



CSMC Meeting Minutes
Wednesday, February 16, 2022

9:09 Chairman Nick calls the meeting to order.

ATTENDANCE:

Commissioners: Becky Holt, Linda Magoon, Jeff Nick, Lorre Tucker, Sarah Beal, Mark Bouchette, Cara Tobin, Buddy Singh

Missing: Erik Monsen

Staff: Kara Alnasrawi – Executive Director, Julia Chalmers – Marketing Coordinator, Samantha McGinnis – Project and Event Manager, Stephanie Shohet – Administrative Assistant, Jed Sass - CSM coordinator

From DPW: Laura Wheelock, Olivia Darisse

APPROVAL OF AGENDA:

- Motion to approve: Linda, Second: Lorre. Unanimous approval.

APPROVAL OF MINUTES: January 19, 2022

- Motion: Mark, Second: Becky. Unanimously approved.

PUBLIC FORUM

- No public comments

MAIN STREET PROJECT:

- Laura and Olivia, project managers from DPW, report on the Main Street Revitalization Project.
- Laura shares her screen and gives an overview of the project, which will cover 6 blocks and 7 intersections from Battery St. to S. Union St. Construction is set to start in fall 2023 and last 2 years.
- Olivia is the point of contact. Direct questions to odarisse@burlingtonvt.gov.
- Discussion ensues around parking and traffic related to construction
- Discussion of how the project is funded and what TIF is

EXECUTIVE DIRECTOR'S REPORT:

- Mask mandate has been extended to early March.
- Valentine's Day gift guide and hearts received positive feedback from merchants.
- Kara has been talking to the police chief about getting officers & CSOs dedicated to the Marketplace and downtown. Parks patrol program will be back this summer. Has been talking to BBA about getting security ambassadors as well.
- New music provider- cost reduction, classical music on street.
- We will be investing in our website. New website will be more easily accessible for customers, people who need forms.
- Kara says working on the budget is most of her time lately.

TREASURER'S REPORT:

- Buddy says we are at 63% of the fiscal year, and numbers are good, even after holidays.
- We are short on corporate donations, but hopefully we can make that up in spring.
- Kara explains that in the fall we would usually do events, but we did not because of Covid.
- In addition, new revenue streams have been created such as charging for banners.

CART VENDOR COMMITTEE:

- Kara would like 3 commissioners to volunteer to be on the cart vendor committee.
- Mark, Becky, and Lorre volunteer to be on the committee.

SUMMER STREET REGULATIONS:

- Kara supports allowing ground floor merchants to have tents on the street May 15-October 15 with regulations.
- Tents should be solid white, 10'x10', with no sides, maximum of 2 tents per business, and must be put away at night.
- Discussion follows about regulations for tents.
- Motion to approve tent regulations: Buddy, Linda second. Unanimous approval.
- Kara proposes that restaurant cafe spaces follow pre-Covid regulations.
- Discussion ensues about possibilities for partial expansion for 1 more season.
- Motion to allow restaurant cafe spaces to expand into the street, but not in front of neighboring businesses: Linda, second: Lorre. Unanimous approval.

FEE SCHEDULE:

- Kara presents the brand activation deck which will allow the community to activate the street
- Kara shows the fees that we are working on for cart vendors, tents, obstructions, performers, banners, sandwich boards, events & granite blocks.
- Discussion follows about rates.
- Motion to approve new rates: Mark, second: Lorre. Unanimous approval.
- Kara gives breakdown of staff proposed for 2023. No vote needed as more concrete budget proposal will be coming.
- Commission expresses approval of current departmental structure with staff costs split and staff supporting businesses citywide
- Discussion of Marketplace fees.
 - Motion to NOT raise Marketplace fees this year: Becky. Second: Linda. Unanimous approval.

CHAIR'S REPORT:

- Jeff suggests that we address safety & security next month and give the new city council some direction.

MEETING ADJOURNED