

MINUTES

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

**JUNE 3, 2015
6PM**

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

MEMBERS PRESENT:

**Donald DuBaldo, Chair
Stephen Carter, Vice Chair
Nicholas DuBaldo, Secretary
William Bayer
George R. Dorin
Edward Firestone
John Tunila, Esq.**

EX-OFFICIO MEMBERS:

**Mark Pellegrini, Director,
Planning & Neighborhood Services
April DiFalco, President, Greater Manchester
Chamber of Commerce**

STAFF PRESENT:

Tana Parseliti, Downtown Manager

ALSO PRESENT:

**Lynn Sottile, Schultz Design
Elaine Hadge, Landmark Café
Stephen Gates, Imagine Main Street**

MEMBERS ABSENT:

Rob Mahoney, Alternate

EX-OFFICIO MEMBERS

ABSENT:

None

1. Call to Order

Mr. D. DuBaldo called the meeting to order at 6:01PM.

2. Roll Call

Mr. D. DuBaldo conducted a Roll Call. All were present with the exception of Commission Alternate, Mr. Mahoney. Mr. Firestone arrived at 6:05 PM.

Also present were: Ms. Sottile, Ms. Hadge and Mr. Gates.

3. Minutes

- May 6, 2015 – The Minutes of May 6, 2015 were tabled until the July 8, 2015 meeting.

4. Public Comment

Imagine Main Street, Steve Gates

- a. Strollin' on Main June 11
- b. Fire Juggling, Aug. 6

Mr. Gates asked to give his Imagine Main Street report at this time as he needed to leave the meeting early. He reviewed the Imagine schedule noting that First Thursday events took place May through October. The June and July events will be on the second Thursday.

Volunteers meet monthly. The August event will include a fire juggler. The Imagine Committee will connect with the Fire Marshall in advance. Mr. Gates will speak with the commissioners in more detail between now and the August event.

Imagine will be doing 6 more Art Benches. The Town is funding three benches and Imagine is funding three benches. The Call to Artists is out.

Some members of Imagine would like to do art on the street fixtures. Mr. Gates has asked for Guidance from Mr. Shanley and Mr. Carlino. He will return to the commission with their feedback.

Mr. Pellegrini asked if any other groups had received grants under the Downtown Mini-grant Program. Mr. Gates responded that the Art Benches, the August Evening Market event and a performance in Center Memorial Park by student performers from CAST were all mini-grant recipients.

Mr. Gates reported that Imagine was working with Young @ Art on the Art in the Park event in June.

Mr. Gates left the meeting at approximately 6:15PM.

5. Old Business

- Outreach Visits to Businesses RE Parking – Mr. Carter is looking for volunteers to do outreach visits to Downtown businesses regarding parking. He created talking points which he reviewed with the commissioners. In addition, information on the Parking Lot Improvement Project will be given. Ms. Parseliti provided maps. Mr. Carter hopes to see the visits completed by the end of June.
- BOC Action Items Review
 - MCC Parking – Mr. Carter will speak with them.
 - Cruisin Transition – A memorandum from Scott Sprague to General Manager, Scott Shanley, was distributed to the commissioners. This memorandum outlines his evaluation and recommendations for the Cruisin' transition to the Town.
 - Remediation of Bird Problem – Ms. Parseliti was asked to continue to request tree trimming.
 - Review and Recommend Changes for Vending Regs – The commission will address this in the upcoming fall and winter.
 - Research on Hand Held Digital Ticketing Devices – A meeting will be held with the Chief in one week.
 - Offer of Hire to Parking Enforcement Workers – Great response to job posting. Conditional offer of hire made to Alan Anderson and Michael Swetzes.

Mr. Bayer moved to hire both individual for the positions contingent on successful completion of background checks and drug testing. Mr. Dorin seconded the motion. There was no discussion. All voted in favor. 7-0-0. The new hires will begin work on July 6, 2015.

- Convene Committee to Look at Bylaws Changes – Mr. Tunila, Mr. Pellegrini, Mr. Firestone and Ms. Parseliti all agreed to serve on the committee. Commissioners recommended that a review of the requirements for special meeting notices should be one of the first things reviewed.
- June Newsletter – Mr. DuBaldo reported that the newsletter is in progress. Nick will proof and a digital copy will be emailed.
- Research Snow Plowing in Other Downtowns – Ms. Parseliti has surveyed other towns. Mr. DuBaldo suggested that Torrington be contacted. Mr. Bayer suggested that Fuss & O’Neil be contacted. Mr. Jim Galy and Mr. Ted DiSantos were suggested as contacts.
- Consider and Refer Ideas on How to Handle Street Tree – Tabled.

6. Officers and Committee Reports

- Chair, Donald DuBaldo – Mr. D. DuBaldo’s report was reflected in earlier comments.
- Vice Chair & Finance Committee Chair, Stephen Carter
 - YTD Revenue & Expense Report – Mr. Carter distributed a Revenue and Expense Report for the period .
Mr. D. DuBaldo indicated that he would like a more user-friendly report. Mr. Carter indicated he was trying to save manpower until an intern can be taken-on.
- Secretary & Marketing Committee Chair, Nicholas DuBaldo – No report.
- Parking & Maintenance Chair, Robert Dorin
 - Approval of Parking Enforcement Worker Hires – The commissioners approved the new hires as a part of the Action Items review.
 - Mr. Dorin observed that planter watering is a significant expense. He noted that the contract can be rebid in January. Mr. D. DuBaldo voiced that he would like to see a flat fee contract.
- Cruisin’ Committee, Edward Firestone – Mr. Firestone reported that anticipated Cruisin sponsorships are \$28,000. Planning is progressing well.

7. Other Reports

- Director of Planning, Town of Manchester, Mark Pellegrini
 - Phase 1 of the Parking Lot Improvement Project is out to bid. The bid opening is June 26, 2015. Mr. Dorin asked if we can run conduits in the lots for future parking kiosks? Mr. Pellegrini said there is no money to do so. Mr. D. DuBaldo indicated that the conduit could be run for a modest cost.
 - The Pedestrian Street Light contract has been awarded. 66 fixtures will be installed. The cost is \$1,600 per light fixture plus installation.
 - Mr. Pellegrini will ask Sgt. Hughes to have the night shift monitor any overnight parking taking place in the area next to the jersey barriers at the north end of the Purnell Lot.
- President, GMCC, April DiFalco
 - Chamber staff is working on their annual budget.
 - An EPIC event will be held the end of the month at Lucky Taco.
 - Quast Media will have a Grand Opening in July.
 - Ms. DiFalco recommends that commissioners contact their legislators regarding the Governor’s proposal for new taxes.

8. Administration

- Manager’s Report – report attached.

9. New Business

- Snow Study – Reported on under Action Items.

10. Public Comment

- Ms. Hadge registered her dissatisfaction with apartment tenants parking overnight on the street in front of her business. Ms. Parseliti offered to contact the property owner regarding his tenant parking.
- Ms. Sottile asked the commissioners to be sure to inform downtown constituents when parking construction will begin as a part of the Parking Lot Improvement Projects.
- Mr. Dorin suggested that the commissioners to create a short and long term wish list for the Downtown (12 months, 2 years, 3 years, etc.) and bring it to the next commission meeting. Mr. D. DuBaldo suggested that the commission create a 1 to 5 year plan. He asked that this be added to the Action Items List.

11. Adjourn

There being no further business, the meeting was adjourned at 7:20PM.

Respectfully submitted,

Tana Parseliti, Downtown Manager
Recorder

**Manager's Report
Downtown Manchester Special Services District
Board of Commissioners Meeting
June 3, 2015**

Administration

A new laptop and software were authorized and have been ordered for us by the Town IT Dept. The purchase price is \$892.00. The cost is under the FY 15-16 budgeted amount.

Student Interns – The internship program at Manchester Community College was unable to fill our summer internship request. I also established contact with the director of a similar program at SCSU. I will work towards securing an intern for the fall semester at one of the two colleges.

Public Safety

No report.

Parking

Interviews for the Parking Enforcement Worker position were completed. I worked with the Town HR Dept. on the letter of offer and to coordinate the necessary background and drug tests. Parking Committee Chair, Bob Dorin, and I met with the selected candidates to review expectations and distribute necessary forms. Anticipated start date for the positions will be July 6, 2015.

The Town began placing the new 2 Hour Parking signs along Main St. today. Copy on the parking lot signs must be changed to provide clarity on the two hour limit.

New tickets books that reflect the new rate are expected to be ready in 4 to 6 weeks.

I set-up a meeting for the Parking Committee with Chief Montminey to explore hand held parking devices.

I am researching snow removal practices in similar Downtowns.

Cruisin' Transition

Meetings continue with town staff. I attended transition meetings regarding Cruisin' Operations, Cruisin' Vendors, and met with Cruisin' Finance Chair, Linda Barker, twice over the past month. Ms. Barker is maintaining and preparing the Cruisin' financial reports as well as keeping a spread sheet of Cruisin' Income and Expenses.

Director of Parks & Recreation, Scott Sprague, prepared a memorandum outlining the progress of the Cruisin' Transition Group along with recommendations and assumptions regarding the transition of this event to the Town of Manchester. The memorandum was sent to General Manager, Scott Shanley and will be reviewed by the Board of Directors.

Maintenance

Planters will be transitioned to summer flowers this week. The Manchester Garden Club has cleaned, mulched and planted the Gateway Garden. The maintenance contractor, CDM Landscape, notified me that due to the extreme dry conditions during the month of May they needed to water every other day.

I have requested that street planters and trash receptacles be painted.

Four new trash can lids were ordered to replace missing lids.

New Business Update

I have continued to work with a tenant prospect for 21 Oak St.

I provided property referrals to a prospective guitar studio tenant. We were not able to identify an appropriate space.

Imagine Main Street Program Committee

I attended three meetings of the Imagine Program Committee in May. There has been interest in securing artists to paint Downtown trash receptacles, planters and other street fixtures.

Planning is underway for the August Imagine First Thursday to have a “steam punk” theme. Fire jugglers are being planned. A meeting will be held with representatives of the Fires Dept. to ensure proper safety precautions are in place.

Special Events

Taste of Manchester took place on May 12 and appears to have been a success.

Imagine Main Street Strollin’ on Main will take place on Thursday, June 11. There will be activities and music along the length of Main St. and some side streets. The South half of the Forest Lot will be used for a band performance and karate demo.

The Greater Hartford Arts Council is hosting an event at the Viscogliosi home on Forest St. on Wed. June 17. They have requested use of the south half of the Forest Lot for attendee parking. I confirmed that the Army & Navy Club has no objection to closing off the lot for parking for this event.

Cory’s Catsup & Mustard 5 K is scheduled for June 20. Downtown businesses and residents will have received informational mailings from the Hartford Marathon Foundation.

Marketing

The Downtown District Newsletter is in progress. My goal is to have it ready to distribute on June 11 for Imagine.

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