

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

August 5, 2020

8AM

Due to COVID19 Pandemic August 5, 2020 meeting will be by online conference call.

MEMBERS PRESENT:

Beth Stafford, Vice Chair
Tammy Gerhard, Secretary
Robert Sulick, Finance Director
Nicholas DuBaldo
Joseph Lipiner

EX OFFICIO MEMBERS

PRESENT: Gary Anderson, Director Planning and Development

ALSO PRESENT – Lynn Sottile

MEMBERS ABSENT:

John Tunila, Chair
Daniel Mulligan

EX OFFICIO MEMBERS ABSENT: Robert Pagani, GMCC Representative

Call to Order

- Ms. Stafford calls the meeting to order at 8:26 AM

Roll Call

- Ms. Gerhard noted those present and absent.

Minutes July 8 minutes – Mr. DuBaldo motions to accept. Mr. Sulick seconds. All approve.
July 20 minutes – Mr. DuBaldo motions to accept. Mr. Sulick seconds. All approve

Public Comment – none at this time

Report from Finance Chair – Mr. Sulick met with Mr. Tunila about the budget. He reported that since it is not due till the fall, they'll be working on it soon. He feels it should be in a good position.

Marketing Committee – Mr. DuBaldo reported that the You Eat We Treat program had 130 respondents and 8 winners. An overall successful program. Banner Program – Ms. Stafford oversaw this program and reported that the only outstanding piece was that we lost 4 banners this year – 3 to COVID and 1 to retirement. We are at \$9,200 in revenue (which is slightly under the \$11,000 planned for.) MCC is currently delayed due to COVID but Ms. Stafford feels confident she will connect soon and make that happen.

Parking Report – Mr. Sulick reported that he is enjoying working with Ms. Press through this process and that we are increasingly gaining control over the parking ticket issues. He states that she and Ms. Sottile have been great help in the process. Mr. Sulick said that one thing he does need to do is to drop the stack of tickets he currently has at home off at the Downtown office. The Parking Committee is filtering through the past ticket quickly so they can start fresh. One issue shared was with a woman on Purnell Place who is asking for her money back on parking passes. The Committee feels it is not necessary to refund her money at this time. Mr. Sulick shared that Ms. Sottile is interested in joining the parking committee and that they would love to have her. Mrs. Sottile agreed and will be added. The committee will begin to hold monthly meeting as a committee and invite the constable to join in for part of this time. Mr. Sulick and Ms. Press will set up these monthly meetings.

Workspace permits – Stacey from Workspace has made a request to continue to print her own parking passes for event. Mr. Tunila sent her an email during the transition of our Downtown Manager position allowing her to temporarily print her own but now that Ms. Press is in place we are continuing to print them from our office. We will add her request to the agenda for next month when Mr. Tunila is back in town. Ms. Press will share this information with Stacey.

Reopen Committee – no report

New Business –

Ms. Press shared about the possibility of wanting to get a shredder to shred confidential documents. We will table that until next month.

By-Laws and ordinance – We all have gotten a copy. Ms. Stafford asked everyone to read the copy we were sent to discuss in more detail next month.

Old Business –

Holiday lights – Ms. Press put together a bid package and sent it out. She hasn't heard back yet.

New Commissioner Positions Available – Tarik was contacted by Mr. DuBaldo with no response as of yet. Tammy will reach out to Major Himes at the Salvation Army this week about interest.

For an alternate business seat Ms. Gerhard recommended we talk with both Dana from Hair by DeSign as well as the owner of Firestone and will plan to reach out to both over the next week.

Director of Planning and Development Report – Mr. Anderson shared that the Board of Directors approved the Parkade multi-use property development agreement last night at their meeting. Much will need to happen moving forward but this is a big win for our town.

He shared that the Downtown Discovery Maps have been released and that we've gotten great feedback. If businesses need more than they were given they can email Tana to get them.

Mr. Anderson shared that the owner of Forest Package just bought the building and is interested in looking at possibility of grant potential. Gary recommended mini-grant to look at possibilities – He may bring that request to the board.

Mr. Anderson also shared that the Catchup and Mustard building development is underway. Tenants have been relocated and the owners are in the process of gutting the upstairs.

Chamber of Commerce Report - Mr. Pagani wasn't present but Ms. Stafford shared that on August 19th the Golf Event for the chamber is still happening and Bistro is catering with individual boxed lunches.

Mr. Sulick asked about the possibility of handling the litter around the 7/11 – Ms. Press reported that Bobby T's trash can disappeared, and he just got it back and maybe that will help. Mr. Anderson shared that public works is putting some extra attention into downtown. There is some graffiti that will be cleaned up and sweeping to happen.

MACC Report – Ms. Stafford shared that based on the above comment she will send a detail down on Main St to clean up the area.

Public Comment – Ms. Sottile asked a question related to constable's salary, cost of living increase. Ms. Stafford mentioned that she was working on the budget with Heather and there

is much confusion related to it not balancing. Ms. Press and Ms. Stafford will be working with her to go forward and make things balance. Mr. Sulick recommended planning a time for discussion. Ms. Stafford said they would add it to the agenda for more discussion next month. She confirmed that our calendar year is July – June.

Manager's Report – Ms. Press shared that she sent out to all of us so we would know what's happened. Bobby T did get his trash can which was mentioned in the report.

Adjourn

- There being no further business, a motion to adjourn is brought by Bob at 9:00, Nick seconds. All approve.

Respectfully Submitted,

Tammy Gerhard, Secretary DMSSD

Recorder