



Church Street Marketplace Commission

Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor

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

Subject	1.1. Vote Anticipated
Meeting	September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor
Category	1. Adopt the Agenda
Department	Church St. Marketplace
Type	
Recommended Action	

2. Adopt Minutes

Subject	2.1. Vote Anticipated
Meeting	September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor
Category	2. Adopt Minutes
Department	Church St. Marketplace
Type	

3. Public Forum

Subject	3.1. Verbal Comments
Meeting	September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor
Category	3. Public Forum
Department	Church St. Marketplace

Type Discussion

4. Commissioner Items

Subject	4.1. Commissioner Items
Meeting	September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor
Category	4. Commissioner Items
Department	
Type	

5. Holiday Preview

Subject	5.1. Holiday Preview Presentation
Meeting	September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor
Category	5. Holiday Preview
Department	Church St. Marketplace
Type	Presentation

6. Letter to Governor Scott Requesting Support for the Marketplace

Subject	6.1. Vote Anticipated
Meeting	September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor
Category	6. Letter to Governor Scott Requesting Support for the Marketplace
Department	Church St. Marketplace
Type	Action

7. Reports

Subject	7.1. Treasurer's Report
Meeting	September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor
Category	7. Reports
Department	Church St. Marketplace
Type	
Subject	7.2. Director's Report
Meeting	September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor
Category	7. Reports
Department	Church St. Marketplace

Type

Subject **7.3. Chair's Report**

Meeting September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor

Category 7. Reports

Department Church St. Marketplace

Type

8. Adjournment

Subject **8.1. Motion to adjourn**

Meeting September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor

Category 8. Adjournment

Department Council and Board

Type

Recommended Action

9. Informational and Non-Discrimination Statements

Subject **9.1. 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 September 16, 2026 - CSMC Agenda 9/16 - Wednesday, September 16, 2026, 9:00 AM, Sharon Bushor Conference Room, Bottom Floor

Category 9. Informational and Non-Discrimination Statements

Department Council and Board

Type



CHURCH STREET MARKETPLACE DISTRICT COMMISSION

July 15, 2026

9:00 AM

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

Attendance:

Commissioners: Mark Bouchett, Becky Holt (Zoom), Linda Magoon, Erik Monsen, Romeo von Hermann, Mary Kate Moore, Cara Tobin (joins at 9:10am) (Zoom)

Staff: Samantha McGinnis – CSM Director, Andrew Bacher – CSM Coordinator, Jessica Dudley – Marketing Director, Kara Alnasrawi – CEDO Director

COME TO ORDER

- a. Meeting is brought to order at **9:07am by Samantha McGinnis**

I. APPROVE AGENDA

- a. Amendment by Samantha McGinnis: Remove item 6

- a. Motion to approve – Linda

- i. Seconded – Mark

- b. Vote to approve agenda

- i. Agenda approved unanimously

II. Election of Officers

- a. Election of Chair

- a. Linda Nominates Mark
 - b. Becky seconds
 - c. No discussion, no other nominations
 - d. Vote to elect Mark Bouchett
 - i. Unanimous approval

- b. Election of Vice Chair

- a. Linda Nominates Becky
 - b. Erik Seconds
 - c. No discussion, no other nominations
 - d. Vote to elect Becky Holt
 - i. Unanimous approval

- c. Election of Treasurer

- a. No nomination
- b. Motion to table the nomination – Becky
- c. Second – Linda
- d. No discussion
- e. Vote to table nomination
 - i. Unanimous approval
- d. Election of Clerk
 - a. Mark Nominates Linda Magoon
 - b. Becky Seconds
 - c. No discussion, no other nominations
 - d. Vote to elect Linda Magoon
 - i. Unanimous approval

III. APPROVE MINUTES

- a. Motion to approve – Linda
 - i. Seconded – Mary Kate
 - No discussion
- b. Vote to approve minutes
 - i. Minutes approved unanimously

IV. PUBLIC FORUM – GENERAL

- a. Opened at 9:17 am
- b. Romeo Von Hermann – thanks the commission for his time. He is moving to the Police Commission and needs to step down as Church Street Marketplace Commissioner.
- c. Jeff Nick, Property Owner – Speaks about the new needle exchange program and its effect on downtown vitality.
- d. David Melincoff, Owner of Sweetwater's – Speaks about a letter he sent to the mayor regarding his experience reopening Sweetwater's.
- e. Dave, downtown resident – We are not taking the right path, creating an environment that invites people to live on the street and use drugs.
- f. Holly Fine, downtown resident – Talks about how different it feels in downtown Burlington.
- g. Jeff Nick – Notes plan BTV was ignored.
- h. Milo Grant, City Councilor – Speaks about years of witnessing changes in behavior in Burlington and speaking up about it in public meetings. Recommends pushing State legislature and Governor to do more for Burlington.
- i. Jeff Berger, business owner – Asks Marketplace Commission to advocate for businesses and property owners.
- j. Public forum closed at 10:06 am

V. COMMISSIONER UPDATES

- a. Erik Monsen – Speaks about the OPC location resolution, noted that all social services should be in communication with this commission.
- b. Mary Kate – Speaks about states attorney’s concerns with retail theft. Needs businesses to report thefts so they can make it to her inbox.
- c. Linda Magoon – Relays an anecdote on Burlington residents coming downtown for the first time in a while.

VI. Memo- Criterium Bike Race

- a) Motion to approve staff recommendation: Linda Magoon
- b) Second: Erik
- c) Discussion ensues on exact timing of the race and effects on outdoor cafes on City Hall Block
- d) VOTE to waive the non-motorized vehicle prohibition:
 - a. Vote approved unanimously

VII. Reports

- a. Treasurer’s Report
 - a. FY 27 is only two weeks in
 - b. FY 26 landed well
 - c. Tight budget coming up, not a lot of wiggle room
 - d. Will bring the amount of FY26 surplus the Marketplace has for next meeting
- b. Director’s Report
 - a. Safety and Security: City of Burlington did not get any information on the needle exchange ahead of it being released in the media.
 - b. Community advisory group is being formed around the needle exchange program with the non profit Vermont Cares, Director requested business representation on that group.
 - c. Continuing meetings with BPD Deputy Chief Young
 - d. Events and programming: We are in the heart of event season, lots going on.
 - e. Passeggiata continues, BCA Art amplified, mini golf on Wednesday evenings
 - f. Party on the Bricks kicks off tomorrow at Kens Pizza
 - g. Main Street Block Party on Friday and Saturday
 - h. BTV Market continues last Saturday of each month
 - i. Festival of Fools returns July 31 & August 1
 - j. Sidewalk Sale returns August 5 – 9.
 - k. Sponsorship from NFSB and Generac secured so far.
 - l. Sponsorship packet created, printed and sent out
 - m. Vacancies: Nostalgia
 - n. Openings: Amberli, Sabah’s House. Coming soon: Artemus café, Pop-Up Bagels
- c. Chair Report
 - a. Recognizes Kara Alnasrawi: updates regarding the needle exchange, State health department’s role in providing funds for homeless, addiction, and mental health services.

- b. Recognizes Linda Magoon: Suggests writing a resolution to the Governor regarding the concerns of their constituents. Will put together something for next session
- c. Mark Bouchette: Optimism and hope for Burlington continues. Fears that businesses are in a bad position, once the bank pulls their credit, closure is immediate.
- d. Not pointing fingers, there are no easy ways out of this. Police solutions are not good to this community. We have shown so much compassion, but we have allowed our standards to fall. We need to continue to advocate and point out the problems. Asks for clarity around how reporting theft is recorded by States Attorney's Office

IIX. Adjournment

- a. Motion: Linda
- b. Second: Erik
- c. Meeting adjourned at 10:59 am

Next Meeting: Wednesday, August 19, 2026 at 9 am in City Hall, Sharon Bushor Conference Room, 149 Church Street, 05401.



CHURCH STREET
MARKETPLACE

Holidays on the Marketplace 2026



Santa Parade

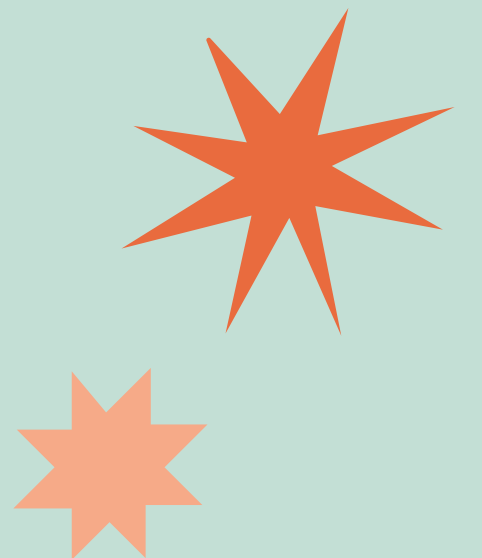
- November 27
- Kicks off on City Hall Block @ 12pm
- Guests to include:
 - Santa
 - Local Mascots
 - Miss Vermont
 - Miss Vermont's Teen
 - and More!





Tree Lighting Ceremony

- Friday, November 27 at 5pm
- Tree lighting at 6pm
- Bag of Chips performance
- Make-a-Wish
- Covered by NBC5



Family Programming

- Santa Visits
 - Nov 28 – Dec 20
- North Pole Express Mailboxes
 - Nov 28 – Dec 13
- Kids Train
 - Sundays 10a – 2p
 - Nov 29 – Dec 20
- Snowflake Hunt
 - Nov 27 – Dec 20
- Postcard Club
 - Dec 4 – 31



Festive Fridays

Join us each Friday during the holiday season for festive fun from 5 to 8pm

- Cookie Crawl: Dec 4
- Not So Silent Night: Dec 11
- Light Up the Night: Dec 18
- Window Contest
 - QR codes on windows



Additional Events

- Employee Appreciation Week
 - Monday, November 30 – Sunday, December 6
- BTV Winter Market
 - Contois and through out City Hall
 - December 11 + 12
- Menorah Lighting
 - December 4 – 12
 - Gathering on Friday, December 11, 4–5pm*
- Hosted Events
 - Krampus, Tube Christmas, and Lyric Caroling

*to be confirmed



Window Contest

Who has the best holiday window display on the Marketplace? Take a stroll down the street and vote for your favorite! Vote using the QR code at participating businesses and vote in person.

Participating Businesses:

- 4T2D
- Bickford USA
- Catamount Store
- CVS
- ECCO Clothes
- Float On Cannabis Co.
- Frog Hollow Gallery
- Golden Hour Gift Co
- Harbour Thread
- Homeport
- Kens Pizza and Pub
- Kiss the Cook
- Lake Champlain Chocolates
- Outdoor Gear Exchange
- Pepper Palace
- Phoenix Books
- Rí Rá Irish Pub
- Saratoga Olive Oil
- Tradewinds Imports
- Vermont Distillers & Smugglers'
Notch Distillery Tasting Room
- Whizbang's Candy Lab
- Zinnia

List not finalized, still confirming participants

Marketplace Appreciation Week

Monday, December 1 — Sunday, December 7

Marketplace employees will receive exclusive discounts at participating businesses

- 4T2D
- Artemus Cafe
- Bertha Church Intimates
- Bickford USA
- Church Street Tavern
- Catamount Store
- Crow Bookshop
- Day Dream Art Supply
- ECCO Clothes
- Fear and Cloathing
- Frog Hollow Gallery
- Gaku Ramen
- Golden Hour Gift Co
- Harbour Thread
- Little Istanbul
- Insomnia Cookies
- Ken's Pizza and Pub
- Lake Champlain Chocolates
- Outdoor Gear Exchange
- Pasocolo Ristorante
- Pepper Palace
- Phoenix Books
- Rí Rá Irish Pub
- Saratoga Olive Oil
- Tradewinds Imports
- Smugglers' Notch Distillery & Vermont Distillers
- Vermont Flannel Company
- Whizbang's Candy Lab
- Zinnia

List not finalized, still confirming participants

Festive Fridays

November 27, December 4, December 11, & December 18

The following businesses will be open until 8pm or later:

- 4T2D
- Ben & Jerry's
- Bertha Church Intimates
- Bickford USA
- Church Street Tavern
- Crow Bookshop
- CVS
- ECCO Clothes
- Fear and Cloathing
- Frog Hollow Gallery
- Danforth Pewter
- Gaku Ramen
- Golden Hour Gift Co
- Harbour Thread
- Homeport
- Insomnia Cookies
- Ken's Pizza and Pub
- Kiss the Cook
- Lake Champlain Chocolates
- MK Clothing
- Outdoor Gear Exchange
- Pascolo
- Pepper Palace
- Phoenix Books
- Rí Rá Irish Pub
- Saratoga Olive Oil
- Tradewinds Imports
- Vermont Distillers & Smugglers' Notch Distillery
- Vermont Flannel
- Whizbang's Candy Lab
- Zinnia



List not finalized, still confirming participants

Street Decor

- Christmas tree
- “Magic” tree lights
- Bows on each light pole
- Intersection garlands
- Street Banners
- Light Pole Banners
- Intersection Light Pole Banners



Marketing & Advertising

Print Ads

- BANG (S. Burlington, Shelburne, Charlotte, Hinesburg, Williston, & Stowe)
- Burlington Community Newspaper
- O'Rourke (St. Albans, Colchester, Essex, Milton)
- Seven Days

Radio Ads

- Vermont Public

TV Ads

- WCAX

Digital Ads

- META: Instagram and Facebook
- Seven Days: newsletter, web, and phone
- Front Porch Forum

Marketing & Advertising

Print Materials

- Posters
- Winter in the City booklet
- Postcards
- Sandwich Boards (CSM and Garages)
- Bag Stuffers

Other

- Heavy social media
- Dedicated CSM webpage
- CSM event calendar
- Community calendars (13+)
- Newsletters (2+ emails)





CHURCH STREET
MARKETPLACE

Thank you!



Dear Governor Scott,

As the nine-member Board that oversees Burlington's Church Street Marketplace operational policies and whose overall purpose is to "establish, improve and maintain the pedestrian mall to benefit the local community, businesses and visitors" we, the Church Street Marketplace Commissioners, are writing to you today to ask urgently for your help.

We would like to start by thanking you for your efforts to date, including sending State Troopers to assist in maintaining order in Burlington.

As you are well aware, Burlington's downtown is essentially in a state of emergency. Our "constitutes," the business owners (and their employees) and property owners, have let us know, loudly and clearly, that time is running out...that some only have months before they will be forced to close their doors.

Given that Chittenden County contributes about 25% of the State's tax income, and that Burlington is the top spot for tourism across the State, a crisis in Burlington is a crisis for the State. Immediate, substantive and collaborative action must be taken as soon as possible.

We are asking the following of you and your administration:

1. Continued deployment of State Troopers in Burlington
2. Active support of and participation in CVOEO's effort to launch a 100-bed, year-round, low-barrier, emergency shelter by this winter
3. Return of the Accountability Court to Burlington
4. Development of a plan by the Agency of Human Services to establish a State mental health facility to replace/enhance the services previously provided by the Waterbury Hospital that was closed 15 years ago

We strongly believe that the first three recommendations above would bring about immediate and positive results. It would also send the important message that both the city and the State recognize the seriousness of this issue - and that we are all willing to work together to make it a top priority. It's time for all of us to stop reassessing the past and to instead look forward - at the present and the future.

Governor Scott, we want to say thank you in advance for giving this letter your immediate attention. Please let us know what you need from us to put the aforementioned actions in place.

With sincere gratitude,

The Church Street Marketplace Commissioners