

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

**January 11, 2023**

**8 AM**

Meeting held at Work\_Space, 903 Main Street

MEMBERS PRESENT: Sophia Dzialo, Chair  
Daniel Mulligan, Vice-Chair  
Nicholas DuBaldo, Secretary  
Ryan Fagan

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

ALSO PRESENT: None

STAFF PRESENT: Bernie LeBel, Downtown Manager

MEMBERS ABSENT: Joseph Lipiner  
Tarek Ambia

EX OFFICIO MEMBERS  
ABSENT:

**Call to Order:**

- Ms. Dzialo calls the meeting to order at 8:05 AM

**Roll Call:**

- Ms. Dzialo noted those present and absent.

**Minutes:**

- A motion to approve the minutes of December 14, 2022 is made by Mr. Mulligan, seconded by Mr. Fagan, all approve.

**Public Comment:**

- None Present

**Manager's Report:**

- Ms. LeBel reports that she has been looking at winter safety-color coats for the constables. She found some at U-line, but would like other input. Mr. Mulligan recommends looking at Northern Tool. Ms. LeBel will send a reminder to the constituents that the annual meeting will be held in the Manchester Room at Town Hall.

**Commissioner Reports:**

- Chair – Not at this time
- Vice-Chair – Not at this time
- Secretary – Not at this time
- Finance – Not present

#### **Finance:**

- Ms. LeBel contacted Tim Bockus at the Department of Public Works who recommended budgeting \$5-6k for snow windrow removal. She notes that temporary salaries have been adjusted to the past 6 months of data and doubled, likewise for the associated costs to more accurately reflect those expected expenses. She notes that the budget projections show an estimated deficit of \$8,250 - Mr. DuBaldo mentions that the YTD parking revenue projects that the District would have income \$8-11k greater than the projection shown which could offset the deficit.
- Ms. LeBel states that Ms. Press (former Downtown Manager) is currently the account owner of the Downtown Credit Card – Ms. LeBel and Ms. Press would like the account information changed over to Ms. LeBel. All approve.

#### **Parking:**

- Ms. LeBel recently received some metrics reports from Passport - she will review the data and report more fully at the February meeting.

#### **Marketing:**

- Nothing at this time due to the Marketing Assistant having e-mail issues.

#### **Maintenance & Beautification:**

- Ms. LeBel was contacted by Ted Peterson at Downtown Decorations to remove the pole wraps and replace them with the banners. Due to the e-mail issues of the past week, Ms. Press previously state that she is a little backed up on following up with banner sponsors who haven't renewed/paid. Ms. LeBel will hold off on the installations until there is a substantial increase in renewals. Ms. LeBel received education about contract bid posting and will begin the process tomorrow morning- with a bid going out in January, there is plenty of time to get it situated before the contract begins in March.

#### **Downtown Development Specialist Report:**

- Mr. Anderson reports that his department is trying to hire an Economic Development Specialist and at least half of that individual's time will be downtown. He notes that Public Works will be doing survey work in and around the downtown area to advance the streetscape designs. His department submitted a community advancement fund grant for the library

and the streetscape changes; he clarifies that library money is already locked-in, but the streetscape funding has not yet been sourced. The closing for 942 Main will likely happen around the end of January. He informs the Board that flashing signage and moving signage is not allowed through zoning, there was a temporary change through COVID, but enforcement will likely be happening going forward. He also mentions that the Bicentennial effort will be reaching out about banners. Mr. Fagan asks about how the tenants at 942 are dealing with the potential sale. Mr. Anderson replies that most are not happy about it (with estimated move-out by end of year).

#### **Old Business:**

- Downtown Cannabis – Ms. LeBel attached the finalized response to the Board of Directors regarding their request for the consumption of cannabis within the Downtown.
- Annual Meeting - Ms. LeBel has had the postcards made up and the dates finalized for the coming year; the annual meeting is scheduled for January 18.

#### **New Business:**

- The constables and Ms. Press had inquired about the snow removal equipment in the Forest Lot, the Department of Public Works noted that it is the snow removal contractor's.
- Mr. Fagan asked about prep for next week's meeting and agendas, etc. Bernie states that due to the e-mail issues last week, those got set back but she will have materials available shortly.

#### **Public Comment:**

- None at this time

#### **Adjourn**

- There being no further business a motion to adjourn is made by Mr. Fagan at 8:42 AM, seconded by Mr. Mulligan. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder