

MINUTES

SPECIAL MEETING

**BOARD OF COMMISSIONERS
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT
JULY 23, 2014
6 PM**

**D. DUBALDO ELECTRIC CO., LLC
16 HARRISON STREET
MANCHESTER, CT 06040**

MEMBERS PRESENT: Donald DuBaldo, Chair
Stephen Carter, Vice Chair
Nicholas DuBaldo, Secretary
George R. Dorin
Edward Firestone
John Tunila, Esq.

EX-OFFICIO MEMBERS
PRESENT: Mark Pellegrini, Planning & Neighborhood Services

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: None.

MEMBERS ABSENT: William Bayer
Robert Mahoney

EX-OFFICIO MEMBERS
ABSENT: April DiFalco, GMCC

1. Call to Order

Mr. Donald DuBaldo called the meeting to order at 6:07PM.

2. Public Comment

None.

3. Discussion of Handicapped Parking on Main Street

The commission continued its discussion of the proposed relocation of several handicapped spaces along Main Street. Mr. Pellegrini provided a map of the locations of the handicapped spaces.

As town staff from Public Works or Engineering was unable to attend this meeting, the commissioners asked Mr. Pellegrini to invite either to attend the August 6 commission meeting to answer questions.

4. Discussion of Downtown Parking Lot Improvement Plan

Mr. Pellegrini reviewed concept plans for the Purnell Place, Birch St. and Heritage Place Rear Lots. The purpose of the improvements is to improve pedestrian and vehicle circulation, lighting, aesthetics and wayfinding signs.

Heritage Rear Lot – The plan calls for adding a sidewalk on the east side of the lot to create a safe, defined walk area for those traversing the lot. The commission supported the possibility of providing parking passes for the Heritage Lot in exchange for parking spaces lost to create an easement for the sidewalk. It was noted that the additional of a sidewalk would increase snow-clearing costs.

Birch Street Lot – The private parking lot abutting the west end of the parking lot will be incorporated into the new parking lot plan. The owners of the property will receive equivalent parking spaces in the new lot. Dumpsters and grease storage units currently located in the private lot will be moved to the newly improved municipal lot. The dumpsters and grease storage units will be screened and maintained by the property owner. Ms. Parseliti suggested that the property owner also be responsible for cleaning and periodic power washing of the ground around the dumpster area as this will be subject to grease spills from the storage unit. Further, the property owner should be responsible for any items dumped next to the dumpster area.

Purnell Place Lot – Mr. Pellegrini reviewed proposed changes to the internal traffic pattern. The commission spent some time discussing the transition of the short reach of Purnell Place to a pedestrian walkway with the creation of a plaza at the base of Purnell Place. It was suggested that the short reach of Purnell Place could be open during certain times for deliveries and closed the rest of the time.

Mr. Donald DuBaldo registered his concern as an owner of properties directly impacted by the proposal to change the short reach of Purnell Place into a pedestrian walkway. He is not convinced that this would be a beneficial change.

Mr. Donald DuBaldo suggested that the Town consider installation of a parking payment kiosk that could be used by daily visitors who park over two hours to pay a modest amount and be issued a parking pass for placement on their car. He noted that solar models should be considered.

All agreed that construction staging will be very important, particularly in the Purnell Place Lot, as the majority of Downtown parkers utilize this lot and will need to be directed to park in other locations.

In general, the commission indicated that they like the direction that the Parking Lot Improvement Plan is going.

Mr. Pellegrini noted that a meeting is needed to discuss a way finding sign plan: location of signs, naming parking lots, etc.

Mr. Carter left the meeting at 7:15PM.

5. Strategic Planning Work Session

Meeting with Directors and Imagine Main Street - The commission discussed how to prepare for the Sept. 13 meeting with members of the Town Board of Directors and representatives of Imagine Main Street. The commission will:

- Prepare an outline of the commissions current role and responsibilities
- Be prepared to present how the commission sees its future role and responsibilities in light of the election of a new board of commissioners with a new agenda. For example:
 - The new commission wants to move aggressively to find money for incentives for property improvements.
 - The commission wants to build more effective team relationships between the Town, Imagine Main Street and the DMSSD.

Committee Restructuring - The commission reviewed a list of current committees and committee members prepared by Ms. Parseliti. Mr. Donald DuBaldo suggested:

- Changing the name of the current Marketing & Promotions Committee to the Marketing and Development Committee.
- Adding a Finance Committee.
- Changing the name of the Cruisin' on Main Committee to the Cruisin' on Main Transition Committee.

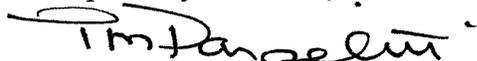
6. Public Comment

None.

7. Adjourn

Mr. Dorin moved to adjourn at 8:10PM. Mr. Firestone seconded the motion. All voted in favor (6-0-0).

Respectfully submitted,



Tana Parseliti, Downtown Manager
Recorder