

## MINUTES

### BOARD OF COMMISSIONERS DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT

JULY 25, 2017

8AM

OFFICE OF DUBALDO ELECTRIC CO., LLC  
16 HARRISON STREET, MANCHESTER, CT 06040

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

EX OFFICIO MEMBERS  
PRESENT: None.

ALSO PRESENT: None

STAFF PRESENT: Tana Parseliti, Downtown Manager

MEMBERS ABSENT: William Bayer  
Rebecca Gentile  
Bob Sulick

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 8:05AM.

#### **Roll Call**

Mr. D. DuBaldo noted those present and absent.

#### **Discussion of Requirements and Best Location for the Downtown Special Services District Office**

Gary Anderson, Director of Planning for the Town of Manchester, recently informed the Downtown District commission of the availability of office space at MCC on Main and Axis901. The commissioners had the opportunity to view available spaces at both locations at its July 12 meeting. It was agreed that this Special Meeting would be called for the purpose of discussion these options.

Mr. D. DuBaldo began the meeting by reviewing the office space options at Axis901 and MCC on Main along with the cost. The office at the top of the list for consideration is a 15 x 15 space in the front of the building, Office #6. A map of the current Axis901 offices and a layout of how the Office #6 could accommodate the current SSD office use were circulated. The cost for this office is \$800/month and includes all utilities (HVAC, electric, phone internet). Cost of utilities in the current office is approximately \$250/mo.

Mr. Tunila posed the following questions: What is better for our constituents? What is better for our staff? What makes economic sense?

Mr. Carter noted that this office is smaller than our current office. He felt that the constables do not fit in with the Town use of the building. He would like to see us in the building but not upstairs. He is in favor of having us stay in our current office.

Mr. D. DuBaldo noted that our current office is a place to work and perhaps we could get more out of a different office location.

Mr. Carter felt that the SSD needs to evolve into more of an economic development entity.

Mr. Quast asked if we expect the incidence of individuals protesting their tickets to decrease. Mr. D. DuBaldo indicated that he expected that to be the case.

Mr. Quast indicated he likes the Axis901 location. He is somewhat worried about investing in improvements in our current office given the age of the building.

Mr. Tunila indicated he is not keen on the Axis office and did not want to spend money improving the current office.

Mr. D. DuBaldo held the same position as Mr. Tunila. Mr. D. DuBaldo felt that the Town should have done more to work with us.

Ms. Parseliti expressed appreciation for the more attractive physical presentation of the Axis office and the opportunity it presents for increased networking and interaction. She asked the commissioners what kind of office they want to have represent the District. Ms. Parseliti indicated that if the decision is to stay put, upgrades are needed as nothing has been done in 17 years. Mr. D. DuBaldo indicated that he is aware of the need and plans to address this should the decision be made to move.

Mr. N. DuBaldo saw the Axis office as a great location with a great view and aesthetics. He has some reservation on the evidence of roof leaks present. He reaffirmed the need for handicapped accessibility. Our current office is functional but beat-up. We need to spend some money to improve the space if we stay. He felt it is more prudent to stay and renovate than to move (to Axis901).

Mr. Carter felt we should stay in our current space but plan to move.

Mr. D. DuBaldo indicated he envisions a storefront location with high visibility and easy access.

Mr. D. DuBaldo suggested that the commission agree to set a timeline of 6 to 12 months to decide rather to renovate or move.

Mr. Carter suggested that each commissioner make a list of what they think we need in an office/a vision of what they would like to have our office be like. Ms. Parseliti will ask each commissioner to create and return said list.

**Public Comment**

None.

**Adjourn**

Mr. Carter moved adjournment at 8:35AM.

Respectfully submitted,

Tana Parseliti, Downtown Manager  
Recorder