

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

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

10 Town Staff: Town Manager Kathleen Ramsay
11 Others Present: Karen Duguay and Bud Reed
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13 The meeting was called to order by Chair Amey Ryan at 12:02 p.m.
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15 Approval of Agenda
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17 The agenda was approved as presented upon motion by Dayton, seconded by Franco. The vote was 4 in
18 favor, 2 absent.
19

20 Approval of Minutes
21

22 Franco moved to approve the minutes of May 22, 2018, and Dayton seconded the motion. Ryan had
23 one change on Line 29 to correct the spelling of her name. The minutes were approved 3 in favor, 1
24 abstention (Dupoise) and 2 absent.
25

26 DIDC Budget for FY2019
27

28 Town Manager Ramsay said that this budget is based on their decision there would be no special
29 projects this year. She said a level tax rate or .07 cents per \$100 for Downtown Business District Taxes
30 raises around \$34,183. The Commission expenses include a 15% allocation to the Better Middlebury
31 Partnership (BMP), a 10% maintenance allocation for previous projects, \$3,800 of the remaining match
32 funds for the USDA grant, and \$10,000 towards the BMP Marketing position, bringing total expenses to
33 \$22,406. She said with the FY18 balance carried forward, this would give a balance of \$19,049 going
34 into FY2020.
35

36 Dupoise moved to approve the budget as presented, and Franco seconded the motion. The motion
37 carried with 4 in favor, 2 absent.
38

39 Ryan said she had met with Ramsay after the May 22nd DIDC meeting to begin strategic planning for the
40 Commission. She said they had discussed preparing a document that would outline the history of the
41 DIDC, the intent and purpose of the Commission and how the boundary line was drawn around the
42 District. She said Ramsay had drafted a document for the Commission to review and work on.

43
44 Ramsay said there are no action items in this document, since she they had discussed taking the summer
45 to think about it before talking about it in the fall. Ramsay said she and Ryan had also discussed such
46 things as is the DIDC still relevant? Is the boundary line of the District appropriate? What type of
47 projects does the DIDC want to fund going forward? And the need to clarify and confirm what the
48 Mission of the DIDC should be going forward.

49
50 Ryan said one thing to look at is if all the properties within the boundaries of the DIDC district are
51 getting any direct benefit from the projects. Franco said he noticed that the Marble Works area is not
52 included in the District and felt that was a relevant parcel that should be included. [Editors Note: It was
53 determined after the meeting that the Marble Works is included within the District.] There was
54 discussion around the District boundary and does it make sense based on what the Commission is doing
55 yearly for projects. It was decided that it is something that should be looked at adjusting and Franco
56 suggested drawing the district boundary in a circle using the Town Green as the center, to make it look
57 less arbitrary.

58 Ramsay said she suggested the Commission start by looking at where it is now and how it sees the
59 Commission going forward. Ryan suggested the Commission give this some thought and to use the draft
60 document prepared by Ramsay as the working document, and suggested meeting again on Tuesday,
61 September 18th to begin working on this.

62 The meeting adjourned at 12:17 p.m. upon motion by Dayton, seconded by Dupoise.

63
64 Respectfully submitted,
65 Beth Dow
66

67 The next meeting of the Downtown Improvement District Commission will be at noon on Tuesday,
68 September 18, 2018.