

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

**December 10, 2025
8 AM**

Meeting held at Work_Space, 903 Main Street

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

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

ALSO PRESENT: Richard Clark
Adam DeLaura
Nick Sanguinetti

STAFF PRESENT: Kate Sulick

MEMBERS ABSENT: Joseph Datta

EX OFFICIO MEMBERS
ABSENT: Millie Texidor – GMCC Representative

STAFF ABSENT: None

Call to Order:

- Mr. Mulligan calls the meeting to order at 8:03 AM.

Roll Call:

- Mr. Mulligan noted those present and absent.

Minutes:

- November 12, 2025. A motion to approve the minutes is made by Ms. Dzialo, seconded by Ms. Jeffery. All approve.

O&G Update:

- Mr. Sanguinetti reports that there is a lot of interior work going on inside and there are roughly 85 people doing interior work on things like sheetrock. He states that window glass should start arriving in the next week or so and the geothermal laterals going into the building have been completed. He also reports that the Town has added some additional parking for the site through a purchase of a vacant property. O&G is trying to wrap up the southwest corner construction to alleviate some of the parking issues on the block.

Public Comment:

- Ms. Horvath emailed in that her building is having issues repairing the deteriorated bricks on the exterior due to the small scope of the project and the issue of it being a historical building. Mr. Anderson recommends having her reach out to Chris Till for a list of previous contractors that the Town has used.

District Chair Report:

- None at this time

GMCC Report:

- None present

Parking Report:

- Mr. Mulligan reports that there is an ambassador position interview today.

Maintenance & Beautification:

- Ms. Sulick says that Purchasing needs to know if the Board will renew the contract with Mountain View Landscaping. Ms. Jeffery says that the contractor has had significant improvement from the previous year but she still has some concerns about the fall plantings. Ms. Dzialo says that we can review the plans for those plantings with Mountain View to adjust for the coming year. Ms. Sulick says that Mountain View has been very responsive to phone calls. A motion to renew the contract with Mountain View Landscaping is made by Ms. Dzialo, seconded by Ms. Jeffery. All approve.

Planning & EDC Report:

- Mr. DeLaura says that 942 Main is still awaiting a Board of Directors finalization. He also reports that the Parkade project passed Planning and Zoning. Mr. DuBaldo asks for an update on 901/903 Main. Mr. Anderson says that the contract is in the purchaser's hand. Mr. DuBaldo asks if the Parkade site requires remediation. Mr. Anderson says that it does not, but the Nichols property across the street does and that's a separate project. Mr. DeLaura further reports that there was a meeting with Saint James Church about their consolidation plan and how that relates with the Downtown update.

Manager's Report:

- Ms. Sulick reports that there is a lot of activity coming through over the next 8 weeks or so, with the annual meeting, banner sales, and the upcoming election. She has created a sales deck to assist with the banner sales. She notes that annual event totals have surpassed 7000 visitors and social media reach over the past 28 days has surpassed 415,000. Ms. Dzialo says that the sponsorship programs have been on our radar over the past several years, and having clear benefits to Downtown investments presented will make these programs easier to manage. Mr. Anderson recommends passing

the completed information to the Chamber of Commerce. Ms. Dzialo says that with the implementation of Stripe handling payment processing, sponsor payments will be much more convenient. Ms. Sulick will contact the previous banner sponsors for renewals and will then solicit requests for the other spaces if available. Mr. DuBaldo says that there should be a timeline for the election process in the Manager's files. Ms. Sulick will research and review that.

Finance Committee:

- Mr. Mulligan says that the committee is looking for additional help with the budget. Ms. Sulick says that Mr. Wolverton has been very helpful and knowledgeable and that Tuesday morning at 10:00 they will meet again to delve further into the budgeting process.

Marketing Update:

- Ms. Dzialo reports that Holiday on Main was very successful. She says that three of our new businesses were able to participate and do so successfully. There is a lot of positive commenting on the social media outlets. Mr. Fagan says that foot traffic during the events has notably increased year over year. Ms. Jeffery says that some of our off-Main businesses took the initiative to participate as well. Ms. Sulick says that it's interesting that both Trick or Treat on Main and Holiday on Main are both heavily child-centric, but there's a disparity between those events in converting the attendees into customers.

Other Business:

- Board to discuss and take a vote on whether to make the Downtown Manager a permanent position - tabled to after executive session.

Old Business:

- None

Public Comment:

- Mr. Clark believes that empty storefronts are a turn-off. In particular, the corner property by Filomena's. He notes that downtown Windsor appears to have an issue with tenancy at a high-level. He would like to see something like a Play-It-Again Sports or other youth/family-oriented business that could succeed in Downtown. Mr. DeLaura doesn't have particulars on that property but it appears that the owner is working on the property. Ms. Jeffery asks if there was an update on the former Main Course location. Mr. DeLaura says that there was an interested restaurant business. Ms. Dzialo says that there is also movement on the renovations of Angry Egg.

Adjourn

- There being no further business, a motion to adjourn the meeting is made by Mr. Fagan at 8:56 AM, seconded by Mr. Ambia. All approve.

Respectfully Submitted,

Nicholas DuBaldo, Secretary DMSSD

Recorder