

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

October 8, 2025

8 AM

Meeting held at Work_Space, 903 Main Street

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

EX OFFICIO MEMBERS PRESENT:
None

ALSO PRESENT: Ambassador Patrick
Adam DeLaura
Richard Clark

STAFF PRESENT: Kate Sulick

MEMBERS ABSENT: Sophia Dzialo
Joseph Datta

EX OFFICIO MEMBERS
ABSENT: Gary Anderson, Director Planning and Development
Millie Texidor - GMCC Representative

STAFF ABSENT: None

Call to Order:

- Mr. Mulligan calls the meeting to order at 8:04 AM.

Roll Call:

- Mr. Mulligan noted those present and absent.

Minutes:

- A motion to approve the minutes of September 10, 2025 is made by Mr. Fagan, seconded by Ms. Jeffery. All approve.

O&G Update:

- The building is reported to be on-schedule despite the rain today and there is interior construction going on. The equipment for the solar shed has been delivered and is on-site. The building is becoming enclosed with the vapor barrier going up and interior construction has now begun. There are currently 14 different contractors on-site and 70+ people. Ms. Jeffery inquires about the Saturday work days. It is noted that most of the Saturday work days should be winding down as the outside work gets completed; perhaps two or three more weeks. Ms. Jeffery notes that Trick or Treat on

Main will be in two weeks primarily between the hours of 10-2.

District Chair:

- None at this time

Public Comment:

- None at this time

GMCC Update:

- None present

Planning & Economic Development:

- Mr. DeLaura reports that the zoning amendment for retail & residential changes was on the agenda for the Zoning Board but it was tabled. Mr. DuBaldo inquires about the sale of 901 Main and the RFPs for the former Tong Property. There is no update there. Mr. Fagan inquires about the Broad Street development. Mr. DeLaura says that the residential side planning is coming along with 223 units. Mr. DuBaldo asks about the title issues associated with the Broad Street properties, Mr. DeLaura recommends checking with the Town Attorney.

Manager Update:

- Ms. Sulick reports that she and Mr. DeLaura had a lengthy assessment with the CT Main Street Association and shares the results. The District fell primarily in the "Satisfactory" category with an overall score of 71%. Mr. DeLaura says that some of their grading is contingent upon meeting all of their scoring guidelines versus achieving the majority of the guidelines. Ms. Sulick reports that she also had a meeting with the Town, who asked the District for a district strategic plan. CT Main Street has reviewed our 2022 draft plan and has recommended substantial changes. Ms. Sulick would like to have a workshop to come up with the vision statement and beyond. It seems to her, that bringing more people together to help craft this would help us guide our decisions about planning for the future. If we do this through CT Main Street, it would cost \$5000 for a two-day workshop.

Parking:

- Mr. Fagan says that there is a lot of data in the Passport report that should be discussed and broken down in a separate meeting. Ms. Sulick says that Passport would like to schedule a meeting with the committee.
- Ms. Sulick reports that there is an individual interested in an ambassador position. Ambassador Patrick says that the hours that individual is available do coincide with heavier parking hours. Ms. Sulick will repost the listing.

Finance Committee:

- Mr. Mulligan reports that the Board is still in discussions with the Town to finalize the budget plans. There is a meeting next week with the Town to discuss the budget and that the Town has provided the District with an updated budget. Mr. Mulligan would like to see a prior year actual budget and compare to this year YTD and beyond. He notes that there are a few line items with no expenses yet which does not seem correct to him.

Marketing Update:

- Ms. Jeffery reports that the Book Fest was a huge success. Ms. Sulick says that they have already reached out to the District to book a similar weekend for 2026. She notes that the Scarecrow Festival is planned for this weekend. Trick or Treat on Main is in two weeks. Mr. DuBaldo says that in the past, the manager would do in-person visits to businesses to prepare them and give them signage for the Trick or Treat to make it easier for the attendees to find the participating businesses. Ms. Jeffery says the committee is also planning on a DJ to host a dance party.

Beautification:

- Ms. Sulick reports that Mountain View has been very responsive and they have updated all of the gardens and plantings. They have told her their focus this month is on cleaning up the parking lots.

Other Business:

- EV Charging Stations - The Town is trying to figure out the placement and usage of the stations. They will have a plan for us to implement.

Public Comment:

- Mr. Clark says that while he's missed several meetings he would like to present on Cruisin' on Main. He notes that this year's event was so successful the entry points were closed before 2:00. He wonders if traffic-calming bumps could be installed on Main Street to reduce speeding.
- Mr. DuBaldo reports that Mr. Topping has asked the District to provide a person to be on his public access show in December to speak about the District.

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