

1 Town of Middlebury  
2 Downtown Improvement District Commission  
3 June 21, 2022  
4 Minutes of Meeting  
5

6 Commission members present: Amey Ryan, Lorraine Tobias, Stacey Rainey, Adam Franco and Bill  
7 Cunningham. Gary Baker and Dan Brown were absent.  
8

9 Staff Present: Town Manager Kathleen Ramsay  
10

11 Current Chair Amey Ryan called the meeting to order at 12:02 p.m. Ryan said Franco was currently Vice-  
12 Chair, and they were both willing to continue on in these positions. Cunningham moved to nominate  
13 the current slate to continue in office, and Rainey seconded the motion. The motion carried with 5 in  
14 favor, 2 absent. **MOTION PASSED.**

15  
16 **Approval of Agenda**  
17

18 Rainey moved to approve the agenda as presented, and Tobias seconded the motion. The motion  
19 carried with 5 in favor, 2 absent. **MOTION PASSED.**  
20

21 **Public Hearing on FY22-23 Downtown Improvement District Budget**  
22

23 Ryan opened the public hearing and noted that there were no members of the public present at the  
24 meeting.  
25

26 Ramsay said the Commission's revenue has been around \$33,000 and the allocations for maintenance  
27 was \$3,300, 15% of the budget goes to the budget goes to Better Middlebury Partnership (BMP) for  
28 their operational costs, and \$10,000 goes to the BMP for their marketing position. She said this leaves  
29 around \$15,000 to allocate for other things. She provided the Commission with a list of possible things  
30 they might consider.  
31

32 Cunningham asked if the \$3,300 for maintenance adequate. Ramsay said this is for maintenance  
33 specific for DIDC funded items, so there is a considerable allocation in the Town General Fund as well, so  
34 she feels it is adequate. She said last year the DIDC did the tree grates and the benches for Lazarus Park  
35 that were separate allocations.  
36

37 Ryan asked if the \$6,000 for Bundle was held in reserve and Ramsay said it was and could be used for  
38 future projects.  
39

40 Ramsay said one of the items she's heard mentioned for this year is the installation of a power outlet in  
41 Triangle Park that is estimated to cost \$3,000. Ryan said the power sources in Triangle Park now are  
42 about 12' off the ground on the power poles so you can only access them on a ladder. She said at a  
43 Selectboard meeting this was discussed and she had mentioned that perhaps the DIDC could provide a  
44 power source that was accessible for events and safer than climbing a pole.  
45

46 Cunningham asked if one power source was enough, since you wouldn't want cords stretched around by  
47 multiple vendors. Ryan said not all vendors need power, so they could locate the ones that need power  
48 closer to the power source. Ramsay said they could look into the possibility of adding more outlets as

49 well. Ryan said she'd like to see what the cost would be to install a total of 3 outlets. They agreed to  
50 move forward with one now for \$3,000 and investigate installation of a couple more if it is found they're  
51 needed for safety in the future.

52  
53 Ramsay said it had been talked about having directional signs and now we have a nice map showing  
54 overnight parking spaces. Rainey suggested signs to help tourists find things downtown. The type of  
55 sign was discussed that would be easy to update as businesses turnover, and it could be a physical sign  
56 as well as a QR code to direct people to a website. Ramsay suggested a small sub-committee to look  
57 into options and report back to the full Commission in the fall. Rainey said she would look into this.

58  
59 Ramsay said Nancy Dunn frequently contacts her regarding porta potties. She said when traveling she  
60 loves public restrooms and applauds them for having them and taking care of them, but she said where  
61 we would fall short is maintaining them on weekends and keeping it stocked. While porta potties are  
62 unsightly, she said they are effective and do provide an alternative for people and suggested one in the  
63 Frog Hollow Parking lot.

64  
65 Cunningham said the Rotary Club had a committee that was actively looking into this, but it got no  
66 traction and there was no consensus from members of the town. He said they talked about signs  
67 pointing to restrooms, but they would be pointing to the Town Offices, so when considering wayfinding  
68 signs we may want to alert people to where these services are. Cunningham said while a more  
69 permanent restroom would be nice, Ramsay is right that the maintenance costs are astounding, but if it  
70 isn't clean or safe then you shouldn't have it. He says beyond the consensus that there should be one, it  
71 died as a topic at Rotary.

72  
73 Ramsay said the Town Office rest rooms are only available when the building is open and we have had  
74 problems with drug use and people sleeping in there. Ryan said maybe another porta potti in another  
75 location would be the answer for now. Ramsay said the one in the parking lot behind the Library and  
76 Town Offices is only there during non-snow months.

77  
78 Franco wondered if there would be a demand for one near the new train platform. Ramsay said she  
79 mentioned this to Police Chief Hanley and he said they're planning on advertising the availability of the  
80 restrooms at the Police Station on Lucius Shaw Lane. Cunningham said the train will come in at 8:50  
81 p.m. and 11:00 a.m. and the train will not be there long.

82  
83 Ramsay said the cost for the porta potti is \$250/month for 8 months for a total of \$2,000 and it's a  
84 handicap accessible one. The Commission members agreed to locate another porta potti in the Mill  
85 Street parking lot.

86  
87 Ryan said one thing discussed quite often is having Wi-Fi in the downtown, but technology and cost  
88 didn't make it accessible. Ramsay said she'd looking into that with Nancy Malcolm and it involved a  
89 network and having to notify other Wi-Fi users downtown and was very complicated, so maybe it's time  
90 to take another look at it or when doing the wayfinding signs we direct people to accessible Wi-Fi at the  
91 Town Offices or Library. Cunningham wondered if people would sit for hours in the chairs in Triangle  
92 Park and monopolize the space if there was Wi-Fi available in the downtown. Ryan said she can't  
93 believe it would be a nuisance and it has come up recently in regard to events going in the Town Green.  
94 She said they had thought about asking about the possibility of an antenna on the roof of the Battell  
95 Block. Ramsay said there is Wi-Fi during the summer at the Town Pool, and she doesn't think it's that

96 expensive, so maybe we could look into that. She said it would be a “hot spot”, not overall Wi-Fi. Ryan  
97 said it was possible they could host the equipment for that at her office across from Triangle Park.

98  
99 Ramsay said BMP Director Karen Duguay had not been able to come up with any costs, but she had  
100 been looking into some type of phone charging station for Triangle Park and there are solar powered  
101 charging station for benches as well.

102  
103 Ryan said they are no longer going to be placing banners across Main Street due to the damage to the  
104 buildings, so the DIDC may be getting a request to purchase more of the sign frames for event posters.  
105 Ramsay said the Chamber of Commerce is working with DPW Director of Operations Bill Kernan on  
106 installing poles at the entrance to the Rec Park on Route 7 for banners.

107  
108 Rainey said there is a great opportunity for businesses if the spectators that come to all the sports  
109 tournaments held in town could be directed downtown, so maybe some of these wayfaring signs could  
110 be at those locations as well.

111  
112 They discussed the possibility of a combination trash can/cigarette ashtray receptacles. Cunningham  
113 said there is a conflict of placing one at the Academy Street bus station since they ask their riders to  
114 smoke a certain distance from the shelter, so he wouldn't want one of those receptacles placed there.  
115 Ramsay said they're looking at purchasing a fleet of receptacles since they're rather of expensive, so  
116 they'll put the Academy Street location at the bottom of the list. Cunningham said they do have a new  
117 cigarette receptacle at the Academy Street location and it is rather stylish and will be removed during  
118 snow removal season.

119  
120 Ryan suggested another DIDC meeting in August or September to hear what information they find on  
121 wayfaring signs and any other business. It was decided to schedule September 8, 2022 for the next  
122 meeting.

123  
124 Ryan moved to allocate up to \$3,000 for a power source in Triangle Park and \$2,000 for the rental of a  
125 porta potti in Mill Street Parking Lot. Rainey seconded the motion. The motion carried with 5 in favor, 2  
126 absent. **MOTION PASSED.**

127  
128 Adjournment

129  
130 The meeting adjourned at 12:45 p.m. upon motion by Rainey, seconded by Franco.

131  
132 Respectfully submitted,  
133 Beth Dow

134  
135  
136