

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

**February 5, 2020  
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  
Winfried Quast  
William Bayer

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

ALSO PRESENT: Lynn Sottile, Chris Huestis, Jordan Smith, Stacey Zackin, Nina

STAFF ABSENT: Danuta Wolk-Laniewski, Downtown Manager

MEMBERS ABSENT: Rebecca Gentile

EX OFFICIO MEMBERS ABSENT: Robert Pagani, GMCC Representative

**Call to Order**

- Mr. Tunila calls the meeting to order at 8:03 AM

**Roll Call**

- Mr. Tunila noted those present and absent.

**Minutes**

- **January 8, 2020, August 7, 2019** – Mr. Bayer motions to accept the minutes, Mr. Sulick seconds. All approve.

**Public Comment**

- None at this time

**New Business**

- Art Fud has submitted a request to use the Purnell Place parking lot for their event, this year has some changes. They would like to have their art, food, brew event with an increase in the number of brewers and attendees would have a more limited amount of beer for consumption but with greater number of brewers. Mr. Quast inquires about security for the event and beer, Mr. Huestis informs him that there will be at least one police officer, probably two for the duration of the event. Mr. Sulick asks about the process for "shutting off" a patron who has had

too much to drink. Mr. Huestis notes that the brewers serving should all be trained to recognize the signs - they have yet to do that in the previous years. Mr. Sulick would like to see them explore using the entrance to Purnell Place as a gateway to the event. Mr. Jones would like to work with Work\_Space to not only bring the event together but to allow for ease of access to the event from Main Street. Mr. Bayer motions to approve the motion to support the event, Mr. Sulick seconds. All approve.

- MMNT has submitted a request for a beer tasting event in the Purnell Place 10/7/2020, from 10AM – 5 PM. There will be non-food vendors and the roads will be kept open. Mr. D. DuBaldo would like to invite them to a meeting so any questions we have may be addressed. The request will be tabled.
- Ms. Zakin notes that Work\_Space would like to figure out a way to utilize parking permits for special events.
- Proposed Additional Parking (Myrtle Street) - Mr. Tomko made a suggestion at our annual meeting about angled parking alongside Center Memorial Park. Mr. Anderson mentions that in previous plans for the library, the section in question is restricted within the deed. Mr. Tunila motions that the Commission believes that additional parking is needed at the north and south ends of the street, the District recommends that additional parking locations are needed; part of the plan to alter part of the park and convert it to parking requires further research and study along with other methods. Mr Bayer seconds. All approve.
- Proposed Additional Parking (Bennet) - Mr. Anderson feels that location could serve as a public lot for customers within the Downtown based on previous conversations with other people and there being no immediate "no" about using/modifying the parking lot.
- Approval of CDM Landscaping Renewal - There are no fee changes involved in the renewal and CDM has been doing a fine job. Mr Tunila motions to accept the renewal, Mr. Bayer seconds. All approve.

## **Old Business**

- Seat Nominating Committee - Mr. Tunila notes that the election timeline requires a mailing to be sent to our constituents asking for nominations by Feb. 17 so that we can propose a slate by our March date. The person nominated would be either an owner of property or business lessee. Mr Sulick mentions inquiring at The Firestone to gauge their interest.
- Annual Meeting Responsibilities - It was a difficult process this year, but we hope for a more smooth flow next year.
- Banner Committee – Ms. Gerhardt volunteers to join the committee.
- Adoption of 2020-2021 Budget – Mr. Tunila motions to accept the budget presented at the annual meeting. If there is a change to be made, that can be made as an addendum. Seconded by Mr. Quast. All approve.

- Marketing Committee – Nothing at this time.
- Parking Committee - Deferred until March.

### **Other Reports**

- Gary Anderson - Director of Planning and Development – 2-4 Pearl is under contract, while it's still in the probate process, it should only be a few more weeks before closing. The new owner has experience with renovations of the type required of this building. Current plans indicate a restaurant downstairs with market rate apartments up top. The Downtown Mini Grant is now available for application and small projects are welcome. The mural grant mentioned at a previous meeting was submitted but is still in the review process.
- Ms. Stafford - MACC Downtown Churches Representative – MACC would like to inform the commission that there is a movement from another organization “Peace & Justice” to find warming centers at churches, MACC does not feel that it's necessary at this time and would like to note that it is not a MACC activity.

### **Administration**

- Manager's Report – Not present.

### **Public Comment**

- Ms. Sotille feels that hiring an additional part time employee for a few hours per week to assist in the processing of ticket waivers would be beneficial in helping clear that process from the Manager’s long list of tasks.

**Executive Session – A motion to enter Executive Session is made by Mr. Bayer at 9:11 AM , seconded by Ms. Gerhardt.**

- **Enter 9:11**
- **Exit 9:41 with no action taken.**

### **Adjourn**

- There being no further business, a motion to adjourn is brought by Mr. Tunila at 9:42 AM, Mr. Quast seconds. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder