

**MINUTES**

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

**DEC. 9, 2015  
6PM  
AXIS901  
901 MAIN ST.  
MANCHESTER, CT 06040**

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

**EX-OFFICIO MEMBERS  
PRESENT:**

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

**ALSO PRESENT:** Lynn Sottile, Elaine Hadge

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

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

**Call to Order**

Mr. D. DuBaldo called the meeting to order at 6:01PM.

**Roll Call**

Mr. D. DuBaldo confirmed those present and absent.

**Minutes**

The minutes of Nov. 4, 2015 were deferred to the January 2016 meeting for acceptance.

**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.

- Ms. Parseliti will send a letter to the Police Chief to confirm the department's offer to share the cost of new video cameras on Main St.
- The commission should discuss how we can regularly educate the BOD about what the commission does.

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

- **Chair, Donald DuBaldo** – Mr. D. DuBaldo did not have a report at this time.
- **Vice Chair & Finance Committee Chair, Stephen Carter** – Absent. No report.
- **Secretary and Marketing Committee Chair, Nicholas DuBaldo** – Mr. N. DuBaldo reported on the Christmas Tree Lighting noting that it was extremely well attended and went off quite well. Ms. Parseliti complimented Mr. N. DuBaldo on the excellent job that Beller's did with sound for the Tree Lighting and the laser display. She felt it drew one of their largest crowds to date.

Mr. N. DuBaldo reviewed the Small Business Saturday Selfie Promotion. Although participation was not large, he felt that this this promo could grow over time. More lead time is necessary to education businesses and customers.

- **Parking & Maintenance Committee Chair, Robert Dorin** – Mr. Dorin reported that he, along with Mr. Tunila, Ms. Parseliti, Mr. Sulick and Mrs. Sulick, attended the Dec. 8 Town Board of Directors Meeting where the request to remove snow from Main Street was discusses. Mr. Tunila spoke on behalf of the District and did a fine job. Ms. Parseliti's comments were well received.

Mr. Dorin felt it likely that the Town will be looking for some financial participation from the District. Mr. D. DuBaldo suggested that perhaps we could rent the needed trucks and the Town could purchase the snow thrower.

- **Cruisin' Committee, Edward Firestone** – In Mr. Firestone's absence there was no report.

#### **Other Reports,**

- **Nov. 24 Working Meeting with Parking Consultant RE Parking Pay Stations** – Meeting attendees included: consultant, John Burke, Don DuBaldo, Bob Dorin, John Tunila, Bill Bayer, Bob Sulick, Parking Constable Michael Swetzes. The purpose of the meeting was to confirm the scope of services and look at alternative applications for parking pay stations. At the conclusion of the meeting the participants expressed preferences for the following:

##### 1. Parking Payment Type:

1st Pay by Plate

2nd Pay by Display

3rd Pay by Spot.

##### 2. Method of Payment

Coins and credit cards or just credit cards.

##### 3. Kiosk Layout

Participants agreed with the proposed layout of 5 pay stations running mid lot. We need to be sure handicapped access is provided.

##### 4. Power Source

Sources to include solar with the suggestion to lay conduit to provide an electrical back-up.

We need to ensure street lights are located near kiosks

Note: We may want to have awnings or shelters over kiosks.

A second working meeting will be held on Dec. 17 at 8AM at Axis901.

- **Dec. 8, 2015 Board of Directors Discussion of Modifications to Downtown Snow Plowing**  
This topic was covered by Mr. Dorin under the Parking & Maintenance Report.

- **Biennial Election**

Mr. Tunila pointed-out that we need gender and ethnic diversity on the board of commissioners. Mr. Dorin noted that he has been encouraging a female property owner to consider placing her name in nomination. Don suggested that commissioners who have potential nominees in mind forward their suggestions to the Nominating Committee.

Mr. Tunila reiterated that we need to educate the Board of Directors as to who we are and what we do. He suggested that someone speak at the Public Comment portion of the monthly Director's meetings.

- **Review of FY 16-17 Budget for Presentation at DMSSD Annual Meeting**

**Parking & Maintenance** –Ms. Parseliti provided a spread sheet showing budget vs. actuals for FY 14-15; YTD budget vs. actuals for FY 15-16 and a proposed budget for FY 16-17.

On the revenue side, Mr. D. DuBaldo noted that at some point we will need to raise taxes. Mr. Tunila pointed out that the Grand List is decreasing. Ten years ago it was \$1,750,000. Now it is \$1,250,000.

Mr. Dorin questioned where monies for enhanced snow removal would come from.

It was pointed out that we can expect revenue increases in permit sales and violations fees. We will be increasing permit fees to \$20/permit in FY 16-17.

On the expense side, Mr. D. DuBaldo expects to see considerable savings in lighting costs with the introduction of LEDs. He also hopes to realize savings by seeking a lump sum maintenance contract.

\$2,500 was added to the budget to fund half of the purchase price of one video camera for Main St. per an offer from the Manchester Police Dept. to share the cost (50/50) of several video cameras for Main St.

Mr. Dorin moved to send the proposed budget to DMSSD constituents for input at the 2016 Annual Meeting. Mr. N. DuBaldo seconded the motion. All voted in favor (4-0-0).

- **Director of Planning, Mark Pellegrini** – Absent. No report.
- **GMCC, April DiFalco** – Absent. No report.

#### **Administration**

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

Mr. Tunila suggested that Ms. Parseliti provide a list of available properties in the Downtown that included costs, etc.

Mr. D. DuBaldo suggested that we revisit a Real Estate Committee, to including realtors knowledgeable in the local market. He reminded the commissioners that their agreed upon board priorities included:

- Strengthening relations with the Town Board of Directors
- Budget and Fiscal Responsibility
- Improved Snow Removal
- Improving Downtown Real Estate Marketing

### **Public Comment**

Ms. Hadge inquired how a Downtown business owner that may be interested in being considered for nomination to the DMSSD board of commissioners should proceed. It was noted that a Call for Nominations mailing would be sent to all Downtown business and property owners within the next several weeks. Information on how to put one's name forward as a nominee will be included in the mailing.

### **Executive Session**

Mr. Dorin moved to go into Executive Session to conduct Staff Review at 6:59PM.

Mr. Tunila seconded the motion. All voted in favor (4-0-0). Ms. Parseliti and all non-commissioners left the meeting.

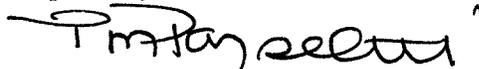
The commissioners came out of Executive Session at 7:35PM.

The commissioners approved a revision to the previously approved proposed FY 16-17 budget that increased Ms. Parseliti's Flex Benefits by \$500, from \$16,500 to \$17,000.

### **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 7:35PM.

Respectfully submitted,



Tana Parseliti, Downtown Manager  
Recorder