

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

**January 8, 2014**

**6:00 PM**

**Downtown Manchester Special Services District Office  
983 Main Street  
Manchester, CT 06040**

MEMBERS PRESENT: Ed Firestone, Chair  
Nick DuBaldo  
Rev. Sal Mancini  
Francine Austin  
Joseph Lipiner  
John Tunila  
Hope Igdalsky

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

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

ALSO PRESENT: Rich Tyrol, Corey's Catsup & Mustard  
Josh Miller, Hartford Marathon Foundation  
Pete Murphy, Manchester Resident

MEMBERS ABSENT: Mike Esposito

EX-OFFICIO MEMBERS ABSENT: None

STAFF ABSENT: None

Mr. Firestone called the meeting to order at 6:02 pm.

1. **Proposed Downtown Road Race** – Rich Tyrol, from Corey's Catsup & Mustard along with Josh Miller, from the Hartford Marathon Foundation attended the meeting to present a proposal for a Manchester 5K Race on Saturday, May 3 at 6PM. Mr. Miller provided documents outlining the race concept and route. The race is a partnership between the Hartford Marathon Foundation and Corey's Catsup & Mustard. The purpose of the race is to raise awareness and funds for Parkinson's disease and build awareness about the Hartford Marathon Foundation history. 400 to 800 runners are expected. Event elements would include: the 5K run, a walk in Center Park and a post race block party in Center Park. The race would begin and end in front of Corey's. The race route would include Main St. and entail closing Main St. for approx. 45 minutes. The Manchester Police have recommended that Main St. remain closed between Center St. and just south of Pearl St. for the post race party in the park (6PM to 9PM).

Mr. Tyrol introduced himself to the commissioners and gave some background regarding his interest in the partnership with Hartford Marathon Foundation. Mr. Miller and Mr. Tyrol are in the planning stages of this event. They intend to ask other restaurants to come out on the street in a designated area and be part of the post event block party that would include music along with food.

Mr. Miller has made contact with the Manchester Police Department and discussed some issues regarding parking, closing the street etc., but was not pursuing anything more until this meeting with the BOC.

The Hartford Marathon Foundation will be managing the entire event: pulling permits, insurance, police, traffic, parking etc. After much discussion the BOC was in general in favor of the event but had a list of issues that they feel need to be addressed.

#### **Traffic Impact**

- Close the least amount of Main St. while keeping safety in mind.
- Make sure Myrtle St. is left open post race to allow for southbound access to Main St. from the north.
- Need for clearly marked detour routes with signs to ensure access to businesses during the time the street is closed.

#### **Parking Management**

- What areas of Main St. will be subject to parking restrictions on race day?
- When will on-street parking restrictions begin and end?
- Who will manage the parking restrictions, closing of the street, enforcement, etc?
- Need to designate parking for participants and runners in specific lots.

#### **Business Impact**

- What impact will the race street closing have on other downtown businesses?
- Need for early notification of businesses RE street closing, parking restrictions and opportunities for participation.
- Recommendation to include other restaurants in post race party.

The commissioners asked Ms. Parseliti to forward a letter outlining the commission concerns and recommendations to Mr. Miller and Mr. Tyrol with a cc to Scott Sprague, Director of Parks and Recreation.

## **2. Minutes -**

November 30, 2013 and December 11, 2013 – Mr. DuBaldo moved to accept the minutes as written. Mr. Lipiner seconded the motion. The motion passed unanimously 7-0-0

## **3. Administration – Proposed Appropriations**

Background: Upon the occasion of his death in November of 2013, the family of John “Randy” Thrall designated Cruisin’ on Main Street as the recipient of memorial contributions. The family wishes to have these contributions used to establish a scholarship fund in his name for a Manchester student continuing his/her studies in the automotive trades. The Manchester Scholarship Foundation will administer the scholarship.

The majority of the donations (\$2,320.00) were received in FY 12-13. At the conclusion of the FY 12-13 these monies were returned to the fund balance. For this reason it is necessary for the board of commissioners to appropriate the memorial donations received in FY 12-13 from the fund balance for distribution to the Manchester Scholarship Foundation.

Ms. Austin moved the following resolution:

**Resolve that..... The DMSSD approves appropriation of \$2,320.00 from the Undesignated Fund Balance for donation to the Manchester Scholarship Fund to establish a scholarship in memory of John Thrall.**

Mr. Tunila seconded and the motion passed 6-0-1 with Ms. Igdalsky voting no. After discussion a friendly amendment motion was made that provided additional clarification on the role of the DMSSD in accepting these monies.

**Resolve that..... The DMSSD approves appropriation of \$2,320.00 from the Undesignated Fund Balance. As stated at a previous board of commissioners meeting, the DMSSD acted as a conduit for these monies, which were received as a designated donation for the benefit of a scholarship to be established through the Manchester Scholarship Foundation in memory of John Thrall.**

Mr. Tunila seconded the motion. The motion passed 7-0-0.

Additional memorial donations were received in FY 13-14 (\$325.00). Ms. Austin moved the following resolution:

**Resolve that..... The DMSSD approves appropriation of \$325.00 from Cruisin' on Main Street 2013 receipts for donation to the Manchester Scholarship Fund to establish a scholarship in memory of John Thrall.**

The motion passed 7-0-0.

Ms. Igdalsky left the meeting a 7:00 PM.

**4. Budget Review** – Ms. Parseliti reviewed the proposed budget with the Commissioners. After discussion Mr. Tunila felt that the BOC needed to review the numbers again and compare against the Grand List numbers. This final review will take place at the February 5 board of commissioners meeting.

**5. Public Comment** - none

**6. Other Business** – none

**7. Executive Session**

- **Staff review** - Rev. Mancini moved to go into executive session at 7:15 PM to conduct staff review. Ms. Austin seconded the motion. The motion passed 6-0-0

**8. Approval of Proposed Budget** – Rev. Mancini left prior to the budget vote at approximately 7:25 PM. After coming out of executive session at approximately 7:25PM, Ms. Austin moved to approve the proposed budget that will be presented for input at the DMSSD Annual Meeting as written. Mr. Lipiner seconded the motion. The motion passed 4-1-0. Mr. DuBaldo voted no on the proposed budget.

**9. Adjourn** - There being no further business Mr. Lipiner moved to adjourn at 7:30 PM. Mr. Tunila seconded the motion. The motion passed unanimously 5-0-0.

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant  
Recorder