

MINUTES

**BOARD OF COMMISSIONERS
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT**

**JULY 8, 2015
6PM**

**AXIS901
901 MAIN ST.
MANCHESTER, CT 06040**

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

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

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: Elaine Hadge, Landmark Café
Tania Palermo, Imagine Main Street
Christine Kurmanski, Imagine Main Street

MEMBERS ABSENT: Donald DuBaldo, Chair
William Bayer
George R. Dorin
Rob Mahoney, Alternate

**EX-OFFICIO MEMBERS
ABSENT:** April DiFalco, President, Greater Manchester
Chamber of Commerce

1. Call to Order
Mr. Carter called the meeting to order at 6:05PM in Mr. D. DuBaldo's absence.
2. Roll Call
Mr. Carter noted members present and absent.
3. Minutes
 - May 6, 2015 – Mr. Tunila moved the acceptance of the minutes of May 6, 2015 as presented. Mr. N. DuBaldo seconded the motions. There was no discussion.
All voted in favor. 4-0-0.
4. Public Comment
 - Elaine Hadge from Landmark Café registered her concern regarding the location of the DUI

Checkpoint in front of her business at 867 Main. She believed this would have a negative impact on her business and that of Lucky Taco. Further, she felt that available parking spaces would be reduced. The commissioners suggested she contact Sgt Bresciano to express her concern and request that another location be chosen in the future.

5. Old Business

- Outreach Visits to Businesses RE Parking – Mr. Carter recruited the following commissioners and staff to conduct the outreach visits: Mr. Carter, Mr. Firestone, Mr. Dorin, Mr. Bayer and Ms. Parseliti. A list of questions and information to be communicated was distributed. Visits should be completed by the end of July.
- BOC Action Items Review
 - Meeting with Chief to Discuss Hand Held Digital Ticketing Devices – a meeting was held.
 - Snow Study Results – Ms. Parseliti distributed the results of her outreach. She contacted five communities: West Hartford, East Hartford, Middletown, Waterbury and Torrington. Commissioners requested that she clarify the width of the Main Street in each Downtown area and note the type of street parking.

6. Officers and Committee Reports

- Chair, Donald DuBaldo – No report as Mr. D. DuBaldo is absent.
- Vice Chair & Finance Committee Chair, Stephen Carter
 - YTD Revenue & Expense Report – Mr. Carter distributed a report showing the FY 14-15 budget vs. actual vs. anticipated. Ms. Parseliti will verify the anticipated revenue and expenses.
- Secretary & Marketing Committee Chair, Nicholas DuBaldo – Mr. N. DuBaldo reported that the DMSSD digital newsletter had been distributed. The Marketing Committee has not met.
- Parking & Maintenance Chair, Robert Dorin – Representatives of the Parking Committee met with Chief Montminy to discuss the possibility of acquiring hand held ticketing devices. Mr. Dorin reported that The Chief did not feel this was a viable option at this time due to the cost of installing the required computer software, cost of devices and changes to reports.
- Cruisin' Committee, Edward Firestone – Cruisin' planning is moving forward as the event draws close. Fundraising is on track.

7. Other Reports

- Imagine Main Street, Steve Gates
 - Sunset Festival, Aug. 6 – Mr. Gates was not present. Ms. Palermo and Ms. Kurmanski, members of the Imagine Committee and part of the group producing the Sunset Festival, came to brief the commissioners on the upcoming event, which will take place on Thursday, Aug. 6 from 5:30PM to 9:30PM. Event activities will include: 3 bands, beer tent, stilt walkers, a fire juggling performance, 20 vendors, and food trucks. A police officer will be hired.

The committee would like to hold the event in the north end of the Forest Street Parking Lot. This would necessitate closing-off the north end of the lot for the day. Ms. Parseliti surveyed abutting businesses and heard strong objection from two of the businesses. Salon Petite objected to the loss of accessible parking for her clients, many of whom are elderly. She has appointments throughout the day and evening. The owner of Bui is holding a third anniversary in business celebration on this date. He strongly opposed losing accessible parking for his customers as he has heavily promoted this celebration.

After some discussion, the commissioners agreed that they could not endorse holding the event in the north half of the Forest St. Parking Lot due to the impact on customer access for abutting businesses. Mr. Tunila asked Ms. Palermo and Ms. Kurmanski if the south half of the lot could work for them. Ms. Palermo replied that although it is not their first choice, they believe they can make it work. Mr. Firestone moved the commission's support of the Sunset Festival contingent upon it being held in the south half of the Forest Street Parking Lot. Mr. Tunila seconded the motion. There was no further discussion. All voted in favor. 4-0-0.

- Director of Planning, Town of Manchester, Mark Pellegrini
 - Status of Parking Lot Improvement Project – Mr. Pellegrini reported that the town is out to bid on Phase 1 of the project. Four bids were received. Two were incomplete. The town will reject all bids. They will rebid the project in December and plan to do all the work during the 2016 construction season. Mr. Tunila noted that this may give us time to include updated parking technology in the new bid. I.e. electrical conduits for parking kiosks. Mr. Pellegrini felt that this will require working with a company that installs kiosks.
 - Pedestrian Street Lights - Mr. Pellegrini reported that the bids for the street lights came in better than expected. There will be money to do additional lights beyond the 55 bid. The project will be done in October.

Mr. Carter inquired if there has been any progress on the suggestion to widen the steps at the rear of the alleyway next to MCC on Main. Mr. Pellegrini has spoken with Mr. Carlino about this and they are in dialogue.

8. Administration

- Manager's Report – Ms. Parseliti offered a brief report which is attached.

9. New Business

- Mural Proposal for Tong Building – Withdrawn.
- Public Information Meeting – Sign Regulations - Mr. Pellegrini noted that there will be a public information meeting to review possible changes to regulations governing temporary banners and electronic message boards, sign dimensions and definitions. The meeting will be held on July 27 at 7PM in the Lincoln Center Hearing Room at 494 Main St.

10. Public Comment

- Ms. Hadge shared that the Corey's 5K brought customers to Landmark and was good for business.

11. Adjourn

There being no further business Mr. Firestone moved to adjourn the meeting at 7PM.

Mr. N. DuBaldo seconded the motion. There was no discussion and all voted in favor. 4-0-0.

Respectfully submitted,

Tana Parseliti, Downtown Manager
Recorder

Manager's Report
Downtown Manchester Special Services District
Board of Commissioners Meeting
July 8, 2015

Administration

The new laptop computer will arrive on Friday.

Public Safety

No report.

New Business Opening

21 Oak, a vegan/vegetarian restaurant, opened July 1. I provided assistance to this business throughout the process.

Economic Development

At the request of the commission, I am working to arrange meetings with the following to discuss future plans for their Downtown Manchester facilities:

- Endia DeCordova and Gena Glickman for MCC on Main
- First Niagara.

Constituent Issues

Landmark Café owner, Elaine Hodge, registered a complaint regarding plans for a DUI Check Point to be located between St. James and Park St. on Friday, July 10 between 8PM and 2AM. She expressed concerns on the selection of this location as she feels it will impact parking availability and business for both her restaurant and Luck Taco. She asked why this location chosen was.

Marketing

The Downtown District Newsletter was completed and sent.

Special Events

Cruisin' on Main

This is a period of intense work in preparation for Cruisin' on Main. Much of the work is time sensitive and deadline driven. Areas of work include but are not limited to:

- Preparation and distribution of marketing materials.
- Sponsor communications and materials distribution.
- Communication with Downtown businesses - Informational letter sent to all downtown businesses
- Transition work with town staff.

I have worked closely with Karen Gubbins, Recreation Supervisor, who will be assigned to take on my role, and with Don Janelle, Emergency Management Coordinator, who will be responsible for logistics.

**Manager's Report
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