

MINUTES OF THE ST. ALBANS DOWNTOWN BOARD
100 North Main Street St. Albans, VT 05478
Meeting Date: September 16, 2014

Approved October 21, 2014

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	x	
Pauline Cray	x	
John Holzscheiter		x
Mike Mc Carthy Chair	x	
Vesna Bozic	x	
Dominic Cloud Cty. Mgr.		x

STAFF

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

PUBLIC PRESENT

No public present

1. CALL TO ORDER

Meeting called to order at 5:43 pm. by M. McCarthy, Chair.

2. Discuss Kingman Street Project grant application and authorization for Chair to sign letter of support - D&V

Brief overview by C. Sawyer on the Transportation Alternatives Program grant for the Kingman St. Project. Conceptual design handout was provided. Short discussion followed.

Motion by Jeff Young to authorize the Chair to sign the letter in support of the Kingman Street Grant application second by Mike Blouin with all in favor.

3. Discuss Downtown Board Appointment Policy - D&V C. Sawyer discussed the changes adopted by vote of the Downtown Board on August 21, 2012

Motion by Jeff Young to accept the Board appointment policy, second by Mike Blouin with all in favor.

4. Discuss Downtown Board Appointment Interview Questions -D&V

C. Sawyer provided the board with candidate questions.

Motion by Jeff Young to accept the amended candidate questionnaire for Downtown Board candidates, second by Katie Collin with all in favor.

5. Committee Reports

a. Design J. Young is kicking off an inventory of entryways. Regarding the historical walking tour, building markers were discussed versus stenciled markings on the new sidewalk. A minimum of 40 markers are needed.

b. Economic Restructuring- Looking at the second Tuesday of each month at 7:00 pm for future meeting dates to accommodate board members conflicting schedules.

c. Organization - M. McCarthy Updated list as of 9/9/14 of Downtown Board members and discussed recruitment of the open seat or dropping the open seat from the board. M. McCarthy suggested continuing the conversation into the next Downtown Board meeting.

d. Promotion - M. Manahan - Website update, coding is being done now, business questionnaires are coming back but many are very lengthy. Monthly merchant events are scheduled for the 1st Thursday each month, monthly merchant meetings scheduled for the 3rd Wednesday of the each month. Halloween Glow run to be held on October 25th. Lori Jordan to run the pumpkin lighting, Scarecrow Contest to run October 11th- 31st. Trick or Treat October 31st from 4:00 to 6:00 pm. Moonlight Madness will be the first Thursday of October.

e. Arts - J. Walsh continuing with chorus performance rehearsals. C. Sawyer outlined staff recommendations for a separate account be set up for finances for the Arts committee.

6. Project Updates

a. Streetscape Projects - C. Sawyer - Main Street Streetscape Brick Maintenance is ongoing, Twigs bump out has been repaired, Fall banners are up, The City has received a proposal from Clarks house of flowers for landscaping and plant care. Hudson to Hoyt Street contract should be out for bids in October, the City is applying for a grant for the Kingman St. project. The city is moving forward with a signal light at the corner of Lake and Federal. M. Manahan cold planing to start Thursday September 18.

b. Core Lot Development - M. Manahan - Everything is on schedule. The parking garage will be turned over in October, paving starts tomorrow on their access road. Elevators are on site and starting to install the south east corner elevator. State Building is ahead of schedule should be turned over in early December to the State. The second round of Lake Street

Hotel proposals are due the first week of October.

c. Taylor Park Fountain - C. Sawyer - The fountain in Taylor Park will be removed September 24th and returned next year.

7. Discuss Downtown Board Regular Meeting Schedule -D&V Brief discussion on board members schedules and options.

Motion by Jeff Young to approve the time change for Downtown Board meetings to 3rd Tuesdays of the month at 6:00 pm, second by M. Blouin with all in favor.

8. Approval of Minutes - D&V

Motion by Mike Blouin to accept the Minutes of May 20, 2014 & June 17, 2014, second by Jeff Young with seven in favor and one abstained.

Motion by J. Young to approve the minutes of the informational meeting of August 19th, second by Katie Collin with five in favor and three abstained.

9. Other Business - Jeff Young Streetscape clean-up is complete, east side gardens are complete and ready for the St. Albans Raid.

10. Public Comment - No public comment

11. Adjourn Jim Walsh 6:58 PM

Motion by Jim Walsh to adjourn, second by Mike Blouin with all in favor.