

**MINUTES**

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

**SEPT 2, 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

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: Lynn Sottile, Schultz Design  
Elaine Hadge, Landmark Cafe

MEMBERS ABSENT: William Bayer, Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: April DiFalco, GMCC

**Call to Order**

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

**Roll Call**

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

Mr. Firestone arrived at 6:10PM.

**Minutes**

Mr. Tunila moved to accept the minutes of August 5, 2015. Mr. N. DuBaldo seconded the motion and all voted in favor (5-0-0).

**Public Comment**

None.

**Old Business**

- **BOC Action Items Review** – Completed items were removed from the plan, in progress items updated and new actions items will be added.

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

- **Chair, Donald DuBaldo** – No report.
- **Vice Chair & Finance Committee Chair, Stephen Carter**
  - **FY 14-15 Revenue & Expense Report** – Mr. Carter distributed copies of the report noting that actual revenue was less than budgeted due to a one-time accounting charge for Cruisin' 2015
- **Secretary and Marketing Committee Chair, Nicholas DuBaldo** - Mr. N. DuBaldo reported that work on the Fall Newsletter is underway. Work is also proceeding on the Scarecrow Festival, Halloween Happenings and holiday promotions.
- **Parking & Maintenance Committee Chair, Robert Dorin** – Mr. Dorin noted that it is difficult to control snow and maintenance costs to a degree as one is dependent on weather and the other on the incidents of littering, vandalism, etc. Mr. D. DuBaldo noted that the objective is to construct a budget that is inclusive of all projected costs.

Mr. Dorin reported that when the overtime parking fines were increase to \$25 in the Downtown we were required to modify the existing parking lot signs to more clearly indicate that those parking in excel of 2 hours during the enforcement period were subject to fines. Ms. Parseliti provided a written description of the projected cost to modify the existing signs in the lots. Quotes were obtained from two contractors. The commission agreed to move forward with the low quote on the sign modification. Signs of All Kinds provided the low quote. This expense will be posted to the maintenance account.

- **Cruisin' Committee, Edward Firestone** – Mr. Firestone reported that final costs for Cruisin' 2015 will be in soon.

#### **Other Reports**

- **Imagine Main Street, Steve Gates** – Mr. Gates was not present. Ms. Parseliti reported that the September First Thursday will take place on Sept. 3. A copy of the program was provided.
- **The Wall That Heals Update** – Ms. Sottile reported that the committee is waiting to hear from Chief Montminey regarding the traffic plan for the arrival of The Wall with motorcycle escort. Printed information on The Wall That Heals programing and related fundraising events was distributed.
- **Director of Planning, Town of Manchester, Mark Pellegrini** – Mr. Pellegrini provided updates on the Parking Lot Improvement Project noting that property at 22-26 Birch will remain as is.

Work has begun on the Pedestrian Lighting Project. Drilling and wiring of the poles is underway. 71 lights will be in place by late October/early November. The Town is also looking at how to improve street lights along Main St.

Several commissioners had questions for Mr. Pellegrini. Mr. Dorin asked if anything can be done about several downtown buildings. Mr. Pellegrini responded that there are specific requirements for actions such as eminent domain. Mr. Firestone inquired if

anything is happening at the former Peter's building? Mr. Pellegrini noted nothing at this time. Mr. D. DuBaldo pointed to the lack of public parking in that area. Mr. Pellegrini informed the commission that he will be meeting with a consultant who specializes in parking planning.

#### **Administration**

- **Manager's Report** - Ms. Parseliti distributed a written report (copy attached).

#### **New Business**

- **2016 Street Banner Sales** – Ms. Parseliti distributed a revenue and expense report for the FY 14-15 and 15-16 banner seasons as well as a proposal to offer a reduced rate to returning sponsors in FY 15-16 banner season. The commissioner deferred discussion to the October commission meeting.

#### **Public Comment**

Ms. Hadge inquired if unpaid parking tickets issued to out of state vehicles are sent to their motor vehicle department? It was felt that this was not the case.

Ms. Hadge also noted that her vehicle was side swiped in the Purnell Place Parking Lot. She feels that we need to install cameras in that lot. It was suggested that this incident be referred to Sgt. Hughes.

#### **Adjourn**

There being no further business, Mr. Dorin moved adjournment at 7:30PM. Mr. Carter seconded the motion and all voted in favor. 6-0-0.

Respectfully submitted,



Tana Parseliti, Downtown Manager  
Recorder