

**BOARD OF COMMISSONERS MEETING
DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT**

**November 18, 2009
6:00 PM**

**OFFICE OF
THE DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT
983 MAIN STREET SUITE 10
MANCHESTER, CT 06040**

MEMBERS PRESENT: Ed Firestone, Chair
John Tunila
Glenda Sinnamon
Hope Igdalsky
Betsy Treiber
Mike Esposito

EX-OFFICIO MEMBERS
PRESENT: None

STAFF PRESENT: Tana Parseliti, Downtown Manager
Sabina Wilson, Administrative Assistant

ALSO PRESENT: Joe Sinnamon, Sinnamon Shop

MEMBERS ABSENT Don DuBaldo
Rev. Sal Mancini

EX-OFFICIO MEMBERS
ABSENT Mark Pellegrini, Dir., Planning & Neighborhood Services
Sue O'Connor, GMCC

Call to Order

Mr. Firestone called the meeting to order at 6:00 PM.

Minutes – November 4, 2009

Ms. Sinnamon moved to accept the minutes of November 4, 2009 as written. Mr. Tunila seconded the motion. The motion passed unanimously. (6-0-0).

Resolution to Accept Funds

Ms. Sinnamon moved to accept the funds noted in the following resolutions and Ms. Igdalsky seconded the motion. The motion passed unanimously. (6-0-0).

RESOLVE THAT..... The Downtown Manchester Special services District accepts \$500.00 in miscellaneous revenue for FY 2009-from a grant from the SMB Charitable Foundation, Inc. for operating support for Holiday on Main 2009. Funds are to be applied to budget revenue category Miscellaneous Income (4003801 4600) and budget expense category Services Unclassified (27000000 6490).

Approval of 2010 Meeting Calendar - Mr. Tunila moved to accept the calendar with changes as friendly amendments. The changes are July 7th changed to July 14 and November 17th changed to November 1. Mr. Esposito seconded the motion. The motion passed unanimously (6-0-0)

Marketing & Promotions

Holiday on Main – Ms. Parseliti shared with the commission that all plans for Holiday on Main are on track. She also distributed a Holiday on Main flyer that will be going out to all schools next week. The 2009 Tree Lighters will be from the Nathan Hale School. The S.H.A.R.E. Trolley Shuttle will link South Manchester museums and sites with the Downtown. All the S.H.A.R.E. sites will have activities going on and people will be encouraged to hop off and participate. The Bennet Academy will create a Gingerbread Village and it will be displayed in the windows of Anne Miller Real Estate. New Seasons will be doing a display of gingerbread houses in the window of the former Classic Fine Jewelry.. Ms. Parseliti shared that sponsorships for the Horse Drawn Carriage Rides were coming in very slowly. She also noted that the District is moving forward with TV ads to air during the holidays promoting Downtown and its businesses.

Other Business - Mr. Firestone received a letter from the Town of Manchester General Manager, Scott Shanley, inviting a representative of the District to participate in the Steering Committee for the Mary Cheney Library Expansion Study. The premise of the study is the assumption that the library will expand at its present location and assumes that the expansion should make the library and the park better. The purpose of the committee is to provide guidance and feedback to the architects. The time commitment is monthly meetings on Saturday's beginning on December 12. As Mr. Firestone works on Saturday he has asked someone from the commission to come forward to represent the District on the committee.

Ms. Parseliti received an email from the GMCC that they received from a citizen who had recently been shopping downtown and could not find a public bathroom. After discussion it was decided that Ms. Parseliti will have some customer friendly signs made stating that public restrooms are located at the Mary Cheney Library and the business restroom are for customers only. She will distribute the signs to the businesses and ask if they would replace their signs with the new and improved one.

Ms. Parseliti also received a call from a parent from Assumption School. They requested the opportunity to set up a table in the Forest St. Parking Lot during Holiday on Main and give out candy canes and information about Assumption School. Mr. Tunila recommended that Ms. Parseliti talk to the Town Attorney before any decision is made.

Public Comment – There was no public comment.

Review of Proposed Budget for 2010-2011, Compensation Committee Report – Ms. Parseliti went over the budget line by line with the commissioners. A spreadsheet comparing FY 08-09 to FY 09-10 and the proposed FY 10-11 budget were reviewed.

Mr. Tunila stated that he was not comfortable with any tax hike no matter how small. In this economy it could be very negatively perceived. Ms. Igdalsky and Mr. Firestone reminded him that the budget has held fairly steady for a number of years and a very small increase is better than a very large one down the road. Mr. Tunila also said that as the proposed increase is so small, he would rather have any increase come from the fund balance. Mr. Tunila moved to table the discussion and go into executive session at 7:15 PM. Ms. Parseliti, Ms. Wilson and Mr. Sinnamon left the meeting at that time.

Executive Session, Annual Staff Review – The commissioners came out of Executive Session at 7:25 PM. Ms. Igdalsky moved to accept an amended budget. Mr. Esposito seconded the motion, which passed unanimously (6-0-0).

Adjourn – There being no other business Ms. Treiber moved to adjourn at 7:30 PM. Ms. Igdalsky seconded the motion and it passed unanimously (6-0-0).

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant
Recorder