

MANCHESTER DOWNTOWN DEVELOPMENT AUTHORITY

September 26, 2012

7:30 PM

Unapproved Minutes

The meeting was called to order at 7:30 pm.

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

Approval of Agenda: Discussion regarding 2012-2013 Budget under New Business was deleted from proposed agenda. MEDC Grant Opportunities under Old Business was deleted. Treasurer and Chairman's reports were deleted. Motion by Fielder, seconded by Flowers, to approve the agenda as amended. Motion carried.

Approval of Minutes: April 25th Regular meeting: Berg moved, Vaillencourt seconded to approve minutes as amended, Flowers abstained.

May 3rd Special meeting: Vaillencourt moved, Rhoton seconded to approve minutes as amended, Flowers abstained.

June 6th Special meeting: Vaillencourt moved, Berg seconded to approve minutes as amended, Flowers abstained.

Public Participation: Khrista Gjestland, the new editor of the Manchester Enterprise, was in attendance. After introductions and welcome, public participation was closed.

New Business:

- 1) Shared-Use Trail Bridge Report Review
 - a. Berg discussed the Stantec Initial Engineering Services Report (9/10/2012)
 - b. Utilities and water lines were located, construction of proposed pedestrian bridge will not damage utilizes or limit access of maintenance vehicles. Railroad property is 50 – 66 feet wide. Further efforts would be required to locate the third manhole cover.
 - c. The length of single-span bridge is 285' and would require capstone style bridge with additional metal support that would be less attractive. Capstone bridges also require some construction/assembly on site.
 - d. An option of a two-pier support, 3 span bridge with a 63'-160'-63' spans would allow the desired connector style bridge. A two-span bridge with a single pier in the middle of the river is also conducive to the connector style bridge and would also allow for the appropriate access height for maintenance vehicle. The two-pier option might create possibilities of canoe livery access. The concrete supports could be dyed to camouflage the appearance.

- e. Installation would utilize two cranes on each side of the river.
- f. The preexisting telephone lines, although less attractive, will not interfere with the installation or use of the bridge. Rerouting the lines under the bridge would be preferred for ascetics, but not necessary.
- g. Total estimated cost is \$768,000 similar to the estimated \$763,000 estimate in the original proposal.
- h. The Park Commission's proposed 5 year plan, which will be reviewed at Village Council meeting next week, doesn't include pedestrian bridge. Vaillencout explained Parks Commission's support of the multi-use walking train is included because Parks property is impacted, but the Parks Commission has not included support for the bridge, in part because Park's property is not involved and the status of the recently purchased Buss property has not been defined. Even if the Park's 5 Year plan doesn't include the bridge, the plan can be revised at a future date. Berg and Fielder again express interest for bridge inclusion, as other potential projects that don't include park property are also mentioned in the 5 year plan.
- i. An invoice for Stantec's work has been submitted and is expected to be paid a few days following the 10/1 Village Council Meeting.

2) DDA Next Steps

- a. Way Finding: Funding for way-finding signs was not permitted in the Downtown Enhancement Grant, and although the DDA is financially limited, it was suggested that we begin to look at catalogs and prioritize preferences for signs that would direct visitors to the Library, shopping district, etc. All agreed, Vaillencourt will ask Neal (Billetdeaux) and Julie (Schaible) to acquire some catalogs.
- b. It was also suggested that we look at options to help enhance downtown business and tax base revenue options. Racenis supported a marketing analysis process to target economic development. State funding for the BluePrints type programs are limited or no longer available.

Old Business:

1) Downtown Enhancement Project

- a. Vaillencourt reported the M52 project is progressing, and in spite of earlier delays, road construction is expected to be completed in November. Planting replacement street trees and finishing the sidewalks east of M52 may not be completed until spring. DDA members commented on the courteness of the crew and their efforts to minimize inconvenience to citizens.

2) DDA Membership

- a. Vaillencourt reported that several residents have expressed an interest in DDA membership: Julie Manders, Marie Letson, and Doni McLennan. Kevin Riley is another potential member. Vaillencourt will follow-up on the recruiting process.

Reports:

Administration: Vaillencourt reported that progress is continuing on the new Dollar General store on West Main Street. The new store is expected to be open for business for the Christmas Holiday. Demolition of the building and construction is scheduled to begin shortly. The Dollar General and expended funeral home services are expected to enhance tax base revenue.

Adjournment: Flowers moved and Berg seconded the motion to adjourn. Motion passed. The meeting adjourned at 9:30 pm.

Respectfully Submitted,
Susan Fielder, Treasure/Interim Secretary