

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD MEETING
held on February 21, 2007.

A Regular Meeting of the Downtown Development Authority, held in the City Hall Community Center, 425 North Main Street, was called to order at 8:15 a.m.

#2 – ROLL CALL

PRESENT: Mary Liz Curtin, Matt Cahaney, Lori Funk, Bill Kelly, Mike Lang, Angela Markos, Maureen Moore, Dick Rosenberger and Karen Seaman

ABSENT: Lisa Dwyer and Richard Haberman

ALSO PRESENT: Samuel Moore and Deborah Schutt.

#3 – CONSENT AGENDA ITEMS

- a. December 13, 2006 Minutes
- b. January 17, 2007 Meeting Notes
- c. December Financial Report
- d. Financial Report
- e. Ratification of action to approve parking/dispute resolution

MOTION BY: Maureen Moore

SUPPORT BY: Mary Liz Curtin

RESOLVED, that consent agenda items a, c, d and e be approved, as presented.

MOTION CARRIED UNANIMOUSLY

MOTION BY: Maureen Moore

SUPPORT BY: Lori Funk

RESOLVED, that January 17 minutes be approved without green highlights and administrative notes.

MOTION CARRIED UNANIMOUSLY

#4 – BUILDING DEPARTMENT REPORT

- Royal Kubo – Debbie to ask Jim about the permanency of the railing in the outdoor café and the Planning Commission's rationale for approval.
- D'Lazo Hair Salon – Has own parking lot yet the employees are using the spaces in the public lot limiting what is available for other patrons.
- Moose Winooski's awning signage looks to be larger than what is allowed.
- Mary Liz asked if we can do anything to preserve historical signs?

#5 – FINANCIAL REPORT

- Lori to work with Mark to have finance report reflect projects and a chart of accounts.
- Need to make sure that all expenses are approved by the Executive Director prior to payment.

#6 – NEW BUSINESS.

a. Discussion of projects for 2007/2008 Work Program

The Board reviewed the proposed projects for the 2007/2008 Work Program as proposed in the Agenda and approved including these projects in the draft for review in March.

b. Draft Financial Policies

MOTION BY: Angela Markos
SUPPORT BY: Mary Liz Curtin

RESOLVED, that the Financial Policies be approved with grammatical edits provided at the meeting.

MOTION CARRIED UNANIMOUSLY

c. Draft By-Laws Revisions

MOTION BY: Maureen Moore
SUPPORT BY: Mike Lang

RESOLVED, that the Executive Director forward the draft bylaws to Attorney Kingsepp for review and input. And the attorney be asked to provide a recommendation concerning proxy or absentee votes so that actions can move forward when a quorum may not be present or may be lost during a meeting.

MOTION CARRIED UNANIMOUSLY

Organizational changes - Promotions Committee

The Board appointed Angela Markos, Matt Cahaney and Mary Liz Curtin to the Promotions Committee.

Economic Restructuring Committee

The Board appointed Maureen Moore, Bill Kelly and Dick Rosenberger to the Economic Restructuring Committee

Ex-officio Members

The Board agreed to keep Ex-officio members as part of the Bylaw changes.

Executive Committee

The Board agreed that using the Executive Committee to take over certain functions would help to move projects along and wanted this organization change as part of the Bylaw changes.

d. Reprogramming MEDC grant money

The Board discussed several options for reprogramming the MEDC grant money keeping in mind that it needed to be consistent with the Market Strategy. It was decided that the DDA should have their own website and that ½ of the money be used to build the site and to highlight and promote DDA businesses and space available to lease. Mary Liz suggested that some of the money be used for a marketing/brand-campaign. Mary Liz will come to the next meeting with a recommendation so that Executive Director can request the reprogramming of MEDC in March, get approval and be able to spend the money by September.

e. Election / Appointment of DRC representative, Vice- Chair

The Board selected Bill Kelly to be a DRC representative of the DDA. The Board elected Maureen Moore as Vice-Chair of the DDA.

f. Scope of services for Designer/Architect

MOTION BY: Maureen Moore
SUPPORT BY: Bill Kelly

RESOLVED, that the Scope of Services for Architectural Services be approve and sent out for response.

MOTION CARRIED Seaman, Lang, Kelly, Markos, Funk, Chaney, Moore voted aye Curtin voted no.

#7 – OLD BUSINESS.

a. **Amendments to Grant Program**

MOTION BY: Mike Lang
SUPPORT BY: Mary Liz Curtin

RESOLVED, to approve the amendments to the Grant Program.

MOTION CARRIED UNANIMOUSLY

- b. **Loan Repayment Options – Lori Funk** – no report given
- c. **Ribbon Cutting – Angela** – no ribbon cuttings currently scheduled.
- d. **Newsletter articles – Winter Edition** - In process.

#8 – WRITTEN STATUS REPORT

- a. **Status of Design / Engineering Service** – written report in agenda package.
- b. **Liquor Licenses subcommittee meeting** – written report in agenda package.
- c. **Executive Director** – written report in agenda package.

#9 – 4 CORNER UPDATE

None

#10 – PUBLIC DISCUSSION – NON-AGENDA ITEMS

None

#11 – BOARD MEMBERS COMMENTS

None

#12 – ADJOURNMENT

MOTIONED BY: Lori Funk
SUPPORT BY: Maureen Moore

MOTION CARRIED UNANIMOUSLY

The meeting was adjourned @ 11:35 a.m.

Next meeting scheduled for Wednesday, March 21, 2007 @ 8:00 a.m.