

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

**October 2, 2019
8AM**

**WORK_SPACE
901 MAIN STREET, MANCHESTER, CT 06040**

MEMBERS PRESENT: Donald DuBaldo, Chair
John Tunila, Vice Chair
Nicholas DuBaldo, Secretary
Tammy Gerhard
Robert Sulick

EX OFFICIO MEMBERS PRESENT: Gary Anderson, Director Planning and Development
Beth Stafford, MACC Downtown Churches Representative

ALSO PRESENT: Lynn Sottile, Constable Rick, Genero Gonzalez III

STAFF PRESENT: Danuta Wolk-Laniewski, Downtown Manager

MEMBERS ABSENT: Rebecca Gentile
Winfried Quast
William Bayer

EX OFFICIO MEMBERS ABSENT: Robert Pagani, GMCC Representative

Call to Order

- Mr. D. DuBaldo called the meeting to order at 8:00 AM

Roll Call

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

Minutes

- **September 4, 2019** - Tabled for November.

Public Comment

- None at this time

New Business

- **Discovery Map** - Ms. Wolk-Laniewski inquires as to whether or not the Downtown should be on the map and if so, if we're willing to purchase our ad space. The general consensus is that yes it would be a suitable usage of marketing funds, making ourselves more visible so people can locate us if they have questions pertaining to the Downtown would be prudent.

Old Business

- **Manchester Brew Festival October 19** – The event happens in just a few weeks in the Purnell Place parking lot.
- **Halloween Happenings & Scarecrow Festival** - There is a lot of interest in the Scarecrow Festival, we have a reach of 7,000 online so far and reservations for scarecrows and locations have begun.

Officers and Committee Report

- **Report of Officers** - will be dropped from the agenda going forward as these reports have been covered through the committees. In the future, it can be added to future agendas as needed.
Chair, Donald DuBaldo - None.
Vice Chair, John Tunila - None.
Secretary, Nick DuBaldo - None.

- **Finance Committee - Ms. Wolk-Laniewski**

YTD Budget vs Actuals - We are at the beginning of our fiscal year and reports appear to be on a typical projection.

- **Marketing Committee** - Tabled until November
- **Parking & Maintenance - Ms. Wolk-Laniewski**

There was a parking committee meeting to change the process of the waivers to an excel spreadsheet which are much easier to read and easier to compile. There have been concerns expressed about the Oak Street crosswalk and further action and discussion about this item will continue at the committee level.

Parking Violations Reports - Attached

- **Resignation of Constable Mike - Ms. Wolk-Laniewski**

A replacement should be acquired as soon as possible to keep continuity in the position and coverage. Constable Rick would like to make sure we have the right candidate for the job rather than hiring a body to fill the immediate need.

- **Evaluation of Side Street Parking- Mr. Tunila**

At our last meeting, Mr. Gonzalez had concerns about the 2 hour parking limit alongside 2-4 Pearl. It is noted that the Brown Lot, which is directly across the street, is only available through permit for the duration of time he needs at the time of day he needs it. Mr. Tunila indicates precisely which streets and locations on the street are no parking, limited time parking, unlimited parking. The no parking sections are typically dictated by street width and traffic flow, with limited parking, it's usually dictated by business access. When there are businesses on the side streets, it's more likely to have limited parking. On Pearl Street, the street in question, there was a restaurant there and more currently, a barber shop, which is why there is limited time parking available alongside that building. Mr. Tunila feels that like with other actions that would impact the surrounding businesses, we should send a notice to the abutting businesses

inquiring as to whether or not the spaces could or should change. Mr. D. DuBaldo inquires as to whether the solution should include the entire district or just the affected area. Mr. N. DuBaldo notes that if the parking spots are changed to unlimited, there could be no assurance that the spaces would be available specifically for tenant parking or for use by specific individuals; they would be broadly public. Mrs. Gerhardt motions to pursue constituent input to change the existing 2 hour parking to unlimited on Oak Street and Pearl Street (an estimated 5 spaces), Mr. Sulick seconds. Mr. Tunila has concerns about the turnover of spaces but will look forward to the results of the data. All approve. Mr. Tunila inquires as to how many tenant permits are issued currently. Ms. Sottile has data from Town Hall indicating 160 residential permits. However, those numbers may or may not be attributed properly to residents, but may also include individual employees. Ms. Wolk-Laniewski will reach out to the businesses in the area (on the contiguous blocks)

Other Reports

- Gary Anderson - Director of Planning and Development –The Claypen began yesterday cleaning out their new space; they are on a super-tight timeline of opening in the beginning of November. They would like to have an accessible ramp and bathrooms installed. From there, they will work on the elevator and other larger projects. There was a tour yesterday at 2-4 Pearl for prospective new owners, so there is movement there. Mr. Tunila notes that there is a recent court decision affecting that particular building which may affect the sale of the building. Urban Lodge Brewing should be open all weekends now and hopes that they have the proper balance of stock on-hand. Mr. Sulick informs the board that Mulberry Street Pizza has seen a big upturn in business on Thursdays that Urban Lodge and Labrynth have been open and active on Thursday nights. The former Eleganza Moda will be taken over by a mother/daughter custom bridal shop. Gary mentions that the wiring is set for the lights across Purnell Place but the lights have not been hung.
- Beth Stafford – Ms. Stafford met with the new Salvation Army Majors and feels that they will be a nice addition to the Downtown.
- Mr. Pagani - Chair GMCC – Not present.

Administration

- Manager's Report – Nothing further.

Public Comment

- Ms. Sotille - Regarding the parking situation, she feels that Oak Street can't be a free-for-all with the new crosswalk. She doesn't think that it's worthwhile to change any processes for one individual especially if it could be a safety issue.

Executive Session – Employment Discussion

- Enter 9:04

- **Exit 9:27**

Adjourn

- A motion to adjourn is brought by Mr. Sulick at 9:27 AM, Ms. Gerhardt seconds. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder