

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

April 19, 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:

STAFF PRESENT: Bernie LeBel, Downtown Manager

MEMBERS ABSENT: Tarek Ambia, Finance Chair
Joseph Lipiner

EX OFFICIO MEMBERS
ABSENT:

Call to Order:

- Ms. Dzialo calls the meeting to order at 8:00 AM

Roll Call:

- Ms. Dzialo noted those present and absent.

Minutes:

- A motion to approve the minutes of March 29, 2023 is made by Mr. Fagan, seconded by Mr. Mulligan, all approve.

Public Comment:

- None present

Manager's Report:

- Ms. LeBel reports that Little Bird Clay would like the District to explore Main Street signage for the off-Main businesses, Salon 292 mentioned that signage should have been placed at the corner of Main and Purnell for the off-Main businesses and would like an update. Mr. Anderson states that there is a commitment for one sign as part of the streetscape plan rather than on its own and that funding is starting to come in for the streetscape plan. He also notes that the Town does not currently have a plan to install signage for

every side street.

- Ms. LeBel updates the Board on the issue with a resident on the bench at Frame Dimensions; Ms. LeBel spoke with Tim Bohr from MACC, he thinks that services may already be rendered to that individual but MACC will look into it. Ms. LeBel states that George from Beauty 911 asked about waiving a customer's overtime ticket. Ms. LeBel explained to him that the District is no longer waiving tickets. She states that George said he will pay the ticket for his customer. Ms. LeBel would like to have Carl Rosa from the Main Street Association to explain the assessment results and mentions that he will attend the May 10 meeting. Mr. Rosa noted that he would like to remind the District that the recommendations are based on four points. Ms. LeBel reached out to Rob Clark at Artisan Ink regarding embroidering logos on the constables' jackets. Ms. LeBel also notes that Chris Heustis from ArtFud will have the location for the portable toilets moved for this coming year's event. She also mentions that there was contact from Army/Navy Club about holding an event in the Forest Lot which would involve two food trucks. Ms. LeBel compared the bylaws on the website to the printed bylaws in our District manual and they are the same. Based on public comments at the last meeting, a plan will be created for Ms. LeBel to schedule time to meet face to face with our constituents.
- Permit applications – Ms. LeBel and Mr. Anderson will follow up on this.
- Farmer's Market - Howard Jacobs inquired about the farmers' market and he would like to have some more farmers especially fruit farmers attend and vend his market. Ms. Press sent an email to the District to gain outreach for the market.

Commissioner Reports:

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

Finance:

- Ms. LeBel reports that the 22-23 budget only shows parking and citation revenue through February; a separate spreadsheet details the Passport costs but net revenue is roughly \$28,000; salaries for the constables are not included because they are fixed costs. She clarifies that cell phone service for the three individuals is \$123 per month. She mentions that #6490 Print and Other Advertising was allocated \$6,000 and has spent less than \$1,000 so far with Facebook marketing and Town printing, ribbon for ceremonies, 2nd Saturday promotional items as the primary expensed items so far.

Locable expenses and their terms are also included in the Finance Report (we are on year 2 of a 3 year plan).

Parking:

- Ms. LeBel sent an e-mail to Jim Meyer about correcting the signs in the free lots but she has not yet received a reply; she will call to follow-up. She did receive an update from Passport regarding the chalking reports; Passport sent a video showing how to download the reports we asked for. Ms. LeBel will be reviewing that data.

Marketing:

- Ms. Press asked Ms. LeBel to hold the tree-lighting event in Center Park. However, Chris Silver will not be able to plan for an event like that this year.

Maintenance & Beautification:

- Ms. LeBel reports that the planters were returned early and the pansies have been installed. She notes that the contractor has been very responsive. Banners for 2024/5 will need to be updated - sponsorships and redesigns will need to begin shortly. Mr. DuBaldo recommends activating the Banner Committee.

Constituent Support Report:

- None present

Downtown Development Specialist Report:

- Mr. Anderson reports that the Purnell barriers will be installed tomorrow for the first event this weekend. Businesses and restaurants have been contacted about interest in outdoor barriers for dining outside. He has noticed that new businesses have been coming in but may not have applied for sign permits (or some cases any permits). He would like to remind Ms. LeBel that if she knows of businesses coming in, to please inform them about permit applications and signage. Mr. Anderson reports that the Jamaican restaurant is taking longer than anticipated, but is still in-process. He does not have any updates on Lucky Taco at this time. He mentions that Forest Wine and Liquor's old space is still available and there is a new ice cream roll business arriving soon. Ms LeBel will meet with the new businesses. Mr. Anderson would like to know about seats that are open on the board and if there's a way that he can help identify new members for the commission.

Old Business:

- None at this time

New Business:

- Ms. LeBel states that she will be away from April 27 through May 1 but will be accessible through e-mail.

Public Comment:

- None present

Adjourn

- There being no further business a motion to adjourn is made by Mr. Mulligan at 8:36 AM, seconded by Mr. Fagan. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder