

**Personnel Committee
Wednesday, April 21, 2014
Council Chambers, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Alex Marcellino, Elizabeth Wassmundt

Other Council Members Present: Elizabeth Paterson, Paul Shapiro, Bill Ryan

Others Present: Maria Capriola, Matthew Hart

The meeting was called to order at 4:00pm.

1. PUBLIC COMMENT

None.

2. MINUTES

The minutes of April 7, 2014 were moved by Marcellino and seconded by Wassmundt. The minutes were unanimously approved as presented.

3. TOWN ATTORNEY RFQ – INTERVIEW DEBRIEF & FIRM SELECTION

The second round interviews, firm strengths, and reference checks for the selected finalists were discussed. Marcellino made the motion, seconded by Wassmundt to refer the recommendation and selection of O'Malley, Deneen, Leary, Messina, & Oswecki as Town Attorney to the Town Council for its next meeting. The motion passed unanimously. The Personnel Committee has asked staff to coordinate the drafting of an agreement for services (for review) and inviting the firm to an upcoming Town Council meeting.

4. FY 13-14 TOWN MANAGER COMPENSATION

Marcellino made the motion, seconded by Wassmundt to recommend to the Town Council a 1.5% general wage increase applied to the Town Manager's salary retroactive to July 1, 2013. The motion passed unanimously.

5. TOWN MANAGER PERFORMANCE REVIEW PROCESS AND TIMELINE

The Town Manager performance review process, timeline, and form were discussed for FY 14-15. Staff has been asked to update the documents with 2014 dates and FY 13-14 adopted goals.

The meeting adjourned at 4:43pm.

Respectfully submitted,
Maria E. Capriola, Assistant Town Manager
Town of Mansfield

**MANSFIELD DOWNTOWN PARTNERSHIP
NOMINATING COMMITTEE
SPECIAL MEETING
Thursday, April 3, 2014**

**Mansfield Town Hall
Conference Room B**

2:30 PM

MINUTES

Present: Chair Philip Lodewick, Steve Bacon, Honey Birkenruth, Betsy Paterson,
Steve Rogers

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 2:30 pm.

2. Approval of Minutes from March 6, 2014

Steve Bacon made a motion to approve the minutes of March 6, 2014. The motion was seconded by Betsy Paterson. The minutes were approved unanimously.

3. Interview UConn Student Representative Candidates for Board of Directors

The Committee interviewed two candidates for the student Board representative on the Partnership Board of Directors.

The Committee will interview additional candidates at a subsequent meeting.

4. Recommendation of New Board Member

Mr. Lodewick said that UConn Dean of the School of Fine Arts Brid Grant agreed to serve on the Board of Directors, if elected by the Partnership membership at its annual meeting. Mr. Bacon made a motion to recommend that Dean Grant serve on the Board of the Directors for a three year term. Ms. Paterson seconded the motion. The motion was approved.

5. Discussion of Annual Meeting

Mr. Lodewick has a potential speaker for the annual meeting and will follow-up.

6. Adjourn

The meeting adjourned at 3:52 pm.

Minutes taken by Cynthia van Zelm

Approved

Human Services Advisory Committee Minutes of March 26, 2014 Meeting

Present: Sara Anderson (Advocates for Children); Ron Baker (Member at Large); Fred Goetz (ADA); Ethel Mantzaris (YSB), chair; Lorraine Kenowski (Member at Large); Bev Korba (Sr. Ctr. Assn.); Victoria Nimirowski (WAIM); Joan Terry (Comm. on Aging)

Absent: Dexter Eddy (Housing Authority)

Staff: Pat Schneider, Director of Human Services

The meeting was called to order at 3:30 p.m.

The minutes of the February 2014 meeting were approved as written.

Pat Schneider updated the Committee on a number of items.

Staffing – The second interviews for candidates for the outreach social worker position will be held very soon. The program administrator position at the senior center has not been posted yet.

Budget – All grants and department budgets look good. The Town Council has included the grants to outside agencies in the amounts we recommended except in one instance.

Summer Programing – The department is coordinating plans with both the Community Center and the Library.

Transportation – It is hoped there may be funds available to pay drivers in order to use the new van more frequently.

Campership Fund – The Fund has been named in memory of Betsy Hamill who started the fund many years ago.

Old Business – Ron asked how the plans for the new playground were progressing. Sara said they are currently working on design plans and more funds still must be raised to meet their goal.

New Business – Transportation issues were discussed and a number of problems were raised regarding wheelchairs or scooters being accommodated on the WRTD buses.

Respectfully submitted, Joan Terry, Secretary

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes
Audrey P. Beck Building, Mansfield
Thursday, January 9, 2014

Members present: A. Bray (Chaplin), J. Elsesser (Coventry), R. Field (Tolland), M. Hart (Mansfield) M. Kurland (Mansfield), J. Luiz (Columbia), E. Paterson (Mansfield), P. Schur (Willington), J. Stille (Bolton),

Staff present: R. Miller, C. Trahan, K. Dardick, M. Brosseau

Scheduled Business – Public Hearing – Proposed Fiscal Year 2014/2015 Budgets and Fee Schedule

E. Paterson opened the public hearing at 4:31.

J. Stille made a MOTION seconded by J. Elsesser to wave the reading of the advertisement warning of the public hearing into the record. The warning is attached to these minutes. MOTION PASSED unanimously.

J. Stille made a MOTION seconded by R. Field to close the public hearing. MOTION PASSED unanimously.

E. Paterson closed the Public hearing at 4:33.

E. Paterson called the regular meeting to order at 4:33.

J. Stille made a MOTION seconded by J. Elsesser to adopt the minutes of the December 12, 2013 regular meeting as presented. MOTION PASSED unanimously.

Public Comments

None

Old Business

Proposed Fiscal Year 2014/2015 Budgets and Fee Schedule

J. Elsesser made a MOTION seconded by J. Stille to adopt the fiscal year 2014/2015 budget, fee schedule and CNRF as presented. MOTION PASSED unanimously.

R. Miller commented that an additional motion needs to be made to increase the employee cost share contribution.

J. Elsesser made a MOTION seconded by J. Stille to increase the employee contribution to POS plan by 1% for a total of 13% and to POE by 3% for a total of 13% effective July 1, 2014. MOTION PASSED unanimously.

New Business

Information Technology Study – BlumShapiro Presentation

R. Miller introduced Jeffrey Ziplow, consultant from BlumShapiro and J. Russell, Director of Information Technology for Mansfield. J. Ziplow presented a summary of the Technology Plan Findings and Recommendations.

Audited Financial Statements for the year ending June 30, 2013

R. Miller reported that the finance committee met prior to the regular meeting of the board and voted to recommend that the full board accept the audited financial statements for the year ending June 30, 2013.

J. Elsesser made a MOTION seconded by J. Stille to accept the audited financial statements for the year ending June 30, 2013 as presented. MOTION PASSED unanimously.

Town Reports

Chaplin: A. Bray reported that Ribbits has reopened.

Subcommittee Reports

None

Directors Report

R. Miller reported that he will be out of the office for the next two weeks for medical reasons.

Communications

CADH re: Connecticut Healthcare Innovation Plan

R. Miller presented the background and possible implications for local public health.

DPH re: Seasonal Influenza

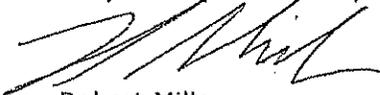
K. Dardick presented updated information on the increase in influenza activity.

Adjournment

J. Luiz made a MOTION seconded by R. Field to adjourn the meeting at 6:02 pm.

Next Board Meeting – February 20, 2013, 4:30 PM at Coventry Town Hall Annex

Respectfully submitted,



Robert Miller
Secretary

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
TOWN HALL
Conference Room B**

THURSDAY, MARCH 27, 2014

3:00 PM

MINUTES

Present: Chair: Tom Callahan, Fran Archambault, Phil Barry, Harry Birkenruth, Matt Hart, Dave Pepin, Bill Simpson, Frank Vasington

Staff: Cynthia van Zelm

Guest: Cherie Trahan, Town of Mansfield Director of Finance

1. Call to Order

Tom Callahan called the meeting to order at 3:05 pm.

2. Approval of Minutes from February 27, 2014

Phil Barry made a motion to approve the minutes from February 27, 2014. Dave Pepin seconded the motion. The motion was approved.

3. Review of Storrs Center Reserve

Matt Hart said that the Committee requested more information about the Storrs Center Reserve at the February Finance and Administration Committee meeting.

Mansfield Director of Finance Cherie Trahan passed out the section on the Storrs Center Reserve Account in the proposed FY2014-2015 Town budget as reference. Ms. Trahan said the Reserve Account was set up to account for one-time costs related to Storrs Center. Tax revenue from Storrs Center goes into the general fund and the funds are used to cover Storrs Center operating costs. Ms. Trahan reviewed the expected amount of taxes received from Storrs Center (less the tax abatement), operating costs, and the anticipated tax relief for the general fund after operation costs are paid.

Harry Birkenruth asked about why police costs were not shown in operating costs. Mr. Hart said that a fiscal analysis had been conducted by HR&A for the

Town that reviewed and accounted for anticipated on-going costs including police and fire.

Mr. Hart said his presentation to the Town Council includes a slide that shows the proposed mill rate with and without the revenue coming in from Storrs Center.

Mr. Birkenruth thought it was important to acknowledge the on-going costs. Mr. Hart noted that all major initiatives have similar in-direct staff costs for managing large projects.

Mr. Hart noted that the Town Council has authorized him to execute an agreement with the parking garage architect Desman and Associates for the over-run on the parking garage. LeylandAlliance will pay \$700,000 (largely to accommodate the 7th floor deck); Desman will pay \$200,000; and the Town will pay \$329,000.

Mr. Birkenruth asked if there is any revenue coming in from the transportation center. Mr. Hart said the Partnership pays rent and there may be a future vendor(s) that could pay rent. There will also be a small bike commuter fee (commuting club) to be able to access the bike lockers and showers.

4. Discussion of Staff Compensation

Ms. van Zelm has recommended that Partnership Office Assistant Sarah Delia receive a two percent increase retroactive to July 1, 2013, as she had received no increase at the start of last fiscal year, and two percent increases for Ms. Delia and Communications and Special Projects Manager Kathleen Paterson commencing on July 1, 2014.

Mr. Callahan made a motion to recommend to the Partnership Board that the current budget be amended to provide Sarah Delia with a retroactive increase of two percent to July 1, 2013. Mr. Birkenruth seconded the motion. The motion was approved.

Mr. Callahan made a motion to recommend to the Partnership Board that the budget be amended to provide Sarah Delia and Kathleen Paterson with an increase of two percent effective for FY July 1, 2014-June 30, 2015. Mr. Birkenruth seconded the motion. The motion was approved.

The Committee deferred a decision on Ms. van Zelm's compensation until the Executive Committee meets.

Mr. Callahan asked that Ms. van Zelm provide a breakdown of the anticipated salary and benefits for Ms. Delia and Ms. Paterson for the April Board meeting.

5. AJ Pappanikou Volunteer of the Year

Dave Pepin made a motion to recommend that Karla Fox receive the AJ Pappanikou Volunteer of the Year Award for her work as chair of the Storrs Center Parking Steering Committee. Bill Simpson seconded the motion. The motion was approved.

6. Review of Partnership Long-Term Budget

Ms. van Zelm referenced a spreadsheet she had prepared about the skills needed for Storrs Center downtown management and who might be able to fill those needs.

The Committee conducted a preliminary review of the information. Mr. Callahan asked people to review the document over the next month and set direction at the next meeting.

7. Adjourn

Mr. Hart made a motion to adjourn. Mr. Birkenruth seconded the motion. The meeting adjourned at 4:10 pm.

Minutes taken by Cynthia van Zelm

EHHD Finance Committee
Special Meeting
February 20, 2014
Coventry Town Hall Annex
Meeting Minutes

Call to Order at 4:05PM by Chairperson Paterson

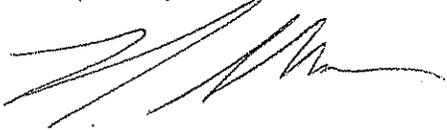
Present: E Paterson, J Elsesser, R Field, R Miller

J Elsesser MOVED, R Field seconded to approve the 1/9/14 meeting minutes as presented. Motion PASSED unanimously.

J Elsesser MOVED, R Field seconded to accept the Financial Reports for the period ending 12/31/13. Motion PASSED unanimously.

R Miller informed the committee that the agency received a notice of unemployment benefit liability from the state department of labor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert L. Miller', written in a cursive style.

Robert L. Miller
Secretary

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Thursday, March 6, 2014
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matthew Hart, Dennis Heffley, Philip Lodewick, Toni Moran, Betsy Paterson, Shamim Patwa, Steve Rogers, Paul Shapiro, and Ted Yungclas

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

Guests: Howard Kaufman and Debbie Lastro, LeylandAlliance; Derek Peterson and Daryl Krivanec, Hart Realty Advisors, Inc.

1. Call to Order

Philip Lodewick called the meeting to order at 4:07 pm.

Howard Kaufman introduced Derek Peterson and Daryl Krivanec with Hart Realty Advisors, Inc. Mr. Kaufman said that Hart Realty Advisors represent the buyers of the commercial property in Storrs Center in Phases 1A, 1B, 1C and 4. Mr. Peterson and Mr. Krivanec expressed their enthusiasm for Storrs Center and working with the Board of Directors. Board members introduced themselves.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of February 6, 2014

Toni Moran made a motion to approve the minutes of February 6, 2014. Betsy Paterson seconded the motion. The motion was approved.

4. Update on Town Square Fundraising

Executive Director Cynthia van Zelm introduced Judith Green with NetMark Associates, who has been working with a Partnership town square fundraising team. She reviewed the engagement tool poster that was produced to help on visits with potential donors. Ms. Green said she also has weekly check-in calls with Ms. van Zelm. Ms. Green referenced an introductory e-mail to potential donors and talking points for visits. Mr. Lodewick asked for 100 percent participation from the Board.

Ms. Green, Mr. Peterson, and Mr. Krivanec left the meeting.

5. Approval of New Committee Members

Steve Rogers made a motion to approve the appointment of Sally Doyen and Bruce Stave to the Membership Development Committee, and Paul Shapiro to the Finance and Administration Committee. Betsy Paterson seconded the motion. The motion was approved.

6. Review and Action on draft Storrs Center Phase 2 and Phase 3 Business Plan

Finance and Administration Committee Chair Tom Callahan updated the Board on the review of master developer LeylandAlliance's Phase 2 and Phase 3 draft Business Plan by the Committee. He referred to the draft Business Plan in the Board packet.

With respect to Phase 2, Mr. Callahan said the proposal is for five mixed-use buildings with parking toward the back of the project area.

Leyland has submitted an application to the Planning and Zoning Commission to request that the parking factor from the 2007 parking study be reduced to 1.25 spaces per unit for residential uses to .92 spaces per unit. This would enable a surface lot to be built vs. a 2 story deck. The surface lot would be more environmentally appealing with permeable pavement as well as more aesthetically appealing. The reduction of the parking factor is based on an analysis of the parking trends seen for the apartment dwellers.

Mr. Callahan said that Phase 3 would include up to 40 units of for-sale housing. The footprint can vary depending on the market for condominiums vs. townhomes.

Mr. Callahan said the Finance and Administration Committee had spent several months reviewing the draft Business Plans and passed a motion at its last meeting endorsing the Plans and recommending approval by the Board of Directors.

Mr. Callahan noted the Board's role in pushing the Leyland to pursue the for-sale housing while the Phase 2 development is being planned. Mr. Kaufman has made a commitment to test the for-sale market. Mr. Callahan said this will be a fair opportunity to see if the market for for-sale housing is good.

Mr. Callahan made a motion to approve the draft Storrs Center Business Plan for Phase 2 and 3. Ted Yungclas seconded the motion.

Mona Friedland asked for more information on the parking. Mr. Callahan said the parking is for the people living in the apartments. The residents in the for-sale housing will all have their own parking. Ms. Friedland asked if a surface lot is approved, could a deck be built later if more parking is needed. Mr. Kaufman replied in the affirmative.

Mr. Kaufman said that Walker Parking had done an analysis of the current parking situation including asking Central Parking for parking counts at various times of the week and day.

Shamim Patwa asked if Leyland would need to come back to the Partnership if the market for the condos and townhomes is not there. Mr. Kaufman said that any development plan needs to follow what was approved in the 2007 Storrs Center Special Design District. If there were radical changes in the plans, they would need to come back to the Partnership and the Director of Planning and Development.

Mr. Callahan said the Planning and Design Committee will continue to review the for-sale residential plans which would have to come to the Partnership as part of a zoning permit application.

In response to a question from Steve Bacon, Mr. Kaufman said the 2007 zoning approval allows for a maximum of 690 housing units. The current housing plan includes 660 units.

Mr. Kaufman invited Board members to Warwick Grove where the for-sale housing would be very similar to what is proposed in Storrs Center.

The Board approved the motion as presented.

Ms. van Zelm said the public hearing on the Phase 2 zoning permit application is scheduled for April 23 at 7 pm in the Town Council Chambers.

7. Review and Action on Partnership and Storrs Center Alliance Estoppel Certificates

Mr. Callahan said the Development Agreement between the Partnership and Storrs Center Alliance includes a provision that conveys the right of first refusal on property in Storrs Center to the Partnership if Storrs Center Alliance is in default of provisions in the Development Agreement. One of those provisions is that occupancy thresholds must be met. If met, the Partnership is required to supply an Estoppel Certificate if requested. Storrs Center Alliance is requesting an Estoppel Certificate as they finalize the sale of the commercial portions of Phases 1A, 1B, 1C, and 4. A reciprocal Estoppel Certificate would be signed by Storrs Center Alliance.

The motion that would be in order would be for the Board to authorize Executive Director Cynthia van Zelm to sign an Estoppel Certificate that indicates that obligations have been met for Phase 1A. Storrs Center Alliance will ask for future Estoppel Certificates for Phases 1B, 1C and 4.

Mr. Callahan moved to approve the Storrs Center Alliance, LLC Estoppel Certificate for Phase 1A and the Mansfield Downtown Partnership Estoppel Certificate and to authorize Executive Director Cynthia van Zelm to sign the Board approved Partnership Estoppel Certificate. Ms. Patwa seconded the motion. The motion was approved.

8. Review and Approval of Budget for FY2014-2015

Mr. Callahan referred to the Finance and Administration Committee's recommended budget for FY2014-2015. He noted that it does not include a recommendation on any salary increases for Partnership staff.

He said the Partnership has been a prudent steward of the investment by the Town, UConn, and members, which has resulted in its fund balance. Over the last year, the fund balance has been tapped for the \$100,000 committed to the town square and expenses not covered by the current income.

Mr. Callahan and Ms. van Zelm said the major budget changes from last year are an increase in rent for the Partnership office at the transportation center and health care.

Matt Hart said there is a need to look at the long term revenue stream for the Partnership. He suggested looking at new revenue sources moving forward. How do other downtowns fund their operations?

Mr. Callahan said the budget will need to be adjusted at a later time after potential salary increases are reviewed.

Ms. Friedland made a motion to approve the FY2014-2015 budget for the Mansfield Downtown Partnership. Mr. Callahan seconded the motion. The motion was approved.

9. Report from Committees

Finance and Administration

Mr. Callahan referred to the December 31, 2013 financial statements included in the Board packet. He said Ms. van Zelm and Mr. Hart will review the Storrs Center Reserve at the next Finance and Administration Committee meeting. Mr. Hart noted that the Reserve included one-time expenditures including fire protection fees. He will report more detail to the Finance and Administration Committee.

Advertising and Promotion

Toni Moran reported that the Square Fair was reviewed at the last Committee meeting. Applications have been sent to prospective artists for the Fair.

The Committee is also looking at an inaugural event for the town square in September.

Ms. Moran said the Festival is now called the "Celebrate Mansfield Festival." It will be located this year on and around the town square. A map of booth locations and logistics for the new space is being developed.

Business Development and Retention

Steve Rogers said the Committee did not meet last month.

Executive

Mr. Lodewick said the Executive Committee completed Ms. van Zelm's evaluation and it will be discussed later in the meeting.

Membership Development

In Chair George Jones' absence, Ms. van Zelm reported that the 2nd renewal letters had gone out to members. She said the Committee had recommended an increase in individual dues from \$15 to \$20. Any change in membership dues has to be approved by the Partnership membership.

Nominating

Mr. Lodewick said the Nominating Committee had just met and discussed nominations for Mr. Yungclas' position.

He said there will also be some small recommended Bylaws changes and a recommended change to the Partnership Articles of Incorporation to make the Articles consistent with the Bylaws around the approval of membership dues changes. These will be discussed more thoroughly at the April Board meeting.

Planning and Design

Mr. Bacon said the Committee met twice since the last Board meeting. At the February Committee meeting, the Committee reviewed the first iteration of renderings for Phases 2 and 3 from EdR and LeylandAlliance. The Committee made some suggestions and then met again yesterday with EdR and Leyland and Humphries Architects. Several of the suggested changes had been made. Mr. Bacon said the architecture will be very distinctive from the

current architecture. Mr. Kaufman noted that the team is looking at a more contemporary design. He said that all design is consistent with the design guidelines. Mr. Kaufman said some early renderings were shown at the February 24 update to the Town Council.

Mr. Bacon said the Planning and Design Committee will review the plans for Phase 2 one more time on March 18.

Mr. Kaufman and Ms. Lastro left the meeting.

Betsy Paterson made a motion to go into Executive Session according to CGS §1-200(6) (A). Paul Shapiro seconded the motion. The motion was approved unanimously.

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

Present: Board members: Mr. Bacon, Mr. Birkenruth, Ms. Friedland, Mr. Hart, Mr. Heffley, Mr. Lodewick, Ms. Moran, Ms. Paterson, Ms. Patwa, Mr. Rogers, Mr. Shapiro, Mr. Yungclas

Also Present: Ms. van Zelm

The Committee came out of Executive Session.

11. Executive Director Report

Ms. van Zelm said she was finalizing a Request for Proposals for art in the town square. She said the proposed review process would be a recommendation from the Arts Advisory Committee that would go to the Partnership Board of Directors for final approval.

12. Adjourn

Ms. Moran made a motion to adjourn. Mr. Heffley seconded the motion. The motion was approved and the meeting adjourned at 5:40 pm.

Minutes taken by Cynthia van Zelm.

**MANSFIELD DOWNTOWN PARTNERSHIP
NOMINATING COMMITTEE
SPECIAL MEETING
Thursday, March 6, 2014**

**Mansfield Town Hall
Town Council Chambers**

2:00 PM

MINUTES

Present: Chair Philip Lodewick, Steve Bacon, Honey Birkenruth, Betsy Paterson, Steve Rogers

Staff: Cynthia van Zelm; John Zaccaro

1. Call to Order

Philip Lodewick called the meeting to order at 2:10 pm.

2. Approval of Minutes from March 7, 2013

Betsy Paterson made a motion to approve the minutes of March 7, 2013. The motion was seconded by Honey Birkenruth. The minutes were approved unanimously.

3. Review of Bylaws

Cynthia van Zelm and Partnership attorney John Zaccaro reviewed proposed changes to the Partnership Bylaws to be recommended to the Board of Directors and voted on by the Partnership membership at the Annual Meeting.

Ms. van Zelm said the Membership Development Committee has recommended a change in individual membership dues from \$15 to \$20.

The Committee reviewed and recommended the following changes:

- Change in address to new office location at 23 Royce Circle
- Change to the Contracts section to add language that no Director or officer will have an interest in any contract related to the responsibilities or operations of the Partnership unless the provisions of the Partnership's Conflict of Interest Policy or Town's Code of Ethics have been met

The Committee is recommending that the Partnership's Articles of Incorporation be changed by the membership to be consistent with the Bylaws regarding the

approval process for a change in membership dues. The Bylaws call for a majority vote whereas the Articles of Incorporation call for a two-thirds vote.

The full membership will be presented with changes to the Articles of Incorporation, changes to Bylaws, and a vote on changes to the membership dues, in that order.

4. Discussion of New Board Members

The Committee discussed potential new Board members to fill Ted Yungclas' position as he will not be seeking re-election.

Steve Bacon will ask the Mansfield Business and Professional Association to put his name in for reappointment.

Ms. van Zelm said that Tom Callahan has been reappointed by the University of Connecticut to serve another three year term as a University representative.

Ms. van Zelm said that Matt Hart will ask to be reappointed by the Town Council as a Town representative.

5. Discussion of Annual Meeting

Honey Birkenruth asked if Linda Painter might do an update on Mansfield Tomorrow at the Annual Meeting. Ms. van Zelm will check with Ms. Painter.

6. Adjourn

Betsy Paterson made a motion to adjourn. Mr. Bacon seconded the motion. The motion was approved and the meeting adjourned at 3:10 pm.

Minutes taken by Cynthia van Zelm

ARTS ADVISORY COMMITTEE
Meeting of Tuesday, 01 April 2014
Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was **called to order** at 5:00p by Kim Bova. *Members present:* Kim Bova, Tom Bruhn, Scott Lehmann. *Members absent:* Anke Finger, David Vaughan. *Others present:* Jay O'Keefe (staff).
2. The **draft Minutes** of the 04 February meeting were approved as written. {Only Kim was able to meet on 04 March, so the March meeting was cancelled.}
3. **Town Square art.** Jay distributed copies of the final Request for Proposals (RFP), dated 03/18/14, for sculpture or other art to grace the new Town Square. The deadline for proposals is 05/01/14. The Committee is responsible for short-listing proposals and interviewing these artists during May. This is a serious responsibility, and the Committee agreed that it should be prepared to convene special meetings in May and that it would be wise to solicit advice from artists and landscape architects who have experience with art in public spaces.
4. **Committee Vacancies.** Anke e-mailed Jay on 03/30 to say that she is resigning, so the Committee now has two vacancies. Tom thought it would be good to have someone like Jay Ames with a connection to art education in the schools. Kim will ask Jay A. if he can suggest anyone who might be interested.
5. **Old Eagleville schoolhouse.** The Committee is interested in visiting this building to assess its suitability for art studios and art instruction. Jay will try to arrange a visit.
6. **Nash-Zimmer Transportation Center.** This facility will have space for art displays, but a visit to see this space will probably have to wait until a problem with the heating system is resolved. Tom observed that arranging art exhibits can be time-consuming. He suggested that something more permanent, perhaps a mural or photos of the Tour de Mansfield, might be a better option.
7. **Summer concerts.** The summer concerts sponsored by the Mansfield Parks and Recreation Department in 2014 will be: Kidsville Kuckoo Revue, 07/10; Shaded Soul Band, 07/17; Dr. Ya Ya's Gumbo Party Band, 07/24; and Windham Concert Band, 07/31. The venue for the last concert is yet to be determined, as this band has about 80 players.
8. **MCC exhibits.**
 - a. Tom reported that **Guocun Yang** has not responded to inquires about the exhibit of embroidered baby carriers from SW China he proposed and is presumably no longer interested.
 - b. After some discussion, the Committee decided not to pursue an exhibit of **Mansfield School Art** for 04/15 to 05/31 this year, as April 15 is only two weeks away and the Committee already has other applications to exhibit in this period. Accordingly Kim will let **Sherrie Gage** know that she can have the display cases for a show of ceramic works from her CSA class from 04/15 until at least 05/31.
 - c. **Pattie Tuite** has not yet responded to David Vaughan's 02/05 e-mail with photos of the **Richard Davis** watercolors she proposes to show. Scott will contact her to say that display areas in the sitting room and hallways are available from 04/15 to 05/31 but that the Committee must see photos before it can approve the exhibit.
 - d. Tom has photos of works by **Roger Crossgrove** that he thinks would be suitable for an MCC

exhibit; he will e-mail them to Committee members for review. If they are OK, the exhibit will run from 06/01 to 08/15. Most of the works are large; some could be hung in the upper sitting room area. Tom will work with Mr. Crossgrove and Jay to arrange for a reception and publicity in connection with the exhibit.

e. Jay reported that **Jess McCabe** is interested in showing photos but hasn't yet submitted an application. He also reported seeing an attractive painting by **Jane Waller Collins** and will invite her to apply to exhibit at the MCC.

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
1/15 to 4/14	<i>David Corsini</i> (assemblages)					
4/15 to 5/31	<i>Sherrie Gage</i> (CSA ceramics)				<i>Richard Davis?</i> (watercolors)	
6/01 to 8/15	CSA ceramics?		<i>Roger Crossgrove?</i>			

9. Square Fair. A monthly juried art fair (dubbed "Square Fair") is planned for the area around the new Town Square (and the Square itself, when completed). It will run from 5 to 9 PM on the fourth Friday of each month from May to October. Kim reported that artists are signing up to participate. There are plans to add music and perhaps expand the fair to include other "made objects".

10. Adjourned at 5:47p. Next meeting: **5:00p**, Tuesday, 06 May 2014.

Scott Lehmann, Secretary, 02 April 2014; approved 06 May 2014.