



CHURCH STREET MARKETPLACE DISTRICT COMMISSION

January 21, 2026

9:00 AM

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

Attendance:

Commissioners: Mark Bouchett, Becky Holt (Zoom), Linda Magoon, Erik Monsen, Sarah Beal, and Romeo von Hermann (Zoom)

Absent: Sam Tolstoi, Chris Haessly, and Cara Tobin

Staff: Kara Alnasrawi – CEDO Director, Samantha McGinnis – CSM Director, 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 9:04am
- II. APPROVE AGENDA
 - a. Motion to approve – Erik Monsen
 - i. Seconded – Linda Magoon
 - b. Agenda approved unanimously
- III. APPROVE MINUTES
 - a. Motion to approve – Linda Magoon
 - i. Seconded – Sarah Beal
 - b. Minutes approved unanimously
- IV. PUBLIC FORUM – GENERAL
 - a. No members of the public had comments for public forum
- V. COMMISSIONER UPDATES
 - a. Linda Magoon – More people she knows are considering coming back to the Marketplace. Their sentiment about downtown is more optimistic.

- VI. DPW PRESENTATION – RECONNECTING BANK AND CHERRY ST
 - a. Sarah Beal – Please try to do as much work as you can in winter (January – April). Open streets for weekends. Try to coordinate projects so there’s only one main project going on at one time.
 - b. Linda Magoon and Erik Monsen - Support for a second crew to speed up the construction work shown from.
 - c. Linda Magoon - DPW has really listened to community feedback.
 - d. Mark Bouchett - Way finding is really important for this project.
- VII. CART VENDOR PROGRAM UPDATES
 - a. Payment and Contract Rescission Changes (Action)
 - b. Commissioners discussed recommended changes
 - i. Motion to adopt actions recommended by Marketplace staff
 - 1. Motion to Adopt - Linda Magoon
 - 2. Seconded – Sarah Beal
 - c. Cart Attendance Requirements (Discussion)
- VIII. TREASURER’S REPORT
 - a. Informal report provided by Director Samantha McGinnis
 - b. Finalizing holiday expenses
 - c. More drawdowns on salt and snow removal due to recent and upcoming snow events
 - d. Samantha looking for additional sponsorships
- IX. DIRECTOR’S REPORT

Samantha McGinnis reports that:

 - a. Holiday merchant survey has received 25 responses to date and so far, sales have been reported more positive than in 2024.
 - b. 97 businesses signed up to receive BTV Love Notes in Burlington’s downtown.
 - c. Month of Love on the Marketplace will consist of a ‘Heart Hunt’ from February 2 –8, decorations along the Marketplace, and free Lake Champlain Chocolates over Valentine’s Day weekend at participating stores.
 - d. Maple madness will be coming back on Saturday, March 21
 - e. Parking services will begin ticketing for parking on the Marketplace after 10:30a starting Feb. 2, 2026. Signs have been posted

- f. Applying for the Downtown Transportation Fund grant opportunity with the State of Vermont to replace bollards.
 - g. Update on vacancies and new businesses.
- X. CHAIR'S REPORT
- a. December was as good as it could be
 - b. Marketplace activations provided many opportunities for people to come down
 - c. Feeling excited and optimistic about the future of the Marketplace
 - d. Looking to get more business to stay open late
 - e. Kara Alnasrawi – State Troopers will not likely be returning
 - f. Sarah Beal - Costumers are seeing that it's easier to come downtown and not deal with shopping online
- XI. ADJOURN
- a. Motion to adjourn
 - i. Moved by Erik Monsen
 - ii. Seconded by Sarah Beal
 - b. Meeting is brought to close at 10:53 am

Next Meeting: Wednesday, March 18, 2026