

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

**FEBRUARY 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: Mark Pellegrini, Planning & Neighborhood Services  
April DiFalco, GMCC

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: Steve Gates, Imagine Main Street  
Elaine Hadge, Landmark Restaurant  
Bryan Colletti, Manchester Mile Race  
Pete Murphy, Manchester Mile Race  
Scott Sprague, Director, Recreation Dept.  
Keith Lavalette, New Seasons & Motorcycle Show  
Paul Koutsopoulos, New Seasons & Motorcycle Show  
Joe Pacheco, Motorcycle Show & Motorcycle Show  
Tracey Walker, Journey Found & Motorcycle Show  
Stephen Zulli, Journey Found & Motorcycle Show  
Robert Barker, Cruisin' on Main Committee  
Paul Scappaticci, Cruisin' on Main Committee

MEMBERS ABSENT: William Bayer  
Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: None

**Call to Order**

Mr. D. DuBaldo called the meeting to order at 6:02 PM.

**Roll Call**

Mr. D. DuBaldo conducted a roll call. Mr. William Bayer and Mr. Robert Mahoney are absent. Mr. Firestone is expected to arrive shortly.

Mr. Firestone arrived at approximately 6:06PM

**Minutes**

- January 7, 2015  
- January 14, 2015

Mr. Tunila moved adoption of the Minutes of January 7 and January 14, 2015.  
Mr. N. DuBaldo seconded the motion. All voted in favor. 6-0-0.

## **Public Comment**

There was no public comment.

## **Old Business**

**Permit Application for Manchester Mile Road Race** - Mr. Colletti expressed his displeasure with the length of time taken to obtain a permit for their event. Ms. Parseliti was asked to forward information to Mr. Colletti on the impact of the Corey's 5K Race that took place in August 2014. She noted that there had been no negative feedback communicated to the DMSSD office regarding the race.

Mr. Colletti indicated concern with receiving the approval in enough time to effectively plan the race for a proposed race date of June 4 or 11 of 2015...

Mr. DuBaldo noted that given the fact that a new commission was seated in June, they need to have enough information to make an educated decision about the race and talk about any questions, if there were any.

Ms. Parseliti discussed the new special event permit process put in place by the Town and the need to inform and seek feedback from constituents. Constituent outreach should be completed by the March commission meeting.

Mr. Colletti reviewed aspects of the race plan. The Manchester Mile Race Committee plans to:

- recruit kids to run in this race, which is the last mile of the Road Race.
- mitigate the cost of police services through volunteers.
- begin the race at 7:00 PM to avoid impact on businesses. Restaurants are expected to benefit.
- hold a post race party in the Forest Street Parking Lot, They plan to serve beer and recruit food vendors,
- include a First Responders category in the race.
- hold a post race pizza party at the Army/Navy for the youth runners.

The race should take 45 minutes from start to the last runner. The Race Route begins on Harrison St. and ends at Forest St. A race timeline was circulated.

Mr. D. DuBaldo confirmed that total Main St. closure time would be one hour. He suggested that an application date be included on the permit application so we know when it was actually received.

Ms. Parseliti asked if provisions were made for the traffic and parkers? Mr. Colletti indicated they have made some provisions with the police and expect to have volunteers to assist people who are "blocked in".

Mr. Sprague indicated he will set up another meeting with Town staff to review this information.

Mr. Dorin noted that the commission has an obligation to its constituents to "do no harm" and for this reason must give careful consideration to events that close Main St.

Ms. Parseliti noted that the prior commission had some concern about how often we would close Main Street for events and felt it was important to assess the impact of the 2015 Corey's 5K prior to endorsing new requests for street closure. There was no negative impact from the Corey's 5K that was reported to the DMSSD office and several restaurants reported a bump in business.

Mr. D. DuBaldo asked if both lanes will be closed for on East Center or Main?

Mr. Colletti responded that they expect a 45 minute closure time. Spruce St. will be an active intersection to limit the bump of traffic. Mr. Colletti suggested that they not clear East Center until 15 minutes prior to the race.

Mr. Carter inquired how people who live or work in the area will find out about the road closures?

Mr. Colletti indicated they plan to send postcards or some form of print notification.

Mr. Carter observed that information indicates involvement of youth, but there will be a beer party?

Mr. Colletti responded that the kids will have their own party at the Army and Navy Club.

When asked if this will drive business away from the restaurants, Mr. Colletti responded that the Corey's 5K had its party directly in front of Corey's and it still benefited other restaurants.

Steve Gates commented that he has had conversations with representatives of the Pride in Manchester Week and the Strollin' on Main event. He spoke with the Imagine committee and they're fine with it happening on that night. This would only be a portion of the events that night and they support this event.

Mr. Sprague indicated that Kevin Zingler, the head of the Pride in Manchester Committee, didn't have an issue with the race taking place during Pride Week and would be willing to support it.

Mr. Gates was confident that Imagine Main Street could figure out how to have their evening market as well as the race party in the same lot (or other lots). He stressed the importance of structuring events that closed Main St. so that they benefit the businesses.

Mr. D. DuBaldo asked if plans are in place should there be a wake at Watkins? Mr. Colletti said they would look into that.

Ms. Parseliti stressed the need to have detour directions available for people to drive and park.

Mr. DuBaldo asked Mr. Colletti if a March commission vote would work?

Mr. Colletti responded, yes. If they need to change up the event date they can.

**Permit Application for New Season's Motorcycle Show** - Mr. Paul Koutsopoulos, Marketing Director of New Seasons, presented plans for a Motorcycle Show in the Purnell Place Parking Lot to benefit New Seasons and Journey Found, a Manchester business that works with special needs adults. The show would take place on Sunday, August 23 with a rain date of Sunday, August 30.

Mr. Koutsopoulos circulated a rough sketch of the event set-up. Organizers felt that having this event in the back parking lot rather than Main should help alleviate issues of traffic etc. Components of the event include a motorcycle show as well as a band, trophy presentations and perhaps a swap meet as well. Restaurants should be primary beneficiaries as no food and drink will be served at this event which will take place between 11-5. This is a gated event. Snow fencing will be set-up to limit access.

Mr. Dorin asked how the parking lot projects might affect this event. That question will be referred to the Director of Public Works.

Mr. Tunila suggested that we combine the constituent outreach mailing for both events proposed today. He further asked for information on the impact of a similar show in Middletown.

Mr. Koutsopoulos responded that the impact in Middletown is more extensive because they close Main Street during the week for this event.

Ms. Parseliti pointed out that our overnight parkers will be outside of the event area, which should not present a problem but organizers should take note of that in their planning.

Mr. Tunila asked Ms. Parseliti to reach out to the mosque located next to the Purnell Lot to make them aware of the event.

Mr. D. DuBaldo recommended that it is likely unnecessary to do a mailing to all Downtown constituents due to the event location and expected limited impact. Perhaps we just contact those directly affected?

Mr. Koutsopoulos shared that event organizers would like to close Purnell at Main so that it's easier for pedestrians to traverse down.

Mr. DuBaldo felt that it may then, be necessary to check with surrounding churches, restaurants, and businesses about that closure.

The commission will conduct constituent outreach and should be prepared to act at the March commission meeting.

The commissioners encouraged event organizers to provide any additional information prior to the March commission meeting.

**Action on Proposal for Cruisin' 2015 Donations** - Mr. D. DuBaldo, Mr. Scott Sprague and Ms. Parseliti met on Jan. 16, 2015 to discuss donations from Cruisin' 2015. Mr. DuBaldo and Mr. Sprague agreed upon the following proposed agreement. Mr. Firestone affirmed that the Cruisin' Committee reviewed the agreement and endorsed it.

#### **Proposed Agreement**

The agreement will be similar to the 2014 agreement.

The line item in the Crusin' budget for Administrative Expenses will be increased to \$8,337.00 which includes the budgeted figure of \$5,337.00 plus an additional \$3,000 as allocated in the 2014 agreement.

After all expenses are met, the Cruisin' Committee will have up to \$8,700.00 of profits available to donate.

Any additional profit over the \$8,700.00 will be evenly split between the Cruisin' Committee and the Downtown District Commission.

Mr. Tunila moved to accept the proposed agreement for Cruisin'; 2015 Donations. Mr. Carter seconded the motion and all voted in favor. 6-0-0.

#### **Adoption of 2015-16 Budget**

The commissioners reviewed the proposed FY 15-16 budget. There were some questions from some constituents voiced at the January 14, 2015 Annual Meeting. A question was raised regarding the decision not to place the \$7,500 parking lot payment in the FY 15-16 budget expenses. The \$7,500 was not included as we have placed a request to the town to have the payment waived for the FY 15-16 Fiscal Year.

Ms. Parseliti informed the commissioners that that the Downtown property assessments were \$500,000 less than originally anticipated. Mr. Carter suggested that we should reduce the tax revenue proportionally and noted that we would need to adjust roughly \$3000 and also put the \$7500 parking lot payment back in the budget as we haven't been notified that our proposed waiver was approved.

Mr. D. DuBaldo expressed confidence that the board of directors would like to help the District in areas that are within their control. He recommended that the \$7,500 not be included in the budget.

Mr. Carter felt that with the new donation of a little over \$3,000 from Cruisin', we would essentially wash out the \$3,000 lost from the assessments.

It was agreed that the budget be adjusted to reduce tax revenue by \$3,000 from \$147,500 to \$144,500 and lower Cruisin' expense by \$3,000 from \$34,700 to \$31,700. That should put us at parity and leave a \$721 surplus.

A motion was made by Mr. Carter to accept the budget as amended. Mr. Dorin seconded the motion. All voted in favor. 6-0-0.

### **BOC Action Item Review**

Ms. Parseliti indicated that the BOC Action Item List was not prepared for this meeting.

### **Officers and Committee Reports**

**Chair, Donald DuBaldo** – Mr. D. DuBaldo reported that he had spoken with Mr. Mark Carlino, the Director of Public Works, regarding snow removal in the Downtown. Mr. Carlino indicated that they would begin hauling as early as Thursday. They would remove snow from the bumpouts but not the snow berms or the curbs.

Mr. D. DuBaldo met with Mr. Scott Sprague, Director of Parks and Recreation, and Ms. Parseliti to resolve the question of donations from Cruisin' 2015. Action on the proposed donation agreement is noted in a prior section of the minutes.

**Vice Chair, Stephen Carter** – Mr. Carter reported that he and Ms. Parseliti met with Director of Finance, Gregory Simmons, and Town Accounting staff person, Heather Boudreux, to review town financial report formats that should save time and effort for District staff. Mr. Carter will bring samples to the next commission meeting. Discrepancies in the fund balance were reviewed and explained.

**Secretary, Nicholas DuBaldo** – A meeting of the Marketing Committee is planned for the end of February or beginning of March.

**Parking & Maintenance Committee Chair, George R. Dorin** – Mr. Dorin complimented Mr. Carlino and the Dept. of Public Works for their efforts in snow removal and use of the new approach to plowing. He noted that we may need to haul snow from the parking lots. He acknowledged that there may be an additional expense for the snow hauling.

Request to BOD for Fine Increase and Retention – Mr. D. DuBaldo reported that he, Mr. Dorin, Mr. Carter and Ms. Parseliti met with Police Chief Montminey to discuss how a second presentation to the Town Board of Directors should be handled. The group will meet a second time to further review responses to the Director's concerns and a strategy for presentation.

**Cruisin' Committee, Edward Firestone** – The Cruisin' Sponsorship Committee has started soliciting sponsors, Roughly one third of the sponsors from 2014 have committed to Cruisin' 2015 to date. The committee is actively seeking additional sponsors.

Mr. Tunila took the opportunity to congratulate Mr. Firestone on the recent profile article published in the JI.

### **Other Reports**

**Imagine Main Street** – No report.

**Parking Lot Improvement Project** – Mr. Pellegrini reported that the Public Information Meeting for the project is scheduled for February 19 at 6:30PM in the Lincoln Center Hearing Room.

## **Administration**

### **Manager's Report**

Ms. Parseliti provided a written report and elaborated on topic areas as follows:

**Banners** - The holiday banners are still up. The contractor had some truck issues. This is unusual as he has traditionally been very prompt. Due to the decrease in "hang" time for the sponsored banners arising from the late removal of the holiday banners, Ms. Parseliti recommended that amount of time sponsored banners remain in place be extended.

Mr. D. Dubaldo suggested we stipulate specific end dates for the decorations and banners. We should be able to put pressure on them to get the job done when they say it can be done. A financial penalty for nonperformance may be in order when a new contract is executed.

**Moving Wall** - A date of October 7-11, 2015 has been confirmed. The planned location is Center Memorial Park.

**CT Main Street Center Workshop** – Ms. Parseliti attended a workshop for downtown managers that discussed services/resources that the CT Main Street Center could provide to member Downtown organizations. A summary document from a survey of Downtown trends conducted by the National Main Street Program was distributed. Ms. Parseliti offered to arrange to have CT Main Street Program Executive Director, John Simone, come to speak to the commission.

**Downtown Mini Grant** - The town has set aside \$20,000 for the current fiscal year. Applications available and due March 5, 2015. Awards will be announced on March 31, 2015.

**First Niagara Rear ATM Closes** - The drive thru and ATM are now closed. Our parking constable is concerned that the displaced business will cause increased activity at the street front location on Main Street and put pressure on the parking on Main St. in that vicinity.

**Response to Questions Posed at Annual Meeting** – Research has been completed on questions posed by Ms. Igdalsky at the annual meeting and in a follow-up letter. Ms. Parseliti will compose a letter of response to be reviewed by Mr. Carter and Mr. D. DuBaldo before it is sent

### **New Business**

**6<sup>th</sup> Annual Taste of Manchester** – The date for this event is Tuesday, May 12. Ms. Parseliti confirmed that this event does not need to go through the town event permit process as there is a successful five year history for this event, no request for street closure, use of the municipal parking lot is limited and no alcohol is being served. A completed Request for Use of Public Space for an Event application to the Downtown District was provided and reviewed. Mr. Firestone moved to approve the application pending no negative feedback from abutting businesses in response to our constituent outreach. Mr. Carter seconded the motion. All in voted in favor, 6-0-0.

### **Public Comment**

Ms. Hadge took issue with the opinion that the Town did a good job with snow removal. Corey's lost at least 3 parking place due to the snow pile and parking across the street from Landmark Café is essentially unplowed.

Mr. D. DuBaldo responded that while it does appear that they didn't do a spectacular job, based on how they did it in years past it would have been far worse depositing it on the sidewalks. The Town did remove the big piles and clear to the curbs. If we didn't have the second storm, it should have been gone by now.

Ms. Hadge also noted that the walkway between East/West and Mulberry has been closed-off with a board, preventing customer access.

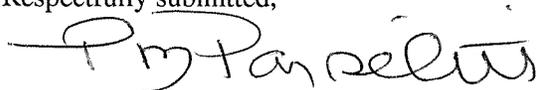
Ms. Parseliti responded that there is an issue with who is responsible for clearing the walkway. Abutting properties and businesses determined they did not want the expense or liability of clearing the snow and ice. Therefore, the alleyway is closed for the snow season.

Ms. Hadge offered a final comments on the proposed Manchester Mile Race and the Bike Show. Regarding the Manchester Mile, the street closure for an hour and half shouldn't impact Landmark Cafe. Regarding the Bike show, as long as there is enough notice to allow customer notification, she did not think there would be much impact.

Ms. DiFalco reminded the commissioners that the Chamber Business Expo will take place on Thursday March 12 at MARC, Inc. There will be tastings and exhibits of member products and services. There are 5 tables left for this expo.

There being no further business Mr. Dorin moved to adjourn the meeting at 7:35PM. Mr. N. DuBaldo seconded the motion and all voted in favor, 6-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tana Parseliti". The signature is written in a cursive style with a large initial "T" and "P".

Tana Parseliti, Downtown Manager

Recorder