

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

**JULY 9, 2014**  
**6PM**

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

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

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

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: Lynn Sottile, Schultz Design

MEMBERS ABSENT: Donald DuBaldo, Chair

EX-OFFICIO MEMBERS  
ABSENT: None.

**1. Call to Order**

In the absence of Mr. Donald DuBaldo, Vice Chair Stephen Carter called the meeting to order at 6:01PM.

**2. Roll Call**

Roll Call was waived.

**3. Minutes**

Mr. Tunila moved acceptance of the minutes of:

- May 28, 2014 Special Meeting
- June 4, 2014 Meeting
- June 25, 2014 Special Meeting.

Mr. Dorin seconded the motion. All voted in favor (7-0-0).

#### 4. Public Comment

Ms. Sottile of Schultz Design informed the commissioners that she attended the Town of Manchester Board of Directors Meeting on July 8<sup>th</sup> and spoke in supported of *The Moving Wall* Project Proposal. She thanked the commissioners for the letter of support they provided but expressed disappointment that no members of the commission were in attendance. The Town Board of Directors supports the project and will provide the needed seed money to secure the date. *The Wall* will be on display for 5 days. The dates being requested are mid-May, close to Armed Forces Day, or mid-September or mid-October. The opening ceremony will be on a Thursday. Ms. Sottile invited the commissioners to become involved in this project.

The commissioners congratulated Ms. Sottile on her work to bring *The Moving Wall* to Manchester.

Mr. Firestone arrived at the meeting at 6:10PM.

#### 5. Officers and Committee Reports

- Chair, Donald DuBaldo – Absent.
- Vice Chair, Stephen Carter – No report.
- Secretary, Nicholas DuBaldo – No report.
- Parking & Maintenance Maintenance, John Tunila, Esq.– No report.
- Marketing Committee, Nicholas DuBaldo – Mr. Nicholas DuBaldo reported that the Marketing Committee has not met since June.
  - Website Update –Ms. Parseliti reported that we are waiting for the Town to upload our new site.
- Cruisin’ Committee, Edward Firestone – The Cruisin’ Committee has been meeting weekly in July to make final preparations for Cruisin’. Plans are on track.

#### 6. Administration

- **Manager’s Report** – A copy of the Manager’s Report is attached to these minutes. The commissioners spent some time discussing the parking impact of a recent large group meeting (40 attendees) held during the day on June 25 and 26 at MCC on Main. The meetings extended for more than two hours each day. Future meetings of this size may take place 2 to 3 times a month.

Mr. Firestone moved to adopt an interim parking policy for large group meetings at MCC on Main that exceed the two-hour parking time limit. The policy would stipulate the following:

- Notice must be given to Ms. Parseliti at least one week in advance when groups of 15 or more attendees are booked.
- MCC on Main staff will advise meeting organizers of the following locations where they will be permitted to park:
  - Along the fence line at the eastern border of the Purnell Place Lot.
  - In the St. James Lot.
  - In the Forest St. Lot.
  - In the FREE Cottage Street Lot.
  - Those who fail to park in the proper locations will be ticketed.

Mr. Bayer seconded the motions and all voted in favor (7-0-0).

The commissioners asked that Ms. Parseliti communicate the interim parking policy for large groups to Ms. Colletti, MCC on Main Program Manager.

In response to Ms. Colletti's request to have the 27 parking tickets received by attendees at the June 25 and 26 meeting waived Mr. Tunila moved that Ms. Parseliti follow the normal procedure to request a waiver of these tickets. Mr. Firestone seconded the motion. All voted in favor (7-0-0).

## 7. Other Reports

- **Imagine Main Street**
  - **Turn Downtown Purple Proposal** - Ms. Parseliti provided information on a proposal for a joint Alzheimer's awareness and Imagine Main Street First Thursday event in September 2014. Events, decor and foods would be developed around a purple theme. (Purple is Alzheimer's signature color.) A key component of this promotion would be turning Main Street purple for one week by using purple filters on Downtown streetlights.

The commissioners expressed concern regarding the effect of reduced lighting on public safety.

Mr. Tunila moved the following:

The DMSSD Board of Commissioners strongly endorses the Turn Downtown Purple proposal with the exception of turning the streetlights purple. The commission defers a decision on support of the purple streetlights until the impact on public safety can be assessed.

Mr. Dorin seconded the motion. All voted in favor (7-0-0).

- **Banner Sales**, Ms. Parseliti – Banner sales have been strong. An Invitation to Bid will be prepared for publication in the Journal Inquirer.
- **Proposed Sidewalk Café Amendment**, Mark Pellegrini – An amendment to the Sidewalk Café Regulations will go before the Planning and Zoning Commission on July 21. A restaurant owner requesting the ability to leave café barriers outside overnight approached Mr. Pellegrini. The current regulations require that the barriers be brought inside at the end of the day. The amendment would strike that provision and allow the barriers to be left outside.

A provision will also be added to the regulations that in the event of snow, the Town can ask the owners to bring in the barriers.

Mr. Bayer moved to approve the proposed amendment. Mr. Dorin seconded the motion. All voted in favor (7-0-0).

Mr. Nicholas DuBaldo suggested that the Town consider some sort of design review of the barriers to insure they are attractive.

- **Parking Lot Improvement Project**, Mark Pellegrini – The Town is moving along with the Parking Lot Improvement Plans. Mr. Pellegrini will bring the concept plans to the July 23, 2014 Special Commission Meeting for review by the commissioners.
- **Greater Manchester Chamber of Commerce**, April DiFalco, President – The Chamber ended the year on a good note. They instituted a variety of new programs and services for the new year. A group has been created for young professionals to reflect the youthful component of the business segment and encourage that sector to join and become active in the Chamber.

## 8. New Business

- **Town of Manchester Initiative to Relocate Handicapped Parking Spaces** – Ms. Parseliti presented a written review of the proposed relocations accompanied by a spreadsheet showing proposed locations and changes that was prepared by the Town Traffic Engineer. After brief discussion, Mr. Carter suggested that more information is needed. He recommended deferring discussion on this topic to the next meeting and inviting town staff to be present. It was also suggested that Town staff be invited to sit on the Parking Committee. All were in agreement.
- **Communications and Relationship Building** - At Mr. Donald DuBaldo's request Mr. Carter asked the commissioners to consider adding the following to the list of commission priorities:
  - Building relationships with town staff and the Town Board of Directors.
  - Building relationships with restaurants.
  - Building relationships with MCC.
  - Creation of a Finance Committee.
 Further, each commissioner is asked to think about how they could be involved on a committee level and what they bring to the table.

## 9. Public Comment

Although well intentioned, Ms. Sottile objected to the idea of putting any type of shirt on the Runner's statues as it compromises the work of the artists. She also stated that snow piled along Main Street in the Downtown is a significant problem, impedes customer access and needs to be addressed.

## 10. Adjourn

Mr. Bayer moved to adjourn the meeting at 7:25PM. Mr. Mahoney seconded the motion. All voted in favor (7-0-0).

Respectfully submitted,



Tana Parseliti, Downtown Manager  
Recorder