

MINUTES OF THE ST. ALBANS DOWNTOWN BOARD
100 North Main Street St. Albans, VT 05478
Meeting Date: November 18, 2014

Approved February 17, 2015

Board Members	Present	Absent
Rachel Kinney		x
Laz Scangas	x	
Jeff Young	x	
Jim Walsh		x
Open seat		
Mike Blouin		x
Sharon Holcomb	x	
Katy Collin V. Chair	x	
Pauline Cray		x
Open Seat		
Mike McCarthy Chair	x	
Vesna Bozic	x	

STAFF

Chip Sawyer, Director of Planning & Development
 Robin Morrill, Minute Taker

Public Present: None

1. **CALL TO ORDER – Due to lack of quorum, an Informational Meeting** was called to order at 6:10 pm. by M. McCarthy, chair
2. Discuss additions or deletions to Agenda
None
3. Recognition of John Holzscheiter

Mike McCarthy stated that John Holzscheiter is one of the longest serving volunteer board members in the history of the City of St. Albans and wanted to recognize his service.

4. Nominations and election of Board/SAFF Secretary and Treasurer. The two positions were fused into one position to be voted upon in January.
5. Consider committee nominations and election of committee chairs. -
 - a. Economic Restructuring - No report
 - b. Promotion - Sharon Holcomb - No report

6. Discuss St. Albans for the Future bank accounts and check signing policies.

Discussion on different types and benefits of checking accounts available at the Peoples Trust Co. Bank policy/procedures regarding dual signature endorsements on checks will be researched by C. Sawyer. Discussion on the Arts Committee needing its own checking account under SAFF with its own corporate resolution required.

7. Update on Downtown Board Appointment Process

C. Sawyer suggests that the Organization committee suggest to City Council that the amount of Board members be reduced. Currently there is no interest in open seats. General consensus of board members present is that reducing the number of board members to 9 members would be acceptable. Press release for open seats description planned.

8. Committee Reports

a. Design - J. Young accessibility project discussed including a business plan for merchants and or property owners stating the exact problems that need addressing.

b. Economic Restructuring- Mike Blouin was chosen as chair. Brief discussion on defining the perfect merchant mix for downtown.

c. Organization - Next meeting on Dec 2nd 6:pm meeting at City Hall.

d. Promotion - Discussion on launching the City's website without a complete business directory due to the merchants lag in responses with their business descriptions. Pauline Cray is working on sponsors for the Festival of Trees. Holiday WCAX Television Ad discussed. Holiday raffle has 41 businesses participating.

e. Arts no reports

9. Project Updates

a. Streetscape Projects SD Ireland is low bidder out of 5 bidders on Hudson to Hoyt St. project at \$ 506,000.00 and will start next spring. Jeff Young asked about a few new trash cans for the park to replace the damaged ones. Sharon asked about signs for parking garage on Lake Street. The conceptual plan for the Lake St. project was accepted by City Council and submitted to Vermont Agency of Transportation for review.

b. Core Lot Development - The Garage is now open

c. Taylor Park Fountain - The final report from the design team to be brought before the City Council possibly at the December meeting. Rotary donations and public donations versus repairs needed discussed. Final commitment needed from the rotary to give the go ahead for repairs. The Rotary would like to sell bricks as a fundraiser for the fountain repairs.

d. Holiday Raffle - 41 participating businesses, starts November 21st and ends Jan 3rd. Katy discussed having parking passes as a prizes and C. Sawyer stated that the passes would need to be purchased from a merchant or sponsor so their name would be associated with the prize.

10. Approval of Minutes - Item moved (informational meeting only)

11. Other Business- Holiday lighting is being handled by Clarks House of Flowers and they will be putting LED lights in City street & park trees and hanging wreaths from the street lights. The Tree Lighting is scheduled for November 29th. Bonfire and fireworks briefly mentioned.

a. Questions and clarifications from Board members on issues presented

S. Holcomb questioned what the restrictions or on signage in proportion to the building. Chip responded that the ZA is ultimately responsible for making sure that signage is within the regulations.

12. Public Comment

a. Questions and clarifications from Board members on issues presented. - None

13. Adjourn @ 7:30 pm

Respectfully Submitted,

Robin Morrill
Minute Taker