

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

**MARCH 4, 2015
6PM
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 MEMBERS: Mark Pellegrini, Planning & Neighborhood Services
April DiFalco, GMCC

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: Elaine Hadge, Landmark Restaurant
Kurt Potter, Manchester Mile Race

MEMBERS ABSENT: Robert Mahoney

EX-OFFICIO MEMBERS ABSENT: None

Call to Order

Mr. D. DuBaldo called the meeting to order at 6:01PM.

Roll Call

Mr. D. DuBaldo confirmed those present, noting that Mr. Firestone would arrive soon.

Minutes

February 4, 2015 – Ms. Parseliti reported that the minutes are deferred to the April 1, 2015 meeting.

Public Comment

There was no public comment.

Old Business

Permit Application for Manchester Mile Road Race – Ms. Parseliti reported that a mailing and an emailing had been done to all Downtown business and property owners to inform them of the proposed race and invite comments or concerns. She received two positive email responses from CT Valley Coin and John Boyle Paint and a verbal endorsement from the Army & Navy Club. Mr. Dorin reported that Mr. Sulick of Mulberry Street communicated that he had no objection.

Mr. Bayer moved to endorse the Manchester Mile Road Race to be held on August 6, 2015 as applied. Mr. Tunila seconded the motion. There was no discussion. All voted in favor: 5-0-1 with Mr. Dorin abstaining.

Mr. Firestone arrived at 6:09PM.

Permit Application for New Seasons Motorcycle Show – Ms. Parseliti reported that the application for use of the Purnell Place Parking Lot has been withdrawn.

BOC Action Items Review - Mr. DuBaldo reviewed the Action Items list noting the status of action items: those that still require action and those that have been completed. He asked the responsible parties to report on progress to date.

Establish a Parking Policy for MCC on Main - Mr. Carter noted that he will connect with MCC to continue discussions on a parking policy. Mr. D. DuBaldo reiterated his suggestion for parking kiosks in the Purnell Lot to service part time parkers such as: MCC class attendees, First Niagara and other businesses training attendees.

A discussion of other ways in which to process tickets utilizing digital, hand-held ticket devices was referred to the Parking Committee.

Establish Cruisin' on Main Transition Committee – Mr. Carter reported that he and Ms. Parseliti met with the Town Director of Finance regarding Cruisin' accounting. Mr. Carter recommended, and the Director of Finance agreed, that the DMSSD take a one time accounting adjustment in FY 14-15. Income and expenses received in FY 14-15 for Cruisin' 15 will be posted to FY 15-16, as this is the fiscal year in which the event takes place. This will result in a projected shortfall of approx. \$7,800.00 in FY 14-15.

Ms. Parseliti was asked to keep a spread sheet of Cruisin' 2015 Income and Expenses incurred in FY 14-15.

Convene Economic Development Working Group – Mr. Pellegrini reported that a third meeting of the Economic Development Working Group is scheduled for March.

Mr. D. DuBaldo asked Ms. Parseliti to update the list and remove those items that have been accomplished.

Officers and Committee Reports

Chair, Donald DuBaldo – Mr. D. DuBaldo noted that he had covered several items from his report in the earlier portion of the meeting. He went on to recommend introducing specific titles for email that is sent by the DMSSD: Official DMSSD Business, DMSSD Alert, DMSSD Events and Promotions. This will allow those on the email list to select which emails pertain to their interests. The idea was raised to create separate email lists and ask those on our email list to choose which type of email they wish to subscribe to. Ms. Parseliti advised against this approach as very time consuming and underscored the difficulty in obtaining the necessary selections from those on our email list.

It was agreed that Ms. Parseliti will make a change in the titles of the email sent to our email contacts.

Vice Chair & Finance Committee Chair, Stephen Carter -

YTD Revenue & Expense Report – Mr. Carter reviewed a simplified income and expense statement provided by the town. He recommends that the commissioners try working with this format as it is very labor efficient.

Cruisin' 2015 Proposed Budget – Mr. Carter reviewed a copy of the proposed Cruisin' 2015 Budget prepared by the Cruisin' 2015 Committee.

The question of the disposition of the \$3,398 Reserve Balance carried over from Cruisin' 2014 to Cruisin' 2015 was raised. Ms. Parseliti also noted that the Cruisin' Committee requested an additional \$200 from Cruisin' 2014 to be given to the Full Gospel Interdenominational Church as a thank you for use of their courtyard by Cruisin' 2014 as a VIP Sponsor Hospitality Center.

Mr. Carter recommended both items be deferred to the April 1, 2015 commission meeting for consideration.

Secretary and Marketing Committee Chair, Nicholas DuBaldo – Mr. N. DuBaldo reported that the committee is in the process of reviewing the 2014 promotions. A survey of participants in the postcard mailer and Holiday ad in the JI is underway to see if there is a preference.

A review of special events will also take place. The committee is looking into how to utilize ads on the website and a Downtown newsletter.

Ms. Parseliti was asked to put a review of special events on the agenda for the April 1, 2015 commission meeting.

Parking & Maintenance Chair, Robert Dorin -

Request to BOC for Fine Increase and Retention – Mr. Dorin reported that the Town Board of Directors supports the fine increase and retention proposed by the DMSSD. It has been referred to the Town Attorney to be formatted as a new ordinance that will be presented to the Directors at their April meeting. Mr. Dorin commented that personal communication with the Directors was of benefit in securing their support.

Snow Removal – Mr. Dorin noted that the Town is “strapped” due to the extreme snowfall this winter. He feels it is unlikely that they will be able to remove the snow piles along Main Street.

Mr. D. DuBaldo suggested that we employ a different approach. We should ask the Town to remove the snow piles incrementally. For example the Town could assign 2 workers to remove one pile a day. This would only take approx. 2 hours per day. Mr. D. DuBaldo will call Mr. Carlino and suggest this approach.

Cruisin' Committee, Edward Firestone – Mr. Firestone reported that sponsor recruitment is ongoing. Several large sponsors from previous years have dropped out this year but the committee is recruiting new sponsors to take their place.

It has been suggested that the VIP/Sponsor Courtyard Sponsorship be considered an In Kind Sponsorship for Highland Park Market in lieu of their \$1,500 contribution of food.

Other Reports

Imagine Main Street, Steve Gates – There was no report as Mr. Gates was not in attendance.

Director of Planning, Town of Manchester, Mark Pellegrini –

Parking Lot Improvement Project – Mr. Pellegrini noted that they have agreements with all necessary parties with the exception of two property owners abutting the Heritage Rear Lot and Purnell Place Lot. They anticipate that the Purnell Lot will go to bid in late summer/early fall. They may begin work on the catch basins this fall and commence the balance of the constructions in spring of 2016.

Library – Consultants were hired by the Library Board to look at how to fit a library in the block of Main Street that encompasses the Forest Street Parking Lot and the building at 968-942 Main St. (the Tong building). Their plans show a three story building of 48,000 s.f. and include 100 parking spaces at the south end of the lot. Mr. Pellegrini was careful to note that he, along with Ms. Parseliti, had met with the owners of the building (the Tongs) early in the process to advise them that the study would be taking place.

Administration

Manager's Report – Ms. Parseliti reviewed her report. (See attached.) Some time was spent discussing how to advise Downtown businesses of the presence of an individual with a history of aggressive panhandling. A BOLA provided by the Downtown Community Police was reviewed. Commissioners asked Ms. Parseliti to check with the Town Atty. regarding the legality of distributing the BOLA.

Ms. Parseliti advised the commissioners that Constable Delisle submitted a letter of resignation effective March 27, 2015. She recommended that a Hiring Committee be established to review the position description, salary level, and job posting avenues as well as conduct interviews and recommend a candidate(s) for hiring. It was agreed that the Parking Committee would serve as the Hiring Committee, along with Ms. Parseliti. Commissioners endorsed having the committee move forward with the stipulation that the salary level for the new hire(s) should be less then or not to exceed that of Constable Delisle and the job description should be similar. If there are changes, a special meeting may be needed.

Ms. Parseliti noted that she will review the job description and other aspects of the hiring process with staff from the Town Human Resources Department.

New Business

Resignation of Parking Constable – Covered under Manager's Report.

Public Comment

President, Greater Manchester Chamber of Commerce, April DiFalco - Ms. DiFalco reminded the commissioners of two upcoming Chamber events:

Chamber Business Expo – March 12 from 4PM to 7PM at MARC, Inc. There will be 35 diverse vendors, opportunities for networking and food tasting among other activities.

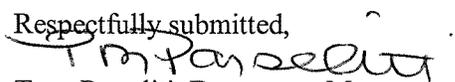
Annual Meeting – April 30 at 8AM at Villa Louisa. Retired Fire Chief Bob Bycholski will be honored with the Chamber's Community Achievement Award.

It was agreed that a report by Ms. DiFalco on behalf of the Chamber should be added as a regular agenda item under Other Reports.

Adjourn

There being no further business Mr. Firestone moved to adjourn the meeting at 7:30PM. Mr. N. DuBaldo seconded the motion and all voted in favor: 7-0-0.

Respectfully submitted,


Tana Parseliti, Downtown Manager,
Recorder