

## MINUTES

### BOARD OF COMMISSIONERS DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT

JANUARY 6, 2016  
6PM  
AXIS901  
901 MAIN ST.  
MANCHESTER, CT 06040

**MEMBERS PRESENT:** Donald DuBaldo, Chair  
Stephen Carter  
Nicholas DuBaldo, Secretary  
William Bayer  
George R. Dorin  
John Tunila, Esq.

**EX-OFFICIO MEMBERS  
PRESENT:**

**STAFF PRESENT:** Tana Parseliti, Downtown Manager

**ALSO PRESENT:** Elaine Hadge, David English

**MEMBERS ABSENT:** Edward Firestone, Robert Mahoney

**EX-OFFICIO MEMBERS  
ABSENT:** April DiFalco, Mark Pellegrini

#### **Call to Order**

Mr. D. DuBaldo called the meeting to order at 6:05PM.

#### **Roll Call**

Mr. D. DuBaldo confirmed those present and absent.

#### **Minutes**

Mr. Dorin moved to accept the minutes of Nov. 4, 2015, Dec. 9, 2015, Special Meeting or Nov. 24, 2015 and Special Meeting of Dec. 17, 2015. Mr. Tunila seconded the motion. All voted in favor. (6-0-0)

#### **Public Comment**

Ms. Hadge raised two points. 1) When businesses move on to or off of Main Street criteria should be put in place to establish where moving vehicles can park and for how long. When New Seasons moved out there was a problem with the moving vehicle parking on Main Street for two days, resulting in a loss of customer parking. 2) Could the Parking Constable come into Landmark and ask if any customers ate parked for longer than 2 hours. Ms. Parseliti said she will refer this request to the Parking Committee.

#### **Old Business**

- **BOC Action Items Review** - The commission reviewed the Action Items List. Additions include:

-Ms. Parseliti will set-up a meeting with the Town Atty. in January regarding proposed ordinance and bylaws changes and obtain his sign-off.

-Ms. Parseliti was asked to contact Mr. Pellegrini and obtain his input on what might be the most appropriate format to have the DMSSD BOC meet with the Town BOD on a periodic basis to report on what we are doing, Periodic reports at the BOD Policy Briefings was mentioned as a possibility. what we are funded for and issues that are important to us.

#### **Officers and Committee Reports**

- **Chair, Donald DuBaldo** – Mr. D. DuBaldo noted that he will defer some of his report to the section of the agenda dealing with Snow Removal. He indicated that there was some interest in moving the DMSSD office into MCC on Main. There is some concern regarding the size of available space. The initial thought was that it could be a win/win for all concerned. Mr. D. DuBaldo and Ms. Parseliti will meet with Mr. Pellegrini to look at possible space and review costs.
- **Vice Chair & Finance Committee Chair, Stephen Carter** – Mr. Carter reported that the proposed budget has been mailed out. Commissioners were asked for any input on the budget and mailing. No comments were offered.
- **Secretary and Marketing Committee Chair, Nicholas DuBaldo** – Mr. N. DuBaldo had nothing to report.
- **Parking & Maintenance Committee Chair, Robert Dorin** – Mr. Dorin elected to defer his report to the agenda item dealing with Downtown Snow Plowing.
- **Cruisin' Committee, Edward Firestone** – In Mr. Firestone's absence there was no report. Mr. DuBaldo suggested that this agenda item be removed from the regular agenda and placed on subsequent agendas on an as needed basis.

#### **Other Reports,**

- **Report of Parking Consultant RE Parking Pay Stations**

The Parking Pay Station Installation Evaluation Report, prepared by consultant John Burke, was distributed to commission members and presented for discussion. It was agreed that the plan as presented was currently not affordable for us. Mr. D. DuBaldo noted that, at our request, the Town has integrated conduits into the Parking Lot Improvement Plan for Purnell Place. Thus, if we are able to afford it in the future, the conduit will be in place.

Mr. Bayer noted that the numbers are high. He does not support spending that amount of money. He suggested that we increase the time limit in the back parking lots to 3 hours.

Mr. English asked if there will be enough parking after the Parking Lot Improvement Project is completed? Committee members responded, yes.

Mr. Tunila felt we will not generate enough revenue to offset the cost. He asked for a recap of the reasons we wanted to install the Parking Pay Stations.

Mr. D. DuBaldo responded that if we are going to enforce a two hour limit we need to give parkers who park over 2 hours an opportunity to park legally. He suggested that we look into the option of doing 2 pay stations and noted that if pay stations can accept permit payments we may be able to realize a cost savings.

Mr. Tunila asked if the parking consultant, John Burke, would return to discuss the pluses and minuses of implementing the parking pay station system. Ms. Parseliti was asked to reach out to Mr. Burke.

#### Status of Request to Board of Directors to Modify Downtown Snow Plowing

Mr. Dorin reported that he, Mr. D. DuBaldo and Ms. Parseliti met with Mr. Shanley, Mr. Carlino and Mr. Longo on Dec. 5, 2015 to continue discussing how to improve Downtown snow plowing.

The issue is how to remove snow from the sidewalks and from the street. The DMSSD requested that the Town plow to the middle of the street. The Town asked that the DMSSD take responsibility for clearing sidewalks and push the snow into the gutter. The Town would then push the gutter snow to the corners and pile on the bumpouts where they will remove it more frequently. The Town will commit to adding a truck and a loader to stack the snow.

Mr. Tunila expressed concern with getting all of the sidewalk snow pushed/blown into the gutter before the last pass of the Town plows.

Mr. D. DuBaldo shared that the Town suggested we consider hiring contractor(s) to accomplish this. We could ask the Town BOD for funds for this.

Mr. Tunila said that we need to respond to Mr. Shanley, Mr. Carlino and Mr. Longo. We should ask these gentlemen to put together a plan to improve snow removal and a cost to implement the plan. We should change the snow letter to our constituents to ask them to push sidewalk snow into the street within 6 hours of the last snowflake. We should get a contractor(s) bid to clear the sidewalks. The successful bidding contractor would need a large blower to clear the sidewalk and go around street furnishings.

Mr. D. DuBaldo said that we need to make sure that we have a legal document stating that our snow clearing is intended to assist the property owners and does not relieve them of their responsibility.

Mr. Tunila suggested that we provide the document for their sign-off.

Ms. Parseliti was asked to setup a meeting as soon as possible with our current contractor, Tim Hara of Greenscape. The meeting would include Mr. D. DuBaldo, Mr. Tunila, Mr. Dorin, Mr. Sulick and Ms. Parseliti. The question we would ask is: What would the budget be to clear snow from the sidewalks and blow it into the gutter for removal by the Town?

#### **Biennial Election**

Ms. Parseliti provided a copy of the Call for Nominees letter sent to Downtown business and property owners noting that we are on schedule with election requirements.

#### **New Business**

##### **New Constable Hire**

Ms. Parseliti reported that the candidate selected for the position of Parking Enforcement Worker, Ms. Mayda Julia-Rivera, passed all pre-employment screenings and is prepared to begin work. Mr. Bayer moved to approve the hiring of Ms. Julia-Rivera. Mr. Dorin seconded the motion. All voted in favor. (6-0-0)

The benefit of meeting with the owner of Corey's Catsup and Mustard was regarding parking policies was briefly touched on. Mr. D. DuBaldo and Ms. Parseliti will look into arranging a meeting.

### **Administration**

#### **Manager's Report**

Ms. Parseliti presented her Manager's Report. She reviewed items to be included as major accomplishments in 2015 and priorities for 2016, in the Annual Report 2015 Year in Review. She asked for commission input. Mr. Carter recommended emphasizing balancing the DMSSD budget, the addition of a second Parking Constable and improving customer access to businesses as important accomplishments.

### **Public Comment**

Ms. Hadge inquired: If we move to having permit parkers purchase their permits from a parking pay station, will they apply to only one vehicle or may permit parkers use them on other vehicles they may own? Mr. D. DuBaldo responded that we can work that out.

The questions was also posed rather we can have the street planters removed by the Town in November?

### **Adjourn**

There being no further business, Mr. Bayer moved to adjourn the meeting. Mr. Carter seconded the motion. All voted in favor (6-0-0). The meeting was adjourned at approximately 7:27PM.

Respectfully submitted, •



Tana Parseliti, Downtown Manager  
Recorder

**Manager's Report  
Downtown Manchester Special Services District  
Board of Commissioners Meeting  
January 6, 2016**

**ADMINISTRATION**

**Annual Meeting and Biennial Commission Election Call for Nominees Mailing**

A combined mailing that included the Annual Meeting Notice with proposed budget and Biennial Election Call for Nominees was mailed to all Downtown business and property owners.

**DMSSD Annual Report**

I will prepare an annual report of the activities of the commission over the past year. This will be distributed at the annual meeting and posted on our website.

**Human Resources**

An offer of employment was made to Mayda Julia-Rivera and accepted for the position of Parking Enforcement Worker. Ms. Julia-Rivera successfully completed all pre-employment screenings. Subject to approval by the board of commissioners, her first day of work will be on or before Feb. 1, 2016.

**BUDGET**

The BOC approved a proposed FY 16-17 budget at its Dec. 9, 2015 meeting. The budget was reviewed by Finance Chair, Steve Carter prior to mailing to constituents. Slight changes were made to formatting. I will prepare a Budget Detail sheet or distribution at the Annual Meeting.

**BIENNIAL COMMISSION ELECTIONS**

As previously noted, a Call for Nominees was mailed to all business and property owners. We are on schedule with our budget timeline. I will continue to track the election timeline to ensure that deadlines are met.

**CONSTITUENT CONCERNS**

I have received no constituent concerns since our last meeting.

**PARKING**

**Working Meeting with Parking Pay Station Consultant, John Burke, Dec. 17, 2015**

I participated in this second of two special commission meetings held at Axis901. Meeting minutes are included in meeting materials.

**MAINTENANCE & BEAUTIFICATION**

Downtown street light switch-over to LED fixtures. Mr. Carlino was pleased to inform us that the street lights located along Main Street in the Downtown area will be converted to LED fixtures in the first half of 2016. A sample fixture is located by the Vietnam Memorial. 25% of the conversion costs are from a grant from Eversource.

## **Street Banner Sales**

Invitations to renew banner sponsorship for the 2016-2017 Banner Program Year were sent to 28 banner sponsors. Follow-up calls will be made after Jan. 7<sup>th</sup>. Once we have confirmed renewals, a mailing will be sent to all Downtown businesses to afford them the opportunity to sponsor any remaining banners.

## **ECONOMIC DEVELOPMENT**

### **Business Openings and Closings**

- Optical Style Bar closed due to the retirement of the owner, Hal Davey. The property is for sales
- Salon Petite closed. They have relocated to East Hartford.

### **Property Improvements**

No report.

### **MCC on Main Strategic Planning Meetings**

I participated in a series of meetings convened by MCC on Main to explore creating a sustainable business model for MCC on Main i.e. a model where earned and unearned revenues meet or exceed expenses. Discussions were led by a consultant hired by MCC. Participants included representatives from the Town of Manchester, MCC staff and administrators, and the MCC Foundation. A final meeting was held on Dec. 15, 2015.

There was agreement that a successful MCC on Main would:

Support the economic health of downtown Manchester by increasing foot traffic and encouraging entrepreneurial visits. It would increase MCC visibility resulting in Student recruitment/enrollment and partnership formation. Finally, it would provide easy access to non-credit educational and enrichment opportunities.

Changes in hours of operations and enhanced efforts to promote rental use (for a fee) of MCC on Main space will be implemented in January.

Participants agreed that Axis901 and MCC on Main should operate as a more cohesive unit.

Recommendations resulting from the strategic planning meetings need to be further fleshed out and approved by the MCC president and Foundation.

## **MARKETING**

### **Special Events**

#### **Imagine Main Street 2016**

I will be participating in an evaluation and planning meeting on Jan. 11<sup>th</sup>. Imagine participants will evaluate the 2015 season and plan how to move forward in the 2016 season. Joyce Hodgeson has agreed to chair the Program Committee. Steve Gates will remain as chair. Paula Viscogliosi indicated that she will concentrate on public art projects.

### **Advertising & Promotions**

**Downtown Newsletter** – We will begin work on a Winter Newsletter after the Annual Meeting.

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