

**Town of Middlebury
Downtown Improvement District Commission Meeting
Middlebury Town Offices
Tuesday, June 5, 2018
12:00 p.m.**

Agenda

- 12:00 p.m. Call to Order
- Approval of Agenda
 - Approval of Meeting Minutes May 22, 2018
 - Citizens Comments
- 12:05 p.m. Finalize DIDC Budget for FY19
- 12:30 p.m. Discuss Strategic Planning/Next Steps
- 12:40 p.m. Commissioner Concerns & Comments
- 12:45 p.m. Set Next Meeting Date, if needed
- 12:50 p.m. Adjourn

1 TOWN OF MIDDLEBURY
2 Downtown Improvement District Commission
3 Town Office Large Conference Room
4 Tuesday, May 22, 2018
5 Meeting Minutes
6

7 Committee Members Present: Amey Ryan, Gary Baker, Adam Franco, Becky Dayton. Absent: Steve
8 Dupoise and Lindsey Fuentes-George.
9

10 Town Staff: Town Manager Kathleen Ramsay and Accounting Services Manager Jackie Sullivan.
11 Others Present: Deidre Holmes, Bud Reed, Nancy Malcolm and Karen Duguay
12

13 The meeting was called to order by Chair Amey Ryan at 12 noon.
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15 Approval of the Agenda
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17 The agenda was approved as presented upon motion by Baker, seconded by Franco.
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19 Approval of Minutes
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21 The minutes of May 1, 2018 were approved as presented upon motion by Baker, seconded by Franco.
22

23 Citizens Comments
24

25 None
26

27 Public Hearing on DIDC Budget for FY19
28

29 Chair Amy Ryan opened the public hearing at 12:05 p.m.
30

31 Karen Duguay recommended against funding any special projects in FY19 in addition to its regular
32 appropriations for the Better Middlebury Partnership (BMP) and maintenance of previous projects. Any
33 funds raised in excess of the routine expenses could be put toward a bigger project next year, Karen
34 suggested.
35

36 Adam Franco asked what amount would be carried forward if the DIDC decided not to fund any special
37 projects in FY19. Town Manager Kathleen Ramsay responded that roughly \$12,000 would be available
38 out of the \$34,000 raised by a tax rate of \$.07 per \$100 valuation of property, after subtracting the
39 following: the 15% allocation for BMP provided by the DID ordinance, approximately \$5,100; the 10%
40 allocation for maintenance of previous projects, approximately \$3,400; \$10,000 for the BMP marketing
41 position; and \$3,860 to complete the match for the USDA marketing grant. Combined with the \$7,000

42 balance forwarded at the end of FY18, this would result in a total balance of around \$19,000 available for
43 projects in FY20, if no special projects are funded in FY19, Ramsay said.

44

45 Becky Dayton said that she believed, based on input received at the Selectboard's public hearing on the
46 renewal of the DID ordinance, that a level tax rate is reasonable – it is not necessary to increase or
47 decrease the tax rate.

48

49 Adam Franco said that he thought carrying over \$19,000 seems reasonable.

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51 At 12:15 p.m., Gary Baker moved that the Commission adjourn the public hearing. Becky Dayton
52 seconded the motion which was approved unanimously.

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54 Next Meeting: June 5th at 12 p.m. Agenda items include finalizing the budget and next steps in strategic
55 planning, Kathleen Ramsay noted.

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57 At 12:18 p.m. Becky Dayton moved to adjourn the meeting. Adam Franco seconded the motion, which
58 was approved unanimously.

59

60 Respectfully submitted,

61

62 Kathleen Swingleton Ramsay

63 Town Manager

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