

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

**February 12, 2025
8 AM**

Meeting held at Work_Space, 903 Main Street

MEMBERS PRESENT: Daniel Mulligan, Chair
Nicholas DuBaldo, Secretary
Tarek Ambia, Finance Co-Chair
Ryan Fagan

EX OFFICIO MEMBERS PRESENT: Millie Texidor – GMCC Representative

ALSO PRESENT: Jim Perrault
Nick Sanguinetti

STAFF ABSENT: Caroline Socha, Downtown Manager

MEMBERS ABSENT: Joseph Datta
Sophia Dzialo
Esther Jeffery

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

Call to Order:

- Mr. Mulligan calls the meeting to order at 8:06 AM.

Roll Call:

- Mr. Mulligan noted those present and absent.

Minutes:

- A motion to approve the minutes of January 8, 2025 is made by Mr. Fagan, seconded by Mr. Ambia. All approve.
- A motion to approve the minutes of December 11, 2024 is made by Mr. Ambia, seconded by Mr. Fagan. All approve.

Public Comment:

- O&G Industries – Mr. Sanguinetti reports that they currently have the fence and screen installed and are drilling the geothermal wells. Demolition inside has started now that abatement is complete. They have received Phase 2 bids for construction of the new building and those bids are now under scope reviews. They're looking at March for Phase 2 construction and foundation demolition, as well as concrete foundation work. Mr. Ambia asks about large equipment parked around the property. Mr. Sanguinetti says that most of

those trucks are Eversource removing power lines and he has already spoken to them about maintaining proper boundaries.

District Chair Report:

- None at this time

GMCC Report:

- Ms. Texidor reports that the Chamber is growing. In addition to her role with GMCC, she will be President of MACC Charities in the next few months. The Chamber is currently planning for their business expo at Wickham Park this summer, and March 29 will be the Chamber's annual meeting. Mr. Ambia asks about new businesses opening and if the Chamber solicits those businesses to join? Ms. Texidor confirms that they do. She would like to engage with businesses to better have a comprehensive knowledge base and hold quarterly meets to inform potential new businesses of rules and regulations in the town so those businesses have a better chance of succeeding.

Manager's Report:

- None present

Finance:

- Mr. Mulligan reports that he and Mr. Ambia have met with Ms. Socha about the budget. The budget needs a lot of work to determine what line items need to be changed and how. Going forward, they would like to see next year's budget setup begin in July and that should help with our accuracy. Ms. Socha is working with the Town to have access to MUNIS to have real-time numbers to further improve our accuracy. He recognizes that a large part of the budget revolves around parking and we need to increase the signage for paid parking. He states that the Town is considering changing the ordinance to allow for increasing parking fines if citations are not paid promptly. Mr. Mulligan would like to have some outside help either through the Town or an outside accountant to arrange the budget numbers to properly reflect the true nature of our budget. From parking to use of fund balance; he feels that there is a lot of ambiguity that needs to be cleaned up. Mr. Fagan would like to see line items for all subscriptions the District has. Mr. DuBaldo mentions that the Town's accounting doesn't allow for our custom reporting, but we can have our own adjustments on a custom spreadsheet once we have access to MUNIS and have our line items arranged or grouped as we need without changing the Town's organization. Mr. Mulligan notes that last year's budget did not accurately post use of fund balance and the slight increase in the mill rate. This year's budget will better split the increases across the two lines. He would also like to see a different "running total" derived from MUNIS to better display the percentages of how far along in the budget cycle

we are per item. A motion to approve the presented budget is made by Mr. Fagan, second by Mr. Ambia. All approve.

Executive Session:

- A motion to enter executive session to discuss personnel is made by Mr. Fagan at 8:35, seconded by Mr. Ambia.
- A motion to exit executive session is made by Mr. Fagan at 8:56, seconded by Mr. Ambia with no actions taken.

Parking:

- None at this time

Marketing:

- None at this time

Maintenance & Beautification:

- None at this time

Downtown Development Specialist Report:

- None present

Old Business:

- None at this time

New Business:

- None at this time

Public Comment:

- None at this time

Other Business:

- None at this time

Adjourn

- There being no further business, a motion to adjourn is made by Mr. Fagan seconded by Mr. Ambia at 8:57 AM. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder