

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

**January 14, 2026
8 AM**

Meeting held at Work_Space, 903 Main Street

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

EX OFFICIO MEMBERS PRESENT:
Gary Anderson, Director Planning and Development

ALSO PRESENT: Richard Clark
Adam DeLaura
Nick Sanguinetti

STAFF PRESENT: Kate Sulick

MEMBERS ABSENT: Joseph Datta
Ryan Fagan

EX OFFICIO MEMBERS
ABSENT: Millie Texidor – GMCC Representative

STAFF ABSENT: None

Call to Order:

- Mr. Mulligan calls the meeting to order at 8:02 AM.

Roll Call:

- Mr. Mulligan noted those present and absent.

Minutes:

- December 10, 2025. A motion to approve the minutes is made by Ms. Dzialo, seconded by Ms. Jeffery. All approve.

O&G Update:

- Mr. Sanguinetti reports that there is a lot of ongoing interior work from walls going up to painting and installing lighting. Regarding the exterior work going on; windows should be being set soon and the brickwork is almost wrapped up. Mr. Sanguinetti further reports that there is still a target of the end of April for construction completion.

Public Comment:

- We received an email from Mr. Stephanou about a 250th anniversary party.

District Chair Report:

- None at this time

GMCC Report:

- None present

Parking Report:

- Mr. Mulligan reports that an offer was extended to the prospective constable, who accepted. Mr. Mulligan has begun getting further into the Passport data. He mentions that since 2021, we are owed more money in citations than we have collected and he would like to delve further into that data to determine the reason(s). Ms. Dzialo recommends allowing a pass-through of the processing fees to the violation fines. Mr. Mulligan also notes that there has been a substantial drop in permit sales over the past two years.

Maintenance & Beautification:

- Ms. Sulick reports that Mountain View Landscaping has changed their business name but has also accepted our contract renewal.

Planning & EDC Report:

- Mr. Anderson reports that news on the 942 Main Street site may be on the next BoD meeting. There would likely be a proposal to enter into a contract with a developer. He further reports that there was news that the Town received a grant for the cycle track which is unrelated to the pending streetscape lawsuit; that will likely be in next year's spring construction cycle. Mr. DeLaura said that construction at the new restaurant is still in-process. Mr. Anderson reminds the Board that if tenants put up signage or adjust signage, the tenants still need to get in contact with zoning to make sure they are in compliance. Ms. Dzialo would like to schedule some social media postings about the pending cycle track once there is more solid information. Mr. Anderson says that there will likely be some opportunities for revenue from parking permits in the upcoming 942 development.

Manager's Report:

- Ms. Sulick emailed that the event sponsorships rolled out last week, and will be made open to the public in town this week. Ms. Dzialo says that there are roughly \$10,000 in sponsors for the coming event season. She also notes that Stripe is now up and running which makes payments for banners and sponsorships much easier. Downtown Decorations offers free design options and those should be available soon for the new banner designs.

Finance Committee:

- Mr. Mulligan passed out two proposed budgets and a mill rate history with fund balance. One budget is for a part-time manager, the second is a full-time manager. Regardless, the mill rate would increase to 3.98% and the remainder would be from fund balance. Mr. Mulligan believes that the banner program hasn't been correctly attributed in the past and that should be corrected now. He also feels that the budget is relatively conservative, but that may not be a bad thing. Ms. Dzialo feels that it's necessary to have a full-time position especially given the history of turnover as a part-time position. Mr. Mulligan agrees and believes that part of the reason the finances are where they are is due to the lack in the part-time position. He also feels that there is a lot of room in Passport to gain revenue. While there will be an added constable, it will likely be a wash with the citations issued and the costs of the constable. Ms. Jeffery would like to see the breakdown of permit holders and where there might have been a reduction in employment. Mr. Anderson says that there's also the increase in the free lot capacity. Ms. Dzialo says that there also may be room to increase banner sales. Ms. Jeffery says that when the Marketing committee needed its own large budget that wasn't being helped by sponsorships, there was roughly \$10,000 expensed; the majority of that could be regained because of the increase in sponsorships. Ms. Jeffery feels that there aren't enough hours in the part-time position to fill the responsibilities of the District and the manager position. Additionally, that it shows a commitment to our constituents to have consistency and capability in the position. Mr. Ambia recalls that he would see Ms. Parseliti on an almost daily basis on the street talking with the constituents. A motion to select a proposed budget for presentation at the annual meeting is made by Ms. Dzialo, seconded by Mr. Ambia. All approve. Mr. DuBaldo suggests a floating scale showing the differences in use of fund balance and the mill rate also being presented at the annual meeting to better illustrate liabilities. Mr. Mulligan will review those numbers. Ms. Dzialo would like a legend for the specific line items so we better understand where the lines we have are actually dispersed within MUNIS.

Marketing Update:

- Ms. Dzialo reports that there aren't any large events coming right now, but the '26 events are in-process. There has been a lot of interest from the constituents who would like to be featured virtually. She has also performed a lot of education about the things the District does and doesn't do, but feels that based on the feedback she's received that there's a growing feeling of excitement in the District. She would also like to explore Manchester merchandise sales through the District.

Election:

- Mr. DuBaldo will sit on the nominating committee. Ms. Dzialo feels that there isn't a good enough representation of the owners and would like to see space

available through the lessee spaces. Mr. DuBaldo notes that property owners can designate appointees for the property owner position regardless of if that individual is a tenant or not.

Other Business:

- None

Old Business:

- None

Public Comment:

- None at this time

Adjourn

- There being no further business, a motion to adjourn the meeting is made by Mr. Ambia at 9:06 AM, seconded by Ms. Jeffery. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder