

**MINUTES OF THE ST. ALBANS CITY DOWNTOWN BOARD
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE**

100 North Main Street St. Albans, VT 05478

Meeting Date: August 16, 2016

Approved September 20, 2016

Board Members	Present	Absent
Mike McCarthy, Chair	x	
Katy Collin, V. Chair	x	
Laz Scangas, Secretary/Treas.		x
Jeff Young	x	
Mike Blouin	x	
Sharon Holcomb	x	
Rachel Kinney		x
Pauline Cray	x	
David Southwick	x	
Emily Richards	x	
Jes Stumpf		x

STAFF PRESENT

Martin Manahan, Director of Operations and Business Development

Chip Sawyer- Director of Planning & Development

Robin Morrill, Minute Taker

PUBLIC PRESENT - See attached Sign in Sheet

1. Call to Order: Meeting called to order at 5:58 by Mike McCarthy, Chair

a. Discuss additions or deletions to Agenda - None

2. SAFF Financial report – C. Sawyer & M. Manahan presented and reviewed the SAFF Financial Report.

J. Young requested additional information for the budget such as a comparison from last year/last month etc.

3. Continue discussion on event sponsorship - M. McCarthy requested suggestions on sponsorship. To be discussed at the Merchants meeting on 8-17-16. Item tabled until the September Downtown meeting.

4. Discuss our Town Art Grant D&V – C. Sawyer outlined the specifics for National Endowment for the Arts Grant application due September 12th. The covered walkway was discussed as a project as well as additional items for the City Hall Auditorium.

Motion by Jeff Young to authorize the chair, to approve on behalf of the board and sign the NEA Grant Application, second by Sharon Holcomb with all in favor.

5. Committee Reports

a. Community Arts –

i. Discuss *The Burrow* proposal –D&V

Z. Scheffler outlined *The Burrow* Proposal/Business Plan and provided a business plan and a letter of intent supplied by Tom Murphy, the building owner. Zach informed the board that the Burrow will not be requesting any funds from the City for the project and discussed fundraising. Liability insurance, to be a future discussion with the City's Director of Administration. Z. Scheffler is requesting authorization to fundraise. *The Burrow* would be considered a SAFF program with all donations, income and expenses documentation to be administered through the SAFF checking account.

Motion by Jeff Young, to authorize SACA to solicit funds in anticipation of supporting *The Burrow* Project, second by Katy Collin with all in favor.

Donna of The Eloquent Page discussed electronic payments being a source of increased income for SAFF regarding ticketed advertised events and or products offered by SAFF. Presently this is not an option with the City. A Pay Pal account was discussed in depth. Mike discussed a digital fundraising account with a Pay Pal or other electronic payment options, and requested C. Sawyer to have information for such at the next Downtown Board meeting. SACA will be holding their first general event at City Hall Thursday, September 29th at 6:30 p.m.

b. Design –No Report

c. Economic Restructuring – No Report

d. Merchants / Promotions –S. Holcomb Chair affair is 8-20 and all is on schedule. M. Manahan is talking with *Discovery Maps* regarding a Downtown brochure/map. D. Southwick mentioned the company *Lunar Cow*, regarding maps/brochures etc. Staff needed for the Holiday Raffle. Downtown is presently gearing up for Halloween events.

e. Organization – no report

6. Project Updates/Recaps – M. Manahan gave updates the ongoing construction projects throughout the City.

7. Approval of Minutes D&V

Motion by Jeff Young, to approve the minutes of July 18, 2016, second by Mike Blouin with all in favor.

8. Other Business - J. Young discussed the instruments in Taylor Park and a meeting to be held August 17th, regarding their placement in the park. M. Manahan informed J. Young that the instruments would need approval of City Council before being placed. C. Sawyer stated that a master plan for Taylor Park is the selection for this year's Municipal Planning Grant. C. Sawyer briefly discussed the Stebbins St. Project as well as a meeting that is being planned regarding the project.

9. Public Comment – D. Barber discussed the Taylor Park Plan, options and solutions for the gravel around the fountain in Taylor Park as well as the permeable sidewalk deterioration which surrounds the park.

10. Adjourn

Motion to adjourn at 7:32 p.m. by Jeff Young, second by Sharon Holcomb, with all in favor.

Respectfully submitted,

Robin Morrill

Minute Taker

