

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

**April 2, 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  
                                  Rev. Sal Mancini  
                                  Hope Igdalsky  
                                  Nick DuBaldo  
                                  Joe Lipiner  
                                  Mike Esposito

EX-OFFICIO MEMBER:     April DiFalco, GMCC

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

ALSO PRESENT:         Bryan Colletti – Manchester Mile Race  
                                  Pete Murphy – Manchester Mile Race  
                                  Bob and Danita Sulick – Mulberry Street

MEMBERS ABSENT:       None

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

1. Call to Order - Mr. Firestone called the meeting to order at 6:05 PM.

2. Minutes –

- February 12, 2014 and March 5, 2014 – Ms. Igdalsky moved to accept the February 12, 2014 and March 5, 2014 minutes with the following corrections.
  - For the February 12, 2014 minutes, under Also Present - the complete name listed should be Jeremy Toce. Under Section 4. Proposal for New Website – the complete name on line one should be Jeremy Toce. Under Section 8. Marketing and Promotions – Imagine Main St. Report - change the spelling from Fiscogliosi to Viscogliosi in line four.
  - For March 5, 2014 Minutes under Section 3. Panhandling – change the prefix, Mr. Parseliti to Ms. Parseliti in line 2. Under Section 4. Administration – add a period at the end of the first bullet and add a period in the first line of the fourth bullet after the prefix Ms. Under Section 6. Budget Review – change Mr. DuBaldo to Mr. Don DuBaldo in line 2. Under Section 7. Proposal for “Main Street Mile” Road Race – add a period to the end of the fourth bullet.

Mr. Esposito seconded the motion. Motion passed unanimously 6-0-0.

### 3. Administration

- Manager's Report – No report at this time.
- Phone Service – Ms. Parseliti reported that new phone service is scheduled to be installed on Friday, April 4.

### 4. Biennial Election

- Ms. Parseliti reported that she sent a draft of the Biennial Election Ballots and Voting Information to the Town Attorney for review. The Town attorney found them to be in order. Ms. Parseliti asked the BOC to review the draft copy of the Biennial Election Ballots and Voting Information. The commissioners asked that Ms Parseliti place nominee names in correct alphabetical order on both Property Owner and Business Lessee ballots and correct the spelling of Joseph Lipiner's first name on both ballots. The ballots will be mailed out by April 7.

### 5. Proposed and Planned Road Races in the Downtown

- Proposal for "Main Street Mile" Road Race -See attached map for the proposed race route. Pete Murphy and Bryan Colletti attended the meeting with a new proposal for a 1mile race. They provided a map of the proposed race route and preliminary race plans. Pre and post race events would take place in the Forest St. Parking Lot. The Army Navy Club will provide food and beer. The police recommend shutting Main Street down for 1 hour. After much discussion Mr. Murphy and Mr. Colletti left the meeting. The commissioners continued to discuss issues surrounding closing the street, the possibilities of more such requests and how the DMSSD should handle such requests.
- Constituent Concerns Regarding Parkinson's Road Race – Ms. Sulick voiced her concern regarding the frequency of closing the street down for new events. She noted that parking becomes an issue and an inconvenience to customers. She feels that it is not good for her business and does not agree with closing Main St. at prime lunch/ dinner times. She understands that the Manchester Mile Road Race and Parkinson's Road Race all have good intentions but it is not good for their business. Mr. Sulick spoke to the fact that they work very hard and time is limited and the extra effort that it would take to come out on the street to have an outdoor venue, as proposed by the Parkinson Race and Main St. Mile Race, is not worth it to him and his business. He sees limited benefit in most special events as they rarely bring back people from out of town.

Mr. Tunila asked the question: Does a protocol need to be put in place regarding proposals and requests to hold events in the downtown? Ms. Igdalsky felt that we are not the sole decision makers and a meeting with the appropriate Town Departments and Board of Directors needs to happen to help develop this protocol. Also, a survey of the downtown constituents needs to be done as they are directly affected by street closings. After much discussion it was decided that a decision to endorse or not endorse the Main Street Mile Road Race should be tabled. The BOC asked that Ms. Parseliti contact Mr. Murphy and Mr. Collette and tell them that at this time we could not endorse the race proposal. At that very least it would be a 30-day turn around time.

Mr. Tunila moved to defer commission action on the Main Street Mile Race until the BOC could develop a protocol on proposals and request to hold events in the Downtown. Rev. Mancini seconded the motion. The motion passed unanimously 6-0-0.

### 6. Proposal for Outdoor Movie in Forest Street Parking Lot

- Ms. Parseliti presented a proposal from Life Song, a local church group, to put-on a free movie night in the Forest St. Parking Lot on Thursday, July 31 as a pre-Cruisin' on Main Street event. There will be no cost to the DMSSD. All legal requirements RE showing the movie will be met. LifeSong will take care of pre-promotion, insurance, securing and running the movie and site clean up. LifeSong has run similar movie nights for: MARC, the Town Recreation Dept. and the Town Neighborhood and Families Dept. They will do so again this summer. We may select the movie to be shown.

- Ms. Parseliti also informed the board of requests from two other groups: MDOG and Imagine Main Street. MDOG would like to hold a Tag Sale Fundraiser for MDOG in the Forest Lot on Saturday, May 31 from 7AM to 2PM with a rain date of Sunday, June 1. Only their MDOG volunteers will be permitted to be vendors. They will provide the necessary insurance and comply with all requirements.

Imagine Main Street proposes to hold Evening Markets with crafters and farmers from 6PM to 9PM in the Forest St. Parking Lot on the Imagine First Thursdays of June 12, July 10, August 7, Sept. 4 and Oct. 2. All requirements would be met.

The commission instructed Ms. Parseliti to:

- Develop an application for those who propose to do outside events in the Downtown that includes insurance requirements and clean-up responsibilities.
- Have applicants complete the form.
- Contact businesses surrounding the Forest St. Lot to ensure that the events will not pose a hardship to their business.
- Report back to the BOC when the above have been accomplished.

Mr. Tunila excused himself from the meeting at 7:35 PM.

#### 7. Panhandling and Loitering Ordinances

- Ms. Parseliti reported that the Town Board of Directors tabled the Ordinance until some of their questions could be answered. Ms. Parseliti reported that one of the things that they wished to consider is whether it is necessary to post signs that say, "No Panhandling". She wanted to know how the BOC felt about that. The BOC all felt that such signs sent a negative message for people coming downtown and they were not appropriate. Ms. Parseliti asked that more members of the Board of Commissioners come to the Town Board of Directors Meeting next month and speak for the Ordinance. She will also follow up regarding 2-4 Pearl St. and what the Police Department is doing to address this issue.

#### 8. Economic Development

- Ms. Parseliti reported that a couple that run a successful taco truck are looking for a restaurant space. They are interested in Kenny Burkamp's space on Purnell Place.

#### 9. Parking and Maintenance

- 2013-2014 Snow Season – Expenses for the season are within the snow removal budget.

#### 8. Marketing & Promotions

- M&P Committee - Mr. DuBaldo reported that all 12 available spaces have been sold on the spring direct mail postcard. It is being prepared for printing and mailing.
- Imagine Main Street Report – Mr. Firestone reported on the Art Bench Program. There are 5 benches being worked on now and they will be unveiled during the May Imagine Main Street first Thursday. This will be an ongoing project with some new benches being purchased and placed on Main St. He also reported on the Runner's Art Parade Project. There are currently 11 runners that will be unveiled at the Strollin on Main/First Thursday on June 12. This will be a one time only project.
- 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. The VIP tent will be located in the Courtyard at 1009 Main St. Highland Park will be doing the food for the VIP tent. In general, sponsorship is coming along well. A 57 Chevy has been picked this year for t-shirts and advertising.

#### 9. Public Comment

- None.

10. Other Business

- Ms. Parseliti reported on the residential tax rebate requested by Mr. Getachew Woldeabyezgey for his property at 41 Bissell St. The amount of rebate that Mr. Woldeabyezgey is entitled to is \$1,164.86. Ms. Igdalsky moved to appropriate funds of \$1,164.86 from the Fund Balance to rebate district taxes to Mr. Woldeabyezgey. Mr. Lipiner seconded the motion. The motion passed 6-0-0.
- Ms. Parseliti also reported that the final assessed values on the grand list are further reduced to \$24,877,300. There is a \$408,400 difference that will impact the mil rate. Ms. Igdalsky will review and report back to the BOC.

11. Adjourn

- There being no further business Ms. Igdalsky moved to adjourn at 8:15 PM, Mr. Lipiner seconded the motion. The motion passed unanimously 6-0-0.

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant  
Recorder