

**BOARD OF COMMISSIONERS SPECIAL MEETING
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT
BUDGET WORKSHOP**

December 2, 2014

**6 PM
AXIS901
901 Main St.
Manchester, CT 06040**

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

EX-OFFICIO MEMBER: Mark Pellegrini, Planning & Neighborhood Services

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

ALSO PRESENT: None

MEMBERS ABSENT: Ed Firestone, Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: April DiFalco, GMCC

Roll Call – Mr. Don DuBaldo noted those present and absent.

Review of Budget History

Mr. Carter reviewed the purpose of the Budget Workshop, which is to allow us to develop a proposed budget that we will review with constituents at our December 10 regular meeting.

Once agreed upon at our December 10 meeting, the proposed budget will be mailed to Downtown business and property owners for their input at our January 14, 2015 Annual Meeting.

The commission will consider constituent input in finalizing a budget. This budget will be sent to the Town. The mil rate for the District is based on the tax contribution revenue set forth in the FY 15-16 budget.

Mr. Carter noted that the property assessments should be due next week.

Ms. Parseliti reviewed the budget comparisons worksheet showing budget versus actual for fiscal years 12-13 through 14-15.

Review of Specific Budget Areas

Parking & Maintenance, Robert Dorin - Mr. Dorin reviewed a Parking & Maintenance Budget worksheet. He noted that permit income remained consistent between FY 13 –14 actual and FY 14-15 anticipated. In order to support a desired increase in snow removal services and parking enforcement, he proposed additional sources of funding as follows:

- An increase in permit revenue from \$18.50/month to \$19.00 per month. Together with an anticipated small increase in permits sold, this should boost permit revenue to \$41,000 for FY 15-16.
- Sharing of parking violation fees with the Town. Mr. Dorin is hopeful that the town board of directors will agree to increase parking fines from \$10 for overtime parking to \$25 and from \$15 for same zone violations to \$35. He is further hopeful that they will share violation fees collected within the District. He budgeted \$5,000 in revenue from that source for the proposed FY 15-16 budget.

On the expense side of the parking and maintenance portion of the proposed FY 15-16 budget, Mr. Dorin adding \$24,000 to the budget to fund snow plowing and removal from Main Street and side streets. He also added approximately \$13,500 for a second part-time constable.

It was suggested that the Repairs and Maintenance contract be re-bid.

Mr. Dorin suggested that the District ask the town board of directors to forgive the \$7,500 parking lot loan payment. Given that the District loses tax revenue each year as a result of the donation of 901-903 Main Street to the Town, he felt this is a reasonable request.

With Mr. Dorin's proposed budget, income from the parking and maintenance section of the budget increases from an anticipated \$47,700 in FY 14-15 to a proposed \$57,200 in FY 15-16. Expenses increase from an anticipated \$101,221 in FY 14-15 to a proposed \$141,051 in FY 15-16.

Ms. Parseliti was asked to provide detail on the repairs/maintenance/beautification costs prior to the next meeting to include: vendor, invoice amount and description of service.

Marketing & Promotions, Nick DuBaldo – Budget worksheets for downtown events and, print and other advertising were distributed. Mr. DuBaldo briefly reviewed marketing expenses and revenue. It was agreed that further discussion of the FY 15-16 proposed expenses and revenue for this section of the budget should be deferred to the Dec. 10 commission meeting.

Administration, Tana Parseliti – Ms. Parseliti gave a brief review of administration expenses proposed for FY 15-16. They remain consistent with FY 14-15 anticipated. The only exception being the addition of \$1,000 for the purchase of a new lap top computer. Support for the Windows XP software has ended. The town IT Department advised Ms. Parseliti that her 2006 laptop should be replaced.

Commissioners agreed that further budget review is needed and will take place at the December 10 regular meeting.

It was suggested that representatives of the commission meet with the town board of commissioners after the December 10 regular meeting to share the draft budget and request forgiveness of the \$7,500 parking lot loan, an increase in violation fees and fine sharing. All felt it would be beneficial to impress upon the board members that this revenue is needed to address enhanced snow clearing and hauling and increased parking enforcement.

Adjourn

Mr. Tunila moved to adjourn the meeting at 7:35PM. Mr. Don DuBaldo seconded the motion. All voted in favor 6-0-0.

Respectfully submitted,

Tana Parseliti, Downtown Manager
Recorder