

**Downtown Business District**  
**Meeting Minutes**  
**Wednesday, October 24, 2018**  
**330 Main Street, Suite 200 Middletown, CT.**

**Attendees:**

Marie Kalita Leary (Chair)	Cathy Duncan (Chamber of Commerce)
Diane Gervais (Commissioner)	John Ward (Police Department)
Marc Levin (Commissioner)	Brendan Kelly (Harding Development)
Jennifer Alexander (Commissioner)	Trevor Davis (Commercial Real Estate)
Tom Ford (Commissioner)	Lisa Melaven (DBD Office)

**Police Report – John Ward**

John reports that the Motorcycle Mania event is being reviewed for safety concerns.

The police department has two new hires pending.

There continues to be great concerns between the owner of Metro Square and our downtown customers being towed during business hours.

**Public Works – None**

Marie reports for Public Works on the downtown snowflake decorations. The DBD will pay the extra charges to Eversource; in keeping the snowflake decorations up until March 1<sup>st</sup>. Diane will contact Downtown Decorations if replacement bulbs are needed.

**Parking Report – Geen Thazhampallath**

Geen reports via email the Parking Department; Light poles are up at the Arcade and lines for the rear lot will be done tomorrow, Wednesday 10/25. The Police Department relented a bit and we now have 54 spaces on the PD side. We will have about 90 spaces on the public side. We lost some space due to the fencing in the middle of the lot which PD requested. We anticipate the lot will be ready for use by November 1<sup>st</sup>.

Geen is researching temporary stairs that may be possible and found a company in RI, work in progress.

Kiosks covering (Booths) are delivered for Melilli. Will add another kiosk and booth to location outside EG Salon in time for winter weather.

Restaurant and business owner parking continues to be an issue on Main and side streets.

Effective November 23<sup>rd</sup>, the day after Thanksgiving, and every Saturday thereafter until end of December, the lots will be free parking; but meters on streets will be enforced as we did it last year. Otherwise parkers will stay on the street all day.

## **Planning- None**

### **Health Department – Kevin Elak**

Kevin reports via email the Health Department flu clinics have been a huge success so far. The health fair held last Tuesday at City Hall was very well attended.

The owner of the Ethiopian restaurant was contacted after last month's meeting, in response to the concern over the construction waste in between the Inn at Middletown and the restaurant. I checked yesterday and most of the items have been removed.

### **Chamber of Commerce – Cathy Duncan**

Cathy reports

- Tuesday, October 30<sup>th</sup> – All Middletown divisions meeting at The Connection.
- Thursday, November 1<sup>st</sup> - Monthly CBB Meeting at the Chamber of Commerce, from 8:00-9:00a.m.
- Monday November 5<sup>th</sup> – Middlesex Chamber of Commerce breakfast meeting (Annual Support the Troops/Honor the Veterans) Keynote speaker Kevin Brown, Chairman, Mohegan Tribal Council and Retired U.S. Army Colonel at the Red Lion Hotel in Cromwell from 7:00 to 9:00 a.m.
- Wednesday, November 28<sup>th</sup> - Business after work at the River House featuring the "Festival of Wreaths" and Silent Auction

### **Minutes –**

- Motion to approve October minutes made by Marc Levin
- 2<sup>nd</sup> by Diane Gervais
- Minutes accepted.

### **Treasurer's report – Mike DiPiro**

The letter has been sent to the City Finance Department requesting the 1<sup>st</sup> installment for the 2018-2019 fiscal year.

Mike reports all other expenses are reasonable and in line.

- Motion to approve by Jennifer Alexander
- 2<sup>nd</sup> by Tom Ford
- Financials accepted

### **Board Member Update – Marie Kalita Leary**

Marc Levin will represent the DBD at the November CBB meeting. The December meeting is canceled. Lisa will send a letter to notify the Town Clerks Office.

Marie will be meeting with the Postmaster and Larry regarding timing on mail delivery with the downtown businesses.

Marie will be drafting up a photo release form. This will be used when updating our downtown brochure photo's when taking from businesses facebook.

Marie will report on the 4 website design companies for the DBD office at next month's meeting.

Lisa reports for Mary Ann; Buds and Blossoms are working on the winter design for our downtown planters.

Jenn reports the Wayfinding signs project is going well. The first half should be going up in November, and the rest to be completed by the first of the year.

Diane reports gift card sales are going well. The gift bags are ready to go for the holiday season.

Tom Ford reports there has been great interest in the Midd-Town Apartments set to open on November 1<sup>st</sup>. The US Naval Base is conducting a 7 month training program down in Groton and potentially looking into leasing apartments.

### **New Business –**

Trevor Davis reports First Church of Middletown; Celebrating 350 Years! Concert & Blessing of Our City Sunday, November 4<sup>th</sup> at 4:00p.m. All are welcomed.

- Motion to adjourn by Marc Levin
- 2<sup>nd</sup> by Tom Ford
- Adjourn accepted

