

**BOARD OF COMMISSIONERS MEETING
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT
December 10, 2014**

**6 PM
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 MEMBER: Mark Pellegrini, Planning & Neighborhood Services
April DiFalco, GMCC

STAFF PRESENT: Tana Parseliti, Downtown Manager
Sabina Wilson, Administrative Assistant

ALSO PRESENT: Rich Tyrol, Corey's Catsup & Mustard
Jim Deere, Landmark Restaurant
Lynn Schultz, Schultz Design

MEMBERS ABSENT: William Bayer, Stephen Carter, Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: None

Call to Order

- Mr. Don DuBaldo called the meeting to order at 6:07 PM

Roll Call

- Mr. Don DuBaldo conducted a roll call. Mr. Carter, Mr. Bayer and Mr. Mahoney were absent.

Minutes

- November 5, 2014 - Mr. Dorin moved to accept the minutes of the November 5, 2014 meeting as written. Mr. Tunila seconded the motion. The motion passed unanimously 5-0-0.
- December 2, 2014 – Ms. Parseliti reported that the minutes of December 2, 2014 were not prepared for this meeting.

Public Comment

- Mr. Deere, a principal of Landmark Café, noted that Landmark thinks the Corey's 5K is a great event. It was good for their business. They would like to see more events like this that bring more people downtown.

Officers and Committee Reports

- **Chair, Donald DuBaldo** - Mr. DuBaldo will report on the first Cruisin' Transition Meeting later in the agenda. He had no other items to report.
- **Secretary and Marketing Committee Chair, Nicholas DuBaldo**
 - Tree Lighting – Well attended and went well.
 - Holiday Advertising – Ms. Parseliti was able to secure enough advertisers to move forward with the Holiday Post Card mailer. Additional information will be covered under the budget discussion
- **Parking & Maintenance Chair, Robert Dorin** – Mr. Dorin referenced his review of the Parking and Maintenance expense detail provided by Ms. Parseliti. He noted that plant watering, regular maintenance and Spring and Fall; clean-up represent significant expenses.
- **Cruisin' Committee - Mr. Firestone**
 - Cruisin' 2014 Donation Recommendation – Mr. Firestone reported that the committee met this morning and asked that he present a recommendation for allocation of funds for charitable donations from Cruisin' 2014. The total amount of excess revenue over expenses for Cruisin' 2014 is \$11,721.03 plus a reserve balance of \$3,398.00. The recommended donations total \$8,700 and would be allocated as follows:
 - MARC - \$5,000
 - MACC - \$1,500
 - Explorers - \$200
 - MHS Cheerleaders - \$500
 - Thrall Scholarship Fund - \$1,000
 - Manchester CERT - \$500
 - Charitable donations would total \$8,700
 - An additional allocation of funds to the DMSSD in the amount of \$3,021.03 from the remaining excess of revenue over expenses was also recommended.

The commissioners reviewed the Cruisin' financials for Cruisin 2012, 2013 and 2014.

Ms. Parseliti was asked by Mr. Carter, who was not present, to relay his concern regarding approving donations when operating at a budget deficit. He suggested that MHS Cheerleaders and Manchester CERT might be regarded as contract services. Mr. Tunila felt it was advisable not to treat them as employees and to leave them in the donations category. The commissioners agreed to table the Cruisin' donation request to the next meeting.

Other Reports

- **Imagine Main Street** – Mr. Nick DuBaldo reported that Imagine will not engage in specials events during the winter months. The last Imagine event was the Holiday Festival, that took place on Dec. 4. The DMSSD office coordinated business participation and collateral marketing materials.
- **Cruisin' Transition Working Group** – Mr. DuBaldo reported that the first Cruisin' Transition Meeting was held on Dec. 2. He emailed meeting notes to the commissioners. It appears that the town is willing to take-on Cruisin'. Scott Sprague, Director of Parks and Recreation, has been assigned to work with the committee to effect the transition, It is anticipated that it will take one year for the full transition of the event to the town. The DMSSD should plan on including it in its FY 15-16 budget. He noted that at the point where the event transition is complete, there will be a \$15,000 to \$20,000 impact on the DMSSD.

Administration

- **Manager's Report** – Ms. Parseliti had no report.
- **Downtown PAR Unit Holiday Party** – Ms. Parseliti encouraged commissioners to attend the PAR Holiday Party on Dec. 17 at 707 Main St.
- **Commissioners agreed that we should try to organize a Coffee with the Cops in January 2015.**
- **In order to ease the process of minute taking it was suggested that recording the meeting proceedings would be helpful. Ms. DiFalco offered to bring-in the recorder used by the chamber. The DMSSD would need to provide the tapes. All agreed this would be a good idea and should be tried.**

Old Business

- **Constituent Input on 2015 Corey's Catsup & Mustard Parkinson's 5K Road Race** – Ms. Parseliti reviewed the methods used to gather constituent input. A letter was sent to all business and property owners giving details of the proposed race date of June 20, 2015, race time, route and street closures. Constituents were asked to respond by Dec. 10, 2014. A list of constituent responses was prepared by Ms. Parseliti and included in the BOC meeting packet. Responses were generally favorable. Requests were made by Doug McDonough, Director, Mary Cheney Library and Fr. Kevin Cavanaugh, Pastor, St. James Church to push back the closing of Main Street from 5PM to 5:15PM.

Mr. Lee Setzler of John Boyle Paint requested the opportunity to have Summit Studios and MHS bands perform in front of their store and conduct a benefit bake sale. Ms. Parseliti was asked to advise him that if he chose to hold the performances and bake sale independently, he would need to complete and submit an event application. If he wanted to hold these events as a part of the Corey's 5K then he should speak with Corey 5K race coordinator, Josh Miller.

Mr. Tunila moved to endorse the Corey's Catsup & Mustard 5K Race and Charity Walk on June 20, 2015. He then made a friendly amendment to endorse the race

subject to moving the closing of Main Street back to 5:15PM. The motion passed unanimously 5-0-0.

- BOC Action Items Review – Mr. Tunila moved to table this item due to time constraints. All were in agreement.

Budget Review

Proposed budget figures for FY 13-14 Budget vs. Actual, FY 14-15 Budget vs. Anticipated and FY 15-16 Proposed were presented. The commissioners continued their work of reviewing the above budgets. They discussed several outstanding items that will impact the FY 14-15 and FY 15-16 budgets:

- Timing of the transition of Cruisin' from the DMSSD to the Town -Mr. DuBaldo recommended budgeting \$21,277.25 for Cruisin' FY 14-15 revenue and \$20,856.84 for Cruisin' FY 14-15 expenses. He will confer with Mr. Carter and provide Ms. Parseliti with revenue and expense figures they would like to see place in the FY 14-15 estimated and FY 15-16 budgets.
- Cost and operational considerations for removing snow from Main St.
- Ms. Parseliti was asked to gather information on a ticketing machine.
- Out come of requests to the Town Board of Directors to support proposed parking fine increases, violation fee sharing and parking lot loan forgiveness or deferral.
- Impact of a tax increase on the DMSSD mil rate.

It was suggested that two proposed FY 15-16 budgets be developed for presentation to constituents: a basic budget that does not include snow removal from Main St. and a second constable and, a more aggressive budget that includes those two items.

All agreed that additional work was needed on the budget. Another budget workshop was suggested. Ms. Parseliti reminded commissioners of the Annual Meeting notification requirements. She was asked to confirm the notice time period and work with Mr. DuBaldo to identify date alternatives for another budget workshop.

New Business

- Review of DMSSD Sponsored Events - Mr. Tunila moved to table this item due to time constraints. All were in agreement.
- Manchester Mile Race – A permit application has been submitted for a road race down East Center St. to Main St. and ending at the Forest St. Parking Lot. The proposed race dates/times are Sat., June 4, 12015 or Sat. June 11, 2015 from 7PM until 8PM. It was agreed that this item will be put on the agenda for the Jan. 7, 2015 commission meeting.

Public Comment

None.

Adjourn

Mr. Tunila moved to adjourn the meeting at 7:50PM. Mr. Dorin seconded the motion. All voted in favor 5-0-0.

Respectfully submitted,

Tana Parseliti, Downtown Manager
Recorder