

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

**August 09, 2023  
8 AM**

Meeting held at Work\_Space, 903 Main Street

MEMBERS PRESENT: Daniel Mulligan, Acting Chair  
Nicholas DuBaldo, Secretary  
Sophia Dzialo  
Ryan Fagan  
Esther Jeffery

EX OFFICIO MEMBERS PRESENT: Millie Texidor – GMCC Representative

ALSO PRESENT: None

STAFF PRESENT: Bernie LeBel, Downtown Manager

MEMBERS ABSENT: Tarek Ambia, Finance Chair  
Joseph Lipiner

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

**Call to Order:**

- Mr. Mulligan calls the meeting to order at 8:01 AM

**Roll Call:**

- Mr. Mulligan noted those present and absent.

**Minutes:**

- A motion to approve the minutes of July 26, 2023 is made by Mr. Fagan, seconded by Ms. Dzialo. All approve.

**Public Comment:**

- Nothing at this time

**District Chair Report:**

- Nothing at this time

**Manager's Report:**

- Ms. LeBel reports that while on vacation last week, she received a few phone calls. One call was about a blocked storm drain which during a major rain storm caused damage to an employee's car. Ms. LeBel emailed Tim Bockus

who stated that he was aware of the issue and was looking into it. She also received a call about the need for additional handicap-accessible parking in the Purnell Place lot. Ms. LeBel followed up with that individual to inform them about the parking plans which has allowances for additional accessible parking; she mentioned that taking up two spaces can be doable if necessary (and properly placarded), she also recommended filling out the Town's contact form to let them know of the issue. Ms. LeBel states that the event form is still in-process but seems to be nearing completion. As it is shaping up, if the event is a Downtown event, there will be additional questions which will be asked of the applicant based on our requirements. Ms. LeBel reports that Artisan Ink is in-process on the embroidery of the constable jackets (totalling 6 logos across the two jackets).

### **Finance:**

- 22/23 YTD - Included in the packer is the finalized budget from 22-23 and the proposed budget for 23-24. Ms. LeBel also included an updated parking revenue/expense report - when taking into account the revenue from violations and permits/rent we had a total revenue over \$62,000; once associated expenses are taken out there is a very slight net loss (not including constable apparel). On the 22-23 budget, we showed less in expenses than revenue.

### **Parking:**

- Ms. LeBel reports that the resident who had multiple vehicles on his permit has purchased an additional permit for the other vehicle. She notes that Passport will also be looking into including warnings on the chalking report.

### **Marketing:**

- Ms. LeBel reports that Ms. Press sent her some notes with a few items to review. Ms. Press would like to send out a press release about promoting the Scarecrow Festival; last year the Scarecrow Festival had a \$1000 sponsor and final expenses for the event were \$1027. Ms. Press was wondering about asking for a \$10 donation per scarecrow. Ms. Dzialo feels that there may be a way to bolster the marketing budget, but by adding a sponsor, it allows more non-sponsors to participate in marketing events. She also states that the Marketing Committee would like to see a build-your-own scarecrow section. Mr. DuBaldo mentions that the Marketing Committee hasn't utilized their full \$6000 budget so there is already funding available if need be. Ms. Dzialo reflects on the successful events and that a lot of our positive feedback has been about activities within the events. Ms. Jeffery is not opposed to asking for a sponsor but feels that it needs to be strategic and limited to the larger events rather than include the smaller events. Ms. LeBel states that Ms. Press would like to discuss expanding the vendor market in the Green Lot to host events for adults and children. Mr. DuBaldo would like to make sure that it's not contingent upon the current footprint of that lot as

that lot will likely be changing and we may not have access to it next year. Ms. Dzialo believes that high-visibility events can cause people who are passing through to stop and explore or participate. Street corner maps would also help to highlight what's on each specific block to keep people moving around. Ms. Press updated the new business checklist which is attached to the packet. Mr. DuBaldo notes a few spelling errors in the checklist. Ms. LeBel will review the changes and update the file.

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

- Ms. LeBel is working on getting the banner program ready for the next cycle - there were four examples of sample banners presented last month; all the responses received so far were for option #3. Tim Bockus has stated the the District has access to 39 banner locations; last year we had 41. Ms. LeBel has not heard back from the veterans group about their banner plans, but we will plan for our 39 locations. Ms. LeBel states that she will need to review the procedures for the banner sales. The contract for the winter decorations also needs to be completed. Ms. LeBel asked the landscape contractor about trimming the weeds in the sidewalk and along the gutters prior to Cruisin' on Main.

#### **Constituent Support Report:**

- None present

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

- Mr. Anderson e-mailed that he would not be able to attend this meeting but plans to introduce the new Downtown Specialist as well as two incentive programs in September. He noted that there is a sign at a Downtown business that needs to be removed from Town property (utility pole).

#### **Old Business:**

- None at this time

#### **New Business:**

- None at this time

#### **Public Comment:**

- Mr. Fagan asks about the buildout on the new pub at the top of Purnell. Mr. Mulligan says that she's just getting into the buildout but does not have an opening date yet.

#### **Adjourn**

- There being no further business a motion to adjourn is made by Mr. Fagan at

8:48 AM, seconded by Ms. Dzialo. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder