



**FINANCE AND GROWTH COMMITTEE  
MANSFIELD DOWNTOWN PARTNERSHIP OFFICE  
23 ROYCE CIRCLE**

**THURSDAY, JANUARY 16, 2020  
4:30 PM**

**DRAFT MINUTES**

Present: Chair Toni Moran, John Carrington, Mario Conjura, Toni Moran, Shamim Patwa, and Mike Switchenko

Staff: Cynthia van Zelm

**1. Call to Order**

Chair Toni Moran called the meeting to order at 4:30 pm.

**2. Approval of Finance and Growth Committee Minutes from October 17, 2019**

Mike Switchenko made a motion to approve the October 17, 2019 minutes. Shamim Patwa seconded the motion. The minutes were approved.

**3. Review of September 30, 2019 Financials**

Cynthia van Zelm reviewed the September 30, 2019 financials. She said the Board of Directors had approved the financials, conditioned on the Finance and Growth Committee's review.

Ms. van Zelm noted that UConn's \$150,000 contribution had been received after September 30.

Ms. van Zelm noted that the supporter letters will go out in mid-February.

She said the reason insurance was over budget was because property insurance now covers the Partnership's events on Paterson Square.

Ms. van Zelm provided a corrected analysis of the balance in each of the major event funds. All events are operating in the black.

#### **4. Review and approval of reclassification of Communications and Special Projects Manager**

Ms. van Zelm reviewed her memo and analysis to reclass the Communications and Special Projects Manager position. She said the position had not been reviewed since 2011 and the position requires additional tasks and more responsibility.

Ms. van Zelm said she asked Warren Rutherford with The Executive Suite to review the Communicators and Special Projects Manager position against other Town positions that were similar. She also received anecdotal information from staff at the CT Main Street Center.

After discussion, Ms. Patwa made the following motion. Mario Conjura seconded the motion:

Move, effective January 1, 2020, to recommend to the Partnership Board of Directors the changes in compensation and job description/title for the Senior Communications Manager as presented:

- Change the job title from “Communications and Special Projects Manager” to “Senior Communications Manager.”
- Approve the revised Senior Communications Manager job description as presented.
- Set the pay range for the Senior Communications Manager at \$60,332 – 78,353/yr or \$28.89 – 37.53/hr.

Paul Shapiro made a friendly amendment to add “design” of the website to the position’s function of work. The amendment was accepted by Ms. Patwa.

#### **5. Review of DRAFT FY2020-2021 Budget**

Ms. van Zelm reviewed the draft budget with the Committee. She said UConn is committed to the \$150,000 for next year and the next two years. Ms. van Zelm said UConn reiterated that it would not contribute to the cost of the Partnership providing economic development services to the Town. She said there would be further discussion with Town staff about funding a half time person to perform economic development administrative duties for the Town, without UConn financial assistance.

Ms. van Zelm said health insurance costs have gone down and she is waiting for a final number from the Town Finance Department.

The budget includes increases for Partnership staff pending annual evaluations.

Mr. Shapiro made a motion to approve the draft FY2020-2021 budget, and recommend it to the Board, pending any amendments by the Finance and Growth Committee as necessary. Mr. Conjura seconded the motion. The motion was approved.



## **6. Approval of Meeting Dates**

The Committee discussed changing the meeting schedule but decided to keep it as proposed. Mr. Carrington made a motion to approve the 2020 Finance and Growth Committee meeting schedule. Mike Switchenko seconded the motion. The motion was approved.

Ms. van Zelm will send an Outlook meeting notice for the Committee meetings.

## **7. Update on Downtown Storrs**

Ms. van Zelm will reach out to Hart Realty Advisers to check on the status of Daddy's Noodles.

## **8. Adjourn**

Mr. Shapiro made a motion to adjourn. Mr. Carrington seconded the motion. The motion passed unanimously at 5:33 pm.

*Minutes taken by Cynthia van Zelm*