

MANCHESTER DOWNTOWN DEVELOPMENT AUTHORITY

April 25, 2012

7:30 PM

Approved Minutes

The meeting was called to order at 7:40

Members in attendance: Ray Berg, Susan Fielder, Karl Racenis, Russell Rhoton, and Pat Vaillencourt.

Agenda Approval: Agreed that Officer Reports would be deleted as discussions are included in agenda topics. Motion to approve agenda as amended by Rhoton, seconded by Fielder, motion carried.

Minutes Approval: After discussion, correction to change grant funding from \$5,000 to \$5,500. Vaillencourt moved, Berg seconded the motion to approve the minutes as corrected. Motion carried.

Public Participation: Opened and closed. No one was present.

NEW BUSINESS

- Shared Use Trail Engineering Bids:
Pre-committee: Berg, Fielder, Racenis, and Wallace met with 2 engineering firms and reviewed Bridge Preliminary Engineering Request for Quotes (RFQ) which focused on 8 specific questions
 - a. RFQ copies were distributed to the DDA members
 - b. Various aspects of both RFQs were discussed
 - c. Inclusion in the Parks 5-year plan was questioned, relative to the timing of the DDA expenditure
 - d. Discussion continued on multiple topics, both contracts deemed qualified
 - e. Berg motioned, Rhoton seconded, authorizing the grant money (\$5,500) be expended for the engineering bids
 - f. Roll call vote: Berg, yes; Rhoton, yes; Fielder, yes; Vaillencourt, yes; Racenis, yes
 - g. Suggested that the subcommittee meet independently and recommend a preferred engineering firm to present to DDA Board for approval at a publicly announced meeting prior to the meeting at the end of the month to expedite the process

- 2012 – 2013 Budget
A revised FY2011 – 2012 Budget was distributed, indicating budgeted and actual expenses and fund balance carry-overs. A proposed FY2012 – 2013 Budget was also distributed and discussed.
 - a. Inclusion of the \$2000 Kiwanis donation (park benches specified) was added.
 - b. Modifications to the budget were discussed and approved
 - c. Fielder is to incorporate the changes and send a revised version electronically to the DDA board members and Village officers.

OLD BUSINESS

- Downtown Enhancement Status
 - a. Progress continues, compliments to the crew members who are friendly and courteous
 - b. Light pole base installation and sidewalks have begun
 - c. Light pole installation won't begin for a week or more when the poles are delivered

- MEDC Grant Opportunities
 - a. Lisa Pung, CAT contact person
 - b. MEDC budget cut by %20
 - c. Applicant pool has expanded
 - d. Our participation is less attractive

- DDA Board membership
 - a. Two open positions – Beth Tomaszewski and Alan Dyer
 - b. Another open position to replace inactive board member
 - c. Review of current members terms
 - d. Vaillencourt has approached Doni McLennan and expect she will accept appointment
 - e. Vaillencourt will continue to approach prospective members

REPORTS

- Treasurer, Chairman and Administration reports were deferred as discussion is included in agenda topics

ADJOURNMENT

- Moved by Vaillencourt, seconded by Berg to adjourn the meeting, motion carried
- Meeting adjourned at 9:23

Next regularly scheduled meeting May 23rd

Respectfully Submitted,
Susan Fielder, Treasure/Interim Secretary