

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

January 08, 2020

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
Robert Sulick

EX OFFICIO MEMBERS
PRESENT:

Robert Pagani, GMCC Representative
Beth Stafford, MACC Downtown Churches Representative

ALSO PRESENT: Lynn Sottile, Tom Tomko

STAFF PRESENT: Danuta Wolk-Laniewski, Downtown Manager

MEMBERS ABSENT: Rebecca Gentile
Tammy Gerhard

EX OFFICIO MEMBERS
ABSENT:

Gary Anderson, Director Planning and Development

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

- **December 4, 2019** - Mr. Tunila moved to accept the minutes of December 04, 2019. Mr. Quast seconded the motion. There was no further discussion. All approve (6-0-0).

Public Comment

- None

Manager's Responsibilities

- Mr. Tunila feels that it is unreasonable to expect our 30 hour manager to be able to completely fill the void left as a result of transitioning our 10+ year experienced, 40+ hour manager to a different department within the Town of Manchester. We are currently experiencing a shortfall in our ability to function within the new time constraints. Mr. Tunila volunteers to review all of the legal guidelines pertaining to the DMSSD's budget, elections, etc. He would like to ensure

that we are in full compliance with any and all pertinent regulations. He also notes that the DMSSD needs to have a member to spearhead certain projects like the banner program, parking, etc. As we go through the agenda, he feels that the DMSSD will need to identify which items have roles that can be assumed by members of the board. Mr D. DuBaldo agrees and would like to clarify that Ms. Wolk-Laniewski should not have to shoulder the burden chairing every committee or project. Ms. Stafford volunteers to chair the banner program committee.

New Business

- **Seat Nominating Committee**

In the past, the nominating committee has been the executive committee. Mr. D. DuBaldo inquires to see if anyone else would like to join or provide suggestions of potential candidates, to feel free. Mr. Tunila motions to have the nominating committee consist of the Chair, Vice Chair and Secretary. Mr. Bayer seconds. All approve.

- **Annual Meeting Responsibilities**

Certain things need to happen at the annual meeting: A notice needs to go out based on new constituents list (provided by Town Clerk) at least 10 days before the annual meeting; Presentation of budget proposal to constituents (Budget Detail); 2019 Year in Review; Goals for the Upcoming Year; Tentative annual meeting date of January 29, with inclement weather dates of 30, 31. A motion to modify the meeting schedule from January 15, 2020 to January 29, 2020 by Mr. Bayer, Mr. Sulick seconds. All approve. A motion to accept the proposed 2020-2021 meeting schedule + 2021 annual meeting is made by Mr. Sulick, Mr. Tunila seconds. All in favor. It is noted that there should be an email sent to all district members alerting them to the incoming packet for the annual meeting.

- **Establishment of 2020 Banner & Holiday Lights Committee** – Ms. Stafford will chair this year’s committee, Ms. Sottile volunteers to assist.

Old Business

- **Downtown Mural Project** – Deferred

Officers and Committee Report

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

YTD Budget vs Actuals - The Town broke out a line item for the cell phone expenses which will need to be replaced in the appropriate line. Aside from that, everything else is on-target.

- **Adopt Recommended Budget Fiscal Year 2020-2021** – Mr. D. DuBaldo would like to adopt a budget similar to the 2019-2020 budget. There are a few small changes to make as the banner program costs will be lower, the cell phone item is expected to be around \$750, Holiday on Main should be increased by \$750 as a result of the increase in costs for the rentals. A motion to recommend this budget as a proposal for the annual meeting is made by Mr. Bayer, Mr. Sulick seconds. All approve.

- **Marketing Committee - Vinni Quast-**

Mr. Quast and Ms. Sottile have been working together on how to promote events in addition to the Downtown as a whole. The marketing committee would like to create their own budget out of their appropriated funds to accurately track and delineate their planned expenses. Ms. Stafford suggests getting our annual events set before the school year so they can be placed on the school event calendars.

- **Parking & Maintenance -**

- **Parking Violations Report** - Ms. Wolk-Laniewski has processed the outstanding waiver requests and has created a new Excel sheet to ease in the processing of the requests and to better see patterns within the data.
- **Parking Complaints** - Tenants 791 Main via contact with Ms. Wolk-Laniewski - There is still an issue with overnight parking in the lot immediately behind the Tinker Building. Mr. D. DuBaldo would like to ensure that the new overnight parking locations approved last month should be copied and presented to those tenants.
- **Overall Parking Concerns** -Mr. D. DuBaldo believes the on-street parking of the side streets within the districts is not uniform. While the DMSSD does not set “no parking” zones, we do have the ability to make changes to the posted times: whether they should be two hour or unlimited time parking. Mr. D. DuBaldo met with the Town Traffic Engineer to discuss on street parking. Mr. D. DuBaldo's recommendation is when there are businesses facing the side street, there should be a two hour parking limit; if there are no businesses facing the side street, it can be unlimited parking. This would enable businesses to have guaranteed “turn” on the parking stalls or spaces closest to them during normal business hours. Mr. Tunila makes a motion that any legal parking on side streets within the District shall be limited to two hours if there are businesses within the District facing the side street. Mr. Bayer seconds. All approve.

Other Reports

- Gary Anderson - Director of Planning and Development – Not present
- Ms. Stafford – MACC Representative - The churches do look forward to furthering their relationships with the Downtown. The new majors at the Salvation Army especially enjoyed their portion of the Christmas Tree Lighting's activities.
- Mr. Pagani - Chair GMCC – Nothing further at this time.

Administration

- Manager's Report – Nothing further

Public Comment

- Mr. Tomko – Mr. Tomko thought that Ms. Parseliti would still be directly involved with the DMSSD. Mr. D. DuBaldo informs him that her new position with the Town is still focused on Downtown but she is not currently a member of the Downtown Commission. She does, however, still participate in other DMSSD activities. He also notes that while we will have a significant adjustment period as we transition, we are also growing a closer relationship with the Town Board of Directors which will make things easier going forward. Mr. Tomko inquires as to whether or not the Town will continue to maintain the parking lots in winter as the DMSSD has done in the past. Mr. D. DuBaldo details that while the Town is covering the costs of snow removal, the District negotiates the contracts for removal and owners are still responsible for maintaining their own property and sidewalks. Eventually, the District would like to have the ability to periodically remove piled snow from the sidewalks throughout the winter on an as-needed basis, but that is still a project in the works. Mr. Tomko has an idea to increase parking on the north west side of Main Street, he would like to see the Town explore angled parking alongside Center Memorial Park. He notes that the Town Youth Services Building does not have any designated parking and there is a questionable handicap space spraypainted on the road in the vicinity of their entrance. With angled parking, they could safely maintain a true handicap accessible parking stall and possibly increase useage of the Youth Center as well as Center Memorial Park. He would also like to see a parking share with the Board of Education which would allow use of the Board of Education parking lots on the south eastern side of Main Street. There is also the potential to develop the vacant property between Myrtle and Locust Street and turn that into parking. Mr. D. DuBaldo shares that there are some preliminary projections in the works right now to address increasing southern and northern parking availability, and thanks Mr. Tomko for the additional ideas.
- Ms. Sottile – Ms. Sottile wonders why after spending considerable money on updating the website to make it user-friendly and business-centric has there not been any further updating? Would it be possible to shift some of the upkeep responsibility to someone who can update the site in a timely and consistent manner? Mr. D. DuBaldo acknowledges the shortfall there and indicates that there are certain administrative issues which need to be addressed, but perhaps an additional position could be found which would enable a more stable and consistent means of staying up to date. Ms. Sottile asks if certain priorities be created so it is known what needs to be done and when, what needs to be handled by commitees, individuals or simply dropped? Mr. Tunila explains that there will be an upcoming executive session to discuss matters like that more in-depth. Then, with those results, we could approach the Board of Directors.

Adjourn

- There being no further business, a motion to adjourn is brought by Mr. Bayer at 10:07 AM, Mr. Quast seconds. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder