

DOWNTOWN ADVISORY BOARD
Regular Meeting Minutes
February 11, 2020
8:30 AM

1) CALL TO ORDER

- Meeting convened at 8:30am by Chair Tim Fortune.

2) ATTENDANCE

- Present: Tim Fortune, Adam Harris, Brandon DeVito, Diane Litynski, and Kathy Steinbrueck
- Absent: CJ Hagmann and Kelly Brunette
- Also Attending: Jamie Konkoski, Cassandra Hopkins, Justin Levine (ROOST), and Melinda Little

3) ITEMS FOR BOARD ACTION

- Approval of January 8th, 2020 meeting minutes. Motion to approve by Adam Harris, seconded by Diane Litynski, all in favor.
- Guest at Today's Meeting
 - Tim introduced Justin Levine from ROOST, to the board.
- Recommendation for New Board Members. Letters from candidates applying for one of two open board seats were reviewed.
 - Brandon DeVito to reach out to Laura Cunningham. Adam Harris to reach out to Jerry Michael.
 - Tim suggested setting up an orientation for the new members. Orientation Meeting has been set up for the week prior to the next regular meeting date
 - Approval of appointment of Laura Cunningham and Jerry Michael to the two open positions on the Board. Motion to approve by Diane Litynski, seconded by Brandon DeVito, all in favor.
- Spring Clean Up- Saturday, May 16th, 10am to 2pm Downtown Saranac Lake (Berkeley Green-Headquarters)

4) DISCUSSION

- Tim Fortune and Jamie Konkoski talked about the Board's priorities and the creation of an action plan.
- Downtown Parking
 - Adam Harris suggested setting up a meeting with the incoming Chief of SL Police
 - Jamie Konkoski suggested taking an inventory of parking that exists, in order to create visuals and help to inform property owners and the public
 - Adam Harris stated that the parking lot on Main Street needs to be restriped/reconfigured
 - Tim Fortune suggested talking to more property owners
 - Jamie Konkoski and Cassandra Hopkins are to continue to collect updated information on downtown parking and report back to the Board.
- Downtown Statistics

- Jamie Konkoski gave an overview of the plan to collect current Village/Downtown business information and compile that into a similar visual to what was done by the Board in 2016
- Removal of tourist signage
 - Brandon DeVito and Adam Harris are to take an inventory of current signage around the Village related to tourist-type destinations and report back to Board in early March.
- Streetscape amenities/fun stuff
 - Jamie Konkoski explained the current state of availability of funding- both Village budget options and grant funding options
 - A sheet was handed out to board members with examples of improvements that has been prioritized in the past, but haven't been purchased yet
 - Kathy stated that she likes each of these, but can set priorities on what she'd like to see done first/the most
 - Adam Harris added that the new SL branding is really important to see- like the bike racks
 - Jamie Konkoski and Cassandra Hopkins will collect feedback to set priorities on purchase options
- PTAB
 - New Board members were added at the end of January
 - A plan is in place to construct a bus shelter for Franklin County Transportation Services at the intersection of the Riverwalk and Dorsey Street Parking Lot- LWRP funding
- ACAB
 - Working to seek Board of Trustees approval on the potential plan to paint the base of the downtown street poles
- EDF- Energize Downtown Fund
 - Deadline is end of Feb.
 - Adam Harris is planning to submit an application
 - Melinda Little asked about potential help with the Village Mercantile sign
 - Tim Fortune mentioned getting together with the DHG building owner to discuss 'Artists Alley'
- Village Board of Trustees Update
 - Melinda Little commented that the volunteer committee, the Climate Smart Communities Task Force, presented a general update on their progress

8) ADJOURNMENT

Meeting closed at 9:33am. Motion to adjourn by Adam Harris, seconded by Brandon DeVito. Next meeting is scheduled for Tuesday, March 10th at 8:30am.