

**BOARD OF COMMISSIONERS MEETING
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT
Special Meeting
May 28, 2014
6 PM**

**Office Of
Downtown Manchester Special Services District Office
983 Main Street Suite 10
Manchester, CT 06040**

MEMBERS PRESENT: Ed Firestone, Chair
John Tunila
Nick DuBaldo
Mike Esposito

EX-OFFICIO MEMBER: Not Present

STAFF PRESENT: Tana Parseliti, Downtown Manager
Sabina Wilson, Administrative Assistant

ALSO PRESENT: Lynn Sottile, Schultz Design

MEMBERS ABSENT: Joe Lipiner, Hope Igdalsky, Rev. Sal Mancini

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

1. Call to Order

- Mr. Firestone called the meeting to order at 6:03 PM.

2. Minutes

- April 2, 2014 - Mr. Tunila moved to accept the April 2, 2014 minutes. Mr. Esposito seconded the motion. Motion passed unanimously 4-0-0.

3. Alternative Design for Downtown Banner Program

- Lynn Sottile of Schultz Design attended the meeting to help answer questions regarding the banner design.
Ms. Parseliti gave an overview of the Downtown Banner Program. She reviewed a map with the light poles marked that could be used for the banners. There was discussion regarding the new, single design banner graphic.
- Ms. Parseliti indicated that because we anticipate that the cost of the banner program will be over \$5,000, we are required to put the job out to bid. The bid return will be for two weeks. Because we are unsure of how many banners we will sell, the bid will have to be written with price breaks at various levels of banner sales.
- A number of issues were brought up and discussed. Mr. Tunila suggested that we come up with a general contingency that includes acceptable parameters that address the following:
 - Accepting the money for this fiscal year.
 - Deferring depositing monies received until contingencies are resolved.
 - If budget is ok, we should not post until next fiscal year.
 - The sale of acceptable number of banners.

- The bid must be acceptable to the BOC.
- The bid will be written in such a manner that we will not be committed if we do not get the minimum number of banners sold.
- Sale of Banners
 - We will plan on 4 weeks to sell the minimum number of banners.
 - The DMSSD will do a mailing to Downtown Businesses and follow-up calls.
 - We need to create a simple Sales Agreement.
 1. Mr. Esposito will look for his old Sales Agreement and he will send to Mr. Tunlia.
 2. Mr. Tunila will review the old one and craft the new Sales Agreement and email to Ms. Parseliti.

Mr. Esposito moved to accept the single design and authorized Ms. Parseliti to start selling banners contingent upon the following:

- The Program is contingent upon a minimum sale of at least 20 banners and the bid costs coming in should reflect the information shown on a spread sheet of anticipated banner costs distributed by Ms. Parseliti dated 5-27-14.
- The bid shall include fabrication and installation.

Mr. Tunila seconded the motion. The motion passed unanimously 4-0-0.

4. Proposed Event for Forest Street Parking Lot

The commissioners reviewed the application submitted by MDOG for use of the Forest St. Parking Lot for a Tag Sale on Sat., May 31, 2014. They discussed general requirements for applications for use of Downtown parking lots controlled by the DMSSD.

- Request Form needs to be filled out three meeting months in advance of the event.
- A policy needs to be in place regarding what is an appropriate event.
- Ms. Parseliti will research what other towns have as a policy for individuals using town public space and she will compile the information.
- A refundable deposit will be part of the application.
- DMSSD/Town will be held harmless.
- The space should be left broom clean.

Mr. Tunila moved to approve the MDOG Application. Mr. Esposito seconded the motion. The motion passed unanimously 4-0-0.

5. Public Comment

- None.

6. Adjourn

- There being no further business Mr. Esposito moved to adjourn at 7:05 PM. Mr. Nick DuBaldo seconded the motion. The motion passed unanimously 4-0-0.

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant
Recorder