

MINUTES

BOARD OF COMMISSIONERS DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT

JANUARY 3, 2018
8AM
WORK_SPACE
901 MAIN STREET, MANCHESTER, CT 06040

MEMBERS PRESENT: Don DuBaldo, Chair
John Tunila, Vice Chair
Nicholas DuBaldo, Secretary
Rebecca Gentile
Winfried Quast

EX OFFICIO MEMBERS PRESENT: Gary Anderson, Director Planning and Development

ALSO PRESENT: Major Asit George, Salvation Army Citadel

STAFF PRESENT: Tana Parseliti, Downtown Manager

MEMBERS ABSENT: William Bayer
Bob Sulick

EX OFFICIO ABSENT: 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 confirmed those present and absent.

Minutes

December 6, 2017 – Ms. Gentile moved approval of the Minutes of December 6, 2017. Mr. Tunila seconded the motion. There was no discussion. Mr. D. DuBaldo abstained. The vote was (4-0-1).

Public Comment

Major Asit George from the Salvation Army was welcomed to the commission meeting and asked to give a brief review of the work of the Salvation Army Citadel in Manchester. He noted that the Salvation Army has been here since 1890, serving as a church that extends a helping hand. Some of the programs they run include: opening their gym for use by young people; a feeding program that provides a meal to 70 to 100 individuals on Sunday with food prepared by the congregation and volunteers; senior's program; children's program like "The Rock" program on Thursdays that serves 70 to 80 children; family visitation program; music teaching program. Major George invited SSD commissioners to participate in the programs.

Mr. D. DuBaldo inquired how they choose the children who participate in the programs. Maj. George responded that they visit homes in the neighborhoods to seek out interested children and families.

Mr. Tunila asked how many staff runs the programs. Major George responded that they have 2 pastors and 3 part time employees.

Ms. Parseliti recognized Major George and the Salvation Army for their kindness and generosity in participating in the Downtown Tree Lighting each year.

Mr. Anderson thanked Major George for the Salvation Army's work in the community.

New Business

2017 SSD Annual Report

Ms. Parseliti reviewed draft copy of the 2017 Goals and Priorities for listing in the Annual Report. Additions were made by the commissioners that will be reflected in the Annual Report.

Strategic Planning Follow-up Event Report

Old Business

Strategic Planning Report Review at February Meeting – Commissioners recommended distributing the Strategic Plan Summary to members via mail and posting on the website. Ms. Gentile recommended and the commission supported convening the Strategic Planning Committee with the charge of prioritizing goals contained in the Summary Report by the end of the month. These goals will be submitted to the commission for review. Commissioners were interested in moving forward on several initiatives such as outdoor dining in parking areas and creating a video of the new Wayfinding Signs System. Mr. Tunila suggested inviting the Strategic Planning Committee to the commission meeting to confirm the roles of the commission and the Strategic Planning Committee going forward. Ms. Parseliti was asked to coordinate a Strategic Planning Committee meeting the goal of which is to obtain feedback on goals and priorities and on how we move forward with the Summary Report. She will invite the committee members to the February commission meeting. Major Asit George will be added as a member of the Strategic Planning Committee.

Officers and Committee Reports

Report of Officers

Donald DuBaldo, Chair – No report.

John Tunila, Vice Chair – No report.

Nick DuBaldo, Secretary – No report.

Finance Committee, Rebecca Gentile

Monthly Report – Ms. Gentile referenced the updated monthly report distributed at the meeting.

Proposed Budget – Commissioners asked that the following be reflected on the proposed budget for clarification: Fund Balance as of June 30, 2017; Funds allocated from Fund Balance as of Jan. 1, 2018 for appropriated Economic Development Project; Projected use of Fund Balance in FY 18-19 Budget -\$9,250; Estimated Fund Balance at the end of FY 18-19.

Nominating Committee

Vacant Business Owner Seat – Deferred action.

Update of Biennial Election Timeline – Ms. Parseliti distributed an updated Timeline based on the approved 2018 Commission Meeting Schedule.

Marketing Committee, Nick DuBaldo – No report.

Parking & Maintenance

Monthly Parking Violations Report - Ms. Parseliti provided and reviewed the most recent Parking Violations and Wavier statistics.

Downtown Economic Development Committee, Don DuBaldo

The committee is waiting on Town response to its recommendation for Town incentives. The committee needs to market the Mini Grant Design Assistance Program recently funded by the SSD and make plan for moving forward with Phase 2 and 3 of the proposed Downtown Development Incentives program.

Other Reports

President, GMCC, April DiFalco – Absent.

Director of Planning & Development, Gary Anderson

Accessory Assembly Use Zoning Change – Mr. Anderson reported that there is consideration of a change to Zoning in this category. He will keep the commission advised.

Wayfinding Sign Update – Town staff from Public Works will begin to install signage when weather permits.

Work_Space Relaunch – A Re-Launch event will take place on Jan. 29 from 5 to 7. Commissioners are encouraged to attend.

Other – Mr. Anderson further reported that: the Viscogliosi Entrepreneurial Center has moved upstairs in Work_Space and is co-located with the CT Small Business Development Center. Works_Space is now fully occupied. Mulberry Street has requested a seasonal vestibule not currently allowed under Zoning. Mr. D. DuBaldo suggested an air curtain as an alternative. Massage Parlor regulation is under discussion.

Administration

Manager's Report- Ms. Parseliti reported on Downtown business openings and closings: Sunnyside Up has closed with the retirement of the owner. A new breakfast/lunch restaurant is negotiating for the space. The space formerly occupied by Nick's Shoe Repair is not occupied by Vivi Nails.

Public Comment – None.

Adjourn

Mrs. Gentile moved to adjourn. Mr. Tunila seconded the motion. There was no discussion. The motion carried (5-0-0). The meeting adjourned at 9:26AM.

Respectfully submitted,

Tana Parseliti, Downtown Manager
Recorder