

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

**June 3, 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
Hope Igdalsky
John Tunila
Glenda Sinnamon
Rev. Salvator Mancini
Michael Esposito
Betsey Treiber

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

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

ALSO PRESENT: Joe Sinnamon

MEMBERS ABSENT: Don DuBaldo

EX-OFFICIO MEMBERS
ABSENT: none

Call to Order

Mr. Firestone called the meeting to order at 6:01 PM.

Minutes – May 6, 2009

Ms. Treiber moved to accept the minutes of May 6, 2009 and Ms. Igdalsky seconded the motion. The motion passed unanimously (6-0-0).

Resolution to Accept Funds

Ms. Sinnamon moved to accept miscellaneous revenue for FY 2008-2009 from sponsor and vendor fees for Cruisin' on Main Street 2009, and from display fees for the Main Street Mixer. Mr. Tunila seconded the motion. The motion passed unanimously (6-0-0).

MOU for Nathan Hale Mentoring Program – Neighbors for Kids -

The commission reviewed the Memorandum of Understanding. The commission agreed with everything except for the termination agreement. All the commission members felt that the agreement should read, "either party may terminate this agreement upon 90 days notice in writing". Mr. Esposito moved to accept the Memorandum of Understanding

with the one change and Ms. Treiber seconded the motion. The motion passed unanimously (6-0-0).

Review of Budget Vs, Actuals for FY 2008-2009 – Ms. Parseliti went over the budget line by line with the commissioners. After discussion the consensus was that they would review the anticipated budget deficit in July and determine where the source of available funds would be used to close the deficit gap.

Marketing & Promotions Committee Report

- **Main Street Mixer Evaluation** - Ms. Parseliti shared the evaluation and budget of the Main Street Mixer with the commissioners. All the commissioners that attended felt that it was a huge success and the buzz on the street the next day was very positive. The commissioners felt that it should be an annual event. Rev. Mancini offered the church facility if the event became too large for the Army & Navy Club. Thank you notes and a very brief survey still needs to be sent out to participants and then everything will have been completed for this event.
- **Pride & Heritage Week** – The staff of the DMSSD office and some Marketing and Promotions Committee members passed out information, to approximately 200 businesses, regarding the events coming up for Pride & Heritage Week. Businesses were encouraged to participate in Strollin’ on Main Street and Heritage Day. Recommendations for how they could participate were included in the materials.

Downtown Wi Fi – Ms. Parseliti reported that the Town IT Dept. made repairs and upgrades to the Downtown Wi Fi installations at the Bennet Academy and 983 Main St. that has returned WiFi coverage to these areas. The Wi Fi map will now be put back up on the website.

Public Comment – Mr. Sinnamon questioned what kind of notification the parking constable was putting on the cars in the newly stripped parking lot. Ms. Parseliti explained that he was leaving notices about the new stripping and what parking spots were for customers and which ones were for employees. The parking constable will give Mr. Sinnamon a copy of the notice.

Other Business –

Mr. Firestone mentioned that a new Police Chief had been announced and the commissioners asked that Ms. Parseliti send a letter of congratulations on behalf the Board of Commissioners to the new Police Chief.

Mr. Pelligrini gave an update on the Redevelopment Agency. They are waiting for appraisals on two properties (the Parkade and the Forest St. parking lot). The Town of Manchester appropriated \$18,000 to the Redevelopment Agency. \$8,500 will be used for the appraisals of the properties and the rest was to be used for a Market Feasibility Study for a proposal for a plan presented to the Agency by Mr. Tomko. It was decided not to do the study. The funds will be used instead to develop qualifications for a preferred developer and disseminate a request for a preferred developer.

Because of all the questions regarding the status of the Forest St. lot the commission asked if the parking lot loan repayment for the upcoming fiscal year (\$7,500) could be postponed and if the loan could be extended one year longer. Mr. Pelligrini felt that it could not hurt to check into that. The commission asked Ms. Parseliti to look into it.

Mr. Firestone brought up the status of the old downtown street signs and what was going to be done with them. Ebay was discussed, an auction at the next Mixer or an online auction using the DMSSD website were all ideas for selling the signs and possibly making a little money for the district.

Adjourn – There being no further business Ms. Sinnamon moved to adjourn at 7:05 PM. Ms. Treiber seconded the motion and the motion passed unanimously (6-0-0).

Respectfully submitted,

Sabina K. Wilson, Administrative Assistant
Recorder