

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

June 10, 2026

8 AM

Meeting held at Work_Space, 903 Main Street

MEMBERS PRESENT: Nicholas DuBaldo, Secretary
 Sophia Dzialo
 Glenn Gerhard
 Ryan Fagan
 Esther Jeffery
 Ken O'Hara

EX OFFICIO MEMBERS PRESENT: None

ALSO PRESENT: Richard Clark
 Adam DeLaura
 Constable Patrick
 Kelly Ray
 Tom Tomko

STAFF PRESENT: Kate Sulick

MEMBERS ABSENT: Tarek Ambia

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

STAFF ABSENT: None

Call to Order:

- Mr. DuBaldo calls the meeting to order at 8:02 AM and invites Ms. Jeffery to run the remainder of the meeting.

Roll Call:

- Ms. Jeffery noted those present and absent.

Minutes:

- May 13, 2026. A motion to approve the minutes is made by Mr. Fagan, seconded by Ms. Dzialo. All approve.

O&G Update:

- None present

Public Comment:

- None at this time

District Chair Report:

- None at this time

Planning & EDC Report:

- Mr. DeLaura reports that there aren't many updates, but the RFP is still available for the former Mary Cheney Library and 901/903 Main Street. 18 Main Street (former 8th District headquarters) will undergo public opinions about what should be done with that building. The Broad Street (former Parkade) property is now undergoing sitework, and the Spruce Street markets are now open for the season. He also notes that the pump track is closed through Thursday for repairs. Mr. Tomko asks about the RFP going out for the drainage on Bissel/Birch. Mr. DeLaura asks that Mr. Tomko follow up with engineering. Mr. Tomko is concerned about the lack of action over the past two years and the subsequent significant property damage as a result of that lack of action. Mr. O'Hara believes that duration is approaching, if not already, negligent action.

Biennial Election Process:

- Appoint Officers - Mr. Gerhard volunteers for the position of Chair. Mr. O'Hara feels that Mr. Gerhard would be a great personality and skill fit. Ms. Jeffery volunteers for the position of Vice Chair. Mr. DuBaldo is willing to serve as Secretary again. There are no additional nominations. A vote is taken for Chair, unanimous in favor of Mr. Gerhard. A vote is taken for Vice chair, unanimous in favor of Ms. Jeffery. A vote is taken for Secretary, unanimous in favor of Mr. DuBaldo.
- Appoint Committee Chairs – Ms. Dzialo will chair the Marketing Committee. Mr. Fagan will chair the Parking Committee. Mr. O'Hara will chair Maintenance & Beautification. Mr. Gerhard will chair the Finance Committee.

Finance Committee:

- Ms. Sulick presents a revised budget and notes that the Town Accounting team is really diving into the budget and expenses to clarify lines. She also notes that many of our events are paying for themselves and will be income and expenses. Ms. Sulick says that banner payments are still outstanding, Ms. Dzialo will double-check the outstanding invoices and contact the organizations. Ms. Sulick will add fund balance totals to the current budget sheets. Ms. Jeffery would like to see some individual meetings to bring the new members current on information.

Parking Report:

- Ms. Sulick states that she has now met with most of the other parking companies and has not found a good fit for Downtown. A meeting with Park Mobile is still pending. Ms. Sulick also states that Passport's contact with the District has improved recently. Mr. Fagan reminds the board that if the streetscape project goes through that will impact future parking plans. Constable Patrick says that street condition is decent but can always be improved, also that the new constable enjoys his position and seems to be doing well.

Marketing Update:

- Ms. Dzialo reports that the Art Stroll is coming up this weekend. She notes that there was a lot of positive feedback about helping the second-floor businesses get exposure at street-level. The Locable platform has gotten much more traction with the businesses to post information and events. She informs the Board that there was a meeting with a potential tenant of the former Jaicoby Scott Salon, with a possible announcement coming July 1, and potential opening Sept. 1. She further states that the website is slowly being updated on a page by page basis. Mr. Tomko asks about the remodeling of the Tinker building; Mr. DeLaura says that they might have ideas, but they have not pulled permits yet. Mr. Tomko expresses positive feedback about the publicity of the Downtown. Ms. Dzialo says that the marketing views have exploded over the past year with posts getting 50-100k views. Mr. Tomko reminds her that views don't always equate to actual click-throughs and actions. Ms. Dzialo notes that many of the posts also show click-through actions and following through with further clicks into the website for business listings and events as the primary targets. Mr. Clark asks for clarification on the Tinker building. Ms. Dzialo says that there is a potential tenant, but it's not confirmed yet. Mr. Clark would love to see those empty storefronts converted to businesses. Mr. Gerhard asks if the views are primarily Facebook or Instagram. Ms. Dzialo says that cross-posting is easiest through Meta and gets the most action. Posting on Instagram is slower and a more even-pace. Mr. O'Hara says that Instagram and TikTok share demographics, so it's good to utilize both. Ms. Dzialo

says that Meta age groups are usually 30-60+. She also reminds the Board that the District is monetized through Facebook which reduces our costs of promotions.

Maintenance & Beautification:

- Ms. Sulick reports that the new flowers are in, and several of the trash cans have been painted with 18 remaining. She also notes that when the planters are being moved, they chip. Constable Patrick says that this is the time of year that the signage at the entrance of the Oak Street parking lot gets covered by vegetation. He also says that there is a sign on Birch that was knocked over and needs to be replaced. Mr. Tomko asks if the District is going to do anything to celebrate the 250th anniversary. Ms. Sulick will follow up with Parks and Rec, she knows that there will be a banner installed at some point. Ms. Jeffery says that the Second Saturday event will be America 250.

Manager's Report:

- Nothing additional

GMCC Report:

- Ms. Ray expresses her gratitude for supporting the 40th golf tournament this past Wednesday.

Old Business:

- None

Public Comment:

- Mr. Clark says that there are a few outstanding window presentations like Perennial and the 180 Barber Shop; the window box planters also look great. Mr. Tomko would like to see a database with each property owner with email, phone, or other contact information. Ms. Jeffery says that long gone are the days where the local folks own the buildings down here. Mr. DeLaura says that many of the property owners go out of their way to not have public contact information. Ms. Dzialo says that she has built a database through Locable for the business listings. She notes that often times, maintaining after building the contact system will be problematic. Mr. Tomko feels that once the spreadsheet is built, it shouldn't be too difficult to maintain any noticed changes. Mr. Clark says that Perennial has put out a call for available space in their shop for a micro-business. He also

expresses his disappointment at the 945 Main Street property keeping their gate locked which closes the walkway between the buildings.

Other Business:

- Mr. Gerhard asks for clarification about Silk City Fest. Ms. Dzialo says it's a separate non-profit that holds occasional events. Mr. DuBaldo says that next month begins the 15th summer concert season on Thursday nights in Center Memorial Park.

Adjourn

- There being no further business, a motion to adjourn the meeting is made by Ms. Dzialo at 9:11 AM, seconded by Mr. Fagan. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder