

**DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT**

**SPECIAL MEETING**

**BOARD OF COMMISSIONERS' WORKSHOP**

**8:30AM, JUNE 25, 2014**

**AXIS901**

**901 MAIN STREET**

**MANCHESTER, CT 06040**

**MEMBERS PRESENT:** Don DuBaldo, Chair  
Nick DuBaldo, Secretary  
William Bayer  
Bob Dorin  
Ed Firestone  
John Tunila, Esq.

**EX OFFICIO MEMBERS**

**PRESENT:** Mark Pellegrini, Planning & Neighborhood Services

**STAFF PRESENT:** Tana Parseliti, Downtown Manager

**MEMBERS ABSENT:** Steve Carter  
Rob Mahoney

**EX OFFICIO MEMBERS**

**ABSENT:** April DiFalco, GMCC

**ALSO PRESENT:** None

Members of the new board of commissioners met to begin the process of identifying priorities. Mr. Pellegrini facilitated the meeting and recorded the following priorities identified by the commissioners.

#### **A. MANAGEMENT & ADMINISTRATION**

1. Establish a Treasurer position to be the lead on budget & finances
2. Secure a person with accounting expertise to work with the Manager on SSD budget & accounting
3. Create e-mail blast lists/categories for:
  - i. Emergencies
  - ii. SSD Business
  - iii. Events
  - iv. Advertisements
4. Assign the Secretary to be responsible for the meeting agendas
5. Create an “Action Item” list
6. Appoint a committee to limit the SSD role & costs related to “Cruisin’ on Main”
7. Create an organizational chart to post in the office
8. Assign webmaster to ensure website maintenance
9. Have a dedicated grants person to find moneys when and if they become available
10. Assign SSD Commissioners an SSD e-mail address instead of using personal addresses
11. Expand membership on SSD committees if necessary to accomplish tasks
12. Review the Ordinance establishing the SSD

#### **B. ECONOMIC DEVELOPMENT & INCENTIVES**

1. District needs to stay involved in library plans for downtown
2. Town, state, federal funding for improvements to 2<sup>nd</sup>/3<sup>rd</sup> floors
3. Discuss options for building improvement tax deferments
4. Create – with Town – a building improvement incentive program (e.g. ADA & Fire Code Compliance)
5. Find a way to make bad property owners fix up their buildings

### **C. MARKETING & PROMOTION**

1. Increase & improve marketing of the downtown
2. Develop 801 Main Street (vacant site)
3. Improve business recruiting efforts
4. Send quarterly mailer featuring vacant properties
5. Showcase available properties on website homepage

### **D. OPERATION & MAINTENANCE**

1. Parking
  - i. Increase Parking Constable hours
  - ii. Increase parking fines
  - iii. District receives portion of parking fines
  - iv. Review the latest parking study
  - v. Act on parking study recommendations
  - vi. Parking meters
  - vii. Parking lot improvement plan
  - viii. Strengthen the enforcement of short-term parking stalls and expand (and maintain) as necessary

Commission members agreed to hold a second workshop in preparation for the upcoming meeting with the Town Board of Directors. Ms. Parseliti will work with Mr. DuBaldo and commissioners to identify a date and time to meet.

At the request of Mr. Bayer, Ms. Parseliti will email copies of the 2010 Downtown Parking Study to all commissioners for their review.

The workshop was adjourned at approximately 10AM.

Respectfully submitted,

Tana Parseliti, Downtown Manager