

**Mansfield Board of Education**  
**February 6, 2014**  
**Minutes**

**Attendees:** Mark LaPlaca, Chair, Randy Walikonis, Vice-Chair, Martha Kelly, Secretary, John Fratiello, Sarah Lacombe, Katherine Paulhus, Jay Rueckl

**Excused:** Susannah Everett, Carrie Silver-Bernstein

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

**SPECIAL PRESENTATION:** Doug and Annie Perkins, teachers at Mansfield Middle School, and MMS Green Energy Robotics Team 902A demonstrated their robot and discussed the robotics club.

Ms. Silver-Bernstein arrived at 7:44pm.

**HEARING FOR VISITORS:** Eric Hanka and Adam Ramsdell spoke regarding the .5 Physical Education position in the proposed 2014-2015 budget.

**COMMUNICATIONS:** Email communication regarding proposed .5 Physical Education position by Kristin Gildersleeve, Kathy Ward, and Kathleen & John Knecht. Letter received regarding same from Marilyn Williams.

**ADDITIONS TO THE PRESENT AGENDA:** None

**COMMITTEE REPORTS:** None

**REPORT OF THE SUPERINTENDENT:**

- MMS Field Trip: Thanh Nguyen, Principal Mansfield Middle School, reviewed the trip to the Vex World Championships in Anaheim, CA. Motion by Mr. Walikonis, seconded by Ms. Silver-Bernstein to approve the Enrichment Field Trip Request. Vote: Unanimous in favor.
- Mansfield Professional Development and Evaluation Plan Update: Mr. Baruzzi reviewed the Connecticut State Board of Education adoption of "Proposed Flexibilities: Guidelines for Educator Evaluation."
- Smarter Balanced Assessment Consortium (SBAC): Mr. Baruzzi reported a letter will be sent to all parents regarding the Smarter Balanced Assessment.
- Class Size/Enrollment: The administrators reported no significant change in class size or enrollment.
- 2014-2015 Proposed Budget – District Management, Support Services, Special Education, Other: Mr. Baruzzi, Mrs. Robinson, Library/Media Consultant, Mr. Russell, Director of Information Technology, Mrs. Trahan, Director of Finance, and Dr. Leclerc, Director of Special Education and Student Support Services reviewed the remaining sections of the proposed budget and answered Board Member Questions. All Board members were provided answers to questions submitted by individual Board members between meetings.

Mrs. Paulhus left at 10:09pm.

**APPROVAL OF MINUTES:**

- Motion by Ms. Silver-Bernstein, seconded by Mrs. Lacombe, to approve the minutes of the January 30, 2014 Meeting. Vote: Unanimous in favor.

**NEW BUSINESS:** None

**HEARING FOR VISITORS:** None

**SUGGESTIONS FOR FUTURE AGENDA:** None

Motion by Mr. Fratiello, seconded by Ms. Silver-Bernstein, to adjourn at 10:24pm. Vote Unanimous in favor.

Respectfully submitted,  
Celeste Griffin, Board Clerk

**MANSFIELD DOWNTOWN PARTNERSHIP  
MEETING BOARD OF DIRECTORS  
Thursday, December 5, 2013  
University of Connecticut Lodewick Visitors Center  
115 North Eagleville Road**

**3:30 PM**

**MINUTES**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matt Hart, George Jones, Mike Kirk, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Steve Rogers, Bill Simpson, and Ted Yungclas

Staff: Cynthia van Zelm, Kathleen Paterson, John Zaccaro (Partnership attorney)

Guests: Howard Kaufman, LeylandAlliance; Jeffrey Resetco, EdR

**1. Call to Order**

Philip Lodewick called the meeting to order at 3:35 pm.

**2. Opportunity for Public to Comment**

There was no public comment.

**3. Approval of Minutes of November 7, 2013**

Betsy Paterson made a motion to approve the minutes of November 7, 2013. Matt Hart seconded the motion. The motion was approved.

**4. Review of Agreement with Netmark Associates for Consulting Services**

Tom Callahan made a motion to authorize Executive Director Cynthia van Zelm to sign the "Letter of Agreement with Netmark Associates for consulting services to assist with fundraising efforts for the Mansfield Town Square." Mike Kirk seconded the motion. The motion was approved.

Ms. Paterson made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not

required by statute and given in confidence by the Storrs Center Master Developer's representatives. George Jones seconded the motion. The motion was approved.

## **5. Executive Session**

Present: Mr. Bacon, Mr. Birkenruth, Mr. Callahan, Ms. Friedland, Mr. Hart, Mr. Jones, Mr. Kirk, Mr. Lodewick, Mr. McCarthy, Ms. Moran, Ms. Paterson, Mr. Rogers, Mr. Simpson and Mr. Yungclas

Also Present: Cynthia van Zelm and Kathleen Paterson with the Mansfield Downtown Partnership; John Zaccaro, Cipparone & Zaccaro; Howard Kaufman with LeylandAlliance; Jeffrey Resetco with EdR

The Board reconvened in regular Session.

Due to the late hour, the rest of the Board of Directors' agenda was dispensed with for the day.

## **6. Adjourn**

The meeting adjourned at 5:25 pm.

*Minutes taken by Cynthia van Zelm.*

**MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS SPECIAL MEETING  
Wednesday, January 8, 2014  
Mansfield Town Hall  
Town Council Chambers**

**4:00 PM**

**MINUTES**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Dennis Heffley, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Shamim Patwa, and Bill Simpson

Staff: Cynthia van Zelm, John Zaccaro (Partnership attorney)

Guest: Howard Kaufman, LeylandAlliance

**1. Call to Order**

Philip Lodewick called the meeting to order at 4:08 pm.

**2. Opportunity for Public to Comment**

There was no public comment.

Betsy Paterson made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Tom Callahan seconded the motion. The motion was approved.

**3. Executive Session**

Present: Mr. Bacon, Mr. Birkenruth, Mr. Callahan, Ms. Friedland, Mr. Heffley, Mr. Lodewick, Mr. McCarthy, Ms. Moran, Ms. Paterson, Ms. Patwa, and Mr. Simpson

Also Present: Cynthia van Zelm with the Mansfield Downtown Partnership; John Zaccaro with Cipparone & Zaccaro; and Howard Kaufman with LeylandAlliance

The Board reconvened in regular Session.

**4. Approval of Minutes of December 5, 2013**

Ms. Paterson made a motion to approve the minutes of December 5, 2013. Mr. Callahan seconded the motion. The motion was approved.

**5. Approval of 2014 Meeting Dates**

Ms. Paterson made a motion to approve the Mansfield Downtown Partnership meeting dates for 2014. Mona Friedland seconded the motion. The motion was approved.

**6. Approval of New Committee Members**

Steve Bacon made a motion to approve the appointments of Gregory Padick and Sondra Astor Stave to the Planning and Design Committee; Alexinia Baldwin to the Advertising and Promotion Committee; and Francis Archambault to the Finance and Administration Committee. Toni Moran seconded the motion. The motion was approved.

**7. Executive Director Report**

Ms. van Zelm said she was looking for assistance to staff a Partnership table at the men's basketball game on Saturday at Gampel.

Ms. van Zelm said the Executive Director town square fundraising team had met with its fundraising consultants in its first workshop. They are working on developing an engagement tool for prospective donors and a donor list.

**8. Report from Committees**

Advertising and Promotion

Ms. Moran said planning was moving forward on a monthly art fair to be held from May through September on Dog Lane.

Due to another group needing the room, the rest of the Board of Directors' agenda was dispensed with for the day.

**9. Adjourn**

The meeting adjourned at 5:30 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Special Meeting  
Wednesday, August 7, 2013  
Mansfield Town Hall  
Conference Room B**

**5:30 PM**

**Minutes**

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Manny Haidous, Ralph Pemberton

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman, and Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 5:31 pm.

**2. Approval of Minutes from February 12, 2013**

Ralph Pemberton made a motion to approve the minutes from February 12, 2013. Paul Aho seconded the motion. The motion was approved.

**3. Remarks from the Chair**

Ms. Fox asked for a general update on Storrs Center.

**4. Update on Parking in Storrs Center (Garage, Lot, on-street, signage) including Communications/Issues**

Lon Hultgren reported that the parking spaces on Storrs Road have now been striped. Central Parking will start enforcing parking on Storrs Road as of Monday, August 12.

Mr. Hultgren said that diagonal parking is planned for Wilbur Cross Way. He said the Town's Traffic Authority is looking for some input about whether to allow people to park there when a) the road only has its first layer of pavement and is still being used heavily by construction vehicles, and b) there are no buildings up yet on Wilbur Cross Way so there is no reason to park there without businesses located there.

Manny Haidous suggested that construction workers be allowed to park there but not the general public. Mr. Hultgren said the spaces could be signed to allow for only construction parking. The Committee agreed with this approach and Mr. Hultgren will convey this recommendation to the Traffic Authority.

Howard Kaufman said the UConn Co-op's second location is scheduled to open in October and will generate additional traffic. Mr. Hultgren said the UConn Health Center will do the same.

Mr. Kaufman said the grocery store is expected to open in mid-2014. The goal is for the adjacent 5,000 square foot building to open with tenants at the same time.

Mr. Kaufman said he had a request from a future tenant in 1 Royce Circle for short term parking on Wilbur Cross Way in front of the building. Mr. Hultgren said he would look at the plans as short term parking may already be planned.

Ms. van Zelm said the parking behind 9 Dog Lane will now be largely 30 minute parking. The Daily Campus spaces will be removed and some placed on the adjacent UConn parking lot.

Ms. van Zelm said that additional handicapped parking has been provided on Storrs Road in front of Dog Lane Café and in front of EO Smith High School. Two additional van accessible spots have been provided in front of the future UConn Co-op space on Royce Circle.

Ms. Fox asked if Peter Pan or Mega Bus will be serving the transportation center. Mr. Hultgren said the center is set up for Peter Pan and they have expressed interest in serving the center but a meeting will need to be set up with them.

## **5. Review of Preliminary Operations Plan for Nash-Zimmer Transportation Center**

Mr. Hultgren and Ms. van Zelm presented a Power Point presentation of a preliminary operations plan for the Nash-Zimmer Transportation Center. Mr. Hultgren said the plan is still being discussed and staff is seeking input from various committees.

Mr. Kaufman asked if there would be a charge for bike storage. Mr. Hultgren said the plan is to establish a commuting club whereby members would be charged for storage, bike locker and shower facilities. Access would be by a swipe card.

Mr. Hultgren described the UConn research fellow role in evaluating trends in transit that can be used at the center. Ms. Fox expressed support for the advantages of the research fellow.

Ms. Fox asked if there would be regular bus service between Mansfield and Hartford. Mr. Hultgren said part of the role of the proposed transportation coordinator is to see if this is feasible. Is there a market?

Ms. Fox asked if there will be screens in the center that show various events going on in town and at UConn. Mr. Hultgren said there will be four screens that can be programmed to list events.

Mr. Haidous asked what type of security system will be in place. Mr. Hultgren said the when the center is closed, there will not be access to the restrooms. Currently, there are no cameras planned in the center but this could be reviewed.

Ms. Fox asked if there is a place in the garage where someone can call 911. She is concerned about safety in the garage. Mr. Hultgren said the state trooper recommended security cameras in the center and they were placed there. With cell phones in place, the thinking was that people could access 911 in that manner. Ms. Fox raised whether it was a legal issue with respect to needing to have phones in the garage.

The Committee thanked Mr. Hultgren for his presentation and expressed excitement about the transportation center.

**6. Update on Implementation of Cooperative Agreement (Constables, Ticketing)**

Ms. van Zelm said that Rick Robarge, owner of 18 Dog Lane, has signed the cooperative agreement for parking. She will be working to train parking constables that are tenants in 18 Dog Lane.

**7. Topics for next meetings**

The next meeting is scheduled for September 10 at 5:30 and will focus on reviewing the Parking Management Plan on its one year anniversary.

**8. Public Comment**

There was no public comment.

**9. Adjourn**

The meeting adjourned at 6:36.

*Minutes taken by Cynthia van Zelm.*

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

**THURSDAY, OCTOBER 3, 2013**

**3:00 PM**

**MINUTES**

Present: Steve Bacon, Tom Callahan, Betsy Paterson

Also Present: Board member Matt Hart

Staff: Cynthia van Zelm

**1. Call to Order**

Steve Bacon called the meeting to order at 2:36 pm in Committee Chair Philip Lodewick's absence.

**2. Approval of July 11, 2013 Minutes**

There was no quorum to approve the minutes.

**3. Review of Benchmarks for Executive Director Compensation**

Matt Hart said that an evaluation of the Executive Director compensation had been done in December 2011 using the Town's classification system and reviewing the position against similar positions in the Town.

Tom Callahan referenced the recent chart and background information that Partnership staff had put together on other downtown manager positions in college towns. He thought most of the positions were not entirely comparable.

After some discussion, Steve Bacon suggested that the Board agenda for its meeting following the Executive Committee meeting be modified to add an Executive Session to address personnel issues. The Committee agreed by consensus.

**4. Adjourn**

The meeting adjourned at 4 pm.

**MANSFIELD DOWNTOWN PARTNERSHIP  
EXECUTIVE COMMITTEE  
SPECIAL MEETING  
MANSFIELD COMMUNITY CENTER**

**THURSDAY, JULY 11, 2013**

**3:00 PM**

**MINUTES**

Present: Steve Bacon, Harry Birkenruth, Mike Kirk, Philip Lodewick, Betsy Paterson, Steve Rogers

Staff: Cynthia van Zelm

**1. Call to Order**

Philip Lodewick called the meeting to order at 3:09 pm.

**2. Approval of May 22, 2013 Minutes**

Betsy Paterson made a motion to approve the May 22, 2013 Minutes. Harry Birkenruth seconded the motion. The motion was approved.

**3. Implementation of Strategic Plan**

The Committee reviewed the implementation steps for the Partnership Strategic Plan.

The Committee suggested additional prioritizing re: activities and what staff is needed within the organization or outside the organization to accomplish those tasks. What role do LeylandAlliance and EdR have in the management of downtown?

Mr. Lodewick said he will work with Ms. van Zelm on key priorities and staffing.

**4. Adjourn**

Ms. Paterson made a motion to adjourn. Mr. Birkenruth seconded the motion. The motion was approved and the meeting adjourned at 3:55 pm.

**Approved**

**Human Services Advisory Committee  
Minutes of January 22, 2014 Meeting**

**Present:** Sara Anderson (Advocates for Children); Ethel Mantzaris (YSB, chair); Dexter Eddy (Housing Authority); Fred Goetz (Advisory Comm. on the Needs of Persons with Disabilities); Victoria Nimirowski (WAIM); Joan Terry (Comm. on Aging)

**Absent:** Ron Baker (Member at Large); Lorraine Kenowski (Member at Large); Bev Korba (Senior Center Assn.)

**Staff:** Pat Schneider, Director of Human Services

The meeting was called to order at 3:30 p.m.  
The November minutes were approved as written.

Pat Schneider updated the commission members on the work done by the Human Services Department. She reported that 112 families were given food baskets at Thanksgiving, 54 families were assisted at Christmas through the Adopt-a-Family program, and 45 families received checks from the Mansfield Holiday Fund.

The Human Services budget is being prepared for 2014-2015. Pat hopes to do cooperative programs with the Community Center and the Library. A press release was issued to remind non-profit groups that it is time for them to submit budget requests. Fourteen have been received.

Staffing changes are proposed at the senior center. The Council Personnel Committee is being asked to approve the hiring of a program assistant and an outreach senior service worker. In addition, the receptionist will become full-time and the transportation coordinator's hours are increased to 19.

There was no further business.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,  
Joan Terry, secretary

**Next Meeting:**  
**February 26 at 3:30 p.m.**

**MANSFIELD DOWNTOWN PARTNERSHIP  
PLANNING AND DESIGN COMMITTEE  
Town Hall Conference Room B**

**Tuesday, December 17, 2013**

**MINUTES**

Members: Paul Aho, Steve Bacon, Laurie Best (via Skype in Australia), Karla Fox (by phone), Jon Hand, Peter Millman, Betsy Paterson, Karin Randolph (by phone)

Staff: Cynthia van Zelm

Guests: Howard Kaufman and Lou Marquet with LeylandAlliance; Sondra Astor Stave (by phone)

**1. Call to Order**

Steve Bacon called the meeting to order at 5:02 pm.

**2. Public Comment**

There was no public comment.

**3. Approval of Minutes from August 20, 2013**

Betsy Paterson made a motion to approve the August 20, 2013 minutes. Paul Aho seconded the motion. The motion was approved.

**4. Recommendation of new Committee members**

Mr. Bacon said the Partnership Bylaws allow up to 12 members on a committee. The Planning and Design Committee currently has 10 members. In response to a letter sent from the Membership Development Committee to current members, Sondra Astor Stave and Gregory Padick asked to serve on the Membership Development Committee.

Mr. Aho made a motion to recommend to the Partnership Board that Ms. Astor Stave and Mr. Padick be appointed to the Planning and Design Committee. Peter Millman seconded the motion. The motion was approved.

**5. Approval of 2014 Meeting Dates**

Ms. Paterson made a motion to approve the 2014 meeting dates. Jon Hand seconded the motion. The motion was approved with an amendment to change the September 15 date to September 16.

Ms. Paterson made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not

required by statute and given in confidence by the Storrs Center Master Developer's representatives. Mr. Aho seconded the motion. The motion was approved.

**6. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)**

Present: Mr. Aho, Mr. Bacon, Ms. Best, Ms. Fox, Mr. Hand, Mr. Millman, Ms. Paterson, Ms. Randolph

Also Present: Ms. Astor Stave, Mr. Kaufman, Mr. Marquet, Ms. van Zelm

The Committee reconvened in Executive Session.

**7. Adjourn**

The meeting adjourned at 6:45 pm.

*Minutes prepared by Cynthia van Zelm*

EHHD Finance Committee  
Special Meeting Minutes  
January 9, 2014  
Audrey Beck Building  
Council Chambers  
Mansfield CT

Present: E Paterson, R Field, J Elsesser, P Schur, J Stille

Staff present: R Miller, C Trahan

Meeting call to order at 4:07pm.

J Elsesser MOVED, R Field seconded to approve the 12/12/13 meeting minutes as presented. Motion PASSED unanimously.

C Trahan introduced Vanessa Rossitto of BlumShapiro our auditor. Ms. Rossitto provided an overview of the audited financial statements and report for the year ending 6/30/13. The health district received the highest possible rating.

J Elsesser MOVED, J Stille seconded to recommend the board accept the audited financial statements and report as presented. Motion PASSED unanimously.

Meeting adjourned at 4:20 PM.

Respectfully submitted,

Robert Miller  
Secretary

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE  
MEETING  
TOWN HALL  
CONFERENCE ROOM B**

**THURSDAY, DECEMBER 19, 2013**

**3:00 PM**

**MINUTES**

Present: Chair Tom Callahan, Phil Barry, Harry Birkenruth, Mark Hammond, Matt Hart, Mike Kirk, Dave Pepin (by phone), Bill Simpson, Frank Vasington

Staff: Cynthia van Zelm; John Zaccaro (Partnership attorney)

Guests: Francis Archambault; Howard Kaufman, Managing Partner, LeylandAlliance

**1. Call to Order**

Chair Tom Callahan called the meeting to order at 3:00 pm.

**2. Approval of Minutes from November 7, 2013**

Dave Pepin made a motion to approve the minutes from November 7, 2013. Phil Barry seconded the motion. The motion passed.

**3. Approval of 2014 Meeting Dates**

The Committee approved the 2014 meeting dates as presented.

**4. Recommendation to Board of Directors Review of Property Insurance**

Mr. Callahan said that Francis Archambault had expressed interest in serving on the Partnership's Finance and Administration Committee. Mr. Callahan noted Mr. Archambault's long time service to the University of Connecticut, the Region 19 School Board, and the community.

Mr. Barry made a motion to recommend to the Partnership's Board of Directors that Mr. Archambault be appointed to the Finance and Administration Committee. Frank Vasington seconded the motion. The motion was approved.

## **5. Review of DRAFT FY2014-2015 Budget**

The Committee reviewed the draft FY2014-2015 budget as presented by Executive Director Cynthia van Zelm.

The Committee asked Ms. van Zelm to explore additional revenue sources including reviewing any other models for downtowns through the CT Main Street program.

Harry Birkenruth suggested looking at a multi-year budget vis a vis the Partnership's Strategic Plan.

Ms. van Zelm said that LeylandAlliance would charge Partnership employees for parking at the garage and she will check on the amount per month.

Phil Barry made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Matt Hart seconded the motion. The motion was approved.

## **6. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)**

Present: Mr. Barry, Mr. Birkenruth, Mr. Callahan, Mr. Hammond, Mr. Hart, Mr. Kirk, Mr. Pepin (by phone), Mr. Simpson, Mr. Vasington

Also Present: Mr. Archambault, Mr. Kaufman, Ms. van Zelm, Mr. Zaccaro

The Committee reconvened in regular Session.

## **7. Adjourn**

The meeting adjourned at 5:40 pm.

*Minutes taken by Cynthia van Zelm*

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

**ANNUAL MEETING MINUTES**

Housing Authority Office

January 22, 2014

1:00 p.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; and Ms. Fields, Executive Director.

The meeting was called to order at 1:15 p.m. by the Chairperson.

**MINUTES**

A motion was made by Mr. Eddy and seconded by Ms. Ward to accept the minutes of the December 19, 2013 Regular Meeting. Motion approved unanimously.

**COMMENTS FROM THE PUBLIC**

None

**COMMUNICATIONS**

None

**REPORTS OF THE DIRECTOR**

**Bills**

A motion was made by Ms. Hall and seconded by Ms. Ward to approve the December bills. Motion approved unanimously.

**Financial Reports –A (General)**

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the November Financial Reports. Motion approved unanimously.

**Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the December Section 8 Statistical Report. Motion approved unanimously.

**REPORT FROM TENANT REPRESENTATIVE**

**Human Services Advisory Committee**

Mr. Eddy reported that the next meeting was later today.

**General Reports**

None

**COMMITTEE REPORTS**

None

**UNFINISHED BUSINESS**

## **Section 8 Financing Update**

Ms. Fields has been working on the financing of the administration of the Section 8 Program. The latest information from NAHRO is that the administrative fees will be paid at 75% of the stated rate. This is a significant increase over the 2013 which was 68% over the stated rate.

Ms. Fields applied for a grant from the Town of Mansfield through the Department of Human Services. The grant application requesting \$12,000 was submitted to Pat Schneider on January 21, 2014. Mr. Simonson asked Ms. Fields to contact Ms. Schneider to confirm that the IRS designation 501(c)(3) is not required. The application could be amended to name the Mansfield Non Profit Housing Development Corporation if a 501(c)(3) is required.

Ms. Fields spoke with CHFA regarding the possibility of reallocating personnel costs from the Section 8 program to the state programs thereby leaving the Section 8 Program with the personnel costs of only the Section 8 Coordinator.

## **Executive Session - Real Estate**

Ms. Fields asked the Vice Chairman to request a vote to go into Executive Session in order to provide a real estate update which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to invite Ms. Fields and to go into Executive Session at 2:15 p.m. Motion approved unanimously.

The Board came out of Executive Session at 2:35 p.m.

## **NEW BUSINESS**

### **New Position/Employee Update**

The Section 8 Coordinator will be back to work on February 3, 2014.

At the last meeting, Mr. Simonsen noted that employee absences, for any reason, and the lack of excess capacity to handle anything outside the immediate workload did not allow Ms. Fields time to address the Housing Authority's larger picture agenda and asked Ms. Fields to think about a solution to free her time.

Ms. Fields responded to the request with a proposal to hiring a property manager who would manage the two state properties and handle any property related projects. Whether the position should be full or part time was discussed. Due to time constraints, it was decided to continue the discussion as part of the Development Committee Meeting.

### **New Committee**

Mr. Eddy proposed creating a new committee, the Development Committee, which will meet initially on February 13, 2014 at 10:30 a.m. Ms. Fields was requested to invite Linda Painter, Mansfield Planner, to the next Board Meeting

## **MEETING DATE REVIEW**

The Regular meeting for March has been rescheduled from March 20, 2014 to March 27, 2014.

## **OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 3:07 p.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson

**MANSFIELD DOWNTOWN PARTNERSHIP  
PLANNING AND DESIGN COMMITTEE  
Town Hall Conference Room B**

**Tuesday, August 20, 2013**

**MINUTES**

Members: Paul Aho, Steve Bacon, Laurie Best, Karla Fox, Manny Haidous, Jon Hand, Chris Kueffner, Peter Millman, Betsy Paterson

Staff: Cynthia van Zelm

Guests: Howard Kaufman, LeylandAlliance; Dale Cutler, Kenyon & Cutler Architects; Linda Painter, Mansfield Director of Planning and Development; Board members Harry Birkenruth, George Jones, Philip Lodewick (by phone), Toni Moran, Ted Yungclas

**1. Call to Order**

Steve Bacon called the meeting to order at 5:02 pm.

**2. Public Comment**

There was no public comment.

**3. Approval of Minutes from July 16, 2013**

Betsy Paterson made a motion to approve the July 16, 2013 minutes. Laurie Best seconded the motion. The motion was approved.

**4. Review of Preliminary Plans for Educational Playcare**

Mr. Bacon introduced Linda Painter, the Town's Director of Planning and Development, Howard Kaufman from LeylandAlliance and fellow Board members.

Mr. Kaufman introduced Dale Cutler, the architect for the Educational Playcare proposed building.

Mr. Cutler said Educational Playcare was formed in 1986 by Gerry Pastor and Jane Porterfield. He said they opened a facility in Avon in 1991 and have four other facilities in Connecticut. Mr. Cutler said they are very excited about the Storrs Center site.

Mr. Cutler said the site would be licensed for up to 196 children and he showed the Committee and visitors the proposed site plan. The facility would be open year round and has a 7,000 square foot footprint.

Toni Moran asked whether the site was very steep and Mr. Cutler replied in the affirmative. He said the play area will be behind the eastern side of the building.

Karla Fox asked if the facility and teachers are state accredited and Mr. Cutler replied in the affirmative.

Mr. Cutler said the facility will be three stories on the back side and two on the front side due to the slope. The color scheme for the building has not been determined yet.

Mr. Cutler said he believes the design is responsive to the Storrs Center Special Design District regulations and Design Guidelines. The day care is being designed in a Victorian vernacular. He said the front entrance will be at the corner of Wilbur Cross Way and a side street.

Paul Aho asked how the design team is addressing traffic. Mr. Cutler said the owners have discussed this with Mr. Kaufman and the plan is to schedule intervals of drop off and pick up times i.e., from 7 am to 9 am and then 4 pm to 6 pm. Manny Haidous asked if buses could access the site and Mr. Cutler replied in the affirmative.

Mr. Cutler said there will be 12 classrooms in the building. The younger children will be located on the lower level with the older children on the higher level.

Ms. Fox asked about a food prep area and play space inside. Mr. Cutler said there is a food prep area, and play space inside.

Chris Kueffner asked how the Mansfield facility would be different than their other Connecticut facilities. Mr. Cutler said it is expected they would be similar.

Jon Hand said it will be important for Educational Playcare to reach out to the local law enforcement to ensure that they are on the same page with respect to security measures. Mr. Cutler said visitors have to be "buzzed in" and there is a reception area. Ms. Paterson noted that there is a vestibule area so the building includes a set of double doors.

Ted Yungclas asked if there is adequate storage for coats in the classrooms. Mr. Cutler said the storage would be adequate.

Mr. Cutler said there is an elevator in the building for wheelchair accessibility.

Mr. Cutler said the building has a full sprinkler system.

Mr. Cutler and Mr. Kaufman said employees will park in the garage.

Peter Millman asked how much of the road system is built to accommodate the day care. Mr. Kaufman said the drop off could be in Wilbur Cross Way. They will need to talk to the Town's Traffic Authority to review how to sign the road, and then get it approved by the Traffic Authority.

Mr. Kueffner asked what is envisioned on the eastern end of the building. Mr. Cutler said the play area has not been fully designed yet. Mr. Kueffner encouraged the entire Storrs Center area to create some pocket parks as originally envisioned.

Ms. Fox asked what the adjacent uses would be to the day care. Mr. Kaufman said future for sale residential is planned behind the day care. The uses along Wilbur Cross Way are still to be determined.

Mr. Kueffner asked about the ceiling height. Mr. Cutler said it is 10 to 11 feet.

Mr. Bacon noted that there were a number of operational questions that have been posed that can be addressed at some point but are not part of the zoning permit application approval process. These include teacher/student ratio; process for food preparation to rooms; how are naps accommodated; is gross motor room similar to other facilities; cost to parents/care takers.

Mr. Kueffner asked about the efficiency of the building. Mr. Cutler said the team will follow the Storrs Center Sustainability Guidelines and go beyond the insulation requirements in the Guidelines. They will try to use local materials as much as possible. The building will be heated with natural gas and likely LED lighting or high efficient fluorescent lighting.

Mr. Millman asked how the team is balancing energy savings with natural light (heat loss from windows). Mr. Cutler said there will be a lot of interior glazing. The windows are not excessively large and will be double hung. The windows will likely be able to be opened.

Mr. Cutler asked for feedback on the aesthetics of the building. He said the goal was to create an iconic, old schoolhouse look. Committee members expressed support for the look of the building.

Mr. Kueffner said he would like to see the staircase have more of a presence when people come in. Mr. Cutler said the building code requires the staircase to be enclosed but they may be able to make it more visible.

Mr. Haidous asked how people will be protected from snow on the roof. Mr. Cutler said there is protection over the doors and they will probably include snow guards.

Toni Moran asked about the configuration of the lobby on the main floor. Mr. Cutler said it is open with above, serving as an atrium.

Mr. Kueffner asked the design team to reconsider the roof over the lobby as he feels it is too large. Mr. Cutler argued for keeping the roof the way it is.

Mr. Bacon asked if there could be different shades of brick where the blank wall is located. Mr. Cutler said one idea is to put the logo there. Mr. Cutler said the building is not too tall but they wanted the brick base to be plain to give it some significance.

Mr. Cutler said they will do some color in the pre-finished windows.

Mr. Millman asked if landscaping could be done in front of the wall that would help break it up. Perhaps a bench element for waiting parents would help?

Linda Painter said colors and material boards will be needed before the public hearing. She added that traffic circulation is a key element.

Mr. Kueffner asked about the surface of the playground area. Mr. Cutler said it would be synthetic.

Ms. Fox said there need to be information sessions about the day care. Mr. Kaufman said they could hold sessions throughout the year.

## **5. Review of DRAFT Zoning Permit Application for Town Square**

Mr. Kueffner asked about the size of the lawn area in the plan for the town square. Betsy Paterson said there was concern about the cost of maintenance for a larger green area.

Mr. Bacon said there has been discussion about closing off part of Dog Lane and Royce Circle for events so there is actually more space than the actual town square footprint.

Ms. Paterson made a motion to recommend the zoning permit application as submitted to the Partnership Board of Directors. Mr. Millman seconded the motion. The motion was approved with an abstention by Mr. Kueffner.

## **6. Storrs Center Overview**

Ms. Paterson and Ms. Painter left the meeting.

Mr. Kaufman provided an update on new businesses including oneTribe, ThinkitDrinkit, Storrs Wine & Spirits, and GBS Threading & Spa.

The Committee brainstormed other commercial ideas.

Mr. Aho left the meeting.

Mr. Kaufman said Leyland hopes to bring back plans on the for sale housing to interested buyers in the fall.

Cynthia van Zelm said the transportation center will open in November, and the Partnership plans to move its office to the second floor of the center.

Mr. Haidous and George Jones left the meeting.

## **7. Adjourn**

Mr. Millman made a motion to adjourn. Mr. Hand seconded the motion. The meeting adjourned at 7:05 pm.

*Minutes prepared by Cynthia van Zelm*