

MINUTES

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

JUNE 7, 2017

6PM

AXIS901

901 MAIN STREET, MANCHESTER, CT 06040

MEMBERS PRESENT: Stephen Carter, Vice Chair
Nicholas DuBaldo, Secretary
William Bayer
John Tunila, Esq.

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

ALSO PRESENT: None

STAFF PRESENT: Tana Parseliti, Downtown Manager

MEMBERS ABSENT: Donald DuBaldo, Chair
Rebecca Gentile
Bob Sulick
Winnfried Quast

EX OFFICIO ABSENT: None.

STAFF ABSENT: None.

Call to Order

Mr. Carter called the meeting to order at 6:00PM.

Roll Call

Mr. Carter confirmed those present and absent.

Minutes

May 3, 2017 – Mr. Bayer moved acceptance of the minutes. Mr. Tunila seconded the motion. There was no discussion. All voted in favor. (4-0-0)

Public Comment - Deferred to the end of the meeting.

Old Business

- **Strategic Planning Follow-up Planning** – Mr. Anderson reported that a meeting was held by Strategic Planning Committee members Leyda Quast, Rebecca Gentile, Peter Helms, Gary Anderson and Tana Parseliti. All agreed that the goal of the follow-up meeting is to determine how to advance the ideas that came out of the February Strategic Planning Meeting and continue the energy expressed at that meeting.

Initial thoughts are to hold the event after work on Fri. July 21. It will be themed as a fun event with a happy hour feel. The event will be set-up to elicit input on how to implement the ideas from the original workshop.

- **Downtown Art Benches Update** – Ms. Parseliti reported that the Cruisin’ Mini Grant Program recommended a contribution to the Bench Project that would allow the benches to be repaired (slats replaced or sanded as appropriate) and put back into circulation for new artists to decorate. Mr. Carter expressed his continuing concern that the benches will require periodic maintenance and the Downtown may be better served by identifying another type of street art project.

New Business - None.

Officers and Committee Reports

- **Report of Officers**
 - Donald DuBaldo, Chair – Absent.
 - Stephen Carter, Vice Chair – Deferred to the Finance agenda item.
 - Nicholas DuBaldo, Secretary – Deferred to the Marketing agenda item.
- **Committee Reports**
 - **Finance Committee, Steve Carter/Rebecca Gentile**
 - **Recommended Increase in Constable Hourly Rate for FY 17-18** – After reviewing the FY 17-18 budget and compensation history of the Constable position Mr. Tunila moved to increase the hourly rate of the Constables to \$14.00 per hour beginning July 1, 2017. Mr. Bayer seconded the motion. There was no further discussion. All voted in favor (4-0-0).
 - **Year End Budget Report** – Mr. Carter reviewed the budget v actuals as of May 31, 2017. He noted that it appears that FY 16-17 will be the third year in a row that the District finished the year with a surplus. He suggested that the commission look at what could be done with the large surplus we have built-up. Ms. Parseliti notes that all expenses should be accounted for in the Munis Report by the September board of commissioners meeting.
 - **Marketing Committee, Nick DuBaldo**
 - **Downtown Commercial Airing** – Mr. Quast noted that the Downtown commercial on Comcast Spotlight had a successful launch with over 140 initial You Tube views. If the first commercial is successful he suggested that the commission may want to produce a series focused on different target audiences.
 - **Cruisin’ on Main Report, Tana Parseliti**- Ms. Parseliti reported that Cruisin’ is moving along nicely with strong sponsorship sales.
 - **Imagine Main Street, Tana Parseliti** – Ms. Parseliti reported that the Thursday night events have been well attended and received.
 - **Parking & Maintenance**
 - **Monthly Parking Violations Report** – Ms. Parseliti reviewed the report that shows violations data from Jan. 1, 2017 thru May 31, 2017 noting that the total number of tickets issued increased in May. However, the number of tickets issued in the lots decreased. This may be a reflection of the increase in the time limit from 2 hours to 3 hours in lots. The number of overall waiver requests continues to trend down as do the customer waiver requests from Silk City Coffee.
 - **Downtown Economic Development Committee** – Mr. Carter reported that the next meeting will be June 15. He expects to have a more substantive report at that time.
 - **Outside Events Request**

None.

Other Report

- **President, GMCC, April DiFalco** – Ms. DiFalco reported the addition of many new members to the Chamber roster: The Wyllis Group, The Armory Group, Hartford Federal Credit Union, WJ Irish Insurance and Eleganza Moda, to name a few. Ms. DiFalco also noted that a member of the Chamber owns a parts shop that has a heat process that may help the Art Benches painted finishes last longer.
- **Gary Anderson, Director of Planning and Development** – Mr. Anderson reported on the following:
 - **Landmark Restaurant was sold to MACC** - They will be opening a restaurant that will be a blend of a social enterprise and a nice restaurant.
 - **MCC on Main and Axis901** - Mr. Anderson related that MCC is being repositioned to become a meeting center. The role of MCC will be reduced. They will continue to coordinate the art displays in the Dehn Gallery. The Town is in the process of hiring a manager for the entire building (both Axis and the former MCC on Main space). The building will be rebranded with a new name.
 - **Wayfinding Signs** – The new signs are going out to bid the week of June 12. The project is expected to be completed by the end of summer.
 - **Bus Shelters** – This project has been bid out with installation expected by end of summer.
 - **Joint Town EDC Meeting** - Mr. Anderson reported that the Town is planning a Town EDC Meeting to include the Chamber and the SSD. The meeting that will include a presentation by the SBA and be held at Axis901 on August 10 at 8AM.
- **Administration**
 - Manager's Report** – The Manager's Report was noted within the context of the meeting.

Public Comment

None.

Adjourn

Mr. Bayer moved to adjourn the meeting at 6:41PM. Mr. Tunila seconded the motion. There was no discussion. All voted in favor. (4-0-0)

Respectfully submitted,

Tana Parseliti, Downtown Manager
Recorder