

DOWNTOWN ADVISORY BOARD
Meeting Minutes September 9, 2026
8:30 AM – Village Offices

Attendees: Jerry Michael, Kathy Steinbrueck, Megan Gorss, Justin Wolford

Also Attending: Jeremy Evans-Ex Officio Member, Katrina Glynn – Village Staff, Bayle Reichert – Village Staff

1. New Member

- The Board welcomed Megan Gorss as a new member.

2. Sexual Harassment Training

- Most Board members have completed the required training, with an emphasis on achieving 100% completion.

3. DAB Parking Subcommittee

- The Board discussed the potential formation of a downtown parking subcommittee to update a parking study that is approximately 20 years old. Discussion focused on the subcommittee's purpose, reporting structure, oversight, and the need for clear goals and public transparency.

Parking Study Goals

The parking initiative would focus on:

- Auditing the village's current parking inventory.
- Identifying low-cost, short-term parking solutions.
- Developing a long-term strategy for parking infrastructure.

Chain of Command

Concerns were raised by Katrina regarding trustees directing advisory boards without going through the Community Development Department and Village Manager. The importance of maintaining clear lines of communication and authority was emphasized.

Subcommittee Oversight

There was significant discussion regarding the proposed parking subcommittee. Concerns were raised by Katrina that the committee may be hand-picked by an individual trustee rather than established through a transparent, DAB-driven process.

4. Project Updates

Woodruff Street

- Staff briefed the Village Manager, Mayor, and Joe Garso on the time-sensitive nature of the Woodruff Street sidewalk project.
- The design must be finalized in order to allow construction next summer.
- Direction from the Village Manager regarding sidewalk specifications is still pending.
- Staff emphasized that the project timeline is very tight.

Main Street to Pine Project

- The project is awaiting a decision from the Mayor regarding a 5-foot sidewalk with two way traffic and no parking versus 5-foot sidewalk design with one-way traffic and parking on one side of the street.
- Cost for either version is the same

APA Building / Downtown Parking Lot

- A full application is expected within approximately one week.
- A preliminary review is anticipated at the October 6 Development Board meeting.

The Lofts Apartment Building

- The project awaits DEC or state organizational approval before opening.
- The anticipated timeline is approximately one to two additional months.

Halloween Parade

- Staff confirmed that the parade has historically been held on a school day, typically Friday afternoon, rather than on a Saturday. This schedule is intended to maximize family participation downtown during business hours.
- The parade typically begins around 2:00 PM, with families remaining downtown through approximately 5:00 PM.

- Staff is checking with the school for potential conflicts on Friday, October 30, before finalizing and communicating the date.
- Staff noted that Saturday parades present logistical challenges due to DPW staffing requirements and the need for road closures.

Community Enhancement Fund (CEF)

The Village provides \$10,000 annually for the Community Enhancement Fund, with an additional \$3,333.33 specifically allocated to the DAB.

Proposed Projects and Ideas

- Install large waterfront swings similar to those in Burlington.
- Purchase new benches consistent with the village's streetscape guidelines.
- Implement traffic-calming street painting to improve pedestrian safety, particularly near Church Street and Grand Union.
- Provide funding for the summer movie series at Berkeley Green, estimated at approximately \$5,500 for three movies.

Façade Improvement Grant Program - FCEDC Partnership

The DAB discussed reviving a façade improvement grant program in partnership with the Franklin County Economic Development Corporation (FCEDC).

Previous Program

The previous effort was unsuccessful in part because the program began too late in the year. Only one applicant, Isabel at Scott's Floors, submitted a complete application.

Proposed Approach

- Begin outreach and distribute a business survey in January to provide business owners with sufficient lead time.
- Consider holding a workshop for interested business owners to explain the program and assist with completing grant applications.
- Determine whether to target a specific geographic area or conduct a broader survey first.

One proposed focus area is the rear façades of Main Street buildings facing the Riverwalk, particularly Dorsey-facing façades. These areas were identified as

potentially underserved by previous programs that primarily focused on street-facing façades.

An alternative approach would be to conduct a broad survey first to determine where interest is concentrated, whether on Main Street fronts, rear façades, or Upper Broadway, rather than selecting a target area in advance.

Village Board Authorization

Staff emphasized the importance of obtaining formal Village Board support through a resolution before conducting public outreach or engaging business owners. This would ensure that staff does not begin outreach on an initiative that the Village Board has not ultimately authorized.

Staff noted that there have been previous instances in which outreach was conducted on initiatives believed to have Board support, only for the Board to later indicate that it was unaware of the outreach. A formal resolution would help establish clear authorization and direction.

Staff also raised the question of whether FCEDC must administer the program or whether it could instead be managed directly through the Community Development Department.

Jeremy, the trustee liaison, will bring a resolution to the Village Board formally authorizing the DAB and Community Development Department to pursue the program and begin outreach.

Action Items

- **Katrina:** Send the traffic study, streetscape guidelines, and previous comprehensive plan to Justin and Megan.
- **Jeremy:** Seek confirmation and a Village Board resolution authorizing the partnership with FCEDC for the façade improvement grant program.
- **Katrina:** Coordinate with the school to confirm whether Friday, October 30, is available for the Halloween parade.
- **Katrina:** Follow up with Brandee regarding authorization to obtain cost estimates for the Harriestown project.

Project/Description	Point Person	Next Steps	Requests to Village	Village Feedback
Paint Dorsey and Woodruff Street Bridges	Brandee	Brandee to decide next steps	Brandee to inform DAB on suggested next steps	
Main St (church and Pine)	Brandee	Brandee to discuss with Village Board on the different options	Brandee speak to Village Board on the different options	

Main Street facade	Jeremy	Bring back up in October to get resolution to prepared	Suggest that the board consider this grant for next year's CFA applications	
Sidewalk replacement in front of townhall	Brandee	Village Manager to discuss with Harrietstown working with Village on replacement	Speak to Harrietstown to confirm they will participate. Opportunity for creative design.	



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