

MINUTES

BOARD OF COMMISSIONERS DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT

APRIL 5, 2017

6PM

AXIS901

901 MAIN STREET, MANCHESTER, CT 06040

MEMBERS PRESENT: Donald DuBaldo, Chair
Stephen Carter, Vice Chair
Nicholas DuBaldo, Secretary
William Bayer
Bob Sulick – arrived at 6:05PM
John Tunila, Esq.

EX OFFICIO MEMBERS
PRESENT:

ALSO PRESENT: Lynn Sottile, Vinnie Quast

STAFF PRESENT: Tana Parseliti, Downtown Manager

MEMBERS ABSENT: Rebecca Gentile

EX OFFICIO ABSENT: Gary Anderson, Director Planning and Development
April DiFalco, President, GMCC

STAFF ABSENT: None.

Call to Order

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

Roll Call

Mr. D. DuBaldo confirmed those present and absent.

Minutes

Mr. Bayer moved to accept the minutes of March 1, 2017. Mr. Tunila seconded the motion. There was discussion wherein Mr. N. DuBaldo noted a spelling error under the Downtown Economic Development section of the minutes. In line one of that section, "si" should be corrected to read "is". The motion carried with the spelling correction. (6-0-0)

Public Comment

None.

Old Business

- **February Strategic Planning Workshop**
Review of Draft Report - Mr. D. DuBaldo asked the Strategic Planning Subcommittee to review the report. A board review of the Report was deferred until Mr. Anderson can be present.

- **Meeting with State Senator Steve Cassano** – Mr. D. DuBaldo noted that it was good to have the opportunity to share issues important to us although there may not currently be funds available for our economic development priorities. Mr. Carter noted that sharing our priorities is an important first step. It is good that Sen. Cassano wanted to meet with us. Ms. Parseliti commented that having the Fast Track Stop in Manchester was important to Sen. Cassano. Mr. Bayer commented that if the Fast Track stops at UCONN we should fight to have a Downtown Manchester stop. It was agreed that we will try to track progress on the Fast Track Program.
- **Wayfinding Sign Design** – Ms. Schultz presented the most recent design options for Wayfinding sign design. The commission supported the following:
 - Retain the word “Historic” in the sign copy. Use italic font for “Historic”.
 - Use brushed nickel for the sign border. Keep the border a solid, single line.
 - Keep “M” in black and use single “M” without filigree. Remove “M” from all signs other than 2 Gateway signs.
 Mr. Carter inquired how many signs will be placed in the Downtown and where?
- **Proposed Amendments to Bylaws and Ordinance, John Tunila** – Mr. Tunila distributed copies of the Bylaws and Ordinance with suggested changes noted. The majority of the changes recommended are to make language consistent. Below please find a discussion of more significant changes.
 - **Ordinance**
 - In the Ordinance, Section 285-16. Definitions – the definition of Holder of Record of The Taxable Interest in Real Property was expanded.
 - In the Ordinance, Section 285-21. District Organization and Operations. B. Board of Commissioners (3) (b) Balloting – there was discussion RE requiring the Business Lessee or Property Owner to cast their ballot not less than 24 hours before the meeting or be present at the meeting to deliver and cast their ballot. It was decided that the ballot need not be cast in person at the meeting. The properly executed ballot may be delivered to the meeting by another individual.
 - In the Ordinance, Section 285-22. Annual Budget and Tax Levy for the Special Services District. F. The commissioner opted to add the word “Town” before the word “Treasurer”.
 - **Bylaws**
 - Section II. Presiding Officers and Agenda – The position of Treasurer was added to be consistent with the Ordinance.
 - Section III. Meetings a. and b. – Commissioners endorsed simplifying the meeting notification requirements to posting the meeting schedule in the Town Clerk’s office within 10 days from its adoption. Further, the commission recommended reducing the time for posting the notice of a special meeting in the Town Clerk’s office from five days prior to 48 hours prior and for giving notice of a special meeting in a newspaper of general circulation in the Greater Manchester area at least 48 hours prior to a special meeting.
 - Section VI. Election of Commissioners – The requirement to cast the ballot in person was removed.
 - Section IX. Amendments – The commissioners endorsed the following changes to bylaws amendment:
 - drop the requirement for a special notice to run in the newspaper with information on where a copy of the proposed amendment can be obtained/reviewed.
 - a notice shall be given by email or mail to members.

New Business

- **Acceptance of Downtown Parking Lot and Public Space Maintenance and Landscape Contract** – Mr. D. DuBaldo reported that The Yard Group was the lowest responsible lump sum bidder. They received good references from current customers. Mr. D. DuBaldo and Ms. Parseliti reviewed the scope of work with the Yard Group. They appear to be capable, have adequate equipment and though located outside of Manchester, they have crews working in the area regularly.

Mr. Bayer moved to accept the lump sum bid from the Yard Group Landscaping, LLC for contract parking lot and public area maintenance and landscape services for one season with an option to renew annually for up to five additional years for a total annual lump sum bid of \$27,838.00 and an adjusted total for year one of \$26,478.00. Mr. Carter seconded the motion. Under discussion Mr. D. DuBaldo commended CDM Landscaping for doing a great job for many years. The motion passed (6-0-0).

- **Appropriation of Funds from Fund Balance to Pay for Strategic Planning Consultants** - Mr. Carter moved to appropriate \$1,961.43 from the Downtown Manchester Special Services District Unreserved Fund Balance (Account # 400 3800) for Strategic Planning Services provided by Live, Work, Learn, Play (Expense Account # 27 000000 6310). Mr. Sulick seconded the motion. There was no discussion. The motion carried (6-0-0).
- **Appointment to Fill Vacant Board of Commissioners Property Owner Seat**
 - **Recommendation of Winfred Quast, Quast Media** – Mr. D. DuBaldo reported that he and Ms. Parseliti met with Mr. Quast, who owns two properties in the Watkins Building and has been a Manchester resident for 18 years. Mr. Bayer move to appoint Mr. Quast to the commission to fill the vacant property owner seat. Mr. Tunila seconded the motion. All voted in favor (6-0-0).

Officers and Committee Reports

- **Report of Officers**
 - Donald DuBaldo, Chair - No report.
 - Stephen Carter, Vice Chair – No report.
 - Nicholas DuBaldo, Secretary – Mr. N. DuBaldo deferred his report to the Marketing agenda item.
- **Marketing Committee, Nick DuBaldo**
 - **Request to Provide Financial Support to GMCC Manchester Promotional Commercial Series**- Mr. N. DuBaldo showed a video clip provided by Ms. Di Falco of a commercial series developed by the Chamber in partnership with Comcast Spotlight. A description of the Commercial package was provided by Ms. DiFalco and is attached. The commissioners discussed supporting the existing Chamber commercial package for a cost of \$1,133 for a one month run or possibly buying a 15 second commercial to run with the Chamber ad in the month of June. Mr. Quast offered to produce a short 15 second commercial for the Downtown District, pro bono, that could be used with the Chamber commercial. The commission questioned rather we would be ready to run for the month of June?

Mr. Carter moved to, at minimum, support the Chamber commercial for the month of June and hopefully produce a 15 second commercial for the Downtown. Mr. Tunila seconded the motion. All voted in favor (6-0-0).

Parking & Maintenance

- **Banner Sales Final Numbers** – Ms. Parseliti reported sales of 26 of 28 possible banners totaling \$10,400 in revenue. Expenses are expected to be \$4,832 for year one of the two year banner contract with a net to the SSD of \$5,568.
- **Parking Violations Report** -Ms. Parseliti provided the monthly Violations Report noting 168 violations issued in March with 66 waiver requests granted and 1 denied.
- **Incident of Verbal Abuse** – Ms. Parseliti reported that a Downtown employee parker had engaged in verbal abuse and threatening of Constable Johnson regarding a ticket issued in the Purnell Lot. This incident was reported to the Police and to the Community Policing Sgt., Sgt. Hughes. A Community Policing Officer was subsequently dispatched to speak with the employee. The employee was advised not to interact with the Constable in other than a polite manner in the future. Ms. Parseliti expressed concern regarding the increasing hostility displayed regarding ticketing.

Commissioners suggested a Coffee with the Commission and Parking Committee to let owner give input on parking concerns. The importance of communicating with constituents was emphasized.

Downtown Economic Development Committee - Mr. D. DuBaldo reviewed the purpose of this committee which is to overcome obstacles to Downtown property development. The committee has targeted the Peter's building and Burkamp building with the intention of investigating possible uses and code compliance issues. The goal is to identify necessary gap funding for development. Mr. Carter has been in conversation with Mr. Zinsser RE the Peter's building and Mr. D. DuBaldo has reached out to Mr. Burkamp. Mr. D. DuBaldo would also like to see the vacant land on the north side of Locust St. and behind the current gas station developed as a parking lot.

Outside Events Request

- **MDOG Taste of Manchester** – Approval of the event application was moved by Mr. Bayer and seconded by Mr. Carter. There was no discussion. The motion carried. (6-0-0)
- **Imagine Main Street Event** – Provisional approval of the Imagine Main Street event, Steam Punk Day, was moved by Mr. Sulick, seconded by Mr. Quast. The motion carried. (6-0-0) Ms. Parseliti will circulate a letter to abutting businesses advising about the of the event and inviting feedback.

Other Report

- **President, GMCC, April DiFalco** – Absent. No report.
- **Administration**
 - **Manager's Report** – No report.
- **Public Comment**
 - Ms. Sottile suggested that the commission consider hiring a part time assistant to work in the office with the monies saved from the maintenance contract and additional monies raised from parking violations.

Other Business

- **Panhandling** – It was noted by our Constables that panhandling in the Downtown has increase. A particular individual has been seated in various locations including in proximity to the Key Bank ATM. This has been reported to the Sgt. Hughes.

Adjourn

Mr. Sulick moved adjournment at 7:50PM. Mr. Bayer seconded the motion. All voted in favor. (6-0-0)

Respectfully submitted,

Tana Parseliti, Downtown Manager
Recorder