

**MEETING MINUTES**  
**MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD**  
**& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE**  
**6:00 PM TUESDAY SEPTEMBER 17, 2019**  
**ST. ALBANS CITY HALL, 100 NO. MAIN STREET**

*Approved October 15, 2019*

**Board Members Present:** Maureen Brown, Chair; Elizabeth Reed; Donna Howard; Valdemar Garibay; Emily Richards; Ashley Cleare; David Glidden

**Board Members Absent:** Erik Johnson, Vice-Chair; Laz Scangas; Rachael Sink; Amanda Liese

**Public Present:** None.

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

1. **Call to Order** – Chair Brown called the meeting to order at 6:02.
  - a) **Additions or Deletions to the Agenda** – None
  
2. **SAFF Financial Report** – Mr. Sawyer reviewed the financial report. The September invoice for Social Media has not been received yet. It will be charged to the Concert Series for the month of September. It will be charged to the Merchants Committee in October. He reviewed the money that was earned during the Summer Concert Series. Eight hundred dollars was made during the entire run of the series. He questioned whether the raffle was worth it. Member Richards stated that she thought it was. The Board agreed.  
**Member Howard made a motion to accept the financial report. Member Glidden seconded the motion. It passed unanimously.**
  
3. **Project Updates** –
  - a) **City Hall Auditorium Improvements** – Shades are on the windows and curtains have been installed. There has been one training on the sound system. Vice-Chair Johnson and Member Howard attended. Mr. Sawyer stated that a professional sound person would be able to run it but anyone else would need to be trained or they could wipe out the programming on the sound board. There is a copy of the program that could be reloaded.
  - b) **Creative Economy Liaison** – Ms. Gamache was not in attendance.
  - c) **Upcoming 2019 events esp. FoT and Last Night** – Meeting for Last night is Wednesday. Mr. Sawyer need to check on the skating. Back in Time Inn will host a Paint and Sip. Member Reed is still reaching out to bands. There was discussion as to ending Last Night at 1:00 am instead of 2:00 am. Sidewalk sale and the Art Walk are combined on October 5<sup>th</sup>. Spooky Saturday will be at the end of October.
  - d) **Downtown Website** – No report
  - e) **Social Media** – No report

- f) **Kingman Street project** – No real changes to the design have been made. There will be an opportunity for community art; the railing would be metal art and the moveable flowerpots could have some art in them with landscaping around them.
- g) **September 16-17 Local Foods, Local Places Forum** – The forum went well. Member Cleare and Mr. Sawyer both attended. There might be an opportunity to integrate local food into the Downtown marketing. Member Cleare stated that there were no restaurants or community members there to represent Downtown. Mr. Sawyer stated that there is a lot more conversations that need to happen. Healthy Roots collaborative sponsored the forum. Member Cleare stated that she learned about resources that are available that she wasn't aware of. An indoor farmer's market once a month was suggested. Member Reed suggested that a local food vendor be at Last Night. Mr. Sawyer stated that Health Roots Collaborative would be able to do some matchmaking and that the City of St. Albans should consider including local foods whenever they are doing catering for an event.

#### 4. **Committee Reports –**

- a) **Community Arts** – Member Howard suggested art bolted to the chain link fence so it would be more attractive over the winter. Mr. Sawyer stated he would check with DEW to see how permanent the fence would be. Fireworks have been ordered for FoT.
- b) **Merchants** – They have been discussing the sidewalk sale.
- c) **Promotions** – Member Richards hopes to have the Holiday raffle items to the merchants this week. She has talked to the Messenger and As The Crow Flies. There is going to be a daily winner this year starting on Small Business Saturday. Small Business Saturday will have a large winner. There will still be grand prize winners at the end. There will be stamps for everyone and a list of participating businesses. Member Howard asked if the restaurants are still participating. Member Richards stated that if you eat at a restaurant you will get one entry. She believes that the more people who enter the better it will be for the Downtown businesses. There will be a hard deadline on marketing. Mr. Sawyer stated that the City bought some of the space that the Chamber has at the rest stop on the Interstate. He wants to create a list of things that the City does every year without dates so it can be re-used.
- d) **Organization** – The Board welcomed Ashley Cleare.

#### 5. **Other Business**

- a) **Approval of July 16, 2019 Meeting Minutes** – Member Howard made a motion to approve as presented. Member Richards seconded the motion. It passed with two abstentions – Members Reed and Glidden.
- b) **Approval of August 20, 2019 Meeting Minutes** – Member Richards made a motion to approve as presented. Member Howard seconded the motion. It passed with two abstentions – Members Reed and Richards.
- c) **Other** – None

6. **Public Comment** – None.

7. **Adjourn** – The meeting adjourned at 6:50.