

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

**NOVEMBER 19, 2008
6:00 PM**

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

MEMBERS PRESENT: Ed Firestone, Chair
Hope Igdalsky
Glenda Sinnamon
John Tunila
Don DuBaldo
Michael Esposito
Rev. Mancini

EX-OFFICIO MEMBERS PRESENT: Mark Pellegrini, Dir., Planning & Neighborhood Services

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

ALSO PRESENT: Joe Sinnamon

MEMBERS ABSENT: Betsy Treiber

EX-OFFICIO MEMBERS ABSENT: None

Call to Order

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

Minutes – November 5, 2008

Ms. Sinnamon moved to defer the November 5, 2008 minutes to the next regular board of commissioners meeting and Ms. Igdalsky seconded the motion. The motion passed unanimously (6-0-0).

Resolution to Accept Funds

Ms. Sinnamon moved to accept \$550 in miscellaneous revenue for FY 2008-2009 and apply the funds to budget revenue category Miscellaneous Revenue. Ms. Igdalsky seconded the motion. The motion passed unanimously (6-0-0).

Approval of 2009 Commission Meeting Calendar

The attached 2009 Meeting Calendar was unanimously approved.

Marketing & Promotions

Holiday on Main – Ms. Parseliti reported that Holiday on Main is moving forward. Thanks to SBM Foundation sponsorship, we will be able to have the pony ride and petting zoo. Ms. Parseliti recognized State Farm Insurance and Webster Bank for their

continued sponsorship of this event. She noted that many downtown businesses have responded to our call for wagonette sponsors.

Holiday Commercial On Ch 61 – Ms. Parseliti reported to the commissioners that the Downtown Holiday Commercial will be shot on Saturday November 22. Packets have been mailed out to all the businesses to give them the opportunity to help sponsor the commercial. Up to seven businesses may participate. Sponsorship will be on a first come, first serve basis.

Other Business

Letter from Father Kevin P. Cavanaugh regarding St. James Parking Lot Use –

Ms. Parseliti provided a copy of a letter received from Fr. Kevin Cavanaugh, pastor of St. James Church. In his letter Fr. Cavanaugh noted that although the agreement between the DMSSD and St. James Church for use of their lot for municipal parking was an excellent one, there are a handful of occasions when the Town's use of the lot conflicts with the needs of the church. Days when the church needs all of its lot to serve its parishioners' parking needs are: Christmas Eve, Christmas Day, and Easter Sunday. The Church also needs the majority of its lot on Saturdays from 3:30 pm until 5:30 pm and Sundays from 7 am to 1 pm. From time to time a large-scale church funeral for a prominent person may also require a restriction in the lot use.

Fr. Cavanaugh asked that the existing agreement between St. James Church and the DMSSD be modified to allow the Church to restrict public use on the occasion noted above.

Members of the commission were in agreement that Fr. Cavanaugh's request did not appear to present a problem. They were amenable to his suggested modification on a trial basis with the following stipulations:

- It is the church's responsibility to put up the no parking signs when necessary.
- The DMSSD will have the ability to use the lot and front lawn for the Annual Downtown Christmas Tree Lighting and Cruisin' on Main Street.

The commissioners directed Ms. Parseliti to draft a letter of agreement to Fr. Cavanaugh outlining the above for review by the Asst. Town Attorney prior to mailing.

Review of Proposed Budget

Ms. Parseliti gave each commissioner a budget package to assist them in their deliberations. They reviewed option #1 and option #2 for the proposed budget. After many questions and discussion the commissioners directed Ms. Parseliti to:

- increase the income from Miscellaneous Revenue.
- increase the Banner Revenue figure to \$12,000. Ms. Igdalsky pointed out that the banner revenue was under underestimated.
- Reduce the allocation of Fund Balance for Operating Income Commissioners indicated that they would prefer to minimize any allocation from the Fund Balance for Operating Income.

Public Comment

There was no public comment.

Executive Session – Annual Staff Review - Mr. Tunila moved to go into Executive Session at 7:30 pm and Ms. Igdalsky seconded the motion. The motion passed unanimously (6-0-0). Ms. Parseliti, Ms. Wilson and Mr. Sinnamon were excused from the meeting.

Mr. Tunila moved to come out of Executive Session at 7:58 pm and Ms. Igdalsky seconded the motion. The motion passed unanimously (6-0-0)

Having completed the annual staff review the commissioners endorsed the following changes to compensation:

- An increase in hourly rate for the Parking Constable to \$15 per hour and an increase in personal days to 10 weeks. The commissioners stipulated that the increase in personal days applied to FY 09/10 only and would be revisited in FY 10/11.
- An increase in hourly rate to \$12.50 for the Administrative Assistant along with an increase in personal days to four weeks.
- An increase in Flex Benefits for the Downtown Manager of \$1,000.

Ms. Parseliti will be directed to include these changes in the proposed budget for FY 09-10 for submission to the Downtown business and property owners for their input at the January 14, 2009 Annual Budget Meeting.

Adjourn

Mr. Tunila moved to adjourn at 7:58 pm and Ms. Igdalsky seconded the motion. The motion passed unanimously (6-0-0)

Respectfully Submitted,

Sabina K. Wilson, Administrative Assistant
Downtown Manchester Special Services District
Recorder