

**BOARD OF COMMISSIONERS MEETING  
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT  
SEPTEMBER 3, 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.  
William Bayer  
George R. Dorin

**EX-OFFICIO MEMBER:** Mark Pellegrini, Planning & Neighborhood Services

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

**ALSO PRESENT:** none

**MEMBERS ABSENT:** Edward Firestone, Robert Mahoney

**EX-OFFICIO MEMBERS  
ABSENT:** April DiFalco, GMCC

**1. Call to Order**

- Mr. DuBaldo called the meeting to order at 5:56 PM

**2. Roll Call**

- Mr. Don DuBaldo conducted a roll call. Mr. Carter, Mr. Nicholas DuBaldo, Mr. Dorin, Mr. Tunila and Mr. Bayer were present. Mr. Mahoney and Mr. Firestone were absent with prior notice.

**3. Minutes**

- Mr. Dorin moved to accept the minutes of the August 6, 2014 Meeting and August 13, 2014 Special Meeting as written. Mr. Carter seconded the motion. The motion passed unanimously 6-0-0.

**4. New Business**

- Application to Build a CVS Store and Additional Free-Standing Building at 1229 Main St. –  
Mr. Pellegrini reported that the town met with representatives of CVS who presented plans to acquire and develop the current Carter Chevrolet site with CVS and a second freestanding building. Mr. Pellegrini brought a copy of the plans to this commission meeting. He noted that there were no curb cuts on Main St. Entrance is via Charter Oak St. with a thru driveway to Wells St. The DMSSD commissioners discussed the plans, driving paths and the exterior finish/look of the building. Mr. Pellegrini reported that the town has asked for other options regarding the exterior of the building. Mr. Pellegrini will keep the BOC informed as he gets more information. Commissioners were invited to forward their comments to Mr. Pellegrini. The BOC may wish to make a formal recommendation on an aspect(s) of the plan.
- Special Meeting of August 13, 2014 – The BOC discussed the special meeting which was held to discuss roles and responsibilities of DMSSD, the Town Board of Directors and Imagine Main Street.

Meeting notes were distributed by Town staff. Attendees agreed to form several working groups to address some of the issues discussed. They included: an Economic Development Working Group, Parking and Snow Removal Working Group, Events management Working Group, Cruisin' on Main Working Group and Imagine Main Street/DMSSD Collaboration Working Group. Specific individuals were charged with convening each of the groups as soon as possible. All felt the meeting was productive.

## 5. Public Comment

- None

## 6. Officers and Committee Reports

- Chair, Mr. Donald DuBaldo – No report.
- Vice Chair and Finance Committee Chair, Stephen Carter – No report. Because of vacations and previous commitments Mr. Carter was not able to meet with Ms. Parseliti. He will be setting up an appointment for next week to go over finances.
- Secretary and Marketing Committee Chair, Nicholas DuBaldo – Reported on the direct mailing opportunity that was sent out to all businesses this week. Mr. Donald DuBaldo commented that he would like to do a real estate direct mailing.
- Parking & Maintenance, George Dorin – Mr. Dorin reported on his efforts to setup a parking and snow removal meeting. Issues to be discussed:

- Policing – tickets
- Parking issues – on street parking, lot development, and snow removal

Mr. Donald DuBaldo asked that Mr. Dorin prepare a draft agenda and email to the rest of the BOC for input. Ms. Parseliti will ask Mr. Pellegrini for a digital copy of the plans for the Purnell Parking Lot. Project. Mr. Don DuBaldo offered to make copies of the plans for the commissioners. Mr. Bayer commented that the BOC should have a unified position regarding Purnell Place Parking. Commissioners were encouraged to review the plans for additional future input.

- Cruisin', Ed Firestone – Mr. DuBaldo commented that Cruisin' would be revisited later regarding the transition away from the DMSSD. He would like to see a formal transition plan. Ms. Parseliti reported that Bob Barker, Cruisin' Chair and Don Janelle, Cruisin' Committee Member, are beginning to consider the manner in which a transition can take place. They plan to meet with Mr. Don DuBaldo and would be happy to attend a BOC meeting and report to the commission.

## 7. Administration

- Managers Report – Ms. Parseliti reported on the following items
  - Handicapped Parking Relocation Follow-up – New locations for handicapped parking stalls have been marked. Old signs still need to be removed and new signs put in place.
  - Downtown Vending –
    - Three new vendors have been added to the Downtown: a mobile food truck, stationary hot dog vendor and merchandise vendor. All are permitted and are occupying locations assigned by the Police Dept. with the exception of the mobile truck. Guidelines for mobile vendors are vague. Having a large, mobile truck park in an on-street parking stall for several hours has the potential to cause safety issues. The commission may want to review the current vending regulations with an eye towards making recommendations to the Town. Mr. Don DuBaldo asked Ms. Parseliti to provide a copy of the current Vending Regulations to the commissioners.
  - Business Opening and Closings – Two new businesses opened; Priority Bookkeeping Services, 983 Main St., Suite 1 and 41 Closets Consignment Shop at 789 Main St. Surroundings Residential and Commercial Interiors, 849 Main St., announced that they will be moving to new facilities in So. Windsor

- Downtown Banners – see attached rebid of purchase and installation of banners and hardware.
- Bird Issue – Ms. Parseliti has emailed the following town departments for help in finding a remedy to this problem: Public Works, Health and Animal Control
- Street Closure for Event
  - It has come to Ms. Parseliti's attention that Young@Art would like to close Purnell Place for an event on Saturday, Oct. 4 from 12 noon to 4PM for an Open House and Block Party. After much discussion the BOC would like them to go ahead and have the open house and block party. They should fill out the Outside Event Request Form that we already have for events taking place in Downtown public spaces, Ms. Parseliti should check with neighboring businesses. Young@ Art should get in touch with the police department regarding closing the street. Street/block closing protocol is being worked on for events like this in the future but for now the Outside Event Request Form will be used.
- Cruisin' on Main Street – Revenue and Expenses from Cruisin' are being tabulated. Ms. Parseliti hopes to present a final report at the October Board of Commissioners' meeting.
- Fall Marketing Events and Programs – Information on the Downtown Scarecrow Festival Display and Contest (Oct. 1 – Oct. 25) was mailed. Information on the Downtown Fall Post Card Mailer Promotion was mailed out as well.

#### 8. Other Reports

- Imagine Main Street – Ms. Parseliti reported that the next Imagine Main Street First Thursday will be September 4.

#### 9. Old Business

- Relocation and Addition of Handicapped Parking Spaces – recapped in Managers Report (attached).
- Downtown Banner Program Re-Bid Review – Recapped in Managers Report (attached).
- DMSSD Committee Charges – discussed during committee reports.

#### 9. Public Comment

- None.

#### 10. Adjourn

- There being no further business Mr. Dorin moved to adjourn at 7:35 PM. Mr. Carter seconded the motion. The motion passed unanimously 6-0-0.

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant  
Recorder