

MINUTES

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

**NOV. 4, 2015
6PM
AXIS901
901 MAIN ST.
MANCHESTER, CT 06040**

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

EX-OFFICIO MEMBERS PRESENT: Mark Pellegrini, Planning & Neighborhood Services
April DiFalco, GMCC

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: Lynn Sottile, Robert Barker, Linda Barker, Elaine Hadge

MEMBERS ABSENT: William Bayer, Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: None

Call to Order

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

Roll Call

Mr. D. DuBaldo confirmed those present and absent, noting that Mr. Firestone would arrive later.

Mr. Firestone arrived at approximately 6:15PM.

Minutes

Mr. Dorin moved acceptance of the minutes of Sept. 2, 2015 and Oct. 7, 2015. Mr. Tunila seconded the motion. Mr. N. DuBaldo put forward a friendly amendment to change the adjournment time for the Oct. 7, 2015 meeting to 7:42PM. The motion to accept both sets of minutes with the suggested amendment to the Oct. 7, 2015 minutes passed (5-0-0).

Public Comment

None.

Old Business

- **BOC Action Items Review** - The commission reviewed the Action Items List. Additions include:
 - Ms. Parseliti will apply for an intern to begin in the spring of 2016.
 - Further investigation and recommended action on how to handle street tree replacement/removal is deferred for inclusion in the DMSSD 5 Year Plan.

- RE the issue of changes to the lighting in the St. James Parking Lot – Mr. D. DuBaldo will change the service prior to the Road Race. The upgrade of the lights to LED is a separate issue that will be handled at a later date.
- Mr. Pellegrini will obtain zoning info on street vending for DMSSD review.

Officers and Committee Reports

- **Chair, Donald DuBaldo** – Mr. D. DuBaldo noted that his report was covered under Action Items.
- **Vice Chair & Finance Committee Chair, Stephen Carter** – A copy of the YTD Budget vs. Actuals was provided. Mr. Carter will provide the entire budget in December. It will be forwarded to commissioners prior to the meeting. He requested that input on the budget be directed to him or to Mr. D. DuBaldo in advance of the December meeting.
- **Secretary and Marketing Committee Chair, Nicholas DuBaldo** – Mr. N. DuBaldo reported that the Marketing Committee was pursuing a co-op holiday print ad promotion to run in the JJ.

Under Special Events:

- Halloween Happenings business participation was high as was attendance.
- The move to reduce the Scarecrow Festival to two weeks was a good move.
- The Christmas Tree Lighting is planned for Dec. 3. Scott Gray will continue at Master of Ceremonies.

The Wall That Heals Manchester - Mr. N. DuBaldo complimented Ms. Sottile for her instrumental role in bringing The Wall That Heals Manchester to our town. He noted that The Wall was a great success, bringing many people to Center Memorial Park to attend the various associated ceremonies and honor the young Manchester men who gave their lives in the Vietnam War.

- **Parking & Maintenance Committee Chair, Robert Dorin** – Mr. Dorin reported that Constable Alan Anderson has given his notice. The Parking Committee is ready to post the position in order to hire a new Parking Enforcement Worker. The Parking Committee will interview prospects and recommend a candidate to the Board of Commissioners using the same procedure that was used for the first two hires.
- **Cruisin' Committee, Edward Firestone** – Mr. Firestone reviewed the Cruisin' on Main Street Committee donation recommendation. The Cruisin' Committee reported a surplus of \$7,646.90. They would like to disburse \$6,600.00 in funds to the following groups as noted:
 - MARC, \$3,500
 - MACC, \$1,000
 - Police Explorers, 100
 - MHS Cheerleaders, \$300
 - Thrall Scholarship Fund, \$1,000
 - CERT Team in Manchester, \$500
 - St. James Church, \$100
 - Full Gospel Interdenominational Church, \$100.

This leaves a reserve balance of \$1,046.90. The Town of Manchester requested that the Cruisin' Committee keep a reserve of at \$1,000 available for start-up of Cruisin' 2016.

Mr. Firestone moved the donations as presented. Mr. Tunila seconded the motion. There was no discussion. The motion passed unanimously (6-0-0).

Mr. Firestone reported that the committee added new members Scott Sprague and Bob Bycholski. It is the intention of the committee and the town to keep everything the same for Cruisin' 2016.

There has been some committee discussion regarding moving the show off of Main Street in 2017, to the Parkade or Wickham Park, as this would save money.

Ms. Parseliti recognized Mr. Firestone along with Ms. Sottile and Ms. Barker for their volunteer support of Cruisin'. Mr. Barker, Chair of the Cruisin' Committee, thanked the commission for its support of Cruisin' through the years. He hopes all of the commissioners can look out of their windows and say "What an event!".

Other Reports,

- **Bylaws Committee** – Mr. Tunila gave an overview of the 3 first meeting of the committee. Committee members include: Mr. Tunila, Mr. Firestone, Ms. Parseliti and Mr. Pellegrini. The committee is looking at revisions to the Ordinance and Bylaws. They do not represent a radical departure. Clarification in several areas is needed. Mr. D. DuBaldo asked if the changes represent policy changes? Mr. Tunila responded that definitions of lessees and property owners require clarification. A change in meeting notice process is also being considered to make it less cumbersome.

Mr. Dorin asked why more lessee seats on the commission cannot be provided. Mr. Tunila responded that the property owners are the ones who directly fund the District.

Mr. D. DuBaldo inquired how an LLC is treated and who from an LLC is eligible to serve on the commission?

Ms. Parseliti suggested that the commissioners submit their questions in advance of a commission discussion so that the Bylaws Committee can research the answers.

Process questions were posed: How do we adopt changes? Can we amend the Bylaws now? These will need to be researched. This discussion will be placed on the agenda for a future commission meeting.

- **Biennial Election** – It was agreed that the three commission officers (Chair, Vice Chair and Secretary) would serve as the Nominating Committee for the 2016 Biennial Election.

Ms. Parseliti distributed a timeline for the election process.

- **Parking Study by John Burke** – Ms. Parseliti reported that a second special working meeting will be held on Nov. 24, 2015 at 8AM at Axis901. Ms. Parseliti will complete the proper legal posting for this meeting.
- **FY 16-17 Budget Planning**
Parking & Maintenance – Mr. Dorin reported that the Parking and Maintenance portions of the budget are straight forward.
- **Director of Planning, Mark Pellegrini** - Mr. Pellegrini reported that the Parking Lot Improvement Project is on schedule to go out to bid in December. The base bid will include work is to take place in the Purnell Place Lot. The Heritage Rear and Birch Lots are alternates.

The Town estimates that the work will cost \$2 million. The original estimate was \$1.5 million. The landscaping and fence need to be funded separately. They will not be included in the bid.

Mr. Pellegrini estimated that the work will be completed by the end of the paving season.

Wayfinding signs were not included in the base bid. The Town will try to use Block Grant funds for this part of the project.

The bid documents will include the caveat that access to businesses and parking must be maintained throughout construction.

GMCC, April DiFalco – Ms. DiFalco reported that the Chamber welcomed the following new members: Finex Credit Union, Edge Fitness, E.O. Smith, Chelsea Groton Bank.

Ms. Di Falco continued, noting that the Manufacturers Outreach and Referral Program concluded its first year in October. They hope to continue on to year two. She felt that it took one year for manufacturers to understand the program is available to them.

She encouraged commissioners to attend the Chamber's Winter Wonderland event on Dec. 4 and use it as their company holiday party.

Administration

- **Manager's Report** – Ms. Parseliti provided a written Manager's Report, a copy of which is attached. Mr. D. DuBaldo suggested that a letter be written to Mr. Carlino inquiring when the cobra heads of the street lights on Main St. will be converted to LED fixtures?
- **Revision to 2016 BOC Meeting Schedule** - Ms. Parseliti asked the commissioners to review a revised schedule of 2016 commission meetings as the Biennial Election Meeting was inadvertently omitted from the schedule. A memo to be sent to the Town Clerk and subsequently to constituents to notify them of the 2016 meeting schedule was reviewed as well. Mr. Tunila suggested some modification in language. Mr. Tunila moved adoption of the Schedule of Meetings and Notification with the suggested wording changes. Mr. Carter seconded the motion and all voted in favor (6-0-0.)

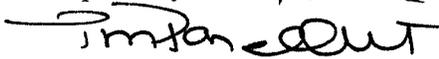
Public Comment

Ms. Hadge commented that the new side walk lights are great. Referencing an earlier comment by Mr. Firestone she said that she would hate to see the car show leave Main Street. We should fight to keep it on Main Street. She further noted that the Downtown Trick or Treat was great.

Adjourn

There being no further business, Mr. Dorin moved to adjourn the meeting. Mr. Tunila seconded the motion. All voted in favor (6-0-0). The meeting was adjourned at approximately 7:07PM.

Respectfully submitted,



Tana Parseliti, Downtown Manager
Recorder