

1 TOWN OF MIDDLEBURY
2 Downtown Improvement District Commission
3 Town Office Large Conference Room
4 Tuesday, January 7, 2020
5 Meeting Minutes
6

7 Commission Members Present: Amey Ryan, Adam Franco, Gary Baker and Becky Dayton. Brian
8 Carpenter was absent.
9

10 Town Staff: Town Manager Kathleen Ramsay and Community Liaison Jim Gish
11 Also Present: Karen Duguay of Better Middlebury Partnership, Kelly Hickey of Bundle and Laura
12 Asermily
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14 The meeting was called to order by Chair Amey Ryan at 12:00 p.m.
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16 Approval of Agenda
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18 The agenda was approved as presented upon motion by Franco, seconded by Dayton. The vote was 4 in
19 favor, 1 absent.
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21 Approval of November 5, 2019 Minutes
22

23 Franco moved to approve the minutes, Dayton seconded the motion. The minutes were approved 4 in
24 favor, 1 absent, with one small addition of "a business" on Line 44.
25

26 Citizen Comments - None
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28 Approval of Budget to Send to Selectboard
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30 Ryan said there were two items that the DIDC was recommending sending to the Selectboard, the
31 additional funding for Bundle and purchase of free-standing cigarette butt receptacles. Ramsay said it
32 had been suggested the cigarette receptacles would be helpful downtown, particularly around the
33 gazebo.
34

35 Ryan said she didn't see cigarette butts as a problem downtown and felt merchants policed the areas
36 pretty well. Franco suggested funding 4 or 5 receptacles and place as needed. They looked at some
37 renderings of different styles of receptacles, and decided on one from Global Industries in black for
38 \$79.95.
39

40 Baker moved to fund the purchase of 5 cigarette receptacles from Global Industries for \$79.95 each.
41 Dayton seconded the motion. The motion carried with 4 in favor, 1 absent.
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43 Ryan said the request from Bundle was for funding from 7/1/2020 to 12/31/2020. Ramsay said the DIDC
44 raises around \$34,000 each year, with 15% going to BMP, 10% is a maintenance allocation for previous
45 projects, and \$10,000 has been pledged in previous years to BMP for the marketing position, making
46 their total commitments \$18,546.22. She said they have around \$16,000 remaining to allocate to
47 projects.

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49 Ryan said there will be obvious opportunities of possible items to fund once the rail project is complete.
50 Ramsay said staff is preparing to complete a downtown grant, so the DIDC will be asked to possibly
51 provide the matching funds for this grant at a later date.

52
53 Dayton moved to approve the \$6,000 request from Bundle for submission in the budget for Selectboard
54 approval. Baker seconded the motion. The motion carried with 4 in favor, 1 absent.

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56 Ryan said there had been an issue with the power supply outlets on the light poles this year, so some
57 wreaths weren't lit. She wondered about the DIDC repairing those. Ramsay said she has requested a
58 quote to get the outlets repaired. Ryan also said the hanging flower baskets had looked great last
59 summer, and wondered if the DIDC should fund those.

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61 Next Meeting

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63 There was no meeting date set at this time, and will be scheduled later as needed.

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65 The meeting adjourned at 12:15 p.m. upon motion by Baker, seconded by Dayton.

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67 Respectfully submitted,
68 Beth Dow

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