

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

**February 15, 2023  
8 AM**

Meeting held at Work\_Space, 903 Main Street

MEMBERS PRESENT:        Sophia Dzialo, Chair  
                                 Daniel Mulligan, Vice-Chair  
                                 Nicholas DuBaldo, Secretary  
                                 Tarek Ambia, Finance Chair

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

ALSO PRESENT:            None

STAFF PRESENT:           Bernie LeBel, Downtown Manager

MEMBERS ABSENT:        Ryan Fagan  
                                 Joseph Lipiner

EX OFFICIO MEMBERS  
ABSENT:

**Call to Order:**

- Ms. Dzialo calls the meeting to order at 8:10 AM

**Roll Call:**

- Ms. Dzialo noted those present and absent.

**Minutes:**

- A motion to approve the minutes of January 11, 2023 is made by Mr. Mulligan, seconded by Mr. Ambia, all approve.

**Public Comment:**

- None Present

**Manager's Report:**

- Ms. LeBel reports that there was a complaint by Frog & Fable about the amount of trash on the street; Ms. LeBel notes that we have fewer receptacles available in the winter. She also reports that a flickering light in the Birch Street lot has been fixed. She was contacted by Steve from Bui who is interested in arranging a protest – Ms. LeBel put him in contact with the Town Police. Ms. LeBel also received a complaint from a Bissell resident about a truck blocking her driveway; the owner of the truck contacted the District about the complaint, the police also were in contact and stated that

there is a parking ban on overnight street parking until April 1. The truck driver has since found an appropriate place to park. Ms. LeBel is still following up on the permitting process. She also inquired with the GMCC about a replacement member to attend meetings.

- Silk City Fest 08-26-23 – Art FUD would like to hold their event again
- UR Community Cares Fundraiser – They would like to have a fundraiser with Urban Lodge on Purnell Place. The event would require a shutdown of the one-way portion of Purnell place for the duration of the event. Food will be served outside but alcohol will only be served inside Urban Lodge. Mr. Anderson recommends that they present their event in-person. The Board is amenable to the proposed plan would like to ensure that there are no major negative impacts due to the footprint of the event.
- Constable Jackets – Ms. LeBel has sourced a 4-in-1 parka which would be suitable for the constables at the cost of \$140 plus monogramming. Mr. Mulligan recommends purchasing those jackets, Mr. Ambia agrees.
- Fine Fettle - Ms. LeBel received an e-mail from the owner of Fine Fettle asking for a letter of support from the District. Ms. Dzialo would like some clarification that this letter of support is actually a requirement for that business to operate or just a simple inquiry. Mr. Anderson confirms that they were required to source letters of support from the community, but wonders why they would need a letter from the Downtown. The Board congratulates Fine Fettle on the opening of their store.

### **Commissioner Reports:**

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

### **Finance:**

- 23/24 Proposed Budget – Ms. LeBel notes that there were a few tweaks to the proposed budget based on the response from the Annual Meeting. Mr. DuBaldo recommends removing the concert insurance expense pending verification of the current insurance covering our events. Ms. LeBel reports that the Town has furnished us with the total of fund balance available and that the credit card is in the process of getting changed over to Ms. LeBel.

### **Parking:**

- Residential Permits for Madison St. Resident – Ms. LeBel informs the Board that there is a resident on the border of the Downtown who does not have

enough parking at her residence and would like to purchase parking passes for overnight parking. The current parking program is worded only for residents within the Downtown. The board is not inclined to modify the wording of the parking requirements at this time.

- Signage in St. James Lot & Cottage Lot – Ms. LeBel reports that there are several free lots which utilize a "public parking" sign. Mr. Anderson suggests looking at an adhesive to cover the out-of-date language rather than purchasing a new sign. Stacey Zakin spoke with Ms. LeBel prior to the meeting and mentioned that there is no signage indicating the free lot behind Oak Street Pub.
- Ms. LeBel inquired with Passport about the ability for business to purchase permits in bulk and maintain those permits rather than assign those permits to each employee. Non-profit businesses typically have a high turnover and this would allow them to switch license plates as-needed without Downtown intervention. Passport has asked for more clarification about creating the chalking reports with the data and organization we would like.

### **Marketing:**

- Ms. Dzialo reports that there is a public meeting later today to inquire as to what constituents would like to see the Marketing Committee focus on for the coming seasons.

### **Maintenance & Beautification:**

- Ms. LeBel reports that there have been 22 of 30 payments for the banners; only one has not renewed; 4 businesses have been non-responsive; the rest are "on the way". The maintenance contract has been posted and there are 5 proposals received - the compilation of bids will be available shortly and the board will review those online and determine from there. The survey crew (preparing for the streetscape) asked for a schedule of Downtown events, the landscaper will also need one.

### **Constituent Support Report:**

- None present

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

- Mr. Anderson reports that outdoor dining permits will be available beginning March 1. Tonight, there is a planning and conservation development draft plan viewing from 7:00 PM at Work\_Space and that Downtown is a major piece of this draft. He also notes that the 942 Main Street purchase closing should be February 28.

### **Old Business:**

- None at this time

**New Business:**

- Ms. LeBel and Mr. Anderson will be meeting with the CT Main Street Center about their assessment program.

**Public Comment:**

- None present

**Adjourn**

- There being no further business a motion to adjourn is made by Mr. Mulligan at 8:59 AM, seconded by Mr. Ambia. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder