

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

MARCH 6, 2019

8AM

WORK SPACE

901 MAIN STREET, MANCHESTER, CT 06040

MEMBERS PRESENT: Donald DuBaldo, Chair
John Tunila, Vice Chair
Nicholas DuBaldo, Secretary
Winfried Quast
Robert Sulick

EX OFFICIO MEMBERS PRESENT: Gary Anderson, Director Planning and Development
Robert Pagani, Greater Manchester Chamber of Commerce Representative
Beth Stafford, Exec. Director, MACC, Downtown Churches Representative

ALSO PRESENT: None

STAFF PRESENT: Tana Parseliti, Downtown Manager

MEMBERS ABSENT: William Bayer
Rebecca Gentile
Tammy Gerhard

EX OFFICIO ABSENT: None.

STAFF ABSENT: None.

Call To Order

Mr. D. DuBaldo called the meeting to order at 8:04AM.

Roll Call

Mr. D. DuBaldo confirmed those present and absent.

Minutes

February 6, 2019

Mr. Tunila moved acceptance of the Minutes of February 6, 2019. Mr. Sulick seconded the motion. There was no discussion. All voted in favor. (5-0-0)

Public Comment

None.

New Business

- **Outside Special Event Request**

Silk City Music Festival – Ms. Parseliti presented a request by Art Fud for the Silk City Arts & Music Festival on August 24, 2019 from 3PM to 10PM with a time span of 9AM to 11PM including set-up and take-down. A copy of the event application was distributed. This event has a two year history. It has been very well run and has not presented any problems. Ms. Parseliti will circulate a letter to abutting businesses advising them of the event. Barring any negative feedback the commission approved the event application with a motion by Mr. N. DuBaldo, seconded by Mr. Quast. All voted in favor: (5-0-0)

Old Business

- **Transition Planning** – Mr. Tunila reported that the Transition Planning Committee comprised of himself, Ms. Gerhard, Mr. Anderson, Mr. Quast and Mr. Sulick had met three times. Although not all members attended each meeting all were able to provide input into the Position Description and hiring process. The committee reviewed a spreadsheet prepared by Ms. Parseliti detailing the position responsibilities. They discussed the dynamics of the position and the challenge of shifting the position from 50 hours/week to 30 hours/week. It is unlikely that all elements of the SSD work plan will be able to be accomplished within 30 hours/week. Commission and committee member will need to step-up to assume some the duties.

Mr. Tunila went on to explain that the committee looked at two potential profiles, one, bare bones and the other more extensive.

A proposed Position Description was presented which has been reviewed by the Town Human Resources Dept.

A one month to one and one half month overlap was recommended to allow Ms. Parseliti to explain elements of the position and allow the new hire to become familiar with people and processes.

Ms. Parseliti noted proposed changes to the Minimum Training and Requirements portion of the Position Description that call for a Bachelor's Degree in Business Administration, Marketing and removed the Public Administration or Community or Economic Development. The commissioners decided to add the suggested Bachelor's Degree recommendations but still retain the Public Administration or Community or Economic Development degree qualifications.

The commission agreed to include the 13 paid Town Holidays and one week of paid vacation per fiscal year as benefits.

The commissioners requested a probationary period of 60 to 90 days and requested Ms. Parseliti check with the Town HR Dept. on this.

Town Human Relations staff volunteered to post the position on Indeed and through social media feeds including Manchester Matters. Ms. Stafford offered to post the position on an additional site. Tana was asked to share the posting with Stacey Zackin.

Mr. Tunila moved adoption of the Position Description as modified and the advertising of said position as recommended by the Town Human Relations staff. Mr. Sulick seconded the motions and all voted in favor. (5-0-0).

The commission expressed a preference for a start date of between May 1 and May 15 to allow for training. Suggested date for applications to close is April 22.

The initial interview team will consist of Tammy Gerhard, Bob Sulick and Gary Anderson.

The final interview team will consist of the Executive Committee.

It should be noted to the applicants that some night meetings will be required. Applications will come to the SSD mailing address.

- **Downtown Broadband Interest Survey** – Ms. Parseliti reported that further work is being done to refine the survey questions and merge the business owner and property owner email lists by Mr. McCoy and the Town IT Dept. a March dissemination of the survey is still planned.

Officers and Committee Reports

• **Report of Officers**

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

• **Finance Committee**

- YTD Budget v Actuals – Ms. Parseliti presented the YTD report. There were no questions.

• **Marketing Committee, Vinni Quast**

- Downtown Marketing Meeting – Mr. Quast distributed copies of the committee minutes of 2-21-19. He described the upcoming Website Launch and Networking Event that is being planned. It will include a demo of how businesses can post on the Downtown website, light refreshments from Downtown restaurants. Mr. Quast asked Mr. Sulick to look into rather he had a bartender who could work the event. It was suggested that Labyrinth be approached for beer.

Mr. Quast requested funds to underwrite food, beverage and supplies. Mr. D. DuBaldo moved to allocate up to \$750.00 to fund the Launch event. Mr. Tunila seconded the motion and all voted in favor. (5-0-0)

- **Parking & Maintenance Committee**

- **Parking Violations Reports, Tana Parseliti** – Ms. Parseliti reviewed the reports included in the commissioners’ meeting packet.
- **Snow Clearing Report, Tana Parseliti** – Ms. Parseliti reported that there were several issues with property owners regarding depositing snow onto abutting properties.

Mr. D. DuBaldo noted that the commission needs to begin the fact finding process on the planned sidewalk snow clearance assistance. He asked if it would be appropriate to meet with our current snow and maintenance contractors for their input on how the process might work.

Mr. Tunila offered to speak with his legal partner to insure that the questions we ask are appropriate given that this contract will go out to bid.

Banner Sales – Ms. Parseliti reported that 20 banner sponsorships have been sold to date with 8 past sponsors still pending.

Other Reports

- **Gary Anderson, Director of Planning and Development**
 - **Urban Lodge** – The new business tenant now plans to use the entire lower level of 811 Main. Their vision also includes use of some of the green space outside of the door opening onto the Purnell Place Lot. They have a tentative opening date of May.
 - **RFP for Parkade Development** – Has been issued.
 - **Expansion of Raymour and Flanigan Warehouse** – The Town is working with them on expansion.
 - **Former Hanshaw Furniture Building** – 20 elderly housing units are proposed.
 - **Former State Office Building Lot** – Multifamily units proposed (32).
 - **Sanrico Drive** – Proposal for multiple flexible 1,000 sf spaces for use as offices, storage, service businesses.
- **Beth Stafford, Downtown Churches Representative** - Beth reported that she made churches aware of her position on the commission and welcomed their input.
- **Bob Pagani, GMCC** – The Chamber welcomed 10 new members in February and will host a SHERO’s Program.

April 25 is the Chamber Annual Meeting where Alan Lamson will be honored as the Businessperson of the Year.

The Chamber is partnering with the Town to bring the Goodwin College Mobile Manufacturing Unit to Manchester for an intro and Open House. This unit is designed to travel to different manufacturers to do training.

Administration

- **Manager's Report** – Ms. Parseliti reported she continues to work on transition planning, banner sales and updating the Food & Beverage Guide.

She coordinated a site meeting between a tenant prospect for Fani's and Town staff and continues to monitor negotiations with another potential new tenant.

Other

- Mr. Sulick reported that they have signed a lease on a restaurant in Glastonbury which will offer "to go" foods. Several factors, including increasing labor costs make "to go" foods a growth market area.

Public Comment

- None

Adjourn

Mr. Sulick moved to adjourn the meeting. Mr. Quast seconded the motion. All voted in favor. (5-0-0) the meeting was adjourned at 9:18AM.

Respectfully submitted,

Tana Parseliti, Downtown Manager