



## Church Street Marketplace Commission

**Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401**

**PLEASE NOTE:**

**This meeting is will be held on zoom and in-person in the Sharon Bushor Conference Room in City Hall.**

**Zoom Info:** <https://zoom.us/j/6798652576>

### 1. Adopt the Agenda

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<b>Subject</b>	<b>1.1. Adopt the Agenda</b>
Meeting	May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401
Category	1. Adopt the Agenda
Department	Church St. Marketplace
Type	Action

### 2. Adopt Minutes

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<b>Subject</b>	<b>2.1. Adopt Minutes</b>
Meeting	May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401
Category	2. Adopt Minutes
Department	Church St. Marketplace
Type	Action

### 3. Public Forum

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<b>Subject</b>	<b>3.1. Verbal Comments</b>
Meeting	May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401
Category	3. Public Forum

Department Church St. Marketplace

Type Discussion

#### **4. Commissioner Items (5 Minutes Per Commissioner)**

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**Subject** 4.1. Commissioner Items

Meeting May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401

Category 4. Commissioner Items (5 Minutes Per Commissioner)

Department

Type Discussion

#### **5. FY 27 Downtown Improvement District Fees**

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**Subject** 5.1. Public Forum

Meeting May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401

Category 5. FY 27 Downtown Improvement District Fees

Department Church St. Marketplace

Type

Recommended Action

**Subject** 5.2. Vote Anticipated

Meeting May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401

Category 5. FY 27 Downtown Improvement District Fees

Department Church St. Marketplace

Type Action

Recommended Action

#### **6. Mathew's Montreal's Famous Food Cart Menu Change**

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**Subject** 6.1. Vote Anticipated

Meeting May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401

Category 6. Mathew's Montreal's Famous Food Cart Menu Change

Department Church St. Marketplace

Type

Recommended Action

## **7. Overdose Prevention Center Location Resolution**

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<b>Subject</b>	<b>7.1. Vote Anticipated</b>
Meeting	May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401
Category	7. Overdose Prevention Center Location Resolution
Department	Church St. Marketplace
Type	
Recommended Action	

## **8. Reports**

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<b>Subject</b>	<b>8.1. Treasurer's Report</b>
Meeting	May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401
Category	8. Reports
Department	Church St. Marketplace
Type	Report
<b>Subject</b>	<b>8.2. Director's Report</b>
Meeting	May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401
Category	8. Reports
Department	Church St. Marketplace
Type	Report
<b>Subject</b>	<b>8.3. Chair's Report</b>
Meeting	May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401
Category	8. Reports
Department	Church St. Marketplace
Type	Report

## **9. Executive Session**

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**Subject** **9.1. Discussion of Director's Performance**

Meeting May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401

Category 9. Executive Session

Department Church St. Marketplace

Type

Recommended Action

## **10. Adjournment**

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**Subject** **10.1. Motion to adjourn**

Meeting May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401

Category 10. Adjournment

Department Council and Board

Type

Recommended Action

## **11. Informational and Non-Discrimination Statements**

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**Subject** **11.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.**

Meeting May 20, 2026 - Church Street Marketplace Commission Agenda - Wednesday, May 20, 2026, 9:00 AM, Sharon Bushor Conference Room (bottom floor or City Hall) 149 Church Street, Burlington, VT 05401

Category 11. Informational and Non-Discrimination Statements

Department Church St. Marketplace

Type Information



**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.



BURLINGTON

# Downtown Parking Update

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MAY 15, 2026

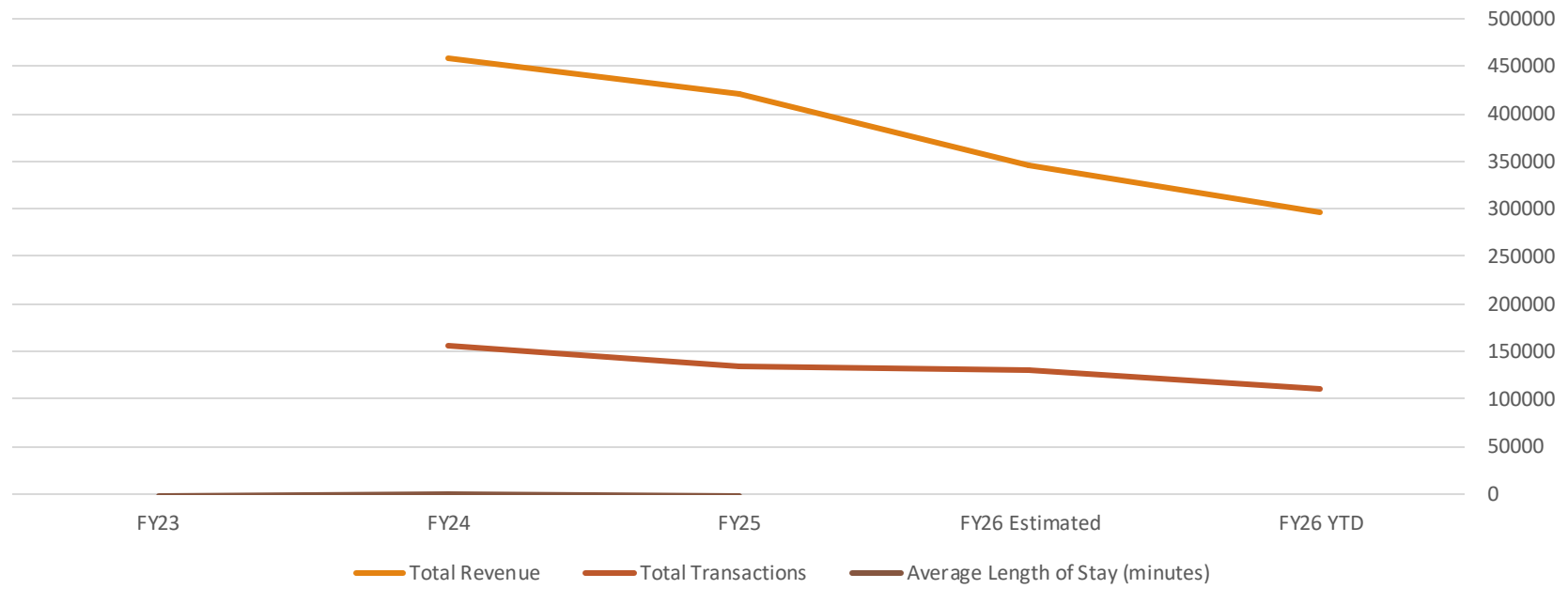
# Marketplace Garage (MPG)

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Date	Total Revenue	Total Transactions	Average Length of Stay (minutes)
FY26 YTD	\$296,821	111,357	176
FY26 Estimated	\$345,140	129,485	
FY25	\$420,853	134,233	180
FY24	\$458,688	156,879	189
FY23			184

*\*FY23 information not available due to parking infrastructure changes*

### MPG

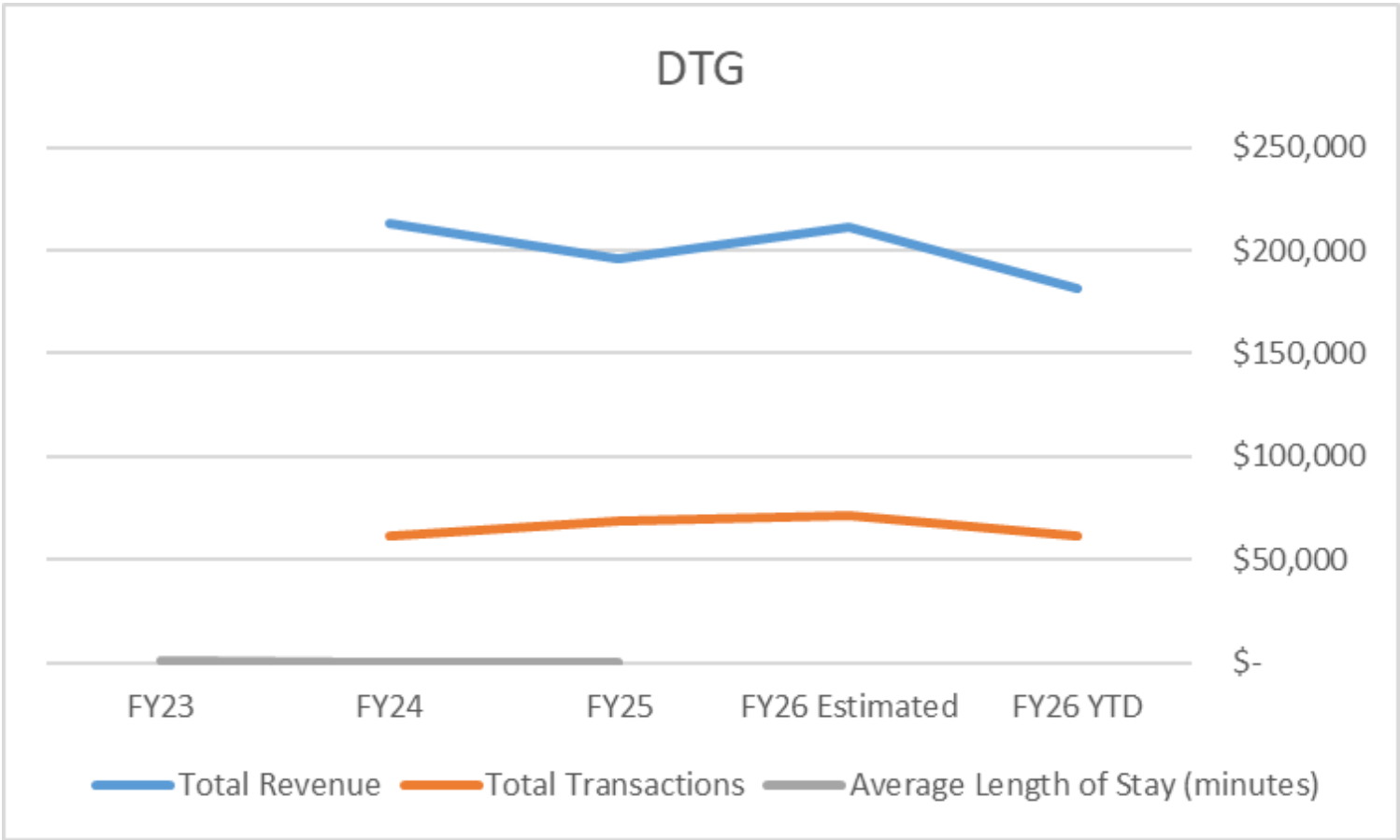


# Downtown Garage (DTG)

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Date	Total Revenue	Total Transactions	Average Length of Stay (minutes)
FY26 YTD	\$ 181,667	61,345	377
FY26 Estimated	\$ 211,240	71,331	
FY25	\$ 195,922	68,917	364
FY24	\$ 212,965	61,713	434
FY23			509

*\*FY23 information not available due to parking infrastructure changes*



# FY25 DID Assessment Allocation

## FY25 DID Assessment Allocation

Programs supported by the Downtown Improvement District

Program	DID Tax Contribution (Estimated)	Program Cost (Estimated)	% Subsidy	Future Estimated Program Cost
2 Hours Free Parking at the Downtown Garage	\$114,995	125,336	92%	\$100,000
Free Employee Parking* (Restaurant/Retail Only)	\$0	\$595,200	0%	\$500,000
<b>Total</b>	<b>\$114,995</b>	<b>\$720,536</b>	<b>15%</b>	<b>20%</b>

\*The "Free Employee Parking" program was expected to be financially sustainable based on increased revenues at the MPG with the removal of "2hrs Free." However, revenues realized are running at about \$200K (less than a third of expected based on pre-pandemic opportunity cost of "2 hrs Free") threaten the viability of the program, which is estimated to cost ~\$892,800. This graph shows an estimate of 2/3 this cost based on estimated usage.

# FY26 DID Assessment YTD

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- Current Estimate of 2 hours Free Program at DTG - \$112,612
- Estimate at end of year - \$130,944
- Current DID Tax contribution is unknown



# DID Rate – Requesting the same

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Fiscal Year	DID Amount	Tax Rate
2026	TBD*	\$0.035/\$100
2025	\$114,995.00	\$0.035/\$100
2024	\$102,991.68	\$0.035/\$100
2019	\$302,043.53	\$0.07/\$100

*\*Fiscal Year 2026 DID amount has not yet been determined.*

# Future

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- Employee parking program
  - Have better usage information coming soon - possible change mid FY27
- Budget is looking positive
- Capital Repairs in the DTG South
- Our garage maintenance team is INCREDIBLE!
  - No Graffiti
  - Stairwells open and clean
  - Looking into murals
- Vehicle Mounted Camera –Coming soon!
  - Punch Card



# Downtown Parking Update



To: Church Street Marketplace Commission  
From: Samantha McGinnis, Director  
Date: May 15, 2026

**Re: DID tax rate for fiscal year 2027**

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**Background:**

The Burlington Downtown Improvement District (DID) tax was formed in 1999 to fund two hours of free parking. Through City Charter the Church Street Marketplace Commission must annually recommend a downtown improvement district tax rate that shall not exceed \$0.12. The revenues of this tax must be utilized for the purpose of providing a parking program which shall include no less than two hours free of parking for anyone parking in any designated municipally or privately owned or operated parking garage or lot located within the downtown improvement district.

In FY2020, the rate was \$0.07/\$100 but following the covid pandemic the rate was reduced by the CSM Commission in FY21 to \$0.035/\$100. In FY 2025, the commission voted on the rate of \$0.035/\$100 which generated \$114,995.00 in revenue for the DID tax fund. This generated 92% of the coverage for the 2-hour free parking program at the Downtown Garage which cost \$125,336.

The commission voted to leave the rate unchanged for FY 2026.

**Recommended Action:**

Staff recommends keeping the Downtown Improvement District tax rate unchanged for fiscal year 2027 at \$0.035/\$100.



To: Church Street Marketplace Commission  
From: Andrew Bacher, Marketplace Coordinator  
CC: Samantha McGinnis, Director  
Date: May 15, 2026

**Re: Mathew's Montreal's Famous Cart Menu Change**

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**Background:**

Earlier this year, Church Street staff launched the 2026 Church Street cart vendor program application. The application was open from January 28 through February 22, 2026 at 11:59pm. Mathew's Montreal's Famous Cart, a returning vendor from the 2025 season, reapplied with their original menu which included gyros, falafel, rice bowls and poutine.

On Wednesday, May 6<sup>th</sup>, Mathew Panetta reached out to Marketplace Coordinator Andrew Bacher and proposed a menu change for the upcoming 2026 season since he was unable to find someone to operate his cart. He plans to partner with the Cuban Kitchen, a local Cuban catering business, to manage the cart and serve food from The Cuban Kitchen's menu. This change does not raise concerns with the Church Street Cart Vendor non-compete clause as there are no brick-and-mortar Cuban restaurants on Church Street.

Mathew Panetta and representatives from the Cuban Kitchen met with Marketplace staff on Wednesday, May 13<sup>th</sup> to discuss their proposed menu and operating logistics. The Cuban Kitchen is a fully licensed home caterer that will use Mathew Panetta's fully licensed food cart to prepare and serve Cuban style street food and beverages.

**Recommended Action:**

Staff recommends approving the menu change for Mathew's Montreal's Famous cart to allow local business Cuban Kitchen's menu which will add to the vibrancy and activation of the Marketplace this season.

To: Church Street Marketplace/CEDO

From: The Cuban Kitchen Food Cart (Matthew Panetta, Jared Carter, Yunieksy Cruz Hernandez)

Re: Vending on Church Street — menu and hours

A. The Cuban Kitchen Food Cart will vend on Church Street offering a small menu of classic Cuban Street Food including, sandwiches, entrees, sides, snacks, drinks, and salads.

B. Proposed Menu (prices)

- Classic Cuban Sandwich — \$15.
- Congrí (Cuban rice and beans) with roast lechón asado — \$15.
- Chicharrones — \$8.
- Side: Cuban rice and beans — \$6.
- Side: Small Cuban Salad — \$6.
- Maduros (Cuban plantains) — \$6.
- Cuban Batidos Tropicales — \$8.
- Bottle of water — \$3.

C. Operating hours (proposed)

- Thursday: 5:00 PM – 9:00 PM.
- Friday: 12:00 PM – 2:00 AM.
- Saturday: 12:00 PM – 2:00 AM.
- Sunday: 12:00 PM – 2:00 AM.

D. For imagery or a bit more information about the Cuban Kitchen, please see our website at

<https://yurisleidiscuba.wixsite.com/thecubankitchen/menus>

\*Please note, that this website includes other food items from our Catering Business, but the actual menu of the cart is listed above in Section B.

E. All food will be cooked onsite and if you need proof of insurance, a food service permit, or an updated menu PDF for the marketplace permit application, I can prepare those documents and a short insurance/permit cover letter on request.

/s/ Jared K. Carter

/s/Matthew Panetta

A handwritten signature in black ink, appearing to read 'M. Panetta', written in a cursive style.

/s/Yuniesky Cruz Hernandez

To: Church Street Marketplace Commission  
From: Erik Munsen, Commissioner  
Date: May 14, 2026

**Re: Location of the proposed overdose prevention center**

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**Background:**

The City of Burlington, in collaboration with Vermonters for Criminal Justice Reform (VCJR), is looking to launch a comprehensive, evidence-based Overdose Prevention Center (OPC) pilot program. This initiative would directly respond to Vermont's overdose crisis and fulfill the mandates of Act 178 (2024) and the Vermont Department of Health's OPC Operating Guidelines. In July 2025, the City of Burlington received a contract from the State of Vermont to move forward with this pilot project and identify a location for an OPC in Burlington.

At the May 2025 CSM Commission meeting, Commissioner Haessley first brought forward a resolution on the location of the proposed overdose prevention center for discussion and a vote. The vote failed with five abstentions and four in favor. At the March 2026 CSM Commission meeting, Commissioner Munsen brought a more focused version of the resolution forward for a vote. A motion was made to table the vote to integrate more collaborative language.

Following the March 2026 CSM Commission meeting, Commissioner Munsen endeavored to add more collaborative and constructive language to the evolving Overdose Prevention Center (OPC) resolution. In particular, language about the need for wrap-around support services as well as a desire to be collaboratively engaged in discussions involving a potential downtown location for the OPC was introduced.

**Recommended Action:**

Discussion and Vote

**Resolution Relating to**

**RESOLUTION \_\_\_\_\_**

THE LOCATION OF THE PROPOSED  
OVERDOSE PREVENTION CENTER

Sponsor(s): \_\_\_\_\_

Date: \_\_\_\_\_

**CHURCH STREET MARKETPLACE COMMISSION**

In the year Two-Thousand Twenty-Six.....

Resolved by the Church Street Marketplace Commission, as follows:

1 WHEREAS, there are a number of individuals currently living within the City of Burlington who are  
2 struggling with an untreated substance use disorder; and

3 WHEREAS, a number of service providers for individuals struggling with substance use disorder  
4 are located in or within close proximity to downtown Burlington; and

5 WHEREAS, the accumulation of syringe litter has created a public health and safety issue that  
6 has been identified as a major problem for city residents and business alike; and

7 WHEREAS, downtown residents and businesses have been adversely impacted by the behaviors  
8 of individuals struggling with substance use disorder; and

9 WHEREAS, the public use and consumption of illegal drugs and narcotics has contributed to  
10 negative perceptions about downtown Burlington; and

11 NOW, THEREFORE, BE IT RESOLVED that the Church Street Marketplace Commission has  
12 serious concerns about the establishment of an Overdose Prevention Center within the downtown core or  
13 the Central Business District, without the prior development of social, medical, housing, and other  
14 related support services.

15 BE IT FURTHER RESOLVED that as appointed representatives of both the businesses on the  
16 Church Street Marketplace and members of the broader Burlington community, the Church Street  
17 Marketplace Commission would like to be proactively consulted on and collaboratively contribute to the  
18 exploration, development and future oversight of any potential downtown location for an Overdose  
19 Prevention Center or other similar service provider.