

MINUTES

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

NOVEMBER 7, 2018

8AM

WORK_SPACE

901 MAIN STREET, MANCHESTER, CT 06040

MEMBERS PRESENT:

John Tunila, Vice Chairman
Nicholas DuBaldo, Secretary
William Bayer
Winfried Quast

**EX OFFICIO MEMBERS
PRESENT:**

Gary Anderson, Director Planning and Development

ALSO PRESENT:

None

STAFF PRESENT:

Tana Parseliti, Downtown Manager

MEMBERS ABSENT:

Don DuBaldo, Chairman
Rebecca Gentile
Tammy Gerhard
Robert Sulick

EX OFFICIO ABSENT:

April DiFalco, President, GMCC

STAFF ABSENT:

None.

Call to Order

Mr. D. DuBaldo called the meeting to order at 8:03 AM.

Roll Call

Mr. Tunila confirmed those present and absent.

Minutes

October 3, 2018

Mr. Quast moved to accept the minutes. Mr. Bayer seconded the motion. There was no discussion. The minutes were approved. (4-0-0).

Public Comment

None.

New Business

None.

Old Business

Roles and Responsibilities Update/Downtown 2020 Initiative

Mr. Tunila reported that the Roles and Responsibilities Task Group is quietly moving forward. The Initiative was present to the Town Board of Directors at their recent Policy Briefing Meeting. There was no negative input from the Directors. The first of the three components of the Downtown 2020 Initiative – the Downtown Loan Program – is on the agenda for the November Board of Directors meeting. Mr. Anderson will make the case that this is an economic development initiative that has been needed for some time.

Mr. Quast asked if the lack of progress on addressing the Landfill odor could result in the need to reduce the amount of money from the Landfill Fund that will be utilized for the loan pool. Mr. Anderson responded that the landfill has ample resources to call upon and this should not impact allocation from their fund.

Ms. Parseliti inquired if the SSD would have any role in selecting recipients for the Loan Program? Mr. Anderson responded that the main SSD role was the input it had into development of the Loan Program. He suggested that a joint meeting between the SSD and the Economic Development Commission to discuss possible input may be appropriate.

Mr. Tunila inquired as to the application process. He noted it is important to get the word out to attract good applicants. Mr. Anderson indicated that he would the application to the commissioners. It will be posted on the Town and SSD website. Mr. Tunila requested that a courtesy copy of the application be sent to the SSD for placement on the agenda.

Mr. Anderson reported that the Town EDC would like to add a member with banking expertise.

Officers and Committee Reports

Report of Officers

- **Donald DuBaldo, Chair** – Absent. No report.
- **John Tunila, Vice Chair** – No report.
- **Nick DuBaldo, Secretary** – No report.

Finance Committee

FY 18-19 Monthly Report – Ms. Parseliti distributed a copy of the most recent monthly report, noting that there were no extraordinary variations.

FY 19-20 Budget Preparation – Mr. Tunila reviewed

Ms. Parseliti indicated that she is working on a draft budget to present at the December commission meeting. Mr. Bayer and Mr. Quast volunteered to join the commissioner officers as a part of an Executive Compensation Committee that would convene to make recommendations on compensation.

Marketing Committee

Website Redesign Progress Report – Mr. Quast reported that website will be ready to present at the December meeting.

Recently Completed Events, Tana Parseliti

Scarecrow Festival Oct. 13 thru 17 – Ms. Parseliti reported that this year's Festival was very successful with 32 scarecrows displayed along Main St. Facebook Favorite and People's Choice awards will be distributed.

Safe Downtown Trick-or-Treat, Oct. 27 – The Safe Trick-or-Treat was rescheduled to Nov. 3 due to a Nor'easter. 28 businesses participated. Ken Burkamp sponsored the Pumpkin Decorating on behalf of the Manchester Antiques Mall, Donating 400 small pumpkins for children to decorate and take home. Mr. Bayer and Mr. Quast moved to commend Mr. Burkamp on his sponsorship. The crowd was about 50% smaller due to the rescheduled date but still a large turnout.

Upcoming Events

Downtown Christmas Tree Lighting, Nov. 29 – Ms. Parseliti is completing outreach to the various groups who participate in this event and selecting costume characters. State Farm Insurance has once again donated \$300 as an event sponsor. Mr. N. DuBaldo is invaluable in taking care of the sound and lights and coordinating the laser display.

Parking & Maintenance

Monthly Parking Violations Report – Ms. Parseliti distributed the Fiscal Year to Date and Year to Year Comparison Reports. There was a brief discussion regarding ticketing and waiver requests. Mr. Tunila suggested planning for a larger discussion on the topic of ticketing at a special meeting. He suggested that Ms. Parseliti send a copy of the most recent parking consultant's study to the commissioners.

Other Reports

Director of Planning & Development, Gary Anderson

Mr. Anderson reported that consultants have been hired for the Downtown Architectural Guidelines update. The first meeting will be held on Nov. 29.

Work_Space is hosting a Beer & Brew event monthly. Mr. Anderson asked if commissioners received emails RE this event. He suggested the commissioner attend and asked if they would be willing to give their email to Work_Space Manager, Stacey Zackin. All agreed. Ms. Parseliti will forward the email addresses to Ms. Zackin.

Mr. Bayer complimented the look for the new CVS.

Administration

Manager's Report – Ms. Parseliti noted that commissioners had discussed changing the format of the Annual Meeting in the past. Mr. Tunila noted that such a change would take a great deal of work. Mr. Quast noted that people do not seem to attend. The consensus was no change to the format of the Annual Meeting.

Public Comment – None.

Adjourn

Mr. Bayer moved to adjourn. Mr. Quast seconded the motion. There was no discussion. The motion carried (4-0-0). The meeting adjourned at 9:21AM.

Respectfully submitted,

Tana Parseliti, Downtown Manager
Recorder