

MINUTES

**ANNUAL MEETING
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT**

**JANUARY 11, 2017
8AM
LINCOLN CENTER HEARING ROOM
494 MAIN ST.
MANCHESTER, CT 06040**

MEMBERS PRESENT: Donald DuBaldo, Chair
Stephen Carter, Vice Chair
Nicholas DuBaldo, Secretary
Robert Sulick
John Tunila, Esq.

EX-OFFICIO MEMBERS

PRESENT: Gary Anderson, Director of Planning and Development

STAFF PRESENT: Tana Parseliti, Downtown Manager

ALSO PRESENT: Vinni Quast

MEMBERS ABSENT: William Bayer
Rebecca Gentile

EX-OFFICIO MEMBERS

ABSENT: April DiFalco

Call to Order

Mr. D. DuBaldo called the meeting to order at 8:05AM.

Presentation of Proposed 2017-18 Budget

Mr. Carter reviewed the budget comparisons and proposed budget. He noted that FY 15-16 actuals showed a surplus of \$38,000. FY 17 -18 revenue is projected to increase 2% with Downtown District Taxes staying the same, Parking Permit Sales Revenue increasing, Parking Violations Fees staying flat or decreasing and Miscellaneous Revenue decreasing.

Most Expense line items for FY 17-18 will remain the same. There are small increases in Temporary Salaries, Social Security, Flex Benefits. The cost of a new laptop for use by a planned intern is a new expense. The final payment on a Parking Lot Loan is budgeted for FY 17-18.

Mr. Quast posed the following questions regarding the proposed budget.

Question: Why do the FY 16-17 Actuals only show through Dec. 6, 2016? Mr. Carter noted that there is a lag in processing expenses and revenue and receipt.

Question: Why does it cost more to check for violations than we make? Mr. D. DuBaldo noted that we do not expect enforcement to be a revenue generating item. Enforcement is a necessity in order to make parking available to customers. Mr. Sulick noted that we have a Customer Parking Validation Program but ticketing is necessary to help us control parking.

Question: Why has there been no enforcement in the Purnell Lot recently? Ms. Parseliti replied that enforcement was suspended during constructions and would be resuming shortly. Monitoring of the lot took place throughout construction.

Mr. Quast commented that the parking lots look great and are a big improvement.

Priorities for the Upcoming Year

Ms. Parseliti reviewed the list of goals and priorities for 2017 found in the Looking Ahead section of the 2016 Annual Report.

Highlights of Accomplishments of the Past Year

Ms. Parseliti reviewed the list of Highlights of Accomplishments for 2016 found in the 2016 Annual Report.

Comments and Questions

Mr. Quast asked how we can involve more people in Downtown Special Services District? Ms. Parseliti suggested increased outreach and Mr. D. DuBaldo suggested getting more people involved in committees.

Mr. Quast suggested that the Downtown hold a Business Networking event at least once a year. This would give businesses and property owners a chance to meet their colleagues.

Mr. Sulick noted that we have many new businesses and this would be a good way to have them meet their neighbors.

Mr. Quast expressed disappointment that all commissioners were not in attendance at this meeting.

Mr. Quast asked if we have a current list of available Downtown properties? Ms. Parseliti responded that we have a paper list in our office. We are working on updating the list on our website. Mr. D. DuBaldo noted that the Downtown Economic Development Committee is working on this. It is a top goal for this year with a focus on having a more robust list in place one year from now. The commission plans to seek an intern to help support his goal. Mr. Anderson noted that the Town has a listing of larger available properties. He will ask if the Town can create a link to the DMSSD website.

Other Business

There was no other business.

Adjourn

Mr. Sulick moved to adjourn at 8:35AM. Mr. Tunila seconded the motion. There was no discussion. The motion carried (5-0-0).

Respectfully submitted,

Tana Parseliti, Downtown Manager
Downtown Manchester Special Services District
Recorder

ACCOUNT DESCRIPTION	FY 15-16 ACTUALS	FY 16-17 BUDGET	16-17 ACTUALS AS OF 12/6/2016	FY 17-18 PROPOSED
EXPENSES				
Personal Services				
Regular Salaries				
Downtown Manager	53,448.00	53,040.00	21,624.00	53,040.00
Temporary Salaries				
Parking Enforcement Staff Salaries	21,521.70	25,185.00	10,754.55	27,500.00
Admin Asst Salary	-	-	-	
Social Security	5,735.12	5,984.00	2,476.90	6,161.00
Downtown Manager				
Parking Staff				
Flex Benefits	15,049.80	17,000.00	2,523.12	19,000.00
Deferred Compensation				
Health Insurance				
Professional & Technical Services				
Holiday Lights	10,928.00	11,000.00	-	11,000.00
Video Camera	-	2,500.00	-	2,500.00
Employee Testing	100.00	-	-	-
Banner Install	196.88	-	-	-
Professional Dev. (Professional Affiliations & Training)	350.00	350.00	350.00	350.00
Utilities-Cable (Cable & Office Phone Bundle)	1,737.46	1,700.00	760.85	1,700.00
Utilities (Outside Lighting & Office Electric Usage)	10,235.74	6,000.00	2,974.49	6,000.00
Postage	658.12	1,600.00	104.29	1,000.00
Phone (Cell Phone)	14.01	-	-	
Printing, Binding, Adv. (Office Printing, Permits, Gen. Printing)	1,584.42	1,600.00	790.96	1,600.00
Legal Ads	269.54	111.00	43.01	250.00
Rents (Office Rent)	3,600.00	3,600.00	1,800.00	3,600.00
Repairs & Maintenance	27,364.95	25,000.00	8,840.00	25,000.00
Street Beautification	5,806.90	7,500.00	600.08	7,500.00
Line Striping	-	-		750.00
Uniforms (Parking Enforcement Uniforms & Equipmnt.)	350.00	400.00	-	400.00

Street Light Repair (Parking Lot Lighting Repair)	-	424.00	-	500.00
Services Unclassified				
Services Unclassified (Themed Events)	3,992.00	-		
Scarecrow Festival	1,021.00	1,300.00	599.27	1,300.00
Halloween	533.92	701.00	324.86	700.00
Holiday on Main	1,507.19	2,000.00	569.96	2,000.00
Cruisin' on Main Street	36,840.13	-	-	-
Print & Other Advertising	2,251.84	-	-	-
Print Advertising				
Other Advertising	-	5,000.00	1,076.00	5,000.00
Street Banner Program	50.00	4,775.00	415.00	1,200.00
Snow Removal	23,725.00	32,000.00	-	32,000.00
Contracted Services (Copier Rental)	1,179.00	1,500.00	84.00	1,500.00
Maintenance Supplies (Office Supplies)	1,693.06	1,200.00	1,081.10	1,200.00
Office Equipment	-	-	-	1,000.00
Residential Rebate	-	700.00	-	700.00
Other Premiums (Special Event Insurance)	-	-	-	-
Loan Principal (Parking Lot Loan)	-	-	-	2,000.00
Capital Outlay	-	-	-	-
GRAND TOTAL EXPENSES	231,743.78	212,170.00	57,792.44	216,451.00
Surplus/(Deficit)	38,155.20	61.00	43,039.60	24.00
Fund Balance as of Aug. 31, 2016 \$132,546.17				
Fund Balance as of June 30, 2015 \$94,390.97				
budget/17-18/FY17-18 proposed budget as of 12-22-16				