

## Downtown Manchester Special Services District



983 Main Street, Suite 10  
Manchester, CT 06040  
(860) 645-2101  
Fax (860) 645-5325

DATE: April 14, 2020

TO: Office of the Town Clerk, Manchester, CT

FROM: Nicholas DuBaldo, Secretary  
Downtown Manchester Special Services District

RE: **BIENNIAL ELECTION FOR THE BOARD OF COMMISSIONERS OF  
THE DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT  
SPECIAL PROCEDURES DUE TO THE COVID 19 CRISIS**

In conformity with the Executive Orders the Governor of the State of Connecticut the biennial election meeting will take place via conference call at 6:00 PM on May 19, 2020. The call in number is (978) 990 – 5000. Access code 805455#. If you are unable to connect to the meeting please call the Downtown Manager, Danuta Wolk-Laniewski, at (860) 645-2101. The meeting will commence promptly at 6:00 PM. The only item on the agenda is the election of Commissioners. After the call to order and the finding of a quorum, the parliamentarian will tabulate the votes and will report back to the Commissioners. Thereafter the meeting shall be adjourned.

The purpose of this letter is to:

- 1) Inform the public of the voting procedure change due to Executive Orders from the Governor of the State of Connecticut.**
- 2) Provide voting instructions to any member of the DMSSD who wishes to vote in the election of the DMSSD Board of Commissioners.**

### VOTING INSTRUCTIONS:

**ALL BALLOTS MUST BE CAST BY 6:00 PM on May 19, 2020.**

**You may cast your ballot electronically (Preferred): By emailing your ballot to Danuta Wolk-Laniewski: [danuta@manchesterct.gov](mailto:danuta@manchesterct.gov).**

**You may vote by Fax: Fax # (860) 645-5325**

**You may mail your ballot to: The Office of the Downtown Manchester Special Services District  
983 Main St., Suite 10, Manchester, CT 06040**

**You may deliver your ballot to: The Office of the Downtown Manchester Special Services District  
983 Main St., Suite 10, Manchester, CT 06040. The office is closed. You may deposit your ballot through the mail slot.**

**If you choose to mail or deliver your ballot please vote early to afford the Commissioners and staff of the District sufficient time to decontaminate the ballots. We would appreciate your cooperation by voting electronically. All ballots cast by 6:00 PM on May 19, 2020 will be counted.**

**If you desire, please join the meeting by conference call at 6:00 PM May 19, 2020. The call in number is (978) 990 – 5000. Access code 805455#. If you are unable to connect to the meeting please called the Downtown Manager, Danuta Wolk-Laniewski, at (860) 645-2101.**

According to Article II Chapter 285-16 of the Town of Manchester Code of Ordinances the following are eligible to vote in the Biennial Election for the Downtown Manchester Special Services District Board of Commissioners.

#### DEFINITIONS

**Member:** Either a property owner, as define herein, or a lessee of a business within the district.

**Property:** Real property within the Special Services District that is identified in the tax records of the Town of Manchester as a parcel of land and/or building or which constitutes an individual condominium unit as shown on the records of the Assessor’s office of the Town of Manchester.

**Property Owner:** The holder of record of the taxable interest in property as defined in the definition of “property” above.

**Lessee of Property:** A tenant occupying and in possession of premises located in the property in the district.

#### INSTRUCTIONS

- Each Member is entitled to one ballot for each taxable interest in real property that the Member owns, and one ballot for each business operated by the Member as a business lessee. The proper number of ballots to which each Member is entitled is included in this mailing.
- On each ballot the Member may vote for not more than five property owners and two business lessees, but may cast only one vote for any one nominee on each ballot. That is to say the Member may not assign all of his/her votes to just one nominee.
- After marking the ballot with his/her choices each ballot should be signed and dated where indicated. The signer should indicate his or her capacity if signing on behalf of an entity.
- If signing on behalf of an entity, please complete the entity certification on the ballot.
- Ballots will be tabulated at the election meeting.
- The five nominated property owners who receive the highest vote count shall be elected Commissioners.
- The two nominated business lessees who receive the highest vote count shall be elected Commissioners.
- The remaining nominee with the highest vote count, whether property owner or business lessee, shall be elected Alternate.

Respectfully submitted,

Nicholas DuBaldo, Secretary Downtown Manchester Special Services District