

**Meeting Minutes**  
**St. Albans City Downtown Board**  
**& Board of Directors of St. Albans for the Future**  
**6:00 PM Tuesday September 18, 2018**  
**St. Albans City Hall, 100 No. Main Street**

***Approved October 16, 2018***

**Board Members Present:** Katy Collin, Chair; Maureen Brown; Sharon Holcomb; Donna Howard; Laz Scangas; Elizabeth Reed; Emily Richards; John Kelley; Rachael Sink.

**Board Members Absent:** Erik Johnson, Vice-Chair; Mike Blouin; Amanda Liese

**Staff Members Present** – Chip Sawyer, Director of Planning & Development; Liz Gamache, Creative Economy Liaison; Wendy Coy, Minute Taker

1. **Call to Order – Chair K.Collin called the meeting to order at 6:02 pm**
  - a) **Additions or Deletions to the Agenda** - None
  
2. **SAFF Financial Report** - Mr. Sawyer reviewed the financial report.
  - a) **Discuss project demands on unencumbered fund and solutions** – There is \$3,100 left in the unencumbered funds. After taking out the commitments that have already been made, there will be no funds left. The staff recommends that the Board put a hold on the spending out of this account. Member Holcomb stated that she believed that Member Sink’s social media services were on a trial basis. Mr. Sawyer stated that she was but that the Board instructed her to keep going at the last meeting. Member Howard stated that we need to find a long term solution. Member Scangas stated that no more should be spent until there is a solution. The Board should pay for the work that has been done and then put it all on hold. Chair Collin stated that Rachael Sink is making an impact and she doesn’t want to let that go. The Board knew that it would take time to get results. Member Howard asked how close the storefront accessibility survey was to being complete. Mr. Sawyer stated that they had done nothing further on it. Chair Collin stated that Mr. Manahan has been talking to Silas at 84 Main to do pull tickets. Member Richard asked what happened to putting letters into the water bills to ask for holiday decorations. Member Howard stated that nobody is responsible for raising money for SAFF. Chair Collin stated that the City needs to have an event planner. Member Howard stated that there should be a committee that is responsible for raising money. Chair Collin stated that if the City wants to have an event a month, there needs to be a description and a goal. Mr. Sawyer asked if there was a funding model. Chair Collin stated that the City should pay for it as they have invested so much time in the Downtown. Ms. Gamache asked what a goal would be between now and the end of the year? Mr. Sawyer stated that they would need \$1,500. Ms. Gamache stated that there might be an opportunity to sell items with the St. Albans City Logo. Member Brown stated that she would be happy to sell merchandise in the hotel gift shop. Member Richards stated that she thought it would be a great way to start. They could use the merchandise that the City already has. Ms. Gamache stated that she has a couple of

ideas and would like to sit down with Member Brown. She agreed. Member Scangas stated that he would like to talk to Vice-Chair Johnson how much it would take to get the calendar up and running for Downtown and limit Member Sink to \$300 per month. Mr. Sawyer stated that the Board would need to ask Vice-Chair Johnson. Member Scangas stated that it would be nice to have something up by the first of the year to start filling in dates.

**Member Howard made a motion to put the Storefront Accessibility survey on hold, social media will not spend more than \$300/month and Vice-Chair Johnson will give an estimate on how much it will take to complete the calendar and how much will it cost to go live. The calendar should be live by January 1<sup>st</sup>, 2019. Member Holcomb seconded the motion. It passed unanimously.**

- b) Review financial policy and upcoming events. C. Sawyer asked if there were any questions about the event policies in light of upcoming events. There were none.

### 3. Project Updates –

- a) **Creative Economy Liaison** - Member Gamache stated that there will be another film coming to town. She has been getting positive indicators about the co-working space downtown. She would like to send a link to the Board so they can forward it to anyone who is interested. Marlboro College is hosting a class here at the St. Albans Historical museum. They have a full cohort of 24 people every month coming to the class. She was going to reach out to the merchants to see if any restaurant would like to offer a coupon of some sort to the class members.
- b) **2018 events, including Last Night** – Member Howard stated that the Festival of Trees is on track and moving along. It is from Saturday November 24 through December 1<sup>st</sup>. Member Holcomb stated that she is waiting for the milk cans to start appearing in the stores. She has the tags ready. Member Scangas asked if there was a date for the auction. Member Holcomb stated that it was planned for October 12, 2018. Member Brown stated that the Last Night logo is designed. An event page has been created. They are still working on sponsorship. There are many events planned.
- c) **Around Our Town calendar** – The program has been created and Vice-Chair Johnson is ready to give it to the communities who were interested. Member Richard stated that she would like to know when this will start to benefit Downtown St. Albans. Chair Collin stated that she would like to see more results. Member Scangas stated that his frustration was that this was supposed to be focused on Downtown St. Albans but then it started morphing and taking longer. Mr. Sawyer stated that it can be up and running but that they wanted it to be shown as a regional effort. Member Holcomb asked if anybody has committed. Mr. Sawyer stated that Enosburgh and Fairfield had both shown an interest. Chair Collin state that she would rather this be put on the back burner than social media. Member Scangas asked if the money committed is enough to get it up and running. Mr. Sawyer stated that it was but it isn't enough to keep it running. It can't be staffed with volunteers. Member Richards stated that she was not suggesting that the Board cancel the calendar.

- d) **City Hall Auditorium Improvements** - Mr. Sawyer stated that they found another firm to give another quote on sound. He would like to pull the group together to go over what they have and what is still needed.
- e) **Social Media** – Member Sink stated that it is continuing to grow. She doesn't have a report as the Board agreed to go to quarterly reports.
- f) **Kingman Street project** – Mr. Sawyer stated that they are having a meeting to kick off the project and then have someone meet with our design committee. The concept the City Council approved sets the stage fore where everything.
- g) **Downtown Wi-Fi** – No action
- h) **Storefront Accessibility Survey** – No action

**4. Committee Reports –**

- a) **Community Arts** – Maker Playground event was a big hit. The Art Walk is on track. The movie license is going forward. Mr. Sawyer sated that the Rec department should help with the licenses. Member Howard stated that they agreed to pay for the licenses for this year but that the price for the projection equipment would be shared. Chair Collin asked if the posters were done for the sidewalk sale. Member Howard said that they are ready to be printed.
- b) **Merchants / Promotions** – Sidewalk sale is coming up on October 6<sup>th</sup>. Trick or treating is on track for October 28th. Once they have everything lined up they will do the posters. The corn stalks are up. Chair Collin stated that she found that Heath is using community service hours from students to help him. She feels that it is not right to be using community service students with the amount that they pay. Member Holcomb stated that the amount paid for corn stalks is a little ridiculous. They are looking for a way to reduce that cost.
- c) **Organization** – No report.

**5. Other Business**

- a) **Approval of Minutes** – **Member Richards made a motion to accept the minutes of August 21, 2018, as presented. Vice-Chair Holcomb seconded the motion. It passed unanimously.**
- b) **Other** – None

**6. Public Comment** – None

- 7. Adjourn** – **Member Holcomb made a motion to adjourn. Member Howard seconded the motion. It passed unanimously at 7:15.**