

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

**August 5, 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  
Don DuBaldo  
Michael Esposito

EX-OFFICIO MEMBERS  
PRESENT: None

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

ALSO PRESENT: Joe Sinnamon, Sinnamon Shop

MEMBERS ABSENT: Rev. Salvatore Mancini  
Betsey Treiber

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

**Call to Order**

Ms. Igdalsky called the meeting to order at 6:00 PM in Mr. Firestone's absence. Mr. Firestone arrived at 6:15 PM

**Minutes – July 8, 2009**

Mr. Esposito moved to accept the minutes of July 8, 2009 and Mr. DuBaldo seconded the motion. The motion passed unanimously with one correction. (5-0-0). The prefix for Mr. Tunila's name was corrected. Ms. Tunila on page one was changed to Mr. Tunila.

**September 2, 2009 Commission Meeting Date**

Ms. Parseliti notified the commission that she would be on vacation during the September 2, 2009 regularly scheduled meeting. She asked if they would like to have the meeting as usual in her absence or reschedule. It was decided to reschedule to September 9, 2009. Ms. Parseliti will post a notice at the Town Hall with the change of time and place. It will also be changed on the web site.

**Resolutions to Accept Funds**

Ms. Sinnamon moved to accept funds as noted in the following Resolutions:

RESOLVE THAT.....The Downtown Manchester Special Services District accepts \$2,150 in miscellaneous revenue for FY 2009-2010 from sponsor fees for Cruisin' on Main Street 2009 from: Rockville Bank (\$500); FJB Assoc. (\$500); Frank's Sauces (\$500); MCC Alumni Assoc (\$250), MCC Foundation (\$250); Bridge Tree for Bank of America (\$150). Funds are to be applied to budget revenue category Miscellaneous Income (4003801 4600) and budget expense category Services Unclassified (27000000 6490).

RESOLVE THAT.....The Downtown Manchester Special Services District accepts \$660 in miscellaneous revenue for FY 2009-2010 from vendor fees for Cruisin' on Main Street 2009 from: Richard Burnet (\$150), Fin & Feathers Tavern (\$150), Cabot (\$150), Nancy Masters (\$150); Army & Navy Club (\$50) and \$10 from Cruisin' Card sales. Funds are to be applied to budget revenue category Miscellaneous Income (4003801 4600) and budget expense category Services Unclassified (27000000 6490).

Mr. Esposito seconded the motion, which passed unanimously (5-0-0).

**Final Review of FY 2008-2009 Income & Expenses**

Ms. Parseliti reviewed the FY 08-09 approved budget vs. actual expenses with the commission. After discussion the commission asked Ms. Parseliti to make changes to the wording as follows to enhance clarity:

- Change Grand Total Operating Income to Total Operating Income
- Change Grand Total Expenses to Total Expenses
- Add the line item Net Deficit

Ms. Parseliti noted that the proposed Resolution appropriating funds from the Fund Balance to cover the deficit in some line items included more funds than were needed. This was done to ensure that adequate funds would be available to cover any obligations. Any unused funds would be returned to the District Fund Balance account.

Mr. DuBaldo moved acceptance of the following resolution:

RESOLVE THAT.....The Downtown Manchester Special Services District appropriates monies from the Downtown District Fund Balance to cover deficits in the following accounts:

**Revenue Accounts**

\$5,100 to Revenue Account 4003501 4410 Interest

\$7,202 to Revenue Account 4003801 4600 Miscellaneous Income

**Expense Accounts**

\$5,871.00 to Expense Account 27 000000 6310 Professional & Technical Services

\$100.00 to Expense Account 27 000000 6440 Rents & Storage

\$29,742.00 to Expense Account 27 000000 6455 Repairs to Buildings & Grounds

\$188.00 to Expense Account 27 000000 6610 Office Supplies

\$13.00 to Expense Account 27 000000 6836 Residential Rebate

Mr. Esposito seconded the motion, which passed unanimously (5-0-0).

**Crusin' on Main Street 2009 Preliminary Report**

Mr. Firestone reported that in spite of the weather more than half the usual amount of cars showed up. The streets were filled with spectators and the event had good press. Channel 30 and 61 were there the day of the event. Monday the Courant ran a picture and the JI had pictures and a story. Ms. Parseliti had time only to talk to a few restaurants and they reported good business and the antiques stores all had business the day of the event and some bounce back business after. Mr. Esposito reported that all vendors would return next year. Overall the event was a very positive thing for the town. Ms. Parseliti will have a full Crusin' on Main 2009 report by the next regularly scheduled BOC meeting. The commission also decided that they would invite the Crusin' Committee to the next BOC meeting to start discussions now how they would proceed for next year. Mr. Tunila asked that the minutes reflect the commission's appreciation to Tana Parseliti, Ed Firestone, Mike Esposito, and Hope Igdalsky for all their hard work on Cruisin' on Main Street 2009.

**Cross Street Banner Policy Update**

Ms. Parseliti reported that the SHARE Committee would like to approach the Town again regarding the fee for the banners. The not for profit members of SHARE feel that the fee poses a hardship for them financially. They feel that they are trying to make life in Manchester a better place to live and they have very limited funds and would like to write a letter and ask for the decision to be reversed. The SHARE Committee would like the District to also participate in this letter even though we have already been rejected in terms of reversing of the decision. Ms. Sinnammon moved to lend our identity to the letter with the delineation that we are not a not for profit entity and that the BOC would have to see and approve the letter first. Mr. DuBaldo seconded the motion. The motion passed (3-1-1) with a no from Mr. Tunila and Ms. Igdalsky abstained.

**Strategic Plan Review Meeting**

Ms. Parseliti recommended that the commission meet to review the status of work on the District Strategic Plan and reach agreement on the priorities for FY 2009-2010. A meeting was set for Monday, September 21, at 8:00 am at the Downtown Special Services District Office.

**Public Comment** – None.

**Other Business** - None

**Adjourn** – There being no further business Mr. Firestone moved to adjourn at 7:00 PM. Ms. Sinnamon seconded the motion and the motion passed unanimously (5-0-0).

Respectfully submitted,  
Sabina K. Wilson, Administrative Assistant  
Recorder