



**CHURCH STREET MARKETPLACE DISTRICT COMMISSION**

**November 19, 2025**

**9:00 AM**

**Location: City Hall, Bushor Conference Room, 149 Church St.**

**Attendance:**

Commissioners: Mark Bouchett, Becky Holt, Linda Magoon, Kara Tobin (Zoom), Sam Tolstoi (Zoom), Erik Monsen, Chris Haessly, and Romeo von Hermann

Staff: Kara Alnasrawi – CEDO Director, Samantha McGinnis – CSM Director, Isa Paredes – Marketing Coordinator (Zoom), Aida Washburn – Project & Event Coordinator, Andrew Bacher – CSM Coordinator, Kimberly Rojas – Community Engagement Coordinator

- I. COME TO ORDER
  - a. Meeting is brought to order at 9:01am
- II. APPROVE AGENDA
  - a. Agenda approved unanimously
- III. APPROVE MINUTES
  - a. Motion to approve minutes – Romeo von Hermann
    - i. Seconded by Linda Magoon
  - b. Minutes approved unanimously
- IV. PUBLIC FORUM – GENERAL
  - a. No one in attendance for Public Forum
- V. COMMISSIONER UPDATES
  - a. Linda Magoon: Brought the wife of a “well-known family” and walked her around the Marketplace. Brandy Melville did not greet or ask if they needed anything. Other stores did. Is there anything the Commission can do about that?

- i. Mark Bouchett: Suggested calling the store to speak to the manager.

VI. BANNER PROGRAM UPDATES

- a. Discussion between commissioners around Banner Program memo introduced by the Church Street Marketplace team. Limited concerns for revenue. Only two for-profits applied in the last three years.
- b. Motion to discuss the changes in the pricing structure – Becky Holt
  - i. Seconded by Chris Haessly
- c. VOTE ANTICIPATED
  - i. To enact the changes to the Banner Program as recommended by the Church Street Marketplace team.
    - 1. Vote in favor: Mark Bouchett, Becky Holt, Kara Tobin, Sam Tolstoi, Erik Monsen, Sarah Beal, Chris Haessly, Romeo von Hermann
    - 2. Abstain: Linda Magoon

VII. CART VENDOR PROGRAM

- a. Discussion between Commissioners and Church Street Marketplace team. Do we want to revamp the program so we're not addressing issues as they come up? Certain areas are getting more challenging to continue to address such as subleasing of spaces, menus, etc. What can we tweak to make the program more efficient and clear for those applying?
- b. Marketplace team to work on desired changes and then come to the group.

VIII. TREASURER'S REPORT

- a. Just over 40% through fiscal year. Received most of expected annual revenue.
- b. Received \$10,000 grant from the state to help with Downtown revitalization. Will go towards holiday spending and new maintenance tractor.
- c. No holiday donations or corporate sponsors at this time. Team is still on the lookout.

- d. Underbudget at this time - most expenses happen over the winter. Currently looking for new snow removal for street team.

IX. DIRECTOR'S REPORT

- a. Samantha McGinnis reports that:
  - i. Many holiday activations ahead. Tree will be delivered on Friday, November 21.
  - ii. Highlighting programs found on [churchstmarketplace.com/holidays](http://churchstmarketplace.com/holidays)
  - iii. Partnering with Burlington City Arts on a winter lights initiative which should provide additional lighting in the Downtown area.
  - iv. State police are patrolling on and around Church Street when they have people able to work an overtime shift.
    - 1. Supplying more DMV traffic patrols
    - 2. Supplying additional liquor compliance
  - v. Community court has launched. City circle is launching mid-November.
  - vi. No plans low-barrier evening shelter in Burlington area at the moment.
    - 1. Emergency shelters will be operated by Fire Department and CVOEO when the temperature hits -10.
  - vii. Some bollards have been stolen. Quote for six additional bollards is \$18,000. Price increase due to material cost increases.
  - viii. Lease confirmed for old Whim space.
  - ix. Construction should be done this time next week.
  - x. All vacancies from last month stand.
  - xi. Pascolo moving into old location. Sweetwaters looking to revamp their old space in the spring.

X. CHAIR'S REPORT

- a. A sense amongst visitors and merchants that tides are turning. We need to get folks down here.
- b. Garages have been peaceful.
- c. Two multiple offenders are being held on psychiatric evaluation.

XI. ADJOURN

- a. Motion to adjourn

- i. Moved by Chris Haessly
  - ii. Seconded by Becky Holt
- b. Meeting is brought to close at 10:11 am

Next Meeting: December 17, 2025