

**BOARD OF COMMISSIONERS MEETING
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT
October 1, 2014**

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

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

EX-OFFICIO MEMBER: April DiFalco, GMCC

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

ALSO PRESENT: Steve Gates, Imagine Main Street
Elaine Hadge, Landmark Restaurant

MEMBERS ABSENT: William Bayer, Robert Mahoney

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

1. Call to Order

- Mr. 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, Mr. Tunila and Mr. Firestone were present. Mr. Mahoney and Mr. Bayer were absent with prior notice.

3. Minutes

- Mr. Dorin moved to accept the minutes of the September 3, 2014 meeting as written. Mr. Tunila seconded the motion. The motion passed unanimously 6-0-0.

4. Public Comment – None

5. Special Events Planning

- Mr. Tunila reported that a protocol has been developed with the appropriate town agencies regarding special events throughout the town. Scott Sprague, Director of Parks & Recreation, will be the person that all applications will go to. He will then identify what other town agencies/downtown need to be notified. If it is a downtown event that is being proposed the downtown will have its own protocol in place for the event planner. Events to take place downtown will be presented to the BOC. The BOC will need to respond within 60 days.

6. Officers and Committee Reports

- Chair, Mr. Donald DuBaldo – No report.

- Vice Chair and Finance Committee Chair, Stephen Carter – Mr. Carter reported that he had met with Ms. Parseliti and got an overview of how the DMSSD finances are handled. He reported that he felt that an Excel program would be a better way for the BOC to watch finances and to prepare for the budget process. April DiFalco from the GMCC will help in the development of the Excel program.
 - Secretary and Marketing Committee Chair, Nicholas DuBaldo –
 - Reported that the committee was working on a holiday mailer and researching other newspaper group advertising options.
 - Visits with Santa are also being discussed as to whether or not we continue with this event. If visits with Santa are canceled there will be a savings. The BOC decided that it was up to the Marketing Committee to make that decision.
 - There is also discussion regarding the tree lighting as to refreshing and updating it.
 - Actions to be taken are:
 - Finalize mailer.
 - Determine pricing for JI group holiday ad.
 - Decisions to be made regarding Holiday Stroll and Tree Lighting. Mr. Don DuBaldo noted that the Marketing Committee may determine rather to dispense with Visits with Santa without securing BOC approval.
 - Decision regarding visits with Santa.
 - Parking & Maintenance, George Dorin – Mr. Dorin reported that a date for the meeting with town staff to discuss snow removal and parking is set for October 16. Mr. Dorin thanked Ms. Parseliti for her assistance in scheduling the meeting. Items to be discussed:
 - On street parking issues
 - Parking fine revenue sharing.
 - Special needs – ex. MCC on Main.
 - Snow removal.
 - Creation of new spots.
 - Parking Lot issues:
 - Purnell Lot construction.
- Mr. Donald DuBaldo suggested that he set a priority list for this meeting. Mr. Dorin would like to pursue a second constable. The two constables would work 21 hrs. each varying their hours and days so that the downtown would have coverage all the time. Mr. Dorin will also research what other towns are charging for tickets. Mr. Tunila commented that adding a second constable would add 50% to the Downtown parking budget.
- Cruisin', Ed Firestone – Mr. Firestone reported that there were about 900 cars. About 25,000 visitors came to the downtown. There are no final figures yet as of this meeting.

7. Other Reports- Steve Gates reported on Imagine Main St.

- 501(c)(3) Tax Exempt Status has been received.
- Imagine is in its 3rd year of First Thursdays.
 - 2015 Planning may change First Thursdays to start in May and end in October.
- Project Updates
 - Young@Art- is a pop-up Art Space.
 - Runner's Art Parade – is at the end. Mr. Firestone reported that runners are being taken off the street and some will be displayed in his windows.
 - Art Benches – six were decorated this year. Imagine would like to do more. They would like to have the town purchase the benches. Imagine will pay the artists a stipend. The big question regarding the benches is how they will hold up over the winter.
- Miscellaneous in Process
 - Various committees resulting from a joint meeting at AXIS901 in August.

8. Administration

- Managers Report – Ms. Parseliti reported that there are four new businesses opening:
 - Lion Heart Fitness in the Tong Building.
 - 41 Closets at the corner of Bissell and Main.
 - The Silver Chest next door to 41 Closets.
 - Lucky Taco Cantina and Taproom, located at the old Brass Key.

9. New Business

- Constituent Letter of Concern Regarding Parking – no discussion or action taken.
- FY 2013-14 Revenue and Expense Report- The BOC reviewed the FY 13-14 Budget and Actuals. Several questions were raised:
 - Why did we experience a significant drop in the Parking Revenue?
 - Why was the \$7,500 expense for Parking Lot Loan shown as a budget expense but not as an actual expense?
 - Why doesn't Line Striping appear as an actual expense?
- FY 14-15 Adopted and Revised Budget – Due to changes in the timing of the Banner Program Ms. Parseliti suggested changes to the amount of banner revenue and expenses and the year that revenue and expense should be posted. There was some discussion. No action was taken.

10. Old Business

- BOC Action Items Review – no discussion.
- Downtown Banner Program- Ms. Parseliti reported that 28 banners were sold to 26 sponsors. All banner artwork is approved and submitted for production. Final review of banner locations is completed. Ms. Parseliti requested that the town trim a tree in one banner location. Estimated banner install date is mid to late October.

11. Public Comment

- Elaine Hadge from Landmark Restaurant questioned the closing of Purnell Place that is proposed in the Preliminary plans for Purnell Place Improvement Project.

12. Adjourn

- There being no further business Mr. Dorin moved to adjourn at 7:55 PM. Mr. Firestone seconded the motion. The motion passed unanimously 6-0-0.

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant
Recorder