

1 TOWN OF MIDDLEBURY
2 Downtown Improvement District Commission
3 Town Office Large Conference Room
4 Friday, May 5, 2017
5 Draft Meeting Minutes
6

7 Committee Members Present: Becky Dayton, Adam Franco, Gary Baker and Amey
8 Ryan. Absent: Steve Dupoise and Heather Seeley.
9

10 Others present: Karen Duguay, Jim Gish and Laura Asermily (12:15).
11

12 Town Staff: Town Manager Kathleen Ramsay.
13

14 **Annual Organization of the Commission - Election of Chair and Vice Chair:** Town
15 Manager Kathleen Ramsay entertained a motion to elect a chairperson. Gary Baker moved to
16 nominate Becky Dayton; Adam Franco seconded. Motion carried unanimously by voice vote.
17 MOTION PASSED.
18

19 Chair Becky Dayton opened the floor to nominations for Vice Chair. Gary Baker nominated
20 Adam Franco; Amey Ryan seconded. Motion carried unanimously by voice vote. MOTION
21 PASSED.
22

23 **Call to Order:** Chair Becky Dayton called the meeting to order at 12:05 p.m.
24

25 **Agenda:** The agenda was approved upon motion by Gary Baker, seconded by Adam
26 Franco.
27

28 **Minutes:** The minutes of 12/1/16 were approved as written upon motion by Adam Franco,
29 seconded by Gary Baker. Motion carried unanimously by voice vote. MOTION PASSED
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31 **Renewal of Special Assessment District:** The DIDC discussed renewal of the special
32 assessment district for a seven-year period, from July 1, 2017 to June 30, 2024. Becky
33 Dayton said that while she had been concerned about renewing the district while the Main
34 Street & Merchants Row bridge project was ongoing, she now believes that the District
35 can focus on improvements to other areas of the district during the construction period.
36 Becky also emphasized the importance of using DIDC funds to leverage grant funds.
37 Adam Franco noted that a number of useful projects have been funded by the DIDC,
38 including the rapid flashing beacon pedestrian crossing signals and the "walk bikes"
39 stencils for sidewalks.
40

41 Gary Baker moved that the DIDC send a letter asking for property owners to support
42 renewal of the downtown special assessment district for a seven-year period. Amey Ryan

43 seconded the motion. Becky Dayton said that the number of responses to the letter from
44 property owners by the response deadline, May 17, 2017, will help the Commission to
45 gauge interest in renewal of the district. Motion carried unanimously by a voice vote.
46 MOTION PASSED.

47
48 ***Budget Status Report & Set Date of Budget Public Meeting:*** Kathleen distributed a
49 draft budget report. Since none of the proposed projects are time sensitive, the
50 Commission will wait on setting-up the budget public hearing until they have a better
51 sense of interest in renewal of the special assessment district.

52
53 ***Update on Downtown Bridge Replacement Project.*** Project Liaison Jim Gish gave an
54 update on the project including an overview of the proposed design of the Main Street
55 and Merchants Row temporary bridges to be installed this summer. At the Selectboard's
56 request, the Project Team revised the plan for the Main Street temporary bridge to restore
57 most of the parking to the St. Stephen's side of Main Street and close Printer's Alley to
58 vehicular traffic, while keeping it open for pedestrians. This will limit the net loss of parking
59 on Main Street to seven spaces. A pedestrian bridge will connect Printer's Alley to the
60 Post Office and the Town's water line will be relocated further north above the rail line.

61 For Merchants Row, the bridge design allows 2-way traffic from Main Street up to the
62 bridge, and then 1-way traffic only across the bridge and eastward to South Pleasant
63 Street. This bridge design incorporates a walkway for pedestrians that sits adjacent to
64 the vehicle lane, separated by a concrete barrier and connected to the Merchants Row
65 sidewalk by a crosswalk. The net loss of parking on Merchants Row will be limited to 5
66 spaces. In response to safety concerns expressed by Chief Hanley and other concerned
67 community members, the Selectboard agreed to eliminate the left-turn option for vehicles
68 coming out of Merchants Row onto Main Street when the temporary bridges go in, Jim
69 noted.

70 ***Proposed timeline for installation of temporary bridges.*** Taking into account the full
71 slate of events and activities that will be impacting the Downtown this summer, work will
72 begin in early June with the relocation of the Town's water line across the Main Street
73 bridge and the installation of piles along a section of railway that will eventually be
74 required when the permanent bridges are built. This work is expected to take 2 to 3 weeks
75 of 10-hour days (weekdays only) and would be completed before the 4th of July. The
76 Project Team would then return early in the week of July 17th (after Festival on the
77 Green). Demolition of the existing bridges and installation of the temporary bridges is
78 expected to take place in stages over a 3 to 4 week period, but with both bridges only
79 anticipated to be closed simultaneously for five days or less. Downtown impacts during
80 this second phase will include overnight construction on two weekends during the
81 demolition of the existing bridges and placement of the temporary bridges, and some loss

82 of parking on Main Street and Merchants Row while the temporary bridges are
83 constructed in the roadway. Outside of the weekend demolition/replacement activity, the
84 Project Team proposes to complete all other work during normal construction hours. Jim
85 will send the Commission a copy of one-page project schedule for their information.

86 The Commission also discussed the USDA grant for digital marketing of downtown
87 businesses during the Main Street and Merchants Row bridge project. The grant is for
88 \$25,500 and must be matched by \$17,600 of local funds, with the DIDC budget proposed
89 as the source of the local match. Given concerns about the scope of the initial work
90 program outlined in the grant and the benefit and feasibility of completing the work by
91 August 2017, Amey Ryan moved that the DIDC recommend to the Selectboard a one
92 year extension of the USDA marketing grant, if the concept of an extension of the grant
93 and a new scope of the project, allowing the funds to be used for the general benefit of
94 downtown businesses, is accepted by RDA. Gary Baker seconded the motion. Jim Gish
95 will work with Karen Duguay and Rural Development Administration staff to determine if
96 an extension for funding and change of scope in the marketing program are possible and
97 report back to the Commission. Motion carried unanimously by a voice vote. MOTION
98 PASSED.

99 **Follow-up to BMP Strategic Planning Session:** BMP Marketing Director Karen
100 Duguay briefly reported on the BMP's Strategic Planning Session and survey, as well as
101 upcoming events, including a music and movie series this summer. Karen said that
102 although the results of the survey were all over the place, there were a couple of themes:
103 respondents were tapped out as volunteers and there is an interest in smaller-scale
104 events such as the music and movie series.

105 **Citizens Comments:** None.

106

107 **Commissioner Concerns:** None

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109 **Next Meeting:** The DIDC will meet again on Thursday, May 25th at noon to discuss
110 responses to-date on the mailing on the renewal of the special assessment district.

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112 The meeting adjourned at 1:00 p.m. upon motion by Amey Ryan, seconded by Adam
113 Franco.

114

115 Respectfully submitted,
116 Kathleen Swinington Ramsay
117 Town Manager

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