

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

**July 9, 2025
8 AM**

Meeting held at Work_Space, 903 Main Street

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

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

ALSO PRESENT: Adam DeLaura
Nick Sanguinetti

STAFF PRESENT: Kate Sulick

MEMBERS ABSENT: Tarek Ambia, Finance Chair
Joseph Datta

EX OFFICIO MEMBERS
ABSENT: Millie Texidor – GMCC Representative

STAFF ABSENT: Caroline Socha, Downtown Manager

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 June 11, 2025 is made by Ms. Dzialo, seconded by Ms. Jeffery. All approve.

Public Comment:

- None at this time

O&G Update:

- Mr. Sanguinetti reports that steel arrived on time and is being installed. The next milestone is the building becoming watertight. Once the steel is 100% installed, the water wrapping will commence which should be around October. There's not much of a big update, but it is nice to be on schedule.

He notes that they will not be working this Saturday and that the Second Saturday event should be unaffected by construction.

Downtown Development Specialist Report:

- Mr. DeLaura reports that 845 Main has two potential tenants who have applied for signage permits, so that is in the works. One of those businesses is a personal trainer, the other is a skate shop. Adam followed up with Public Works and the road crews should be sending the District and Adam an e-mail about road work and street closures.

District Chair Report:

- Mr. Mulligan informs the board that there is an active lawsuit from a former employee.

GMCC Report:

- None present

Manager's Report:

- Nothing additional

Finance:

- Mr. Mulligan believes that we need to hire an outside consultant to diagnose the budget. He is concerned that the setup of the categories may not be ideal; while it's been balancing, it may not be as organized as efficiently as possible. Mr. Fagan agrees, especially with the way the entries are recorded. Mr. Anderson will consult with the Town Finance Department.

Parking:

- Mr. Mulligan reports that the committee interviewed a candidate and they feel it would be worth offering the position. Ms. Sulick reports that she has been answering the phone while the manager is away. She notes that there is no true mechanism to appeal tickets. Ms. Jeffery would like to ask if we can have better communication between the Downtown and the Police Dept. Mr. Anderson mentions that the District depends on parking revenue, so there may be more opportunity to develop the parking programs.

Public Comment:

- None at this time

Marketing:

- Ms. Dzialo reports that they are collaborating to hold a book festival later in the year which should be the largest in the state

Maintenance & Beautification:

- None at this time

Old Business:

- None at this time

New Business:

- None at this time

Executive Session:

- A motion to enter executive session to discuss employment is made at 8:27 by Mr. Fagan, seconded by Ms. Jeffery. Mr. Anderson and Mr. DeLaura are invited to stay.
- Executive session ends with no actions taken at 9:10.

Other Business:

- Ms. Jeffery inquires of Mr. Anderson about the permitting processes. Mr. Anderson says that it is in-process. Ms. Jeffery says that there is a stuck permit for Silk City Fest that needs to be adjusted. Mr. DeLaura will look into that.

Adjourn

- There being no further business, a motion to adjourn the meeting is made by Ms. Jeffery at 9:13 AM, seconded by Mr. Fagan. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder