

**BOARD OF COMMISSIONERS MEETING
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT**

**Annual Budget Meeting
January 15, 2014
8 AM**

**Downtown Manchester Special Services District Office
Lincoln Center Hearing Room
494 Main Street
Manchester, CT 06040**

MEMBERS PRESENT: Ed Firestone, Chair
 John Tunila
 Mike Esposito
 Hope Igdalsky
 Nick DuBaldo
 Rev. Sal Mancini

EX-OFFICIO MEMBER: Mark Pellegrini

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

ALSO PRESENT: Lee Setzler, Paul's Paint
 Alan Igdalsky, Igdalsky & Company
 Don DuBaldo, D. DuBaldo Electric, DuBaldo Construction & Mgmt.

MEMBERS ABSENT: Joe Lipiner

EX-OFFICIO MEMBERS
ABSENT: April DiFalco, GMCC

1. Call to Order - Mr. Firestone called the meeting to order at 8:05 AM
2. Highlights of Accomplishments of the Past Year – Ms. Parseliti compiled a Year in Review 2013 for the Board of Commissioners to read and comment on. Mr. Firestone went over the overview with BOC.
3. Priorities for the Upcoming Year – Ms. Parseliti went over the priorities for the upcoming year. See attached
4. Presentation of Proposed 2014-2015 Budget – Ms. Parseliti presented the BOC with a Proposed Budget Detail for the FY 2013-2014. The BOC will review the budget one last time at the February meeting and act on it.
5. Comments & Questions – Constituent input from Don DuBaldo, property owner

Mr. DuBaldo provided a variety of recommendations to the board of commissioners. They included the following:

Exercise more care in preparation of the budget.

Assemble a financial committee to review the budget.

Include actuals for the last completed year when presenting the proposed budget to constituents.

Continue to decrease the role of DMSSD staff in Cruisin' on Main.

Provide an annual tally of business closings as well as openings.

The Downtown needs more investment in building improvements to make the properties more marketable to renters. The DMSSD should:

- ◆ Seek grant funds or low interest loans for building improvements.
- ◆ Strongly lobby the board of directors to secure funds for ADA and Fire Code compliance. Availability of these funds will make it easier to get tenants for second floor spaces.
- ◆ Secure funds for a façade improvement program for rear facades.

The board of commissioners should set aside additional funds for marketing. Some of these monies could be given to the Marketing Committee for their use in developing advertising programs for the Downtown.

- ◆ Ex. Create co-op television or radio ads featuring ads for one or more businesses. The District would make the initial investment in the ads to build the program that would eventually be supported by participating businesses.

The District should do quarterly mailing promoting vacant Downtown properties. This mailing should go to real estate agents and to businesses that are targeted for specific vacant properties.

Add real estate photos to the home page of the website.

Post meeting agendas and minutes on the website.

The District should take a more aggressive role in working with the Town on snow clearing in the Downtown.

- ◆ The District should take over clearing the sidewalks, making cut-throughs and removing sidewalk snow piles. Mr. DuBaldo feels that it would be worth paying more taxes to have sidewalk snow clearing taken care of.

Mr. DuBaldo agreed to provide a copy of his list of recommendations to the board of commissioners.

6. Other Business – None

7. Adjourn

There being no further business Mr. Esposito moved to adjourn at 9:00 am, Mr. Tunila seconded the motion. The motion passed unanimously 4-0-0.

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant
Recorder