

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

March 3, 2010

**DMSSD Office
983 Main Street
Manchester, CT 06040**

MEMBERS PRESENT: Ed Firestone, Chair
Don DuBaldo
John Tunila
Glenda Sinnamon
Hope Igdalsky
Betsy Treiber
Mike Esposito
Rev. Sal Mancini

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

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

ALSO PRESENT: Joe Sinnamon, The Sinnamon Shop

MEMBERS ABSENT None

EX-OFFICIO MEMBERS ABSENT None

Call to Order

Mr. Firestone called the meeting to order at 6:02 PM.

Minutes - February 3, 2010

Acceptance of the February 3, 2010 minutes was deferred to the next regular meeting of the Board of Commissioners.

Resolution to Accept Funds – Mr. Tunila moved to accept the funds noted in the following resolutions and Ms. Igdalsky seconded the motion. The motion passed unanimously. (7-0-0).

RESOLVE THAT..... The Downtown Manchester Special services District accepts \$250.00 in miscellaneous revenue from the SBM Charitable Foundation to be used to support the Taste of Manchester sponsored by MDOG .

Funds are to be applied to budget revenue category Miscellaneous Income (4003801 4600) and budget expense category Services Unclassified (27000000 6490).

Amended Resolution

RESOLVE THAT..... The Downtown Manchester Special services District accepts \$850.00 in miscellaneous revenue for Holiday on Main Sponsorship for FY 2009-2010 from:

- State Farm Ins. - \$300
- Webster Bank - \$250
- New Alliance - \$50
- Glenda Sinnamon - \$50
- Anne Miler Real Estate - \$50
- Stephen Erikson - \$50
- Pinewood Furniture - \$50
- Diana, Conti & Tunila - \$50

\$400.00 in miscellaneous revenue from Downtown Holiday Commercial fees for FY 2009-2010 from

- Pinewood Furniture - \$100
- State Farm Insurance - \$100
- Harvest Beads & Silver - \$100
- Bray Jewelers - \$100

\$55 in miscellaneous revenue from Cruisin' Club Card Sales for FY 2009-2010 from:

- MARC - \$30
- Rocco's Restaurant - \$25

\$50 in miscellaneous revenue from propane tank refund for FY 2009-2010 from:

- Inergy Propane LLC - \$50

\$510 in miscellaneous revenue from a refund on a trolley rental fee for FY 2009-2010 from:

- Little Theatre of Manchester - \$510

Funds are to be applied to budget revenue category Miscellaneous Income (4003801 4600) and budget expense category Services Unclassified (27000000 6490).

Ms. Igdalsky moved to amend the previous resolution adopted on 2-3-10 as stated in the amended resolution 3-3-10 and Ms. Treiber seconded the motion. The motion passed unanimously. (7-0-0).

Nominating Committee Report - Ms. Treiber reported to the Committee. The Nominating Committee is pleased to present the following proposed slate of nominees to the Downtown Manchester Special Services District (DMSSD) Board of Commissioners for a term of office to extend from June 2010 through May 2012.

Property Owners

Donald DuBaldo
D. DuBaldo Electric Co., LLC

Edward Firestone
Pinewood Furniture

Hope Igdalsky
Igdalsky & Company, CPA's

Rev. Salvatore Mancini
Dr. Philip Saunders Heritage

Betsey Treiber
New Alliance Bank

John Tunila, Esq.
Diana, Conti & Tunila

Business Lessees

Michael Esposito
State Farm Insurance

Glenda Sinnamon
Living Naturally

Mr. Tunila moved to accept the slate of nominees and Ms. Igdalsky seconded the motion. The motion passed unanimously (7-0-0)

Library Expansion Study – Ms. Parseliti noted that the District needs to be mindful of what is being proposed and maintain an active role in the decision making process as to what may be happening in our Downtown. She strongly suggested that the District should take a position on the Library Expansion Study and retention of the library on Main Street.

Mr. Tunila moved to have the DMSSD send a letter endorsing the retention and expansion of the Mary Cheney Library at its present location to the Board of Directors. Ms. Sinnamon seconded the motion. The motion passed unanimously. (7-0-0)

Mr. Pellegrini shared that there is a website and it will have a slide show regarding the meetings and plans for the Library.

Parking & Maintenance Committee Report –

- **Pedestrian Lighting Demonstration Project**

The Parking & Maintenance Committee reported that the lighting fixtures are on order and should be delivered in about four weeks. If the lights work well then the DMSSD will have to go the Board of Directors for funding of the project. Mr. Pellegrini suggested that because of the cost it could be done in stages starting with the core of Main Street and work up and down.

Mr. Firestone suggested that the DMSSD let the media know about the study.

- **Parking Study** – Mr. Pelligrini shared that the Parking Study Committee received a check for \$9,000 to fund the study. They will be soliciting firms in these next couple of months to do the study. Members of the Parking Committee and staff will sit on the committee.

Marketing & Promotions -

- **Spring Celebration** – Planning is well underway for the Spring Celebration. Ms. Parseliti did secure the Trolley for the day.
- **Main Street Mixer** – Tuesday, June 15 has been confirmed with the Army Navy Club. Rev. Mancini will get more volunteers to help with food preparation and serving. It was also discussed that the DMSSD registration table will be out on the porch so that there will be more space inside for businesses.
- Proposal for Downtown Forum - Rev. Mancini also proposed hosting a forum to get more businesses involved with the commission. The forum would give people the opportunity to share concerns or ideas and prompt more people to become involved.
- **Website Enhancements** – Chris Bateman provided staff training on Face Book and Craig List. The Downtown now has a general real estate listing on Craig's List. There have been some enhancements to the DMSSD Website that include a Press Release Page and an additional page for Real Estate listings. The ongoing training allows staff to improve and become more knowledgeable.

Spring Coffee with the Cops – A date of Tuesday, April 27 at 8 AM has been confirmed. Ms. Parseliti will check with Anne Miller if we can use the empty space across the hall from us. The space has been totally renovated and is very roomy. Rev. Mancini will also check on use of the Olive Tree.

Public Comment – None

Other Business – **Joint Initiatives with MCC** - Ms. Parseliti shared ideas with the committee that resulted from her meeting with Lillian Ortiz on February 25, 2010

JOINT INITIATIVES

- 1) Promote student housing downtown.
 - ◆ Take Lillian to visit John Lee building, Tarek's building and others as appropriate to see the type of housing available and speak with property owner regarding student needs.
 - ◆ Downtown posts available residential properties on our website.
- 2) Look at transportation options currently available between college and downtown.
 - ◆ Explore how to improve transportation link if necessary.
 - ◆ Participate in MCC Transportation Workshops.

- 3) Provide info on Downtown rental opportunities and demographics to college to make available in the new Entrepreneurial Center.
- 4) College Bookstore invited to create display for the Window on Main Street.
- 5) MCC Mascot invited to make appearances at Downtown events.

Banners - Mr. Tunila questioned the Sale of Banner initiative. It was decided a sub-committee meeting must be set up regarding the sale of banners within the downtown.

Adjournment - There being no further business, Ms. Treiber moved to adjourn the meeting at 7:15 PM. Mr. Esposito seconded the motion and all voted in favor. (7-0-0)

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant
Recorder