

MINUTES OF A MEETING OF THE  
DOWNTOWN MANCHESTER MOVEMENT STEERING COMMITTEE  
January 5, 2018

Call to Order

The regular meeting of the Downtown Manchester Steering Committee was called to order by Chairman West at 9:05 a.m. in The Church @ 117. In attendance were: Bridget Anderson, Evans Baird, Pat Berges, Allison Dotson, Ellen Fletcher, Brittany Fisk (for Codes Director Jamie Sain), Vice Mayor Ryan French, Roger Guess, Alderman Cheryl Swan, Scott van Velsor and Steve West. Absent were Ray Amos (doctor appointment) and Joanna Lewis (ill).

Minutes

The minutes of the previous meeting were read and approved upon motion by Ellen Fletcher seconded by Cheryl Swan.

OLD BUSINESS

Grant Projects

All grant projects are almost completed except the old Post Office. Reminder letters were sent to those nearing due date for completion. It was suggested that congratulatory letters be sent to those building owners who have finished their projects, and this was approved.

Bronze Plaques

Joanna Lewis and Pat Berges will be working together to develop building histories and plaque wording for approval by the committee. This may take some time. There is still the matter of funding for this project and grant possibilities are being researched.

NEW BUSINESS

County Commissioner on Steering Committee

Ellen Fletcher reported that she had made numerous efforts to contact County Commissioner Stephen Jones about serving on this committee with no response.

Discussion followed about lack of communication between the city and county about our downtown projects, although the city has recently signed a contract with the county for upkeep of the courthouse lawn. It was moved by Evans Baird, seconded by Ellen Fletcher, and approved that we encourage and endorse a resolution by the city to ask the county for a lease agreement for the courthouse grounds.

Garner Building

Cheryl Swan advised that she had talked with the owners about allowing us to place banner murals in the windows to conceal the equipment being stored inside and they wanted first to request that the city approve their putting a food truck on the square. A resolution by the BOMA is being considered.

### Mission Statement

The Committee's mission statement was reviewed in comparison with the goals and objectives of the Main Street Approach and its recent video training program. Several additions were suggested and Secretary Berges was asked to redraft the mission statement for approval at the next meeting.

### Nonprofit Status

Pat Berges reported that City Attorney Gerald Ewell has advised that the city is already a nonprofit entity and, as a subcommittee of the Historic Zoning Commission, this committee cannot create a separate nonprofit status. It was noted that most available grants would be 60/40 or other participating arrangements. Considerable discussion followed concerning management of any funds raised by this committee, which would have to be handled by the City Finance Director. It was requested that Finance Director Bridget Anderson add this item to the next Finance Committee meeting to see if a budget account could be established for this committee by the BOMA for this purpose. Pat Berges will contact Teresa Prober about whether this would fit within the requirements of the Main Street program if we opt for that at a future date.

### Meeting Date and Time

Consideration was given to changing the date and time of this meeting to something more convenient for members. Upon motion by Cheryl Swan, seconded by Evans Baird, it was approved to change our meeting time to 5:30 p.m. on the first Thursday of the month, immediately following the Historic Zoning Commission at the City Hall board room, and try this for a while.

### Tourism Analysis

Ryan French noted that an Expedia survey listed Manchester as one of the top eighteen tourism cities in the country.

### Adjournment

There being no further business, the meeting was adjourned at 10:05 a.m. **The next meeting will be at 5:30 p.m. on Thursday, February 1 at the City Hall Board Room.**

Respectfully submitted,



Pat Berges, Secretary