

**BOARD OF COMMISSIONERS MEETING  
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT  
November 5, 2014**

**6 PM  
AXIS901  
901 Main St.  
Manchester, CT 06040**

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

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

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

ALSO PRESENT: Scott Sprague, Director Parks & Rec  
Elaine Hadge, Landmark Restaurant  
Bob and Danita Sulick, Mulberry Pizza  
Lynn Schultz, Schultz Design  
Josh Miller, Greater Hartford Marathon Foundation  
Matt Anderson, Greater Hartford Marathon Foundation

MEMBERS ABSENT: William Bayer, Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: None

1. Call to Order

- Mr. Don DuBaldo called the meeting to order at 6:00 PM

2. Roll Call

- Mr. Don DuBaldo conducted a roll call. Mr. Carter, Mr. Nicholas DuBaldo, Mr. Dorin, and Mr. Tunila were present. Mr. Firestone arrived at 6:15. Mr. Mahoney and Mr. Bayer were absent.

3. Minutes

- Mr. Dorin moved to accept the minutes of the October 1, 2014 meeting as written. Mr. Tunlia seconded the motion. The motion passed unanimously 5-0-0.

4. Proposed 2015 Corey's Catsup & Mustard Parkinson's 5K Road Race

- The Hartford Marathon Foundation (HMF) and Corey's Catsup & Mustard are proposing to hold the 2<sup>nd</sup> Annual Corey's Catsup & Mustard Parkinson's 5K Road Race and Charity Walk on Saturday, June 20, 2015. Josh Miller and Matt Anderson from the HMF were present to:
  - Review the results of the 2014 race, which took place Saturday Aug. 15, 2014.
  - Present plans for the proposed 2015 race.

They provided a packet of information to the BOC that contained all the information for this year's proposed race.

Mr. Miller went over the 2014 race. They had 700 runners and about 50 walkers with many spectators. Over \$5,000 was raised for Parkinson. Overall it was a very successful race and evening event. Scott Sprague, Director of Parks and Recreation, commented on what a nice, festive evening it was with only two minor complaints from residents of the Cheney Mills apartments. The after party went well with the Police Dept. reporting no problems. There were no costs to the Town for services.

Mr. Miller indicated that they expect over 1,000 runners in 2015. They anticipate no change in the race route or closure times. The BOC decided to table any action on the race until constituent outreach and assessment was conducted per the new downtown event protocol. Mr. Don DuBaldo thanked Mr. Miller and Mr. Anderson for attending. He indicated that the race would be discussed at the next regularly scheduled BOC meeting.

#### 5. Public Comment

- Bob Sulick, of Mulberry Street Restaurant, commented that he had no problem with the race and business was good the night of the race. Mr. Sulick wanted to be sure that all information be communicated in a timely manner. He further questioned if this gives an unfair advantage to one business? If other businesses want to do this, how many will be allowed to do so?
- Danita Sulick of Mulberry Street Restaurant expressed concern that if the race grows in size, it may result in Main St. being closed for a longer time.
- Elaine Hadge from the Landmark Restaurant commented that business was very good on the night of the race. She would like to see half the street closed and the Corey's Race a yearly event. She feels that the more people that come downtown the better.
- Lynn Schultz, of Schultz Design commented that it seems as if only one business benefits from this race.

#### 6. Officers and Committee Reports

- Chair, Mr. Donald DuBaldo
  - Mr. Don DuBaldo over two situations that he wanted to clarify. He noted that he and Ms. Parseliti had already discussed his concern earlier this week. (Tuesday, Nov. 4, 2014)
    - The hiring of a police officer for the Safe Downtown Trick or Treat - Mr. Don DuBaldo felt that he was clear in his email communication with Ms. Parseliti and members of the BOC that a police officer should not be hired. Apparently Ms. Parseliti was not clear on this and moved forward

to hire an officer. Mr. Don DuBaldo asked for clarity from the commissioners noting that no other commissioners had offered an opinion. Mr. Carter commented that if input was not offered from the other board members then the Chairman should make the decision.

- Interview for new downtown PAR Sergeant – Mr. DuBaldo felt that not enough prior notice was provided to the BOC regarding an invitation by the Police Dept. to have Ms. Parseliti serve on the interview panel for new PAR Sergeant. Mr. Don DuBaldo asked that Ms. Parseliti provide more timely notification. More time would allow the commission to determine who would be the best representative to serve on the interview panel.
- Vice Chair and Finance Committee Chair, Stephen Carter
  - Mr. Carter shared his thoughts on the new format for the budget and financial reports. He asked that the BOC look it over and email him with comments etc.
- Secretary and Marketing Committee Chair, Nicholas DuBaldo
  - Reported that the committee was working on
    - The committee is working on two advertising promotions:
    - A Holiday Postcard Mailer for December.
    - A full page or double page color co-op ad with the JI for promoting “Downtown Manchester for the Holidays” at a cost of approx. \$140.00 per ad.
  - Visits with Santa are being rolled into the Tree Lighting on December 4 and Imagine Main Street will have the holiday stroll that evening.
  - The committee is still working on Downtown Shopping list.
  - There is a question if the Downtown Wreath Project will happen.

Mr. Don DuBaldo asked the Marketing Committee to develop a FY 15-16 budget to be presented to the board. Mr. Nick DuBaldo will work on it for the special Budget Workshop to be scheduled.

- Parking & Maintenance, Robert Dorin
  - Parking & Snow Removal Meeting. Mr. Dorin reported that the recent meeting with the town to discuss parking and snow removal was productive. Although town staff indicated that it would not be possible to plow snow to the center of the street, they felt improvements in how snow clearing is handled could be made. Mr. Dorin was hopeful that the District and the Town could work together to clear the sidewalks and remove the snow from the parking areas. Mr. Carter felt that about \$50,000 needed to be added to the budget for snow removal. Mr. Pellegrini commented that if the district wants to fund snow removal that the money needs to be in the budget in January for next year.
  - The Parking Lot Improvement Plan Meeting – Mr. Dorin felt this was a very constructive meeting. Some issues need to be worked out. Mr. Pellegrini reported also that the reconstruction of the St. James Parking Lot stairs are also in the works. The plan is to have it done when the parking lot renovations are taking place.

- Mr. Dorin proposes adding another constable with each constable working 21 per week, six days a week. In order to pay for this Mr. Dorin moved to ask the Board of Directors to increase overtime parking fines to \$25.00 and same zone fines to \$35.00. He further proposed that the BOC approach the Town Board of Directors to request that said fines issued with the District be shared evenly between the town and the DMSSD. Mr. Carter seconded the motion. Mr. Tunila commented that in the past when the district asked for an increase it was turned down and constituents were angry about the district asking for an increase. Mr. Tunila also shared his feelings that the DMSSD may come across overly aggressive on parking and it will look bad for Main St. in the long run. That being said a vote was taken and the motion passed 6-0-0 unanimously.
- Cruisin' on Main Street – Mr. Firestone reported that the November Cruisin Committee Meeting was canceled. Mr. Carter noted that the DMSSD is in deficit spending and probably should not be giving any donations. Mr. Tunila commented that it is a very complicated issue and needs further discussion and consideration. After some discussion the commissioners agreed that the expectation of volunteers who work the event and anticipate the opportunity to make donations to community organizations needs to be recognized. Mr. Firestone indicated that he will share the DMSSD financial restraints with the Cruisin' Committee members. The Cruisin' Committee will come up with a donation recommendation and present to the BOC for their approval. Mr. Don DuBaldo asked Ms. Parseliti to coordinate a meeting with the Cruisin Committee, town officials and BOC representatives to discuss a transition of this event.

#### 7. Other Reports

- Imagine Main Street – Mr. Gates was not present. There was no report

#### 8. Administration

- Proposed 2015 BOC Meeting Schedule– The commission accepted the proposed schedule, which will be sent out to all Downtown businesses and property owners.
- Managers Report – Ms. Parseliti had no report she has been spending her time on the budget.
- Plan to introduce new Downtown PAR Supervisor.
  - Ms. Parseliti would like to plan for a coffee with the cops. She will schedule it subject to BOC approval for the date.
  - The BOC requested that Ms. Parseliti ask Sgt. Hughes to attend the BOC meetings on a quarterly basis.

#### 9. Old Business

- BOC Actions Items – Reviewed.
- FY 13-14 Budget Revenue & Expense Review – Mr. Carter suggested that the budget review be tabled as it was late and that a special meeting be setup with the sole purpose of budget review. Ms. Parseliti was asked to set-up a meeting on a Wednesday evening for this purpose. The special meeting should take place prior to the regularly scheduled December 10th BOC meeting.

- Event Management Protocol Status – Mr. Sprague reported that he is working on a Town of Manchester Special Events Permit Information Sheet with Mr. Gates. Once agreed upon, it should be posted on the Town and DMSSD website among others.

Commissioners agreed that constituent input should be sought and considered before a BOC decision was made to support or not support the 2015 Corey's Catsup & Mustard 5K

Mr. Tunila moved to table a final BOC decision on the 2015 Corey's Catsup & Mustard 5K until the December meeting. Mr. Dorin seconded the motion. All voted in favor 6-0-0.

Mr. Tunila moved to have Ms. Parseliti solicit constituent input on the 2015 race in such a manner as deemed appropriate and provide feedback at the next meeting. Mr. Firestone seconded the motion. All voted in favor 6-0-0.

#### 10. New Business

- Proposed New Financial Reports – Discussed
- Downtown Economic Development Working Group Meeting – Mr. Pellegrini is setting up another meeting.
- Parking Lot Improvement Plans Review- No discussion
- Review of DMSSD Sponsored Events – Deferred for discussion as a part of the budget review meeting.
- Downtown Email Priority Levels – Mr. Don DuBaldo suggested that the District develop priority levels on its email. For example, a high priority email could be designated an "Alert"

#### 11. Public Comment

- Elaine Hadge asked why the constable does not work on Monday. Ms. Parseliti advised that when the schedule was made most businesses were closed on Main St. on Monday. Ms. Hadge also commented that MCC had an event recently and everyone parked on the street and there was no on street parking for the restaurant. Ms. Hadge volunteered to serve on a DMSSD working sub-committee.
- Ms. Schultz questioned the board why they felt there was no need for the additional police officer at the Safe Downtown Trick or Treat. She asked if any commissioners attended the event to see how busy the streets and sidewalks are and noted that it is important to have more than one police officer present with a crowd of that size. There was no comment.

#### 10. Adjourn

- There being no further business Mr. Tunila moved to adjourn at 8:20 PM. Mr. Dorin seconded the motion. The motion passed unanimously 6-0-0.

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant  
Recorder