

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

100 North Main Street St. Albans, VT 05478

Meeting Date: March 15, 2016

Approved May 24, 2016

Board Member	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	
Conan McKye, Alt.	x	

Staff Present

Chip Sawyer, Director of Planning & Development

Martin Manahan, Director of Operations and Business Development

Robin Morrill, Minute Taker

Public Present

Zach Scheffler, Chris Loyer, Donna Rae Decatur

1. Call to Order: Meeting called to order at 6:05 by Mike McCarthy, Chair

- a. Discuss additions or deletions to Agenda D&V

Motion by Rachel Kinney to move Public Comment to the first item of the meeting, second by Katy Collin with all in favor.

Zach Scheffler, a member of the public attending the meeting addressed the board and the public present stating his interest and ideas regarding non permanent public art displays and requested information regarding zoning laws on such. A short discussion ensued. Jess Stumpf weighed in with additional comments stating she will be having a meeting on 3-17-16 to discuss the logistics of these displays and has plans to present a proposal at a future Downtown/SAFF Board meeting. Once a proposal is received then specific zoning laws will be discussed and addressed as necessary.

2. SAFF Financial Report- Martin Manahan reviewed the SAFF financial report and reported that additional entries will be made tomorrow which include a deposit received and expenses incurred from the Ballroom Dance lessons.

3. SAFF Fundraising – D&V M. McCarthy discussed Letter dated Dec 30, 2015 and changes required for current use. Discussion of processing fees associated with credit card transactions.

Motion by M. McCarthy to approve the letter as amended, second by Laz Scangas with all in favor.

4. Storefront Accessibility Project – Compensation of Board member for services. Item Tabled

5. Renewal of City-SAFF merger Contract

Motion by Katy Collin to renew and approve the merger contract as written, second by Laz Scangas with all in favor.

6. Special planning project at Catherine-Market-Stebbins

a. Discuss steering committee – D&V C. Sawyer informed the board that a Brownfield Grant being run by the Regional planning commission is available, described a Brownfield and the restrictions involved with construction and or redevelopment on these sites. Rachel Kinney, Mike McCarthy, Conan McKye & Mike Blouin all expressed interest in being on this steering committee.

Motion by Conan McKye to submit the names of those interested to the Regional Planning Commission, second by Jess Stumpf with all in favor.

7. Discuss height of OPEN flags and banners – 7' requirements and solutions. C. Sawyer discussed the zoning laws regarding open flags and banners as well as the ADA regulations for such as being 7' off the ground from the lowest point of the flag or banner. L. Scangas to research and provide the current ADA rules and regulations regarding the placement of poles for flags and or banners. Merchants to provide suggestions for solutions once fact finding is complete.

8. Project Updates/Recaps - M. Manahan stated that the City Hall renovation second floor painting will begin on 3/16 and that vault should be removed by the end of the week with renovation beginning once it is fully removed. City Hall offices should be back in use by May.

Fairfield Street reconstruction will begin the second week of April with paving in August. Other projects include curbs and sidewalks on North & South Main St. and Lake St., Lake Street Hotel construction, and the Lake St. upper block Street Scape with bids due on 3-22-16. Lake St. traffic patterns discussed. M. Manahan said that graphics of traffic patterns for areas affected will be posted. Other area projects include Northwest Medical Center expansion and Ben & Jerry's expansion in the Industrial Park.

9. Committee Reports

a. Community Arts – Jes Stumpf discussed the success of the Art Walk and Ballroom Dancing, stating they would like to add a dance competition in conjunction with the Festival of Trees but that it would not be part of the Gala.

b. Design – No report

c. Economic Restructuring – M. Manahan reported two Storefronts available on Main St. as 72 North Main St, and the Sam Wunch property that used to be Needleman's on the west Side of North Main.

d. Merchants / Promotions – Katy Collin stated that merchants meetings have been on hold until Sharon Holcomb and Pauline Cray return in April. They are working on the Chair Affair event, Food truck event in July, Sidewalk Sale and the Concert Series being held on Wednesday evenings in the park. Vermont Federal Credit union has sponsored the Concert Series this year with a \$1500.00 donation, 14th Star brewery will be at all Concert series events as well as Bob's meat market with his barbecue.

e. Organization - Mike McCarthy stated that the Organization committee is working on putting together their annual meeting for April

10. Approval of Minutes D&V

Motion by Katy Collin to approve the minutes of February 16, 2016, second by Emily Richards with all in favor.

11. Other Business – No other business

12. Public Comment – See item 1 (a)

13. Adjourn

Motion to adjourn at 7:10 pm by Conan McKye, second by Mike Blouin with all in favor.

Respectfully submitted,

Robin Morrill

Minute Taker