

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

*Approved January 15, 2019*

**Board Members Present:** Katy Collin, Chair; Erik Johnson, Vice-Chair; Maureen Brown; Sharon Holcomb; Elizabeth Reed; Emily Richards; John Kelley; Rachael Sink; Donna Howard; Mike Blouin; Amanda Liese.

**Board Members Absent:** Laz Scangas.

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

**Public Present** – Valdemar Garibay; Christy Hollstein

1. **Call to Order** – Meeting called to order at 6:01 pm
  - a) **Additions or Deletions to the Agenda** – Introductions were held around the room. Valdemar Garibay was present to be considered as a Board candidate, and Christy Hollstein, a Downtown business owner, was there to observe the meeting.
  
2. **SAFF Organizational Meeting**
  - a) **Board Candidate Interviews** - There were two candidates to be interviewed.
    - **Emily Richards** - Vice-Chair Johnson asked what was one of the largest things she has gained being on the Board. She stated knowledge about Downtown and it has made her appreciate St. Albans more. Member Reed asked if her perspective of Downtown has changed since she is no longer working Downtown. She stated that she has an even greater interest in seeing Downtown be a better place.
    - **Valdemar Garibay** – Chair asked why he wanted to be on the Downtown Board. He stated that he wanted to continue to help out and improve this community and to learn about Downtown. Chair Collin asked if there were any issues that he was particularly interested in. He responded that he was interested in having a good camaraderie with stores, interested in keeping Taylor Park safer at night and keeping downtown stores open later. Chair Collin asked if he was aware of the five committees. He stated that he had reviewed them and has in interest in the Merchants and Promotions Committee. Mr. Sawyer stated that the three most active committees, at the moment, were merchants, design and community arts.
  - b) **Recommendation to City Council** - Vice-Chair Johnson made a motion to recommend **Emily Richards, Valdemar Garibay and alternate member Elizabeth Reed to take full seats on the Downtown Board. Member Holcomb seconded the motion. It passed unanimously.**

- c) **Corporation Banking Resolution** – Mr. Sawyer stated that he wanted to add Vice-Chair Johnson to the resolution as Chair Collin is leaving the Board and they would still like three signatories. **Member Richards made a motion to add Laz Scangas and Erik Johnson to the SAFF Corporate Banking Resolution with full powers and Martin Manahan with the ability to endorse checks and withdraw and transfer funds. Member Howard seconded the motion. It passed with all in favor, except Vice-Chair Johnson abstaining.**
  - d) **Outgoing members** – Member Holcomb stated that she has enjoyed her time on the Board but feels it is time to move on. Chair Collin stated that she feels that new blood is always a good thing to have on a Board and that she has enjoyed herself.
3. **SAFF Financial Report** - Mr. Sawyer reviewed the financial report. Member Howard stated that she instructed Mr. Manahan to transfer \$1,500 to the unencumbered funds as it is the ten percent that it owed per the new policy.
- a) **Discuss event policy and Last Night** - Member Liese asked how could she get the invoices for Last Night paid. Mr. Manahan stated that the invoices should be emailed to him and that he would pay them from the SAFF checkbook.
  - b) **Continue fundraising discussion** – Vice-Chair Johnson stated that he wanted to continue the discussion about an online store. He wanted to make sure that whatever was being sold online wouldn't compete with any of the merchants. He was thinking about a cute phrase for St. Albans. Member Liese suggested stickers with the cute phrase. There needs to be more "register tchotchkes." Mr. Manahan stated that he would check on the calendars and postcards. Member Howard stated that there should be a committee on marketing/branding.
4. **Project Updates** –
- a) **Creative Economy Liaison** – Ms. Gamache could not attend.
  - b) **2018 events, including FoT, Milk Cans and Last Night** – *Last Night* has sold 37 buttons. Member Howard asked if there were any comments on the limited space available for some of the events. Vice-Chair Johnson stated that he has not received any feedback on that. Member Howard stated that she has heard that people weren't buying buttons due to maybe not being able to attend the event that they want. Member Liese stated that even if you went to only one event, the \$5.00 price of the button would be worth it. Due to milk can project, the merchants have a positive balance this year. Member Howard gave a FoT recap. FoT has a new management team moving forward. Member Richards asked how many attended the gala. Member Howard stated that 123 people attended. Mr. Sawyer noted that attendance may have been hurt by happenings in the community. They got a lot of sponsorships this year and expenses got tightened up. Holiday raffle has been going well. Chair Collin stated that she likes the swag bags. Member Liese stated that they were looking for greeters for the Last Night gala. Member Reed stated that she would be interested in volunteering.
  - c) **Regional Events Calendar** – The Downtown webpage calendar has been getting updated and used more.

- d) **City Hall Auditorium Improvements** – They are getting quotes on light and sound. Mr. Sawyer stated that he still needs to get quotes for the windows. They are looking at having everything wired. It will continue after New Years Eve.
- e) **Social Media** – Member Sink will have full report in January. She has been pushing the holiday raffle. She started the spotlight business segment on the blog. What a Yarn was the first business featured. Fashion Sense will be the next one posted and Catalyst will be next. There are others that they have approached but haven't heard back yet. Member Sink feels that the responses will come after the holidays. Chair Collin stated that she has noticed an increase in shares on Facebook.
- f) **Kingman Street project** – The City needs to talk to property owners about handicap access ramps on their property. They have also asked for them to come up with different landscaping for the center walk.
- g) **Downtown Wi-Fi** – Mr. Sawyer is going to mention it to the budget folks and see if it can be added to the budget this year.
- h) **Storefront Accessibility Survey** – No action

**5. Committee Reports –**

- a) **Community Arts** – The committee is planning ahead to January. They are looking at options of doing movies in City Hall. They are reaching out to the State as the art walks have been less successful with each one. They want to see if they can associate with the Open Studio weekend. Mr. Manahan stated that he has not received an invoice from the Burrow. Member Howard stated that she would look into it. Member Liese stated that the Community Arts should look into partnering with the Farmer's Market and Artists in Residence.
- b) **Merchants / Promotions** – The committee has not met lately due to it being the busy season.
- c) **Organization** – Mr. Sawyer stated that, at the next meeting, there should be provisional officers until the Board can have a full election of officers. **Member Howard made a motion to appoint Maureen Brown as the interim chair of the Downtown Board. Member Holcomb seconded the motion. It passed unanimously.**

**6. Other Business**

- a) **Approval of Minutes** – Member Blouin made a motion to accept the minutes of October 16, 2018, as presented. Member Liese seconded the motion. It passed with all in favor, except for Member Howard abstaining.
- b) **Other** – None

**7. Public Comment** – None

**8. Adjourn** – Member Blouin made a motion to adjourn. Member Howard seconded the motion. It passed unanimously at 7:10 PM.