



CHURCH STREET MARKETPLACE

Church Street Marketplace District Commission Meeting Minutes Wednesday, November 16, 2022

ATTENDANCE:

Commissioners: Mark Bouchett, Becky Holt, Linda Magoon, Chris Haessly, Sam Tolstoi
On Zoom: Sarah Beal, Erik Monsen, Cara Tobin
Missing: Buddy Singh

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

Members of the public:

None

APPROVAL OF AGENDA

Motion: Becky. Second: Sam.

APPROVAL OF MINUTES

Motion: Becky. Second: Sam.

Motion to amend the agenda, adding a Commissioner's Report: Sam. Second: Linda.

- Vote not taken and Commission decides that Commissioners must reach out to Kara or Commission Chair to add an agenda item
- Chris mentions that after speaking with Alex, he and a group helped to clean up Thorson Way and the area with the dumpsters.

TREASURER'S REPORT

- Buddy is not in attendance, but Kara reads his comments.
- We are 37% through the fiscal year, and everything is under budget.
- Buddy is interested to see how everything shakes down after a full holiday season.
- Kara explains the mix-up with the salary budget and how it is being resolved.

DIRECTOR'S REPORT

- Kara sent the pitch deck, and commissioners should think of potential sponsors.
- She mentions the mayor's newsletters which she has forwarded to commissioners.
- Kara explains that Samantha McGinnis is due to have her baby on 12/1, and she will be taking maternity leave.
- Garage construction has begun. 2 hours of free parking on Fridays & Saturdays is in effect, and Sundays are always free.
- Kara has guest lectured at UVM about the effect of Covid on retail.
- Jed & Kara met with the UU church. As a result of this conversation about safety & security, we bought 3 sharps boxes for them. They donate parking for the tree lighting event.
- We have found a tree, and Kara describes what will happen on the morning of its arrival.

- Kara shares presents the holiday guide which went out in the first holiday newsletter.
- Discussion follows about sign up procedures for retailers, organization of the guide, and what kind of data we will be able to collect.
- Kara shares the Love Burlington newsletter, which highlights new businesses, local artists and musicians, and a blog written by Jahna.
- Kara announces that Jahna and Andrew have been hired to work with us full time, and that the CSM department is now fully unionized, including maintenance and office staff, all non-managerial positions.
- The Winter Market in City Hall Park starts Saturday, and runs through holidays.
- Discussion follows about the free hot chocolate program, the window decorating contest, and the Santa parade.
- Kara explains that we now have locked the dumpsters behind Homeport to control illegal dumping.
- The first cannabis shop on the Marketplace will be opening soon in the former Half Lounge.
- Linda asks for an update on the pods, and Kara explains that the opening date has been moved to late December.

CHAIR'S REPORT

- Chairman Bouchett says that the traffic in Homeport is down about 25%.
- He recently attended a de-escalation training, and was disappointed that it was too introductory. He will be requesting further training that includes confrontation.
- Mark is in regular contact with city councilors, as well as the chief of police about how the city can solve the safety and security issues.
- Eric asks if we are marketing the CSM to nearby hotels.
- Discussion ensues about the importance of new signage, and the commission decides that after the Congressionally Directed Spending project, we will focus on this.
- Sam asks about the foot traffic on weekdays versus weekends, and discussion follows about how to get locals downtown on weekdays.
- Sarah injects that the tourist dollars are less affected, but locals factor in safety.
- Mark brings up the fact that work has started on the pit, and Kara explains the 3 phases of that project development.

PARLIAMENTARY RULES DISCUSSION ONLY

- Move to be recognized before speaking so everyone can have a turn.
- Pay attention to the clock so that meetings end in a reasonable amount of time.

CANCEL DECEMBER MEETING VOTE NEEDED

- Historically, the December meeting has been canceled.
- Chris suggests that it be a work session instead.
- Discussion follows about when would be the best time for a work session and whether or not meetings should be hybrid instead of just in-person.
- Chris moves to cancel the December meeting. Linda seconds this. Unanimous approval.
- A work session will be planned for January.

Meeting is adjourned.