

**CSM Commission Meeting Minutes**  
**Wednesday, April 19, 2017**

Commissioners Present: Marc Sherman, Jed Davis, Jeff Nick, Linda Magoon, Lorre Tucker, Michael Ly, Lara Allen

CSM Staff Present: Ron Redmond, Jenny Morse, Becky Cassidy

Visitors Present: Tammy Boudah, Neil Metzner, Kelly Divine

- I. COME TO ORDER
- II. AGENDA
- III. MINUTES – March 2017
  - a. Motion to approve: Marc Sherman; Second: Michael Ly; Minutes approved
- IV. PUBLIC FORUM
  - a. Howard Center Street Outreach Update from Tammy Boudah and Neil Netzner
    - Recently went from a team of 6 to a team of 4 (3.8 FTE) Challenges with funding sources. Police to work in funding for Street Outreach in their budget. Could funding from 2 hours free parking tax go towards funding Street Outreach? Discussion on how to get the City engaged in funding for Street Outreach and importance of not losing the team downtown. Discussion on perception of safety on Church Street. Next steps: Communicating with Mayor’s Office, setting up a meeting with stakeholders, Local Option Tax from FY16?

Comments from Marc Sherman:

- Michael Kehoe supportive of expanding the district
- Are truck deliveries impeding vibrancy of Church Street before 10 or 11am?
- Suggestion to do a study on pedestrian traffic in the morning.

- V. CHAIR’S REPORTS
  - a. Finance Report
    - i. Alice Astarita to work with Ron on end of year FY 17 budget.
    - ii. Projected surplus: +/- \$50k
  - b. FY 18 BUDGET REVIEW
    - i. Discussion on Fact Sheet prepared by CSM Commission: \$2.6 million generated by Church Street Marketplace; \$57k indirect fees paid from CSM budget to the City; indirect savings to City for services they do not have to deliver to Church Street - \$45k/year
    - ii. Important to keep Street Outreach funding conversation separate from indirect fee conversation
    - iii. CSM always retains funds for capital reserve – City is NOT permitted to ever draw from our reserves, per the charter.
    - iv. Commission discussed that \$11k for snow removal should be raised to \$20k and sponsorship revenue should be removed

from the budget. Fee payers to go to City saying they're being double taxed. Suggested changes for FY 18 budget presentation: reducing sponsorship, raising snow removal to \$18k, making indirect fees less

- c. Update on Executive Director's Annual Review
  - i. Bob Conlon, Mark Bouchett and Jeff Nick to discuss Annual Review over coffee. Commissioners invited to attend.
- d. Marketplace Public Garage Update
- e. Update Downtown Improvement District
  - Parking update – College Street garage closing on Monday going until September.
  - Lease spaces in BTC have been accommodated already in city garages.
  - Discussion on parking challenges with construction.
  - One person dedicated to attending over crowding and gate breaking issues.

VI. EXECUTIVE DIRECTOR'S REPORT

VII. Sidewalk Café Approvals

- a. Request to approve high season outdoor café expansion requests
- b. Request to approve café arrangement for:
  - Vasey Burgers Vermont
  - Honey Road LLC
    - Motion to approve: Michael Ly; Second: Linda Magoon; Cafes approved
- c. Update on Storage space for cart vendors

VIII. ADJOURN