeting Minutes**  
**Meeting of the St. Albans City Downtown Board**  
**& Board of Directors of St. Albans for the Future**  
**6:00 PM Tuesday August 20, 2019**  
**St. Albans City Hall, 100 No. Main Street**

***Approved September 17, 2019***

**Board Members Present:** Maureen Brown, Chair; Erik Johnson, Vice-Chair; Laz Scangas; David Glidden; Donna Howard;

**Board Members Absent:** Amanda Liese; Elizabeth Reed; Valdemar Garibay; Emily Richards; Rachael Sink;

**Board Candidates Present:** Ashley Cleare;

**Public Present:** Jeremy Read; Keith Longmore

**Staff Members Present –** Wendy Coy, Minute Taker; Chip Sawyer,

1. **Call to Order – Chair Brown called the meeting to order at 6:05. There wasn't a quorum**
  - a) **Additions or Deletions to the Agenda – None**
  
2. **Discuss Sept 16 – 17 Local Foods, Local Places forum –** Northwest Healthy Roots Collaborative received a grant to have a community meeting to have more options for local foods downtown. The City partnered on the grant but they are not in charge. The meeting is scheduled on September 16<sup>th</sup> and 17<sup>th</sup>. Mr. Sawyer will be in attendance.
  
3. **SAFF Financial Report –** Mr. Sawyer reviewed the financial report. He discussed Rachael's Ink being paid out of unencumbered and the other various committees. September – Summer Concert Series; October – Merchants; Festival of Trees – November; December – Last Night; January – Arts. The success of the 50/50 raffle was discussed.
  - a) **Discuss disbursement of Mayor's Photo Competition Funds –** Mr. Sawyer needs to talk to the Mayor before the discussion can happen.
  
4. **Project Updates –**
  - a) **City Hall Auditorium Improvements –** The Board went to the auditorium to view the improvements. There is a curtain, a full sound board, a lighting board. There are shades on the windows. The bottom windows are manual, but the transoms are moved by remote. There is a training August 26<sup>th</sup> at noon to have more than one person able to operate the boards. Vice-Chair Johnson expressed a willingness to attend.
  - b) **Creative Economy Liaison –** Ms. Gamache was not in attendance.
  - c) **Upcoming 2019 events esp. FoT and Last Night –** Member Howard stated that they are fundraising and that they will be in the Rec department this year. The tree lighting will be on November 30<sup>th</sup>. Santa's Workshop will be in the museum again. Chair Brown asked about a Santa train. Vice-Chair Johnson gave an update on Last Night. There was an organizational mixer that wasn't heavily attended. There are sponsors that need to be approached. Mr. Longmore asked what the specific sponsorship levels were last

year. Vice-Chair Johnson stated the levels. Mr. Longmore gave his contact information as he has businesses that might be interested in becoming sponsors.

- d) **Downtown Website** – Vice-Chair Johnson has started building out the main page. Member Howard stated that she received an email from the Messenger stating that they will be starting a regional calendar.
- e) **Social Media** – Ms. Sink was not in attendance. Mr. Sawyer stated that the Quiet your Ride movement is going to surpass the previous record of hits on the website. 16,000 posts. 9500 post engagements. 44% increase over last month
- f) **Kingman Street project** – There has been a tour of all the basements with the engineers. Member Glidden asked if there would be a loss of parking spaces. Mr. Sawyer stated that to widen the sidewalks and get the entrances up to grade, the diagonal spaces need to become parallel spaces.

**5. Committee Reports –**

- a) **Community Arts** – Zack Scheffler resigned, but a couple others had joined. Donna Howard would send out a list of current members.
- b) **Merchants** – Chair Brown stated that the merchants spent time talking about FoT, Halloween and Last Night. There has been a costume contest added to Halloween this year. It will be for children and adults. TJ Maxx would like to participate. It will be Saturday October 28<sup>th</sup>. Member Richards is handling the holiday raffle.
- c) **Promotions** – Vice-Chair Johnson gave an update on the Casino Night. He is waiting on responses. Mr. Longmore asked if the City had thought about doing a Raid re-enactment. Member Howard stated that it requires the closing of three blocks of Route seven. Mr. Sawyer stated that the museum has been the impetus behind re-enactments. Color Fest is an idea that should be explored. Paintball painting, a color run, tie dye in the park, sidewalk chalk drawings. The Board brainstormed different promotional ideas.
- d) **Organization** – None

**6. Other Business**

- a) **Approval of July 16, 2019 Meeting Minutes** – Minutes were tabled as there wasn't a quorum.
- b) **Other** – None

**7. Public Comment** – Mr. Longmore stated that he came to see what the Board was up to. There is talk around the State about how great St. Albans is doing. There is a lot of good talk about the City.

**8. Adjourn** – Member Howard made a motion to adjourn at 7:10. Vice-Chair Johnson seconded the motion. It passed unanimously.