

MINUTES
MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
6:00 PM TUESDAY OCTOBER 15, 2019
ST. ALBANS CITY HALL, 100 NO. MAIN STREET

Approved November 19, 2019

Board Members Present: Erik Johnson, Vice-Chair; Elizabeth Reed; Donna Howard; Emily Richards; David Glidden

Board Members Absent: Maureen Brown, Chair; Laz Scangas; Rachael Sink; Amanda Liese; Valdemar Garibay; Ashley Cleare

Public Present: Greta Brunswick, Northwest Regional Planning Commission

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

1. **Call to Order – Vice-Chair Johnson called the meeting to order at 6:05.**
 - a) **Additions or Deletions to the Agenda – None**

2. **SAFF Financial Report –** Mr. Sawyer reviewed the financial report. The money for the City Hall performance improvements has gone out. The leftover money in the Mayor’s Photo Contest will go to the City as they will be paying for the photo contest from now on. Money will need to be raised to continue the paid social media services. Vice-Chair Johnson asked how long the storefront accessibility project needed to stay on. Mr. Sawyer stated that it can probably be taken off as it will mostly likely be paid by the City.

3. **Discussion of Rail Trail-Friendly Business Program –** Greta Brunswick with the Northwest Regional Planning Commission came to talk about the MRVT Trail Friendly Business Program that is starting up. Northwest Regional Planning Commission received a grant to help get the project started. As part of the project, it was time to rebrand the trail; to think about the use of the trail and how to connect the trail to community businesses. They have hired consultants and are developing a trail friendly business program. She reviewed the project, showed a You Tube video and the new logo. Ms. Brunswick agreed to attend the Merchants Committee on November 3rd to give them the overview that she presented to the Downtown Board.

4. **Project Updates –**
 - a) **Creative Economy Liaison –** Ms. Gamache was not in attendance.
 - b) **Upcoming 2019 events esp. FoT and Last Night –** FOT - They are getting designs for the posters. The website is up. Last Night – There will be fireworks at 7:00 on Dec. 31. There will be some free things to do as not all families can afford buttons. They are going to give some buttons to Martha’s Kitchen, DCF, etc. The Shane Murley band will be playing for the Gala. There will be a teen event as well. They are working on getting sponsorships. There will not be the disco skating. Spooky Saturday – Things are

progressing. Merchants are signing up. The poster has been put up. Holiday Raffle – is underway. They are waiting for final people to call back. It starts on Small Business Saturday and goes through the first Saturday in January.

- c) **Downtown Website** – No report
- d) **Social Media** – No report
- e) **Kingman Street project** – Mr. Sawyer reviewed the Kingman Street Project. It will be starting next year. They will have one lane open during the project except when it is necessary to close both lanes. Businesses will be accessible to foot traffic. Member Glidden asked how long it was estimated to take. Mr. Sawyer stated that it should be finished in one construction season.

5. Committee Reports –

- a) **Community Arts** – The Board had a discussion about how to get the community crafters / artists more involved. There is a perception that there isn't a need for help due to the visibility and success of the programs. There was talk about how to change that perception.
- b) **Merchants** – They talked about radio advertising and the sidewalk sale.
- c) **Promotions** – Last night the City Council approved two-hour free parking in the garage. They are hoping to have it ready for Small Business Saturday.
- d) **Organization** – No report

6. Other Business

- a) **Approval of September 17, 2019 Meeting Minutes** – The minutes were tabled due to a lack of a quorum.
- b) **Other** – None

7. Public Comment – None.

8. Adjourn – The meeting adjourned at 7:40.