



Church Street Marketplace District Commission Meeting Minutes

Wednesday, July 19, 2023

ATTENDANCE:

Commissioners: Mark Bouchett, Linda Magoon, Becky Holt, Chris Haessly, Sam Tolstoi, Cara Tobin (Zoom), Erik Monsen

Absent: Sarah Beal (Maternity Leave)

Staff: Kara Alnasrawi – Executive Director, Samantha McGinnis – Projects and Events Manager, Stephanie Shohet - Administrative Assistant, Jed Sass - Marketplace Coordinator

APPROVAL OF AGENDA

Motion: Chris. Second: Becky. Unanimous approval.

APPROVAL OF MINUTES

Motion: Eric. Second: Chris. Unanimous approval.

PUBLIC FORUM – GENERAL

None

ELECTION OF OFFICERS – Chair, Vice-Chair, Secretary, Treasurer

a. a PUBLIC FORUM FOR ITEM

b. b VOTE NEEDED

- Chris nominates Mark for chair. Linda seconds. Unanimous approval.
- Linda nominates Becky for vice chair. Chris seconds. Unanimous approval.
- Becky nominates Linda for secretary. Chris seconds. Unanimous approval.
- Linda nominates Sam for treasurer. Becky seconds. Unanimous approval.

DIRECTOR'S REPORT

- Kara gives a staffing update.
 - We still haven't found a marketing manager, and the job has been reposted.
 - Matt Alger has been hired to work in City Hall Park.
 - The Sunday floater position has not been filled.
 - Jenna, a seasonal temp, has been hired to staff events.
- Kara reports on corporate donations.
 - We will be getting \$25,000 from Northfield Savings Bank, and we have received \$55,000 from the Pomerleau Foundation.
 - The City will also be receiving a Raise grant to pay for the renovation of Bank & Cherry Streets, including the intersections with the Church Street Marketplace.
- The City is convening a committee to discuss the eclipse which will happen April 8, 2024.
 - Burlington is in the path of totality, and we are expecting up to 100,000 visitors.
- The Congressionally directed spending project to fix the bricks on the Marketplace is being reworked to take into account the impacts of the RAISE grant that DPW received

- Safety & security is again a hot topic downtown due to the closure of the state funded motel program and increased public substance use (fentanyl)
 - Discussion follows about retail theft, needles, and compassion fatigue of fire & rescue.

CHAIR'S REPORT

- Chairman Bouchett shares comments from the recent merchant meeting.
 - Retail theft is robust, and restaurateurs are distressed as well.
 - Discussion ensues about how demoralizing this is to staff and how to best bring up the issue to the State's Attorney.
- Mark comments that although several merchants complain that foot traffic is down, he has noticed the opposite at his business.

STAFF UPDATE ON SUMMER EVENTS

a. DISCUSSION ONLY

- Samantha updates on annual upcoming events on the street including Festival of Fools and the Sidewalk Sale.
- She reminds the commission about Music on the Bricks concerts and activations related to Marketplace Summer funded by the Pomerleau Foundation, such as silent discos, movement series, virtual historic tours, Imagination Station, and a lighting installation.

APPROVAL OF BID FOR SNOW REMOVAL CONTRACT

a. PUBLIC FORUM FOR ITEM

b. VOTE NEEDED

- Motion to approve Labreque's bid for the 3-year contract of snow removal on the Marketplace starting in 2023: Chris. Second: Linda.
- Discussion follows, and approval is unanimous.

APPROVAL OF BID FOR LIGHTING CONTRACT

a. PUBLIC FORUM FOR ITEM

b. VOTE NEEDED

- Motion to approve Barrett's bid to install winter and holiday lighting on the Marketplace for the next three years: Erik. Second: Sam.
- Short discussion follows, and then approval is unanimous.

Meeting is adjourned.