

Church Street Marketplace District Commission Meeting Minutes
Monday, March 14, 3-4:30 pm

CSM Commissioners Present: Jeff Nick, Lara Allen Michael Ly, Jed Davis, Lara Allen, Lorre Tucker, Buddy Singh. Phil Merrick.

CSM Staff Present: Ron Redmond, Hayley Ryan.

Others present: Becky Cassidy, Marketing Consultant

Meeting convened at 4 PM

MINUTES – Meeting minutes for January and February meetings were reviewed.

January, 2016 meeting minutes: Motion to amend the minutes with this addition to section related to proposed accessibility changes to 29 Church Street property. *Property owner and Commission Chair Jeff Nick recused himself from this portion of the meeting, and final decision by the Marketplace Commission.* Motion to approve: Lorre Tucker; Second, Phil Merrick. Approved unanimously.

February, 2016 meeting minutes: Motion to approve: Buddy Singh; Second, Michael Ly. Approved unanimously.

PUBLIC FORUM

David Sansone of Shy Guy Gelato introduced himself to the Commission. Ron Redmond explained that David Sansone and his business partner Tim Elliott, owners of Shy Guy Gelato, had purchased the Hawaiian Shaved Ice cart vendor business at Bank and Church from Ron Redda, and were requesting the Commission approve a license transfer. Lorre Tucker moved to approve the license transfer from Ron Redda to David Sansone and Tim Elliott of Shy Guy Gelato. Phil Merrick second. Approved unanimously.

CHAIR'S REPORTS

- I. Finance Report. Buddy Singh and Michael Ly to meet with Ron Redmond and Alice Astarita to review FY 16 operating budget, rationale for City's billing process, and current accounts receivable.
- II. Safety & Security Update. Safety and Security meeting with Church Street businesses, BPD and Street Outreach to be schedule for Wednesday, March 30, 2016. BPD's new downtown Sergeant is Jim Trieb.
- III. Election of additional officers, Vice Chair and Secretary. (Jeff Nick is chair, Buddy Singh, treasurer)
 - a. Vice-Chair – Lorre Tucker was nominated by Phil Merrick; Buddy Singh seconded motion. Unanimous.
 - b. Secretary – Michael Ly was nominated by Buddy Singh, Phil Merrick seconded motion. Unanimous.
 - c. Marketplace Expansion: Ron Redmond discussed Mayor Weinberger's interest in exploring expansion of CSM services to other parts of downtown. Marketplace Department is meeting with CEDO (Gillian Nanton and Diana Colangelo). Commission recommended creating a team composed of CEDO, BBA and CSM.

IV. Remaining meeting dates in 2016:

Date:	Meeting Focus
Monday, March 14, 2016, 3-4:30 PM	Safety
Monday, April 11, 2016, 3-4:30 PM	Budget, C.A.F.
Monday, May 9, 2016, 3-4:30 PM	Budget, C.A.F.
Monday, June 13, 2016, 3-4:30 PM	CSM Expansion
Monday, July 11, 2016, 3-4:30 PM	Election of Officers
Monday, August 8, 2016, 3-4:30 PM	Marketing
Monday, September 12, 2016, 3-4:30 PM	Maintenance
Monday, October 10, 2016, 3-4:30 PM	Business Satisfaction Survey Results

Monday, November 14, 2016, 3-4:30 PM TBD

Monday, December 12, 2016, 3-4:30 PM TBD

V. EXECUTIVE DIRECTOR'S REPORT

a. 29 Church Street request for new corner entrance, new exterior "porch" and stairways. Lorre Tucker assumed role as chair of the meeting.

Jeff Nick physically left the meeting room

Discussion: This property has been difficult to lease; needs these changes to make it more viable

Buddy Singh made a motion to approve proposed changes to the public right of way at 29 Church Street

- New corner entrance, raising existing sidewalk on east side of Church Street so that a handicap accessible pedestrian path will exist up to new doors at the current floor elevation of the building at this corner.
- Installing a new exterior "porch" and stairways to allow pedestrians on Cherry Street to reach the new south-facing entry doors that will also be installed at this corner.

Phil Merrick: second. Vote of Commissioners: Tucker, Merrick, Ly, Singh, Davis, Allen, Magoon voted to approve. Unanimous

Jeff Nick was invited to return to the meeting room. Assumed his role as chair.

b. Discussed attendance by Gregg Meyer at City Attorney's office. Ron to consult with Gregg.

c. Commission asked the Ron Redmond for an update on the College Street Kiosk.

Commissioner Jed Davis left the meeting room during this discussion. Farmhouse Group has submitted a proposal. One of the owners of Farmhouse Group, Jed Davis, Marketplace Commissioner. Jed had previously made the Marketplace Commission aware that his company would be submitting a proposal. The Commission has asked Jed to step away from any involvement in the Marketplace Commission's final selection process, and Jed has agreed to do so.

All businesses and individuals submitting proposals have been notified that to ensure transparency of selection process, review committee meeting has been moved to Friday, March 25 from 12 noon to 2 pm at Contois Auditorium, City Hall and will be a public meeting. All proposals will be reviewed in public and copies of proposals will be made available to members of the public. After review, committee will make its recommendation to the Commission, and the Commission will make a final decision. That decision will most likely be made at the April Commission meeting, Monday, April 11 from 3-4:30 pm. City staff will draft a license agreement with the recommended vendor, and that agreement will be sent to the Board of Finance and City Council for their approval. The City's Chief Administrative Officer, Bob Rusten, will facilitate the March 25 meeting. Tim Halvorson, a long-time stakeholder on the Church Street Marketplace, will serve as chair for the review committee. Members of the review committee are: Marian Fritz, Grandview Farms; Patrick Brown, Department of Labor and former restaurateur; Michael Ly, owner, Burlington CFO and Marketplace Commissioner; Linda Magoon, Regional President, Citizens Bank; Hans van Wees, Hotel Vermont; Gene Richards, Burlington International Airport and former Marketplace Commissioner; Brenda Vinson, owner, Uncommon Grounds Coffee & Tea

d. Spring Sales Promotion set for April 8-9, called "Spring into Spring."

Meeting adjourned at 4:30 pm.

Michael motion
Phil second
Passed unanimously

Buddy presented overview
Ron presented FY 17 overview
Kehoe: question about capital improvements.

Capital program

Free standing framework. Plat that lags into concrete fitting that sets in at grade. We take the awning down in fall and reinstall them around first of may

Proposing the do the same canopy

20 feet wide x 20

32 feet wide (narrower) x 14