

ARTS ADVISORY COMMITTEE
Special Meeting of Tuesday, 27 May 2014
Downtown Partnership Office, Storrs Center Transportation Center

MINUTES

1. The meeting was **called to order** at 5:02p by Kim Bova. *Members present:* Kim Bova, Scott Lehmann, David Vaughan. *Members absent:* Tom Bruhn. *Others present:* Cynthia van Zelm (Downtown Partnership), Jay O'Keefe (staff).

{**Background.** The Committee had agreed on 06 May that members should individually look at proposals elicited by the Town's Request for Proposals for sculpture or other public art at the new Town Square before meeting again to discuss them at 5:00p, Wednesday, 14 May, at the Partnership Office. Members spent an hour at this immediately following the 06 May meeting, individually returning to the Downtown Partnership Office over the next week for additional study of the proposals and supporting material. The 14 May meeting was attended by all members, plus Ms. van Zelm and Prescott Powers, a Mansfield artist with expertise in sculpture. No agenda from the Parks and Recreation Department had materialized, so it was unclear that the Committee could actually conduct any official business. Nonetheless, the proposals were discussed with a view to arriving at a provisional short list that could be revisited and affirmed or modified at a subsequent official meeting.}

2. Communication. As requested, Chapin has sent a plaster maquette with a letter detailing the three surface textures that would be created on various parts of his "River flowing over Mill" sculpture: rough split, pounded, and polished.

3. Town Square art: recommendation. On the basis of Chapin's more revealing maquette, the Committee agreed after some discussion on a short list of proposals, consisting of Boyajian's "Eye of the Needle" & "Weaving Shuttle" and Chapin's "River flowing over Mill." Kim, Jay, and Ms. van Zelm are to meet with the donors to present and explain the Committee's recommendations.

4. Adjourned at 5:30p.

Scott Lehmann, Secretary, 02 June 2014; approved 03 June 2014.

ARTS ADVISORY COMMITTEE
Meeting of Tuesday, 06 May 2014
Downtown Partnership Office, Storrs Center Transportation Center

MINUTES

1. The meeting was **called to order** at 5:05p by Kim Bova. *Members present:* Kim Bova, Tom Bruhn, Scott Lehmann, David Vaughan. *Members absent:* none. *Others present:* Cynthia van Zelm (Downtown Partnership), Brian Kent (landscape architect for Town Square), Jay O'Keefe (staff).
2. The **draft minutes** of the 01 April meeting were approved as written.
3. **MCC exhibits.** Before the meeting, Scott and David viewed photos (on Tom's digital camera) of works by **Roger Crossgrove** proposed for exhibit in the summer and agreed that they were suitable. **Pattie Tuite** has hung watercolors by **Richard Davis** in the hallways.
4. **Town Square art.** Cynthia van Zelm reported that the Request for Proposals (RFP) for sculpture or other art to grace the new Town Square had generated 28 submissions by the 01 May deadline, plus 2 that arrived shortly thereafter. There is space in the revised site plan for two artworks. (Fund-raising is on-going for two works at \$65K each.) Each should "celebrate the Mansfield community by reflecting at least one of the themes: culture, history, agriculture, or education," and at least one "should appeal to children." Some proposals have been designed specifically for the site; most appear to be 'off the shelf' works or adaptations thereof. The Committee is responsible for short-listing proposals by the end of May; it may recommend expanding the search if it is disappointed by the proposals submitted. Along with the RFP, Ms. van Zelm distributed information on the proposals in tabular form: "Art Submission for Town Square (May 2014)."

Brian Kent reviewed the plan of the Square for the Committee. The two sites for sculpture are about 100 ft apart. Neither is level; consequently, the larger a work's footprint, the more challenging its installation. Any work will be fully accessible to the public; it must not be fragile or unsafe. High-maintenance designs should be avoided. Panels in small structures in the Square (sun shades, performance pavilion) will be red, so neutrally colored works are probably best. One up-light is possible in the Square.

The Committee agreed with Tom that we should consider the two slightly late submissions, lest we rule out a superior work. Noting that careful consideration of proposals will take time, Scott suggested that the Committee proceed by having members look individually through the submissions and then assembling later to discuss them and arrive at the Committee's recommendations. It was agreed to do this, using the scoring sheets Jay has prepared. The Committee agreed to meet at 5:00p on Wednesday, 14 May, for discussion. Committee members then spent approximately an hour looking individually through proposals. Members should make arrangements with Ms. van Zelm to continue individual reviews in advance of the 14 May meeting,
5. The meeting informally **adjourned** at about 6:40p. On their way out Committee members viewed wall space in the Transportation Center lobby and bike room, which might be suitable for exhibiting large works (e.g., photos of the Tour de Mansfield).

Scott Lehmann, Secretary, 08 May 2014; approved 03 June 2014.

Human Services Advisory Committee Minutes of April 30, 2014 Meeting

Present: Sara Anderson (Advocates for Children); Ethel Mantzaris (YSB), chair; Bev Korba (Sr. Ctr. Assn.); Victoria Nimirowski (WAIM); Joan Terry (Comm. on Aging)

Absent: Ron Baker (Member at Large); Fred Goetz (ADA); Dexter Eddy (Housing Authority); Lorraine Kenowski (Member at Large);

Staff: Pat Schneider, Director of Human Services

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

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

Pat handed out copies of the Committee's meeting dates so we will not have future confusion over which Wednesday is our correct meeting date.

Pat updated the Committee on a number of issues. An outreach social worker has been hired: Carolyn McAuliffe has experience with outreach and is Choices trained. The senior center program coordinator vacancy has attracted over 100 applications. Kathleen Krider has resigned as Early Childhood Services Coordinator but will help with transition.

Various grants are being applied for with some updating necessary. It is hoped there will be some funds in the new transportation budget to pay a driver for the town van allowing greater use.

Youth services had an excellent volunteer recognition to thank mentors from UConn. Next year there will be two interns from Eastern CT University. The funds for the Challenge program have been cut in half and have been placed in the recreation department's budget.

The fee waiver ordinance has been modified in an effort to keep expenditures under better control.

Joan shared a memo to the Council Committee on Committees that was written by the previous director last March. It contained the results of discussions our committee had during a strategic planning session. Pat will follow up with the memo to see if it was ever sent to the Council's Committee on Committees.

Transportation problems with the Windham Regional Transit District buses were briefly discussed. Some of our committee members have heard that people with disabilities have been denied access to the buses. The committee feels this is an area where we might be able to affect a positive change.

Meeting was adjourned at 4:14 p.m.

Respectfully submitted,

APPROVED

**Human Services Advisory Committee
Minutes of April 30, 2014 Meeting**

Present: Sara Anderson (Advocates for Children); Ethel Mantzaris (YSB), chair; Bev Korba (Sr. Ctr. Assn.); Victoria Nimirowski (WAIM); Joan Terry (Comm. on Aging)
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Respectfully submitted,
Joan Terry, Secretary



MANSFIELD ADVOCATES FOR CHILDREN
EXECUTIVE COUNCIL
MINUTES
Monday, April 28, 2014
 1:00pm, Town Hall, Conference Room B

MEMBERS PRESENT: Sara Anderson, Susan Daley, Sarah Delia (staff),
 Jordana Frost, Cindy Guerrerri (1:30pm) Kathleen Krider
 (staff), Pat Schneider, Mary Sposito

<i>WHAT (Topic)</i>	DISCUSSION	OUTCOME
Call to Order	Kathleen Krider called the meeting to order at 1:00pm.	
New Business	<p>Kathleen Krider explained the history of the MAC Executive Council.</p> <p>MAC Executive Council responsibilities.</p> <ul style="list-style-type: none"> • The current subcommittees of MAC consist of the Playground Committee, By-Law revision committee, Health Team, PTA/PTO committee. • Reviewed the meeting structure of MAC; Quarterly meetings, monthly meetings for team work. • Kathleen Krider mentioned that not enough people make decisions based on the plan. • Jordana Frost mentioned a tool to figure out the most impact; Strategy matrix to use with the Mansfield Plan. • The team representative should look at grant accountability. • Current teams consist of Health: Jordana, Rita, Jillene and Esther; Successful Learners: 4 Center Directors, Rachel, Judy; Community Connectedness: Sara Anderson. <p>Executive Committee Meeting Schedule:</p> <ul style="list-style-type: none"> • Members agreed to meet the third Wednesday of the month from 9:00am – 10:30am. The next meeting will take place on Wednesday May 21. 	

Adjournment	<p>The meeting adjourned at 2:30pm.</p> <p>Next MAC meeting:</p> <p style="text-align: center;">Wednesday, May 7, 2014 5:00pm – 5:30pm Arrival and Dinner 5:30pm – 7:30pm MAC Meeting</p> <p>Next Executive Council meeting:</p> <p style="text-align: center;">Wednesday, May 21, 2014 9:00am – 10:30am At Town Hall in Conference Room B.</p> <p>Agenda topics: Please send to Sarah Delia at delias@mansfieldct.org</p> <p>Respectfully submitted, Sarah Delia Assistant to Early Childhood Services Coordinator</p>	
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All Mansfield Children ages birth through 8 years old are healthy, successful learners, and their families are connected to the community.

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
PARTNERSHIP OFFICE
23 Royce Circle**

THURSDAY, APRIL 24, 2014

3:00 PM

MINUTES

Present: Chair: Tom Callahan, Fran Archambault, Phil Barry, Harry Birkenruth, Paul Shapiro, Bill Simpson

Staff: Cynthia van Zelm

1. Call to Order

Tom Callahan called the meeting to order at 3:10 pm.

2. Approval of Minutes from March 27, 2014

Bill Simpson made a motion to approve the minutes of March 27, 2014. Phil Barry seconded the motion. The motion was approved.

3. Discussion of Staff Compensation

The discussion of the Executive Director's salary is to be addressed by the Finance and Administration Committee this year per direction from the Board President. Cynthia van Zelm left the meeting during discussion of staff compensation for the Executive Director. Ms. van Zelm returned to the meeting. Mr. Callahan said the Committee is recommending to the Board that Ms. van Zelm receive a two percent increase for the next fiscal year beginning July 1.

4. Review of Partnership Long-Term Budget

The Committee continued its discussion of the Partnership's role going forward and its long-term budget. Mr. Callahan asked that Ms. van Zelm organize the prospective downtown duties into categories for the next meeting.

5. Review of March 30, 2014 Financials

Ms. van Zelm reviewed the March 30, 2014 financials, noting that the membership renewal drive is coming to an end for the year.

6. Adjourn

Mr. Barry made a motion to adjourn. Mr. Birkenruth seconded the motion. The meeting adjourned at 4:35 pm.

Minutes taken by Cynthia van Zelm

TOWN/UNIVERSITY RELATIONS COMMITTEE
Tuesday, April 8, 2014
Audrey Beck Municipal Building, Council Chambers

Minutes

Present: J. Armstrong, P. Barry, J. Coite, C. Devecchis, M. Gilbert, M. Hart, E. Paterson

Staff: M. Capriola, L. Painter (*Town*), C. van Zelm (*MDP*)

Meeting was called to order at 4:00 pm.

1. Meeting Minutes

The March meeting minutes were tabled due to lack of a quorum.

2. Updates:

a. *Mansfield Downtown Partnership:* van Zelm provided an update. The Storrs Center Phase II application has been submitted to Planning and Development; a public hearing will be held. Construction on Phase II is anticipated to begin in June, with the apartments and commercial space for that Phase opening in August 2015. Over 125 people attended an informational meeting on the planned owner-occupied housing units associated with Phase III of the project. Over 30 deposits have already been made by people interested in purchasing owner-occupied units. Town Square construction continues, with an anticipated completion date of May 2014. The grand opening of the Nash Zimmer Transportation Center is April 14, 2014.

b. *MCCP:* Armstrong provided an update. The off-campus housing fair was held today (April 8). Armstrong has been meeting with fraternity and sorority groups that are renting off-campus single family homes to talk about community expectations and responsibilities. The Office has seen a slight uptick in complaints, which are being addressed.

c. *USG:* Devecchis announced that the "Mansfield" event will be held on May 3rd at 7pm. The event will likely include outdoor viewing of a family friendly movie. Devecchis also reported on off-campus and on-campus activity following the national championship basketball wins. The USG Executive Council is looking at re-establishing "core values."

d. *Impact Study for NextGen CT:* Hart provided an update. An impact study will be conducted to analyze the benefits, economics, and demands on municipal and regional services related to the NextGen CT initiative. The study will be jointly funded by the University and the Town, with most of the funding coming from the University. The Town Manager's Office is currently working on drafting a RFQ for a planning firm to conduct the study.

3. UCONN Spring Weekend

Gilbert provided an overview. The University will not allow overnight guests in the residence halls during Spring Weekend. Parking lots and roads leading into campus will have limited access. A number of positive student activities are being planned for the weekend with the emphasis being on "UCONN Learns, Serves, Cares." Sgt. Cournoyer and Armstrong are meeting with property managers. Town and University public safety officials have held planning meetings.

4. Other Business

Hart provided information regarding work being done to (possibly) restore passenger rail service from Mansfield to Palmer, Massachusetts (with a connection to Amherst). The Massachusetts DOT has provided funding to conduct a feasibility study for the Mansfield-Palmer service with the connection to Amherst. Congressman Courtney and the Connecticut DOT are attempting to secure funding to improve capacity of the rail line.

Mayor Paterson announced CCM's Task Force looking at the impact of drug use in communities. Town-Gown members with an interest or expertise on this topic should contact Mayor Paterson.

Painter provided an update on the Mansfield Tomorrow initiative. The Planning and Zoning Commission is currently reviewing the draft document. The goal is to have the draft document available for public viewing over the summer, with a public hearing held in September.

5. Opportunity for the Public to Address the Committee

None.

The meeting adjourned at 4:55 p.m.

Respectfully Submitted,
Maria E. Capriola, M.P.A.
Assistant Town Manager, Town of Mansfield

TOWN/UNIVERSITY RELATIONS COMMITTEE
Tuesday, March 11, 2014
Audrey Beck Municipal Building, Council Chambers

Minutes

Present: J. Armstrong, J. Coite, R. Cournoyer, C. Devecchis, M. Gilbert, S. Kegler, M. Kirk, E. Paterson, H. Rynhart (*for O'Connor*), N. Silander, W. Simpson

Staff: M. Capriola, L. Painter (*Town*)

1. Call To Order

Meeting was called to order at 4:00 pm. Armstrong was congratulated on his appointment from interim to permanent Off-Campus Student Services Director.

2. Meeting Minutes

Kirk made the motion, seconded by Simpson to adopt the February 11, 2014 meeting minutes. The minutes were unanimously approved as presented.

3. Updates:

a. *Mansfield Downtown Partnership:* Planning and Development is expecting a zoning permit application for Phase II of Storrs Center in April. Information about the planned owner occupied housing in Storrs Center was provided. Simpson reported on the Grand Opening of the UCONN Co-op Bookstore and the Puppetry Museum in Storrs Center.

b. *MCCP:* Armstrong provided an update. MCCP has been serving as a facilitator between USG and the Town for discussions regarding regulations restricting the number of unrelated people living in off-campus single family homes.

c. *USG:* Devecchis provided an overview of a planned marketing campaign aimed to educate students about being good neighbors. Potential related activities might include a family friendly "Mansfield" day with activities on campus and students participating in Rid Litter Day.

4. Mansfield Tomorrow

Painter provided an update of the Mansfield Tomorrow project. The first draft of the plan is currently being reviewed by a number of advisory committees, including Town-Gown, during March. Committee members should submit their feedback to Linda Painter or Jennifer Kaufman, project manager. Based on feedback, a revised document will be developed for official public comment in May/June.

5. Other Business

Jason Coite, as a new member, was asked to briefly talk about the role of his department at UCONN.

A brief update was provide on the opening of the Transportation Center.

7. Opportunity for the Public to Address the Committee

None.

8. Adjournment

The meeting adjourned at 4:18 p.m.

Respectfully Submitted,
Maria E. Capriola, M.P.A., Assistant Town Manager, Town of Mansfield

Historic District Commission
Minutes
Meeting Tuesday, April 8, 2014

The meeting convened at 7:05 pm

Members Present: G. Bruhn, A. Bacon, L. Dyson, D. Spencer, J. McGarry

Non-Members Present: Ann Plumley, Elizabeth Scott and Mark Messier, representing the First Church of Christ. Ed Pelletier, observer

Old Business:

- 1) Minutes of the March 2014 meeting were approved.
- 2) Commission members went into Executive Session related to First Church of Christ signage.

The revised sign was approved by a vote of 4-1. Mark Messier will construct the posts and cap with dentil molding to include halogen strip lighting, which will reflect downward. Signs Plus will construct the body of the sign. Details are shown on the attached drawings.

New Business:

- 1) The new Public Works Director, John Carrington, has been invited to attend our May meeting in order to introduce him to the role of the Commission, as it relates to the various historic districts. We will also discuss the condition of the walking path through Mansfield Center Historic District and solicit ideas for how to improve it.

The meeting adjourned at 7:40 p.m

Respectfully submitted,

Gail Bruhn,
Chair

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

April 16, 2014

8:30 a.m.

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

The meeting was called to order at 8:36 a.m. by the Chairperson.

MINUTES

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the minutes of the March 25, 2014 Regular Meeting, March 27, 2014 Emergency Meeting and the April 9, 2014 Emergency Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

COMMUNICATIONS

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the February Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that he missed the last meeting. The minutes stated that the Committee is close to hiring an outreach social worker.

General Reports

None

COMMITTEE REPORTS

Development Committee

No meeting was scheduled.

Quality of Life Committee

A meeting will take place following this meeting to discuss Phase II of the Wrights Village Landscaping project. This will include water gardens in specific areas to reduce runoff.

EXECUTIVE SESSION

Real Estate

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

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to go into Executive Session and to invite Ms. Fields at 9:25 a.m. Motion approved unanimously.

The Board came out of Executive Session at 9:35 a.m.

A motion was made by Ms. Ward and seconded by Ms. Hall to lend the Mansfield Nonprofit Housing Development Corporation money from the Holinko Estates Reserves for the purchase of real property pending final approval by CHFA.

UNFINISHED BUSINESS

Section 8 Financing Update

Ms. Fields met with the Board of Selectman of the Town of Willington on April 7, 2014. She explained the Section 8 program and answered questions.

The Towns of Ashford, Chaplin, Mansfield and Willington have all expressed interest in furthering the program and have taken our request under advisement. No communication has been received from the Town of Coventry from our initial request.

Ms. Fields stated that she did submit a request to HUD to be paid a higher administrative fee. The request had to be received by HUD by April 15, 2014.

Holinko Estates Solar Panels

Ms. Fields signed the ZREC contract and the Sunlight Solar contract for an 18,360 total solar panel wattage system.

A discussion took place regarding the financial gains by Holinko Estates in the operating costs savings and the ZREC payment and what to do with those savings/earnings. Mr. Simonsen presented the following resolution for vote:

RESOLUTION

Whereas, the cost of the Solar Panels installed at Holinko Estates is an unplanned RM&R cost, the Housing Authority of the Town of Mansfield shall reimburse the designated RM&R account by using the ZREC payments and part of the operating cost savings for a total of \$5,000 per year from the date of the first ZREC payment until the original funding is repaid in full. This amount will be in addition to the annual amount required to fund the RM&R as set forth in the 2010 Capital Needs Report and any subsequent report hereafter.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the resolution. Motion approved unanimously.

Holinko Site Lighting Project

Ms. Fields stated that the Affordable Housing Energy Efficiency Program would not be available for the solar program at Holinko because the smallest project being funded through this program is \$500,000. In addition, it is not a grant, but rather a low interest loan which would have increased the cost of the project.

NEW BUSINESS

None

MEETING DATE REVIEW

No changes

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 9:55 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson