

**MINUTES**  
**MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD**  
**& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE**  
**6:00 PM, TUESDAY, DECEMBER 20, 2016**  
**ST. ALBANS CITY, 100 NO. MAIN ST.**

*Approved March 21, 2017*

**Board Members Present:**

Mike McCarthy, Chair (arrived at 6:30pm)  
Katy Collin, Vice Chair  
Mike Blouin  
Pauline Cray  
Sharon Holcomb  
Emily Richards  
Laz Scangas  
Jes Stumpf (left at 7:15pm)  
Jeff Young

**Public Present:**

Erik Johnson

**Staff Present:**

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

1. **Call to Order – Vice Chair K.Collin called the meeting to order at 6:00 PM.**
  - a. Discuss Additions or Deletions to Agenda – **NONE.**
  
2. Organization Committee Portion:
  - a. Interview of Board candidate Jes Stumpf

Members of the Organization Cmte. interviewed J.Stumpf. Following is a summary of the discussion.

Question: Describe why you would like to join the Downtown Board, and what value would you bring?

J.Stumpf answer: To capitalize on Downtown's potential. Continue to grow the SACA arts programs. She is vested as a Downtown business owner and as a local parent.

Question: What are top two issues you would like to focus on?

J.Stumpf answer: More structured calendar of events. Work more closely together with other organizations on such a calendar and perhaps hire someone part time. Murals and arts Downtown. Strategic planning and consistency for the Festival of Trees.

- b. Recommendation to City Council

**Motion by L.Scangas to recommend to the City Council that Jes Stumpf be appointed to a term on the Downtown Board to expire on 12/31/19. Second by M.Blouin, and approved by all present from Organization Cmte., except for J.Stumpf, recused.**

- 3. SAFF Financial Report  
C.Sawyer and M.Manahan gave the financial report and answered questions. General discussion.
- 4. Holiday Event Debrief  
It was reported that the Festival of Trees Gala sold about 155 tickets. The event is expected to net \$5,000 in funds. Needs more volunteers next year. Comments that next year's holiday calendar needs to have ALL City holiday events on it. General discussion.
- 5. Discuss Downtown Designation Renewal Process
  - a. 5-year Strategic Plan – D&V  
C.Sawyer gave an overview. General discussion.
- 6. Appoint representative(s) to Taylor Park Master Plan Steering Cmte. – D&V

**J. Young nominated Laz Scangas to be a SAFF/Downtown Board representative to the Taylor Park Master Plan Steering Cmte. E.Richards nominated Jes Stumpf.**

**Motion by J.Young to close nominations and appoint Laz Scangas and Jes Stumpf as SAFF/Downtown Board representative to the Taylor Park Master Plan Steering Cmte. as a slate. Second by K.Collin and approved unanimously, except L.Scangas and J.Stumpf abstaining.**

- 7. Discuss events calendars  
General discussion. Consensual interest that there should be a county-wide calendar. Erik Johnson volunteered to discussion the issue with the staff of the Chamber of Commerce.
- 8. Letter of support and steering cmte. representative for Route 7 grant – D&V

**Motion by K.Collin to appoint Mike McCarthy as the SAFF/Downtown Board representative to the Route 7 Project Steering Cmte. Second by L.Scangas and approved unanimously, except M.McCarthy abstaining.**

- 9. Project Updates  
C.Sawyer gave a brief update on the Lake Street Project.
- 10. Committee Reports
  - a. Community Arts – planning an organizational update meeting.

- b. Design – planning to meet to discuss storefront accessibility inventory, Kingman St. design and other issues.
  - c. Economic Restructuring – Looking to provide comments on a business primer.
  - d. Merchants / Promotion – Working on various events and an effort to have stores stay open later during the holidays.
  - e. Organization – Update on board appointment process.
11. Approval of Minutes – D&V

**Motion by J.Young to approve the 11/15/16 minutes of the Downtown Board as presented. Second by M.Blouin and approved unanimously, except Pauline Cray abstaining.**

**Motion by K.Collin to approve the 11/22/16 minutes of the Downtown Board Organization Cmte. as edited. Second by S.Holcomb and approved unanimously by all Organization Cmte. members present, except M.McCarthy, J.Young, J.Stumpf and M.Blouin abstaining.**

12. Other Business – C.Sawyer mentioned the Board Celebration on 1/19/17.
13. Public Comment – NONE.
14. Adjourn  
The Board adjourned at 7:25 PM.

Respectfully Submitted,  
Chip Sawyer, Minute Taker