

MINUTES
MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
6:00 PM, TUESDAY, MARCH 21, 2017
ST. ALBANS CITY HALL, 100 NO. MAIN ST.

Approved April 18, 2017

Board Attendance:

Mike Blouin
Maureen Brown
Erik Johnson
Mike McCarthy, Chair
Emily Richards
Laz Scangas

Staff Present:

Marty Manahan, Director of Operations & Business Development
Chip Sawyer, Director of Planning & Development

Public Present:

None.

1. **Call to Order – Chair M.McCarthy opened the meeting at 6:08 pm.**
 - a. Discuss Additions or Deletions to Agenda
NONE.
2. SAFF Financial Report
Presented by C.Sawyer. Little discussion. No action.
3. Discuss Downtown Designation Renewal Process
 - a. 5-year Strategic Plan – D&V
There was general discussion of how much SAFF had accomplished and how much was ongoing. General agreement that the strategic plan presented is approved for inclusion in the designation renewal application.
4. Discuss website and events calendars
 - a. Website Report

E.Johnson gave a presentation on a community events calendar (attached). There was discussion on needing more development budget information. There was general agreement that this idea should be pursued by SAFF and see what other communities/organizations would be interested in contributing.

- b. Discuss Subcmte

E.Johnson, E.Richards, and M.Brown volunteered to be on the subcommittee.
C.Sawyer said that City Staff would also be involved.

There was discussion on to what extent a beta should be developed before it was shared with potential user communities/organizations.

E.Johnson volunteered to get the first meeting of the subcommittee together.

E.Johnson also gave an update on updates and analytics for the Downtown St. Albans website.

5. Plan for organizational meeting

General agreement to have an organizational meeting at the April 18 SAFF meeting.

M.McCarthy reviewed who the current officers are and indicated that he had been elected to the City Council and may submit his resignation from the SAFF board soon.

6. Project Updates

M.Manahan gave an update on the Lake-Federal-Catherine-Market St. intersection project, which should have permission to go out to bid soon, and is planned to be constructed this year.

VTrans will pave Lake, Lower Newton and Main Streets since year and put the final coat on Fairfield St. Milling will begin the week of April 24, and final paving is scheduled for the week of July 23.

M.Manahan discussed other paving and sidewalk projects in neighborhoods this year.

M.Blouin asked about the Kingman Street Project. C.Sawyer said that the project was still in the design phase, and needed construction funding. It is likely a 2018 or 2019 construction project.

7. Committee Reports

- a. Community Arts – No one present had been at the last Arts meeting. Art Walk coming up on April 15. First Step dance event coming up on March 25.
- b. Design – No meeting last month, but M.McCarthy had just signed the contract between SAFF and Arnold & Scangas Architects to being the storefront accessibility inventory.
- c. Economic Restructuring – No meeting last month. Still need to provide input on a New Business Primer that the City is working on.
- d. Merchants / Promotion – Working on the consistent design for OPEN signs. Planning for next Chair Affair will resume once Sharon Holcomb arrives. Downtown Tax Free Sale on April 15.

- e. Organization – Nothing to report.
- 8. Approval of Minutes–

Motion by E.Richards to approve the minutes of December 20, 2016 as presented. Second by L.Scangas and approved with all in favor.

Motion by L.Scangas to approve the minutes of February 21, 2017 as presented. Second by E.Johnson and approved with all in favor.

- 9. Other Business

NONE.

- 10. Public Comment

NONE.

- 11. Adjourn

Motion by M.Blouin to adjourn at 6:52pm. Second by L.Scangas and approved with all in favor.

Respectfully Submitted,
Chip Sawyer, Minute Taker