

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

**September 2, 2020
8AM**

Due to COVID19 Pandemic this meeting will be by online conference call.

Meeting ID: 823 7440 2848

Passcode: 210310

Dial In: **+1 929 436 2866 US (New York)**

MEMBERS PRESENT: John Tunila, Chair
 Beth Stafford, Vice Chair
 Nicholas DuBaldo, Secretary
 Tammy Gerhard
 Robert Sulick
 Joseph Lipiner
 Daniel Mulligan

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

ALSO PRESENT: Lynn Sottile

STAFF PRESENT: Joy Press, Interim Downtown Manager

MEMBERS ABSENT: None

EX OFFICIO MEMBERS ABSENT: None

Call to Order

- Mr. Tunila calls the meeting to order at 8:02 AM

Roll Call

- Mr. Tunila noted those present and absent.

Minutes

- August 5, 2020 – Mr. Mulligan motions to accept, Ms. Stafford seconds. Mr. DuBaldo makes an amendment to account for a spelling error. All approve.

Public Comment

- None at this time

New Business

- **Report of the Chairman** - Mr. Tunila has enjoyed the progress made in the past month and feels that we're headed in a good direction.
- **Report of the Vice Chairman** - Ms. Stafford notes that all the committed banner moneys are in. She will solicit more, and feels that it would be nice to increase the sponsors' visibility.
- **Report of the Secretary** - None at this time.
- **Report of the Finance Chairman** - Not at this time.

Finance Committee

- **YTD Budget vs Actuals** - Ms. Press has updated us on the MUNIS and things seem to be moving along pretty well. She notes that in our meeting process last year, there were revisions to the budget which were not sent over to the Town. Ms. Press would like to use an account line item for "telecommunications" for the manager cell phone rather than print & other advertising. Ms. Stafford inquires as to whether the phone was financed rather than purchased outright - the phone was purchased. Mr. Lipiner motions to approve the updates noted as "D" in our packet which would move \$750 from print and other advertising to the telecommunications line. Ms. Gerhard seconds. All approve.

Marketing Committee -

- Scarecrow Festival - Mr. DuBaldo notes that we are in-process, the PR call to artists is out, Manchester Patch has picked it up and published it already.
- Fall Decor (flowers, cornstalks, bows) - These decorations are installed on the poles and the planters as seasonal decor. Being a budgeted item, we shouldn't need a motion to proceed.
- Winter Holiday Decor - There was one bid which came in under budget and we will be able to continue with plans for our holiday decorations (lighted garland and bows on various lampposts).
- Social Media Policy & Permissions (F) - Due to various issues in transitioning some social media accounts, Mr. DuBaldo recommends having a formal policy for how our social media accounts are maintained and to whom permissions should be allowed. It is suggested that the DMSSD utilize the Town's policy and adjust it as necessary, especially having the Downtown manager and at least one elected commissioner with admin privileges. Ms. Gerhard moves to create a policy to have the Downtown Manager have admin rights to Facebook, Ms. Stafford seconds. All approve

Parking & Maintenance Committee

- Parking Report (G) - Enforcement seems to be getting stepped up last month.
- Work Space Permits (H) - Mr. Tunila feels that as long as there is a concrete policy and that Work_Space follows that policy, they could be given the permission which has been given in the

past to allow for creation of "day passes" for their events. Ms. Press feels that the constable is very alert and would notice if those passes begin to get abused. Work_Space will need to furnish a list of passes for each instance they are printed as they have in the past. Mr. Lipiner motions, Ms. Stafford seconds. All approve.

- New Parking Ticket Slips (I) – In order to streamline the waiver process, the new slips will require the car owner/driver's contact information.

Reopen Committee

- Mr. Lipiner feels that between the SBA and Chamber and Ms. Parseliti, there isn't really space to "add value" so the committee should be disbanded. Mr. Lipiner motions to disband the committee, Ms. Stafford seconds. All approve.

New Business

- DMSSD Office Improvements (J) - At this time, we are still planning on remaining in the current office. Ms. Gerhard moves to accept the motions as presented in "J", Mr. Mulligan seconds. All approve. Ms. Gerhard would like to ensure that we have the proper budget procedure for these expenses. Mr. Tunila notes that the funds would be coming from fund balance.
- Ordinances (K) - We have not heard back from the Town Attorney's office
- Shredder/Vacuum - Ms. Press isn't sure how frequently we need to shred confidential documents, but a carpeted office should have a vacuum. Ms. Stafford mentions that for small amounts, MACC can assist with the District's monthly shredding. Ms. Gerhard motions to purchase a vacuum. Ms. Stafford seconds. All approve.
- Manchester Historical Society Annual Appeal (L) – A request was made by the Manchester Historical Society for their annual appeal. We do not have a track record of donating. There was no motion put forward to donate.
- Mobile Vendors (Food Trucks) – Currently, the district has Bobby T.'s hotdog cart. He (or others hot dog vendors) have been in the Downtown for years. Occasionally there is an ice truck which shows up and parks in the Forest Street Lot. Mr. Anderson notes that vendors don't have permission from the Town to conduct business in public parking lots. The current request is for "The Hungry Lion" which seeks access to park and conduct business within the Downtown. In the past we haven't approved requests like these - depending on location and use, due to competition with brick and mortar restaurants. Mr. Lipiner feels that there is a safety issue for the customers of the truck as well as issues of removing/reserving parking spaces. The current vendor near Center Memorial Park has a right-of-way permit which would not be affected by any motion. Mr. Lipiner motions to disapprove of food trucks in Downtown parking spaces, Ms. Stafford seconds. All approve.
- Snow Removal - The item reflects the investigation of removing the snow between the streets and the sidewalks. There was interest by one contractor to have further discussions with

Mr. Mulligan. Though to do what we want, the contractors would need to have specialized equipment for use on sidewalk and it falls into a grey area of the smaller companies don't have the equipment and the larger ones who do likely don't want to tie it up on "small" projects like this. Mr. Tunila would like to have the interested contractor attend next month's meeting.

Old Business

- New Commissioners - Mr. DuBaldo will contact Mr. Ambia again to see if he is still interested. Ms. Stafford mentions that Tom from 180 Barber Shop has expressed interest. Major Himes from Salvation Army may also still be interested.

Other Reports

- Gary Anderson - Director of Planning and Development – The Town EDC is making decisions on the 2020 loan funds. They are interested in having DMSSD representation at their meetings (usually third Thursday). Mr. Tunila would prefer to have a board member fit in that role rather than staff. Mr. Lipiner will consider acting as the liaison to the commission. Mr. Anderson notes that Tangles & Bangles has closed; there is a vacancy in the Johnson Block but he doesn't have the information on-hand. Teriyaki Box is moving a few doors down into the former Walia, E.M. Dougan closed her frame shop. The Firestone would like to tweak their loan parameters due to COVID and he mentions that there are still some issues being worked out at the 2-4 Pearl building.
- Mr. Pagani –Chair GMCC - The Chamber had a successful golf outing (just under 100) outside at the country club. The Chamber is also part of the Go! Explore Manchester campaign.

Administration

- Manager's Report (M)– Ms. Press is working hard on the business updates. She wonders if we should deactivate the properties section on our website. Mr. Anderson feels that yes, there are already other ways to display those properties through the Town. The committees page is likewise out of date, she would like to have a list of committees that we can update the section properly. Ms. Press would also like to have a Facebook networking page for the Downtown business owners. She also notes that there was an increase in the CT Main Street Association dues - last year they held off on the increase. A motion to extend \$500 to renew our membership with the CT Main Street Association is made by Ms. Stafford, Ms. Gerhard seconds. All approve.

Public Comment

- The parking committee is reviewing the dedicated parking spaces for tenants and maintaining the signage as there is overflow from businesses into their parking which at time fills up the tenants' overnight parking spaces.

Executive Session - Mr. Tunila invites Mr. Anderson and Ms. Press to Executive Session

- A motion to enter Executive Session is made at 9:17 by Ms. Lipiner, seconded by Ms. Stafford. All approve.
- A motion to exit Executive Session with no other actions taken is made by Mr. Gerhard at 9:26, seconded by Mr. Lipiner All approve.

Adjourn

- There being no further business, a motion to adjourn is brought by Ms. Gerhard at 9:27, seconded by Mr. Lipiner. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder