

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

MAY 1, 2019

8AM

WORK_SPACE

901 MAIN STREET, MANCHESTER, CT 06040

MEMBERS PRESENT: Donald DuBaldo, Chair
John Tunila, Vice Chair
Nicholas DuBaldo, Secretary
William Bayer
Winfried Quast

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

ALSO PRESENT: Joseph Granado

STAFF PRESENT: Tana Parseliti, Downtown Manager

MEMBERS ABSENT: Rebecca Gentile
Tammy Gerhard
Robert Sulick

EX OFFICIO MEMBERS
ABSENT: Robert Pagani, GMCC Representative
Beth Stafford, MACC Downtown Churches Representative

STAFF ABSENT: None.

Call to Order

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

Roll Call

- Mr. D. DuBaldo noted those present and absent.

Minutes

- **April 3, 2019** - Mr. Bayer moved to accept the minutes of April 3, 2019. Mr. Quast seconded the motion. There was no discussion. All approve. (5-0-0).

Public Comment

- None.

New Business

- **Dumpster Location for Prospective 623 Main Business**
Mr. Joe Granado, the restaurant broker representing the former Catsup & Mustard location, was in attendance. Mr. Granado was originally hired by Corey Wry to sell his

business. He currently represents the landlord. Mr. Granado has prospects interested in the space who are willing to sign a long term lease and put significant monies into the space. The property lacks space for a dumpster. Mr. Wry had an agreement with a property across Pearl St. to place a dumpster in their parking lot. That option is no longer available. There is no space on site or at neighboring restaurants that could accommodate a dumpster for the restaurant. Without a place for dumpster placement the prospective restaurant tenants are unable to move forward.

One option for placement of a dumpster is the municipal parking lot on Pearl St. Potential locations within the lot were discussed. Mr. D. DuBaldo asked if we are talking just a dumpster or oil as well. Mr. Granado replied, probably both. Mr. Tunila indicated that we would like a rendering to show the space, proposed enclosure, and detailed specifics. Consideration must be given to neighbors close by to minimize impact.

Mr. D. DuBaldo indicated that if we give the use of some of our property, there would likely be some sort of monetary value attached to it at the tenant's expense. Both construction fees and monthly fees thereafter. Ms. Parseliti asked if they had considered using a piece of the property as a "trash" room? Mr. Granado said they are open to that but do not have a spot at this time.

Mr. D. DuBaldo mentioned the incentive programs now available in the Downtown. Perhaps those incentives could be put together to allow for someone to update the upstairs of that building. Ms. Parseliti suggested that perhaps John Lee could provide some information about how he updated his properties specifically the Marlowe's building.

Mr. Tunila inquired if we have ever done anything like this before and are we legally able to do so? Ms. Parseliti responded that the Town struck a deal with the owners of the parcel behind Silk City Coffee. A small slice of private property was given over to the Town to include in the Birch Street Parking Lot improvement in exchange for which the owners received a set number of parking passes and the ability to place their dumpster in an enclosure in the municipal parking lot.

Mr. Granado noted that if the former barber shop space could be converted into a trash room, that would certainly be the simplest. Mr. Anderson suggested this option be referred to the Health Department and see if there is a possibility.

Mr. Granado said he would advise the landlord of the options discussed. Mr. D. DuBaldo noted the commission is in business to better our businesses and is not opposed to exploring solutions but more information is needed.

Outside Event Request

- **Taste of Manchester** – Ms. Parseliti reported receipt of an application from Taste of Manchester requesting half of the Forest Lot to use as a drop-off/pick-up location for the event on the evening of June 11, 2019. They have done this in the past and it has worked well for them and us. The Army/Navy would be most impacted and they are taking part in this so do not object. Ms. Parseliti will contact abutting businesses to insure that none object. Mr. Tunila moved a conditionally approve it pending no objections by other businesses. Mr. Bayer seconded the motion. There was no

discussion. All voted in favor. (5-0-0)

Old Business

- **Transition Planning**

Interview Subcommittee Report, John Tunila – Mr. Tunila reported that a candidate was interviewed for the second time. The interview will be reviewed in executive session.

- **Office Location**

Ms. Parseliti reported that a thorough cleaning of the office will take place on a Saturday in May.

Regarding available office space options, currently here aren't many spaces available suitable for our needs. There was some reservation regarding making improvements to our current space. Mr. Tunila emphasized the importance of remaining Downtown even though there is a significant cost attached. Mr. D. DuBaldo noted that we can only lease space or use our reserves to purchase a property as we cannot borrow money. Ms. Parseliti noted that there is an office down the hall from the current SSD office that was recently overhauled. It is cleaner, fresher and has adequate space. Mr. Tunila noted that he would be more willing to move the office down the hall as noted by Tana, but think a large move might not be at the right time especially during this transition. Don feels it would be nice to have the new person begin in a better office than what we have now. It's not a top priority but it might be better than what we have. He suggested it will be beneficial to have the new person have the ability to make some updates and participate in the upgrade process.

- **Downtown Design Guidelines Update, Gary Anderson**

Mr. Anderson reported that the Downtown Design Guidelines Subcommittee met. They considered comments from the SSD Board of Commissioners. The Guidelines are expected to be ready for presentation at the June P&Z meeting. The committee has been happy with the work done so far and presents a good, positive spin on the Guidelines. The Guidelines overlay the Central Business District.

- **Downtown Broadband Interest Survey Launched**

Ms. Parseliti reported that the first step of the Survey was an email. 17 responses were received. The next is direct mail. The final follow up will be over the phone.

Officers and Committee Reports

- **Report of Officers**

Chair, Donald DuBaldo – None.

Vice Chair, John Tunila – None.

Secretary, Nick DuBaldo – None.

- **Finance Committee**

YTD Budget v Actuals - The Town was upgrading MUNIS and was not able to furnish us a report.

- **Marketing Committee, Vinni Quast – No report at this time.**

- **Parking & Maintenance Committee**
Michigan Ruling on Tire Chalking – Ms. Parseliti noted that many constituents have noted a recent news story regarding the constitutionality of tire chalking as a method of overtime parking enforcement. US Circuit Court of Appeals in Saginaw, MI ruled that chalk is an information gathering device and violates the Constitution. Ms. Parseliti checked with the Town Attorney. This ruling does not apply to us in CT, but may in the future.
- **Constituent Issue**
Parking Time Limits and Permit Requirements –Ms. Parseliti reported that Clare Miller Burti, Mark Barry and David Shapard attended a Parking Committee Meeting. Ms. Burti and Mr. Shapard expressed their concern that the cost of parking and the time limit hurt their ability to rent their property because people do not want to purchase permits. Ms. Parseliti invited them to come to a monthly DMSSD commission meeting to share with the commissioners. She suggested the July meeting but noted the public is able to attend and speak at any meeting under the Public Comment section of the meeting.
- **Parking Violations Reports, Tana Parseliti** - Ms. Parseliti reviewed the attached reports which show an uptick in tickets issued. Commissioners inquired where the majority of tickets were issued. Ms. Parseliti will ask Constable Mike to compile a list of ticket locations. We do have a business on Main Street that has received 17 tickets.

Other Reports

- **Gary Anderson, Director of Planning and Development**
Proposal for Outdoor Patio – Mr. Anderson reported that Urban Lodge is working hard on their (now much larger) space on Purnell Place. They approached the Town for use of the outdoor space located behind 811 Main on the Purnell Lot. This property is owned by the Town. The plan to construct a fenced outdoor patio for use as a “beer garden” The Town Attorney's office is drafting a lease agreement with a nominal monetary value attached. Mr. D. DuBaldo expressed his concern that this could get out of control easily, but if the tenant is able to control it, it's exactly what we are looking for to utilize the space. Mr. Anderson noted that if they are going to have music, that is a special exception. They would need to have P&Z approval for it. It would not be something currently under the proposed leases. The board of commissioners supported the plans. A June opening is planned.

Administration

- **Manager's Report** – Ms. Parseliti was contacted by a gentleman who works with a robotics team of high school students. They are looking for space hopefully in Downtown. Requirements are 1,000-2,000 sf to meet and assemble the robots. They have been in place for a number of years. ETOS DIOS FRC team 7153. Mr. Tunila mentioned that the Manchester PAL facility might work. Mr. Anderson suggested the Army/Navy Club. Ms. Parseliti thought the Lutz might be a possibility as it would work well with their mentoring program for younger kids. The Elks “new” building was also suggested.

A new business focused on augmented reality opened at 769 Main St.: Artsome Technology.

Aeros Electrolux, 629 Main St., has closed. Photoflight, 983 Main St., has moved. Priority Bookkeeping, 983 Main St. is moving at the end of the month.

Spotlight on Main was a wonderful event with good feedback from attendees. The event included a self-guided walking tour that included new Downtown businesses (including Urban Brewery), developments and existing assets. People left the event with a buzz" about Downtown Manchester. Ms. Parseliti suggested sending the Power Point presentation given at the event to the commissioners.

Executive Session

- Mr. Bayer moved to go into executive session at 9:12am to discuss a hiring issue. The motion was, seconded by Mr. Quast. All voted in favor (5-0-0). The executive session concluded at 9:30 with no actions taken.

The commissioners agreed to call a Special Meeting on Monday, May 6 at 8AM at the D. DuBaldo Electric Co. office at 16 Harrison St., Manchester, CT For the purposed of a hiring decision. Mr. D. DuBaldo will work with Ms. Gerhard RE the meeting and outreach to the candidate.

Public Comment

- None.

Adjourn

- Mr. Quast moved to adjourn at 9:30am. Mr. Bayer seconded the motion. There was no discussion. All voted in favor. (5-0-0).

Respectfully submitted,

Tana Parseliti, Downtown Manager

Recorder