

**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
William Bayer
Robert Sulick

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

ALSO PRESENT: None

STAFF PRESENT: Danuta Wolk-Laniewski, Downtown Manager

MEMBERS ABSENT: Rebecca Gentile
Winfried Quast
Tammy Gerhard

EX OFFICIO MEMBERS ABSENT: Robert Pagani, GMCC Representative

Call to Order

- Mr. D. DuBaldo called the meeting to order at 8:01 AM

Roll Call

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

Minutes

- **September 4, 2019, October 4, 2019** - Mr. Bayer motions to accept the minutes of September 4, 2019 and October 4, 2019 as presented. Mr. Tunila seconds. All approve.

Public Comment

- None at this time

New Business

- **Downtown Tree Lighting** - Ms. Wolk-Laniewski - The plans are underway for the event on December 4. The Salvation Army will be joining again with supplying complimentary hot chocolate to attendees. A member of the public inquired about making a donation to expand the quality of lighting and sound. Mr. D DuBaldo mentions that he might be able to increase the number of lights this year now that the tree is larger, stronger, and more established. There also may be a different hanging technique to increase the amount of visible lighting. Ms. Wolk-

Laniewski would also like to note that the holiday decorations on the light poles will be up prior to the Manchester Road Race.

Old Business

- **Discovery Map** – The draft of the map is currently in-process. The final drafts will be available in print and online.

Committee Reports

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

YTD Budget vs Actuals – There will be an increase to the cost of the showmobile rental for this year's tree lighting ceremony as our previous vendor is no longer renting the equipment. Aside from that, we are still on the expected income/expense trajectory.

- **Marketing Committee** – Tabled until December

- **Parking & Maintenance – Ms. Wolk-Laniewski**

We are still receiving complaints about the parking for overnight tenants in the residential parking spots alongside Birch Street. There are difficulties in adding more overnight spaces due to plowing patterns but we can consider offering a trial run of overnight parking on the westernmost side of the Purnell Lot alongside Birch Street to see if that will have a positive impact.

Parking Violations Reports – Attached

- **Hiring of New Constable– Ms. Wolk-Laniewski**

In conjunction with the Town HR Department, we will look to have the most broad reach for potential candidates. Mr. Sulick expresses his concern about maintaining consistency in the enforcement throughout the hiring process.

- **Meeting with Chief Darby– Mr. D. DuBaldo**

Mr. D. DuBaldo met with Chief Darby and cleared up the miscommunication about the proper application/enforcement of the crosswalk parking statute.

- **Future Parking Expansion South of Forest Street - Mr. Tunila**

The public parking ends at the Forest Street Parking Lot and there is nothing further south. To aid in ease-of-access, perhaps a crosswalk at the south side of the parking lot could help pedestrian flow from the parking lot and across the street. Also noted is the Bennet apartments undeveloped lot which could provide a possibility for an expansion parking lot. Perhaps Webster Bank might consider allowing use of their parking lot to make access to the eastern business more available. Mr. Tunila also mentions that there is now a permanent 15 minute parking space at Forest Street Package Store and it seems odd that the Town would decide to commit to action without as much as a notification to the DMSSD. Mr. Anderson will look into

that.

Other Reports

- Gary Anderson - Director of Planning and Development –The Firestone is hoping to open around Thanksgiving, they did get final approval for the Downtown Loan. Cafe Ora (former Cavey's) hopes to be open the first week of December and they are hiring. Elicit Brewing (Adams Street) grand opening is November 18. There is a nail salon moving into the former Sean's Fine Jewelry and there is a dress maker moving in to the former Eleganza Moda.
- Beth Stafford – Nothing at this time.
- Mr. Pagani - Chair GMCC – Not present.

Administration

- Manager's Report Ms. Wolk-Laniewski– The Scarecrow Event/Halloween Happenings had very good attendance this year. Additionally, there was a digital reach of nearly 30,000. Followers for the Scarecrows doubled this year, engagement and reach was exceptional. The first Manchester Beer Fest was very well planned and executed, they are hoping to do it again next year as they sold out their limit of 500 tickets.

Public Comment

- None present.

Adjourn

- A motion to adjourn is brought by Mr. Sulick at 9:17 AM, Mr. Tunila seconds. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder