

MINUTES

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

**FEBRUARY 3, 2016
6PM
AXIS901
901 MAIN ST.
MANCHESTER, CT 06040**

MEMBERS PRESENT: Donald DuBaldo, Chair
Nicholas DuBaldo, Secretary
George R. Dorin
John Tunila, Esq.

EX-OFFICIO MEMBERS PRESENT: Mark Pellegrini, Director of Planning, Town of Manchester
April DiFalco, President, GMCC

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: Elaine Hadge

MEMBERS ABSENT: William Bayer, Stephen Carter, Edward Firestone, Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: None.

Call to Order

Mr. D. DuBaldo called the meeting to order at 6:00PM.

Roll Call

Mr. D. DuBaldo confirmed those present and absent.

Minutes

Mr. Tunila moved acceptance of the Minutes of January 6, 2016 and January 13, 2016. Mr. Dorin seconded the motion and all voted in favor. (4-0-0)

Public Comment

Ms. Hadge inquired if all planters will be removed from Main St.? Mr. D. DuBaldo responded that he understood that all planters would be removed for the winter to assist in snow removal. Mr. Dorin asked if news boxes could be removed by the Town as well. Ms. Parseliti commented that removal of news boxes was probably not likely. The planters that have been removed are likely to be the only ones removed.

Old Business

BOC Action Items Review – Tabled.

Adoption of FY 16-17 Downtown District Budget – Mr. D. DuBaldo called the commissioners attention to the proposed FY 16-17 budget which was included in the meeting packet. Mr. Tunila moved acceptance of the budget. Mr. Dorin seconded the motion. Mr. D. DuBaldo called for any discussion. Mr. Tunila noted that there were no objections from constituents present at the Annual Meeting. Mr. Dorin noted that the board of commissioners has discussed the budget at length. Mr. D. DuBaldo called for a vote. The budget passed unanimously. (4-0-0)

Further Discussion Regarding Parking Lot Pay Stations – Mr. D. DuBaldo reported he met with Ms. Parseliti and Mr. Pellegrini to see if there is a way to keep this project alive. The group concluded that we need to do something to allow visitors and part time workers to comply with the parking regulations. The suggestion was made to price out doing 2 pay stations. Ms. Parseliti was asked to contact Consultant John Burke and request that he provide a “bare bones” quote for 2 pay stations. It was suggested that we ask the Town to split the cost with us.

Mr. Dorin expressed some concerns and asked how visitors to the Downtown will know to parking in the Purnell Lot? Mr. D. DuBaldo noted the target user for the pay stations is part time workers, especially restaurant workers, and Axis901 or MCC on Main meeting attendees.

Mr. Pellegrini noted that conduits are in place for the future.

Mr. Dorin stated that it is important to prioritize District needs going forward as Town funds will be more limited.

Mr. Tunila said that from our perspective the tax base and parking revenue will not support what we want to do.

There was some general discussion of the importance of increasing property values. Mr. Dorin noted that the cost of compliance increases the cost of improvements.

Mr. D. DuBaldo said that we need to increase services to increase taxes. We also need to continue to plead our case to the Town, even in a tough fiscal environment.

Mr. Dorin stated that the Town will want us to do our part.

Meetings with Board of Directors

Mr. Tunila asked that we add this to the task list. We need to develop our discussion points in preparation for meeting with the Directors.

Mr. D. DuBaldo suggested that the best course of action may be for him to have an initial small, informal pre-meeting with two key Directors. This would focus on the snow plan and parking pay stations plans. A second meeting could be held a later date with more commission involvement.

Mr. Tunila asked Mr. Pellegrini to give a recommendation for scheduling a meeting. Mr. Pellegrini recommended only meeting on specific topics. The Directors want to know what a meeting is about in advance.

Officers and Committee Reports

Chair, Donald DuBaldo – Mr. D. DuBaldo noted that Extension of the St. James Parking Lot Lease was on the agenda under the Parking & Maintenance Chair’s Report. Ms. Parseliti advised the commission that the lease for the St. James Parking Lot is up for renewal under the same terms and conditions in place at this time. After a brief discussion, Mr. Dorin moved to renew the lease under the same terms and

conditions. Mr. N. DuBaldo seconded the motion. There was no further discussion. The motion carried (3-0-1) with Mr. Tunila abstained due to an existing professional relationship with the church.

Vice Chair & Finance Committee Chair, Stephen Carter – Absent. No report.

Secretary and Marketing Committee Chair, Nicholas DuBaldo – No report.

Parking & Maintenance Committee Chair, Robert Dorin

Extension of St. James Parking Lot Lease – Action taken under Chair’s Report.

Extension of Downtown Maintenance Contract – Mr. Dorin explained that we have the option to renew our existing Maintenance Contract with CDM Landscaping under the same terms for the upcoming maintenance season. The Parking Lot Improvements Project will result in major changes to the Purnell Lot, Heritage Far Rear and Birch Lots. This would make bidding of a new contract too complicated. The Parking & Maintenance Committee recommends that the existing contract be extended for one more year with the caveat that there will be some reduction in work due to the parking lot construction.

Mr. D. DuBaldo agreed noting that we need to be sure to rebid the contract for the following year.

Nominating Committee Report – Members of the Nominating Committee reported on potential candidates. Mr. D. DuBaldo reported that Mr. N. DuBaldo, Ms. Parseliti and he met with Ms. Rebecca Gentile, Branch Manager and Vice President of First Niagara, 923 Main St. They agreed she is a strong candidate with financial skills.

Mr. N. DuBaldo indicated that Mr. Vinnie Quast of Quast Media, a marketing firm located in the Watkins Building, has expressed interest in serving.

Mr. Dorin asked that Ms. Pam Horvath be considered. She is a realtor. Her office, located in the Watkins Building, also helps to manage the building. She has both property management and real estate skills.

Mr. D. DuBaldo mentioned that Mr. Bob Sulick of Mulberry Street is another prospect. The committee was also considering having Mr. N. DuBaldo run as a property owner.

Ms. Parseliti reminded commissioners that the slate must be endorsed at the March 2 meeting in order to remain compliant with the legal timeline. Mr. DuBaldo suggested that she prepare the mailing so that it is ready to be mailed the morning after the March 2 meeting.

Other Reports,

Director of Planning, Mark Pellegrini – Mr. Pellegrini reported that construction plans for the Parking Lot Improvement Project are good to go. The State has signed-off on the plans. The bid packet includes a base bid with several alternates.

Mr. Dorin asked Mr. Pellegrini about the vacant lot on the corner of Main and Locust. Mr. Pellegrini responded that the lot makes the former Peter’s Furniture building more attractive to prospective buyers. He noted that the Birch Street Municipal Parking Lot across the street has a direct site line from the Peter’s Building.

GMCC, April DiFalco – Ms. DiFalco encouraged commissioners to attend the upcoming Legislative Breakfast to be held at the Chamber. The GMCC partnered with the Vernon/Tolland Chamber on the Breakfast. Many legislators will be attending. It will be moderated by CBIA.

Ms. Di Falco noted that the Chamber has welcomed many new members and is quite busy. The Business Expo will take place in March and is already sold out with 40 exhibitors.

The Chamber is looking for nominees for the Community Achievement Award. Membership in the Chamber is not required of nominees.

New Business

Hiring of Parking Enforcement Worker - Ms. Parseliti asked the commission to approve the new hire for Parking Enforcement Worker, Mr. Richard H. Johnson. Mr. Tunila made a motion to approve the hire. Mr. Dorin seconded the motion. There was no discussion. All voted in favor. (4-0-0)

Request for use of Public Space for Event in Downtown Manchester – Taste of Manchester – Ms. Parseliti presented an application for use of the south half of the Forest Street Parking Lot by MDOG on May 10, 2016 for its annual Taste of Manchester Event. Ms. Parseliti reviewed the application noting that this group has used the lot for the past 5 years for the same event and has always been a responsible user. A Certificate of Insurance will be provided per the application specs and requirements for post event clean-up. The commissioners approved use of the lot as presented on the application.

Administration

Manager's Report – Ms. Parseliti provided a written Manager's Report a copy of which is attached.

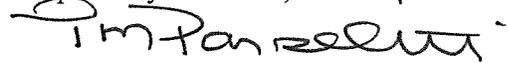
Public Comment

Ms. DiFalco endorsed Rebecca Gentile as an excellent prospective nominee to the commission.

Adjourn

There being no further business, Mr. Tunila moved to adjourn the meeting. Mr. Dorin seconded the motion. All voted in favor (4-0-0). The meeting was adjourned at approximately 7:01PM.

Respectfully submitted,



Tana Parseliti, Downtown Manager
Recorder