

**MANSFIELD DOWNTOWN PARTNERSHIP  
EXECUTIVE COMMITTEE  
SPECIAL MEETING  
MANSFIELD TOWN HALL  
CONFERENCE ROOM B**

**THURSDAY, AUGUST 1, 2019**

**3:30 PM**

**DRAFT MINUTES**

Present: Steve Bacon, Toni Moran, Diana Pelletier, Paul Shapiro, and Cara Workman

Guest: Board member John Carrington

Staff: Cynthia van Zelm

**1. Call to Order**

President Steve Bacon called the meeting to order at 3:30 pm.

**2. Approval of May 2, 2019 Minutes**

Cara Workman made a motion to approve the May 2, 2019 minutes. Paul Shapiro seconded the motion. The motion was approved.

Toni Moran made a motion to go into Executive Session according to CGS §1-200(6) (A) to discuss personnel issues. Diana Pelletier seconded the motion. The motion was approved unanimously.

**3. Executive Session - Personnel in accordance with CGS §1-200(6) (A)**

Present: Committee members: Mr. Bacon, Ms. Moran, Ms. Pelletier, Mr. Shapiro, Ms. Workman

Board member Mr. Carrington, Executive Director Ms. van Zelm

The Committee came out of Executive Session at 4:23 pm.

Ms. Moran made a motion to decouple Partnership staff salaries from the Town compensation process and approve a 2.25 percent increase for the Executive Director and the Communications and Special Projects Manager. Ms. Pelletier seconded the motion.

Mr. Shapiro made a motion to lower the 2.25 percent proposed increase to 2 percent subject to Town management salary increases. There was no second to the motion.

Ms. Moran made an amendment to the original motion to consider separate salary consideration for the Event Coordinator after her six month probationary period. The amended motion was approved with one abstention from Mr. Shapiro.

The increases are to be retroactive to July 1, 2019.

#### **4. Discussion of Compensation Review Process**

Ms. van Zelm reviewed a possible compensation review process going forward:

**December** – Executive Director submits budget to Finance and Growth Committee for review including preliminary recommendation of compensation for staff.

**Early January** – Executive Director enters budget into Town fiscal system as required.

**Early March** – Executive Committee conducts Executive Director evaluation and makes recommendation to Finance and Growth Committee re: compensation. Finance and Growth Committee makes a recommendation on Executive Director compensation.

Executive Director conducts evaluations of Communications and Special Projects Manager, and Event Coordinator. Executive Director makes a recommendation on compensation.

**April** – Board of Directors approves budget including any increases in staff compensation.

The Committee agreed with the process. Ms. Moran noted that the contingency line can account for any increases if approved after the Town budget is released.

#### **5. Adjourn**

The meeting adjourned at 4:28 pm.