

MINUTES

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

**Oct. 7, 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: Mark Pellegrini, Planning & Neighborhood Services
April DiFalco, GMCC

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: None.

MEMBERS ABSENT: William Bayer, Stephen Carter, Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: None

Call to Order

Mr. D. DuBaldo called the meeting to order at 6:04PM.

Roll Call

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

Mr. Firestone arrived at 6:50PM.

Minutes

The Minutes of September 2, 2015 were deferred.

Public Comment

None.

New Business

- **Updated Parking Lot Improvement Plans** - Mark Pellegrini reported that there was some adjustment to the Purnell Place plans necessitating the reduction of parking spaces from 321 to 278. Plans have been submitted to Planning and Zoning for erosion control. Plans are expected to go out to bid in December. All lot plans (Birch, Heritage Rear and Purnell) will be bid as one job.

Mr. D. DuBaldo noted that the contract should contain language that says the contractor cannot shut down all lots at once. Mr. Pellegrini will check with engineering to see how they plan to stage the project.

- **Proposal for Study of Options for Parking Lot Pay Stations** – Mr. D. DuBaldo reviewed the recent meeting with parking consultant, John Burke, which was attended by Mr. Pellegrini, Mr. D. DuBaldo and Ms. Parseliti. Mr. Pellegrini distributed a list of tasks to be covered in the study. Mr. D. DuBaldo noted the cost of the study is \$3,500. Completion date is expected to be approximately 90 days.

Mr. D. DuBaldo noted that we may build upon study results to help us make future decisions regarding parking program operation and enforcement technology.

There was some discussion regarding cost sharing.

Mr. Tunila moved to engage the consultant for up to \$3,500.00 and appropriate the funds from fund balance. Mr. Dorin seconded the motion and all voted in favor. 4-0-0.

Other Reports

- **Downtown Community Policing** - Sgt. Mark Hughes distributed a map of police activity in the south zone community policing area over the past 30 days. He noted that his team is concentrating on public drinking on Main St. They have issued many infractions within the past month. There have been some drug and marijuana investigations.

Sgt. Hughes spoke about the desire for more video cameras on Main St. He noted there are currently 8 video cameras on Main St. There is not much coverage in the Center Memorial Park area around the library. Speaking on behalf of his Captain, he asked if the DMSSD would be willing to enter into a 50/50 partnership with the Town to purchase 3 new video cameras each year for the Downtown at a cost of \$5,000 per camera. Long term, they would like 3 cameras around the library and Center Memorial Park. With the new camera technology, officers can pull-up areas covered by the cameras on their phones and see what is going on.

Mr. Dorin stated he believes we should fund the 3 cameras. The DMSSD was created to solve these kinds of problems. Mr. Pellegrini suggested that we ask some of our corporate businesses to contribute.

Mr. Tunila noted we need to keep a balance in our expenditures. He has no problem with sharing the cost of one camera per year for 3 years.

Mr. D. DuBaldo suggested we fund 2 cameras and approach banks and others to contribute \$1,250 for the 3rd camera. The following commissioners agreed to do outreach: Ms. DiFalco – First Niagara; Mr. Dorin – Watkins Condo Assoc. and Webster Bank. Ms. Parseliti will consult with Mr. D. DuBaldo on a letter requesting corporate donations.

Sgt. Hughes was asked to provide a letter from the Police Department outlining the request.

Old Business

- **BOC Action Items Review** – Regarding the need to develop a plan to deal with the street trees, Mr. Tunila noted that we don't know what our ultimate desire is relative to the disposition of the overgrown street trees. Thus, we are not in a position to engage at this time. A recommendation to hire a consultant was raised. The Parking & Maintenance Committee will look into the benefit of

doing so. It was suggested this should be included in the 5 Year Plan to be developed by the BOC.

Mr. Dorin reported that the Parking Committee will prepare to rebid the maintenance contract. They will begin work on the rebid and come back to the commission within 90 days. Mr. Tunila inquired what the committee wishes to accomplish? Mr. D. DuBaldo responded that they desire the same quality of service for a more competitive price. Mr. DuBaldo will work with the committee on the bid.

- **2015 Street Banner Sales** – Ms. Parseliti will send out renewals. She distributed a proposal suggesting a reduction in price for returning sponsors. Commissioners responded they would consider either a \$50 reduction or additional “hang time” for returning sponsors if the level of returning sponsor response was low.

Ms. DiFalco suggested obtaining the daily traffic count for Main St.

Officers and Committee Reports

- **Chair, Donald DuBaldo** – Mr. D. DuBaldo noted that his report was covered in the earlier Parking Study Report
- **Vice Chair & Finance Committee Chair, Stephen Carter**
 - **FY 15-16 YTD Revenue & Expense Report** - In Mr. Carter’s absence Ms. Parseliti distributed FY 15-16 YTD Revenue & Expense Report. She noted that the report was reviewed by Mr. Carter and Ms. Boudreaux, Account for the Town of Manchester.
 - **Cruisin’ on Main 2015 Financials** – Will be distributed at the November BOC meeting.
- **Secretary and Marketing Committee Chair, Nicholas DuBaldo** – Mr. N. DuBaldo reported that plans were underway for the Scarecrow Contest & Safe Trick-or-Treat.
- **Parking & Maintenance Committee Chair, Robert Dorin** – Mr. Dorin reported that efforts are ongoing regarding the snow removal issue. He commended Ms. Parseliti and Mr. Sulick on the letter to constituents regarding parking contained in the recent Downtown Newsletter. Further, he noted that Mr. Sulick has been an excellent addition to the Parking Committee.
- **Cruisin’ Committee, Edward Firestone**
 - **Cruisin’ Committee 2015 Event Donation Request** – the Cruisin Committee meeting has been deferred to the week of Oct. 12. The committee’s donation request will be deferred until the November DMSSD Commission meeting.

Other Reports, cont.

- **GMCC, April DiFalco** – Ms. DiFalco reported that on Oct. 27 the Chamber is hosting the Town Board of Directors Candidates Forum. The Chamber is looking for questions from residents and businesses. There will be a legislative breakfast in January to recap the last session and look to the new session initiatives. The Chef’s Challenge was a great success with a large turnout. Mr. Firestone commented that it was nice to have different winners each year.

Ms. Di Falco continued, noting that the Chamber has welcomed a number of new members. She encouraged commissioners to attend the Chamber’s Winter Wonderland event on Dec. 4.

- **Imagine Main Street, Steve Gates** – In Mr. Gates’ absence, Ms. Parseliti reported that Imagine held its final First Thursday of the season on Oct. 1.
- **The Wall That Heals Update** – Ms. Parseliti reported that The Wall arrived in Manchester today and proceeded up Main St. to Center Memorial Park with a large motorcycle escort. Notification

was provided to Downtown businesses. Businesses were encouraged to step-out on the sidewalk to welcome The Wall's arrival. She encouraged commissioners to attend the Opening Ceremonies on Oct. 8 at 10AM in Center Memorial Park.

Administration

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

Draft copy of a 2016 Schedule of Commission Meetings was presented. Mr. D. DuBaldo recommended moving the July 2016 meeting from July 6 to July 13. The date of the 2017 Annual Meeting should be changed from January 11, 2016 to January 11, 2017. All were in agreement. Mr. Firestone moved acceptance of the 2016 Schedule of Commission Meetings with the recommended changes. Mr. Tunila seconded the motion and all voted in favor. 5-0-0.

A copy of the Annual Budget Presentation Timeline was distributed at the meeting.

Draft copy of the 2016 Biennial Election Timeline as distributed at the meeting. With acceptance of the 2016 Meeting Schedule, Ms. Parseliti will add dates to the timeline.

Public Comment

None.

Adjourn

There being no further business, Mr. Dorin moved to adjourn the meeting and Tunila seconded the motion. The meeting was adjourned at approximately 7:42PM.

Respectfully submitted,



Tana Parseliti, Downtown Manager
Recorder