

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

**April 1, 2020
8AM**

Due to COVID19 Pandemic April 1, 2020 meeting will be by conference call.

Dial-in number (US): (978) 990-5000

Access code: 216995#

Online meeting ID: danuta9

Join the online meeting: <https://join.freeconferencecall.com/danuta9>

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

EX OFFICIO MEMBERS
PRESENT: Gary Anderson, Director Planning and Development
Robert Pagani, GMCC Representative

ALSO PRESENT: None

STAFF PRESENT: Danuta Wolk-Laniewski, Downtown Manager

MEMBERS ABSENT: Rebecca Gentile
William Bayer

EX OFFICIO MEMBERS ABSENT: Beth Stafford, MACC Downtown Churches Representative

Call to Order

- Mr. D. DuBaldo calls the meeting to order at 8:08 AM

Roll Call

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

Minutes

- **March 4, 2020** – Tabled until next meeting

Public Comment

- None present

New Business

- **Election Update:** Mr. Tunila notes that the District has received no additional nominations, so we have 14 days to send out the ballot with the annual meeting in May. He poses the question as to whether it makes sense to move forward with the election timeline or extend it for 60 days based on the executive order. It is possible to modify the election procedure so that we do not have an in-person election. It seems to Mr. Tunila that society has come to a "great pause"

and that we should consider pausing the election cycle for 30 days. Mr. D. DuBaldo sees the other side being that if we do postpone it, we will have to go through the whole process again including all mailings. He mentions that historically there isn't a large response to these elections and would the District and its members really benefit? He feels that when the current health situation clears up, if we go through with the election as planned we would have a board ready to go and meet the challenges head on. Mr. Tunila says that the District would likely have to restart at a call for additional nominees because it's difficult at this point to physically acquire signatures. Ms. Gerhart mentions that there is one party who has expressed interest to her about the alternate position but did not file any paperwork to be added to the ballot. Ms. Stafford notes that we do not know how long this event will go on for, so it may not be beneficial to delay the proceedings. Mr. Quast inquires about the mail in procedure. Mr. D. DuBaldo indicates that votes can be mailed, faxed or dropped off. Ms. Gerhart would like to know if there can be an electronic ballot sent? Mr. D. DuBaldo notes that as long as there is a copy of the actual ballot properly filled out and signed, that should be fine. Ms. Wolk-Laniewski asks about the rules of social distancing and physically handling the paper ballots. Mr. Tunila recalls the mail slot in the door of the office, so Ms. Wolk-Laniewski would not have to actually touch the envelopes to receive them, Mr. Tunila could also be in charge of physically opening them should she not feel comfortable with doing so. Mr. D. DuBaldo would like to see if we can alter our "last minute" ballot rules so they don't get dropped off at the meeting should we not have a meeting or have a non-physical meeting. The meeting itself can be handled remotely with Mr. Anderson acting as moderator so long as the meeting itself can be opened and adjourned. Mr. Dubaldo requests that Mr. Anderson call the biennial election meeting to order by conference call scheduled for May 19, 2020 6:00pm. Mr. Andersons states, yes he will be available to do this. There is no motion needed to continue the election as planned.

- **Public Comment Time Limit** - As a matter of standard policy, there should be a limit on the time available per constituent similar to the Manchester Board of Directors having a 5 minute limit on their comment, with additional time to be granted for questions from the board. Mr. N. DuBaldo asks for clarification whether the time limit is 5 minutes per person per public comment section or a flat 5 minutes per person. Mr. D. DuBaldo notes that it would be 5 minutes per person per comment section. Mr. Sulick would like to see a timer used similar to the Manchester Board of Directors. Mr. Tunila motions to institute a 5 minute per person limit on public comment per section similar to the Board of Directors, Ms. Gerhart seconds. All approve.

Old Business

- Finance Committee - Ms. Wolk-Laniewski informs the Board that as of March 31, our budget amount for revenue is down slightly due to the banner program deposits not being posted yet and as parking violations revenue does not post until the year end. However, expenses are down by half.
- Marketing - Mr. Quast mentions that Mr. N. DuBaldo and Ms. Sottile met and have come up with some proposals for an ad series once normal operations resume. Ms. Wolk-Laniewski has done some social media postings which were very beneficial to the businesses. Mr. Anderson's

department has likewise been pushing out ads on social media (IG, Twitter) to generate traffic. The Town is working well with the Chamber of Commerce and DMSSD to cross-share relevant posts. Mr. Sulick wonders if there are business closures, whether the directory map the Town is working on will be updated before printing. Mr. Anderson assures him that the Town knows that is a risk and he hope that there aren't many or any changes but should there be, they print will be as accurate as possible.

- Parking & Maintenance – Mr. D. DuBaldo notes that there hasn't been a parking meeting in a while. Ms. Wolk-Laniewski has processed 89 waivers and sent them to the committee for review, so we are now caught up there. In the future, a call-in meeting will be scheduled going forward. Constable Rick has been using his discretion about on-street ticketing during this health crisis. Ms. Wolk-Laniewski assumes that parking ticketing should be way down for the duration of the health crisis. She also notes that there were two complaints from businesses regarding recent ticketing on the street and their belief that it would shine a poor image on Downtown. Mr. D. DuBaldo feels that it's still necessary for us to have a presence on Main Street and ensure that the businesses that are still open are able to have customer parking available. Mr. Sulick sees some patterns developing with parking on the street long-term and feels that ticketing does need to continue. Mr. Quast inquires as to the process for people to renew their parking passes? Mr. D. DuBaldo notes that customer service will allow for credit card over the phone or mailed in/dropped off check payments - the passes will be mailed out to the permit holders. He also mentions that there is a new process for constable Rick to give information to cars with expired tags.

Other Reports

- Gary Anderson - Director of Planning and Development – There is new information about SBA loans/grants available. The first program hasn't awarded yet, but in terms of the State, the bridge loan program has been inundated with 4000 loan applications. He would like to make sure that businesses know of a few programs out right now and that there is a SBA hotline for assistance. Just yesterday the governor and banks agreed to delay mortgage payments for 90 days with no negative affect on credit. There is also direct assistance for unemployment through the CARES Act. The biggest news is there is an up-to \$10,000 advance available for immediate cash with more details coming (hopefully) this week after it has been finalized. (More information can be found on the Town's website.) The federal government has authorized an 8 week loan to bring employees back (Paycheck Protection Program). Mr. Quast received information that that particular program (PPP) is still a week away from release.
- Ms. Stafford - MACC Downtown Churches Representative – The Salvation Army is still doing bagged lunches on Sundays. Easter Sunday, MACC will take that responsibility to give the Salvation Army a break.
- Nominating Committee – The issue was voted on last month, and no commissioner present voiced a need to change.

Administration

- Manager's Report – Ms. Wolk-Laniewski will be working on the holiday light selection and the bid process involved. Our landscaper is out right now doing some spring cleaning. Banners and flags are up and Main Street is looking beautiful.

Public Comment

- None present

Adjourn

- There being no further business, a motion to adjourn is brought by Mr. Tunila at 8:57 AM, Mr. Sulick seconds. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder