

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

April 08, 2026

8 AM

Meeting held at Work_Space, 903 Main Street

MEMBERS PRESENT: Tarek Ambia, Finance Chair
 Nicholas DuBaldo, Secretary
 Sophia Dzialo
 Esther Jeffery

EX OFFICIO MEMBERS PRESENT:
 Pastor John Lautenbach – Church Representative

ALSO PRESENT: Adam DeLaura
 Bernie LeBel
 Bill Ludwig
 Nick Sanguinetti
 Kelly Ray

STAFF PRESENT: Kate Sulick

MEMBERS ABSENT: Joseph Datta
 Ryan Fagan
 Daniel Mulligan, Chair

EX OFFICIO MEMBERS
ABSENT: Millie Texidor – GMCC Representative
 Gary Anderson, Director Planning and Development

STAFF ABSENT: None

Call to Order:

- Mr. DuBaldo invites Ms. Jeffery to run the meeting. Ms. Jeffery calls the meeting to order at 8:08

Roll Call:

- Ms. Jeffery noted those present and absent.

Minutes:

- March 11, 2026. A motion to approve the minutes is made by Ms. Dzialo, Mr. Ambia

seconds. All approve.

O&G Update:

- Library Update - Mr. Sanguinetti reports that lots of great things are happening at the library. They have begun coordinating furniture deliveries, which means that they're getting close to the end of the construction process. They estimate that April 16th will be the carpet delivery and then receive fixtures after. There are also a few pieces on the roof including solar which are awaiting install. The current estimate is mid-June for delivery of the books. He notes that the battery storage generators are still in-process, but the placement of those batteries are awaiting approval from the various agencies. When the library opens, it will be 100% on-grid for power, but should roll over at some point thereafter.
- Ms. Sulick asks when the sidewalk will clear up. Mr. Sanguinetti says mid-May to begin, but mid-June by the time it's all cleared. Mr. Sanguinetti invites the board to tour the facility. Ms. Dzialo suggests an afternoon meeting for better lighting.

Public Comment:

- Imagine Manchester/Silk City Fest - Mr. Ludwig says that the event they are looking to run is the former Art Fud event, where Purnell Place parking lot is. They would like to change the event parameters to completely close Purnell Place for the day and "flip" the former footprint to have the staging closer to the elbow of Purnell Place. Additionally, August 22 is the anniversary of Urban Lodge and they would like to take part in the event. Mr. DuBaldo mentions that in the past, there were some fire code issues with closing the entirety of the Purnell Lot, and for businesses like his requiring access through the Purnell Place lot. What used to happen was after the business closed at 1:00, he allowed access to his back lot for handicap parking for the event. Ms. Jeffery says that there are a few other businesses that would or could be affected by a closure of the parking lot and there would need to be a parking plan for those. Ms. Sulick will work with them to figure out the next steps.
- UR Community Cares - Ms. Sulick says that this is UR Community Cares' third year holding this event which is roughly 100 people. The event will have people painting on easels and a DJ. They use the parking lot spaces (Ms. Sulick will request a map from them), and the police have already cleared the event. Mr. DuBaldo says that if there haven't been material changes to the event and they've held it for more than two years without substantial issues, they should be good to go without specific board approval.

District Chair Report:

- None present

GMCC Report:

- None present.

Parking Report:

- Ms. Sulick passes out a physical report showing the Q1 revenue from 2025 and 2026. She notes that permit revenue is relatively stable, but usually Q1 permits are higher due to annual permits being sold. Daily parking is down, and transaction fees are significantly higher per transaction. Mr. DuBaldo recommends looking in to the flat fee vs percentage fees of the daily parking in case there are both types inflating that cost. Ms. Sulick reports that the parking program is projected to remain in the red, however if there is a slight increase to the pricing structure, we can bring the program to neutrality. She further notes that there are options to explore with the parking system providers as well as potentially building our own system. Ms. Jeffery says that the current annual rate is only about .70 per day. Mr. Ambia feels that residents are parking up to 24 hours per day, most business-use are 8 hours or less, 5 days a week. He would like to see a breakdown of resident permits and business permits as well as a confirmation of the bulk pricing options for businesses.
- Parking Management - Ms. Sulick has reached out to 8 other companies to acquire quotes for their systems and processes. She says that it was a very difficult process to convert the old phones to new phones using the existing Passport system.

Maintenance & Beautification:

- Snowflakes & Banners - Ms. Sulick reports that the transition should happen today or shortly thereafter as there was a delay in banner production.
- Plan to resolve trash buildup - The landscaper admitted that they neglected to do appropriate cleanup during the winter. Also, there is a meeting with DPW to address the trash accumulation at the former Tong property.
- Repainting trash cans & planters - Ms. Sulick says that this is a weather-dependent volunteer event April 25, or May 2 (weather permitting). Ms. Jeffery says that there were six planters that needed to be retired and will not be going out, but they will

use some rectangular substitutes that the District already has. The cans could be out the first week of May if the painting happens on schedule.

- Paint Pricing - There are three levels of pricing for paint \$696 for top-level paint, \$438 for the next tier, about \$380 for the last tier which requires primer. Ms. Jeffery is concerned about the quality of paint. Mr. Ambia says that if we're getting 2-3 years with the mid-grade that might be fine. Ms. Ray says that Rebuilding Together might be able to provide some volunteer assistance. A motion to approve expenditures up to \$750 for the repainting of the planters.
- Ms. Sulick also inquires about the maintenance of the monument plantings which is likely an additional \$700 for the new plantings. She would like to reach out to Memorial Day Committee to ensure they are still supplying the plantings and we will continue to handle the maintenance.

Planning & EDC Report:

- Planning & EDC - Mr. DeLaura recommends that if the 942 Main Street development happens, there would be 60+ resident parking permits, and that the permit rates should be finalized soon. The only other large thing going on is that RFPs for the Mary Cheney Library building, Work_Space, and the old 8th district firehouse are open. Mr. DeLaura also says that there will be an additional meeting to discuss the library parking lot.

Manager's Report:

- Ms. Sulick reports that the last letter should be out today, but the process is now ahead of the adjusted schedule. The next step is receiving the petition candidates and then ballots and mailers will be sent out for the June 9 election date.

Finance Committee:

- 25-26 Finance Update - Ms. Sulick passes out a quick update and notes that she is creating a living drive for the budget spreadsheet. This would be a simplified version of what Munis shows. Mr. Lautenbach asks about the snow removal line. Ms. Sulick says that some of that is going to be clarified with an additional meeting with the Town.

Marketing Update:

- Ms. Dzialo reports that this first-time event (Egg Hop) was very well-received and active. There were some new businesses taking part which was also appreciated. She notes that the Army & Navy Club is excited to continue supporting future

events. Additionally, she has been working with other businesses to get them on Locable. Ms. Jeffery expresses her appreciation for Ms. Ray acting as the Easter Bunny for that event.

Old Business:

- None

Public Comment:

- None at this time

Other Business:

- None at this time

Adjourn

- There being no further business, a motion to adjourn the meeting is made by Mr. Ambia at 9:17 AM, seconded by Ms. Dzialo. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder