

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

**February 12, 2014  
6 PM**

**Office Of  
Downtown Manchester Special Services District Office  
983 Main Street Suite 10  
Manchester, CT 06040**

MEMBERS PRESENT:       Ed Firestone, Chair  
                                  John Tunila  
                                  Mike Esposito  
                                  Hope Igdalsky  
                                  Nick DuBaldo  
                                  Joe Lipiner

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

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

ALSO PRESENT:         R. C. Thorton, RCJ Creative  
                                  Jeremy

MEMBERS ABSENT:        Rev. Sal Mancini

EX-OFFICIO MEMBERS  
ABSENT:                 April DiFalco, GMCC

1. Call to Order - Mr. Firestone called the meeting to order at 6:02 PM

2. Minutes –

- January 8, 2014
- January 15, 2014

Mr. Lipiner moved to accept the minutes as written and Mr. Tunila seconded the motion. The motion passed unanimously 6-0-0

3. Administration

- Manager’s report – Ms. Parseliti went over the report please see attached.
- Student Volunteer –Ms. Parseliti reported that she has a student volunteer from the MHS Honor Society. He will start reporting to work on Monday afternoons.

4. Proposal for New Website – R. J. Thorton and his associate, Jeremy, attended the meeting with a proposal for a new downtown website and to answer questions by the BOC. See attached proposal. After some discussion Mr. Tunila moved to amend the agenda to add an item to appropriate \$2900 from fund balance to pay for the new website. Ms. Igdalsky seconded the motion. The motion passed 6-0-0.

Mr. Tunila moved to appropriate \$2,900.00 from Fund Balance to pay for a new Downtown Manchester Special Services District website. Mr. Lipiner seconded the motion, the motion passed 6-0-0.

## 5. Biennial Election –

- Vacant Seat – The commissioners agreed to leave the property owner seat vacated by Ms. Francine Austin unfilled until the Biennial Election in May.
- Call for Nominations – The nominating committee is working on nominations for presentation at the March meeting.

## 6. Budget Review

- Constituent Input from Annual Meeting – The commission reviewed a list of suggestions provided by Mr. DuBaldo at the Annual Meeting in January. The commissioners felt it was appropriate to defer the list to the incoming board of commissioners for consideration.
- Approval of FY 14-15 Budget – Ms. Igdalsky moved to accept the budget for FY 14-15, Mr. Esposito seconded the motion. The motion passed 5-1-0 with Mr. DuBaldo voting no.

## 7. Economic Development

- Business Recruitment Report – Ms. Parseliti reported that a bakery has signed a lease for 856 Main St. and is in the process of pulling permits etc.
- Proposal to Create Art Places – Mr. Pellegrini reported regarding efforts to enhance the position of the Downtown as an arts and culture district. The town is working on identifying outdoor locations throughout the downtown that can accommodate art and performances. Efforts to ease permit and insurance requirements and fast track applications for use of the spaces are a part of the effort. Performance spaces may be created on a temporary basis to “test” the viability of the location. The town may apply for a state grant assist with this effort.

## 8. Marketing & Promotions

- M&P Committee - Mr. DuBaldo reported on a post card mailer that is being worked on. The M&P committee has decided to send it out 4 times this year to the same mail route for consistency. The small amount of extra money that is being invested by the advertisers will be put aside for a marketing budget. It has not been decided upon what other marketing ventures the committee will work on.
- Imagine Main St. Report – Ms. Parseliti reported on the Art Bench Project. The existing downtown benches will be used; there is a call for artists. Submissions will be juried. Artists will be given a stipend for supplies. Mr. Firestone and Ms. Viscogliosi will be interviewed on WDRC regarding the Art Bench and Runners Projects.
- Cruisin on Main Report – Mr. Firestone reported that the committee is recruiting sponsors and that Taylor Rental is onboard as Presenting Sponsor once again this year.

## 9. Other Business – None

## 10. Adjourn

There being no further business Mr. Tunila moved to adjourn at 7:45 pm, Mr. Lipiner seconded the motion. The motion passed unanimously 6-0-0.

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant  
Recorder