



CHURCH STREET MARKETPLACE DISTRICT COMMISSION

March 18, 2026

9:00 AM

Location:

City Hall, Sharon Bushor Conference Room, 149 Church St., Burlington, VT

Attendance:

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

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

COME TO ORDER

- a. Meeting is brought to order at 9:05am
- I. APPROVE AGENDA
 - a. Motion to approve – Erik Monsen
 - i. Seconded – Becky Holt
 - b. Agenda approved unanimously
- II. APPROVE MINUTES
 - a. Motion to approve – Becky Holt
 - i. Seconded – Romeo Von Hermann
 - b. Minutes approved unanimously
- III. PUBLIC FORUM – GENERAL
 - a. No members of the public had comments for public forum
- IV. COMMISSIONER UPDATES
 - a. Erik Monsen – Still working on OPC resolution
- V. VOTE ON NEW TREASURER
 - a. Mark Bouchett nominates Romeo Von Hermann as new CSM Commission Treasurer.

- b. Vote
 - i. All in favor of the appointment of Romeo Von Hermann.

VI. PARKING PRESENTATION

- a. Presentation of proposed changes by Jackie Esperti.
- b. Commissioners discussed pros and cons of recommended changes to:
 - i. Employee parking program
 - ii. Parking promotions
- c. Director Samantha McGinnis will reach out to Merchants and downtown businesses regarding proposed changes and opportunities with the parking program ahead of the May meeting.

VII. BUDGET PRESENTATION

- a. Presentation of the proposed changes to Common Area Fees by Samantha McGinnis.
- b. Motion to discuss recommended increase of 1% to Common Area Fees.
 - i. Motion put forward – Romeo Von Hermann
 - ii. Seconded – Becky Holt
- c. Presentation of memo by Samantha McGinnis.
- d. Commissioner discussion
- e. Vote to adopt recommended increase of 1% to Common Area Fees.
 - i. Vote In Favor – Erik Monsen
 - ii. Vote Against – Mark Bouchett, Becky Holt, Linda Magoon, Romeo von Hermann, and Cara Tobin
- f. Motion Fails - Common Area Fee remains flat at \$3.03

VIII. SIDEWALK CAFE FEES PRESENTATION

- a. Presentation of the proposed changes to Sidewalk Cafe Fees by Samantha McGinnis.
- b. Motion to discuss 5% decrease in Sidewalk Cafe Fees.
 - i. Motion put forward – Becky Holt
 - ii. Seconded – Erik Monsen
- c. Comments by CSM Merchants Tim Halvorson and David Melincoff on the challenges in operating sidewalk cafes fees on the Marketplace.
- d. Commissioner discussion
- e. Motion to discuss the reduction of sidewalk cafe fees by 10%.
 - i. Motion put forward – Linda Magoon

- ii. Seconded – Romeo Von Hermann
- f. Commissioner discussion
- g. Vote on 10% Sidewalk Cafe Fee reduction
 - i. In Favor – Linda Magoon, Cara Tobin, Romeo Von Hermann
 - ii. Against – Mark Bouchett, Erik Monsen, Becky Holt
 - iii. Motion Fails with a tie.
- h. Vote in favor of original 5% decrease in Sidewalk Cafe Fees
 - i. All commissioners in favor.

IX. CSM BUDGET FY27

- a. Presentation of proposed FY27 budget for the Church Street Marketplace by Samantha McGinnis.
- b. Motion to adopt proposed FY27 budget, as proposed with the following budget amendments, CAF stays flat and includes a 5% decrease in sidewalk café fees to reduce buffer down to approximately \$48,000.
 - i. Motion put forward – Romeo Von Hermann
 - ii. Seconded – Linda Magoon
 - iii. All commissioners vote in favor.

X. DIRECTOR'S REPORT

Samantha McGinnis reports that:

- a. Maple Madness was a huge success – excellent merchant feedback
- b. New system for newsletters plus new merchant newsletters and online portal.
- c. Samantha now has a monthly column in the Burlington Community Newspaper
- d. PlanBTV Community Open House on 4/30 at One Main Street
- e. Director McGinnis will be out 4/22-5/1

XI. CHAIR'S REPORT

- a. Shoutout to Director McGinnis for her work and leadership in Q1

ADJOURN

- b. Motion to adjourn
 - i. Moved by Romeo Von Hermann
 - ii. Seconded by Becky Holt
- c. Meeting is brought to close at 10:50 am

Next Meeting: Wednesday, May 20, 2026 at 9 am in City Hall, Sharon Bushor Conference Room, 149 Church Street, Burlington, VT.