

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

**November 11, 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 Don DuBaldo Betsy Treiber
EX-OFFICIO MEMBERS PRESENT:	Mark Pellegrini, Dir., Planning & Neighborhood Services Sue O'Connor, GMCC
STAFF PRESENT:	Tana Parseliti, Downtown Manager Sabina Wilson, Administrative Assistant
ALSO PRESENT:	Chief Marc Montminy Joe Sinnamon, Sinnamon Shop
MEMBERS ABSEN	Michael Esposito Rev. Sal Mancini Hope Igdalsky
EX-OFFICIO MEMBERS ABSENT	None

Call to Order

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

Minutes – October 7, 2009

Ms. Sinnamon moved to accept the minutes of October 7, 2009 as written. Mr. DuBaldo seconded the motion. The motion passed unanimously. (4-0-0).

Resolution to Accept Funds

Ms. Sinnamon moved to accept the funds noted in the following resolutions and Mr. DuBaldo seconded the motion. The motion passed unanimously. (4-0-0).

RESOLVE THAT..... The Downtown Manchester Special services District accepts \$1,000.00 in miscellaneous revenue for FY 2009-2010 for Cruisin' on Main Street 2009 Sponsorship from the following sources: Trantolo and Trantolo. Funds are to be applied to budget revenue category Miscellaneous Income (4003801 4600) and budget expense category Services Unclassified (27000000 6490).

Chief Marc Montminy - Chief Montminy introduced himself to the commissioners. He gave the commission an overview of his philosophy. He feels that Main Street is the heart of Manchester and is obligated to keep it that way. He also mentioned that Sergeant Wilson is one of the original Community Police Officers and he feels that he is the best person to supervise the PAR officers. He is pleased that lease negotiations for the Downtown community Policing Station have been successfully concluded. He feels it is important to keep a presence on Main St.

Chief Montminy noted that the Manchester Police Department has received an award from the Department of Transportation. He also mentioned that the Police Department recently issued one merchandise-vending permit for Main Street and that the Police Department is interested in better pedestrian lighting for Main Street.

Marketing & Promotions

Fall Fest - Ms. Parseliti gave the commission a quick overview of the evaluation for the Fall Fest, as the formal evaluation was not complete. Overall it was a great success. More businesses than ever participated in the Halloween Happenings and over 500 children, accompanied by their parents, came to Main St. for the trick-or-treat. The Scarecrow Contest was a huge success for a first year event. There were 25 sites with approximately 33 scarecrows and press coverage was extensive. Ms. Parseliti received phone calls and emails praising the display. This event was a win for the Downtown.

Ms. Parseliti will be sending Ken Burkamp a special thank you letter for his sponsorship of the Pumpkin Decorating. For the second year in a row he has purchased pumpkins for the children to decorate and take home. This is one of the highlights of the Downtown Trick-or-Treat.

The District will award four Beautification Citations for 2009 Fall Window Displays. The following businesses will be recipients: Brass Key, Monroe Staffing, Salon Petit and Seller's World, Buyers Unlimited.

Holiday on Main – Ms. Parseliti shared the information that will be going out to all the businesses regarding Holiday on Main. The packet will include a letter, and a preview of what will be happening and a how to get involved form. New this year will be a Snowman display at the Gateway Garden created by members of the Manchester Art Association. The S.H.A.R.E. Trolley Shuttle will link South Manchester museums and sites with the Downtown and the Downtown businesses are encouraged to create festive window displays featuring snowflakes and snowmen. Students from Bennet Academy, scout troop and clients of the Day Program at New Season will create Gingerbread houses for display in downtown windows. Plans are underway for print and TV ads promoting Downtown and its businesses.

Strategic Plan Review Results – Ms. Parseliti gave the commissioners a list of priority actions items for FY 09-10 developed by the commission at its Strategic Planning Update meetings. Two items are already really going forward. They are: pedestrian lighting on Main St. and a parking study. Mr. Pellegrini would like to start the process of getting

together with MCC to explore ways of attracting MCC students to the Downtown. Ms. Parseliti will be contacting the appropriate person and setting up a meeting.

Budget Planning Meeting – November 18, 2009 will be the next BOC meeting to discuss the meeting. Ms. Parseliti will meet with Ms. Igdalsky before that meeting. Ms. Parseliti has also done the reviews for the staff and asked that a Compensation Committee be formed. The committee member will be Mr. Firestone, Ms. Igdalsky and Ms. Sinnamon. They will meet before the budget meeting.

Public Comment – None

Other Business – Mr. Pellegrini shared with the commission that a pre-application for a grant to help cover the cost of a parking study is in process.

There being no other business Mr. Tunila moved to adjourn the meeting at 7:40 PM. Ms. Sinnamon seconded the motion and all voted in favor (4-0-0).

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant
Recorder