

Town of Mansfield Transportation Advisory Committee
Minutes of the Meeting – March 18, 2014

Present: Hultgren, Marcellino, Ryan, Gupta, Taylor, Aho (WRTD rep), Carrington (Director of Public Works), Painter (Director of Planning and Development), Visci (Transportation Coordinator)

The meeting was convened at 7:00. Introductions were made. Since no chairperson has been elected since Frantz resigned, Hultgren acted as chair for this meeting and the election of a chairperson will be placed on the next meeting's agenda.

The PZC subcommittee's October 2013 recommendations for a priority listing of bikeways and walkways in Town were discussed and compared to the TAC's previous listing from October of 2012. The criteria presented in the subcommittee's recommendations were approved by consensus with two suggested augmentations: First, to take into consideration the potential for high pedestrian/bicycle use (rather than just the actual current use); and second to be able to consider smaller, inexpensive projects that were easily constructable as part of the listing. Painter will take these minor recommendations back to the PZC subcommittee for comment and incorporation into the proposed criteria.

The transportation part of the infrastructure chapter (#8) of the Mansfield Tomorrow Plan was reviewed and discussed. A number of suggestions were made for minor changes to the chapter's wording which Painter made notes on and will incorporate into the chapter. The water/wastewater part of the chapter was not reviewed by this committee.

The League of American Bicyclists' response to the Town's application to be a bike friendly community was discussed. The following suggestions were made in the response to the Town: 1) Establish an active bicycle advisory committee 2) Have the Town adopt a complete streets policy 3) Expand the Town's system of bike routes, bike lanes and shared bike spaces (sharrow designations) 4) Conduct skill classes, seminars and educational events on bicycling and bicycle safety 5) Begin an active bicycle safety enforcement program with the local constabulary for both motorists and bicyclists 6) Develop a complete bicycle facility master plan. Hultgren said he would attempt to establish an active bicycle advisory group and get going on these 6 recommendations during 2014.

Ryan Visci, the Town's Transportation Coordinator, updated committee members on the construction of the Transportation Center in Storrs Center. While the 3 bus services (UConn, WRTD and Peter Pan) were using the stops now, he said that the floors should be finished next week, and that some heating system revisions were necessary to obtain a certificate of occupancy for using the building. The grand opening is scheduled for Monday, April 14th at 10:00 AM.

Gupta suggested a Town map be brought to meetings for a geographical reference to projects discussed.

The next meeting will be held in approximately 2 months (mid-May). Suggested dates will be emailed to members and those interested in attending.

The meeting was adjourned at approximately 8:30 PM.

Respectfully submitted,

Lon Hultgren
Acting Chair

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
SPECIAL MEETING
Wednesday, April 23, 2014
Mansfield Town Hall
Town Council Chambers**

8:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Matthew Hart, Dennis Heffley, Mike Kirk, Paul McCarthy, Steve Rogers, Paul Shapiro, and Bill Simpson

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

1. Call to Order

In President Philip Lodewick's absence, Steve Bacon called the meeting to order at 8:02 pm.

2. Opportunity for Public to Comment

There was no public comment.

3. Review and Consideration of Zoning Permit Application of Storrs Center Alliance, LLC, and Education Realty Trust, Inc. for Phase 2 of Storrs Center (buildings VS-2, VS-5/6, VS-8/9 and VS-10) located on the east and west sides of Wilbur Cross Way and the west side of Royce Circle

Matt Hart made the following motion: In accordance with Mansfield Zoning Regulations Article X, Section S ("Storrs Center Special Design District regulations"), the Mansfield Downtown Partnership held a public hearing on April 23, 2014 for the purpose of hearing public comment on the consistency of Storrs Center Alliance, LLC, and Education Realty Trust Inc.'s zoning permit application for Phase 2 of Storrs Center (buildings VS-2, VS-5/6, VS-8/9, and VS-10), with the Storrs Center Special Design District regulations. Based on its review, and subject to the Mansfield Director of Planning and Development's review and consideration of technical issues and public comment, related to the Zoning Permit Application for Phase 2 of Storrs Center (buildings VS-2, VS-5/6, VS-8/9, and VS-10), the Partnership Board of Directors finds that, to the best of its knowledge and judgment, the Zoning Permit Application for Phase 2 of Storrs Center fully complies with the requirements of the Storrs Center Special Design District regulations, in general. President Philip Lodewick is authorized formally to convey this

advisory opinion to the Mansfield Director of Planning and Development. Steve Rogers seconded the motion.

Mr. Callahan asked if there were significant deviations from the requirements in the Storrs Center Design District Design Guidelines in the design of Phase 2. Bobby Fenton, architect with Humphreys & Partners, said there were no instances where the Design Guidelines were not being met.

The motion passed.

4. Adjourn

Paul Shapiro made a motion to adjourn. Dennis Heffley seconded the motion. The motion was approved and the meeting adjourned at 8:40 pm

Minutes taken by Cynthia van Zelm.

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Thursday, May 1, 2014
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, George Jones, Mike Kirk, Toni Moran, Shamim Patwa, Steve Rogers, Paul Shapiro, and Bill Simpson

Staff: Cynthia van Zelm

1. Call to Order

Vice President Steve Bacon called the meeting to order at 4:02 pm in President Philip Lodewick's absence.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of April 3, 2014

George Jones made a motion to approve the minutes of April 3, 2014. Paul Shapiro seconded the motion. The motion was approved.

4. Executive Director Report

Cynthia van Zelm passed out a summer calendar and asked that Board members indicate when they are on vacation for planning purposes.

Ms. van Zelm said the Town Meeting to vote on the Town budget is May 13 at 7 pm. Toni Moran and Paul Shapiro encouraged Mansfield residents to vote.

5. Storrs Center Action Items

Ms. van Zelm said the Planning and Zoning Commission will consider Storrs Center Alliance's request to change the parking factor for rental residential at its meeting on Monday night.

Ms. van Zelm said there continues to be interest in the for sale housing.

Tom Callahan asked what the percentage turnover is in the rental units in August. Ms. van Zelm said she will follow-up with Oaks management.

6. Recommendation on Staff Compensation

Ms. van Zelm passed out a revised proposed budget that reflects the Finance and Administration Committee's recommendation on an increase for the Executive Director.

Mr. Callahan said the Board had discussed an increase for the Partnership's Communications and Special Projects Manager, and Office Assistant at its April meeting.

Mr. Callahan said the Finance Committee is recommending a two percent increase for the Executive Director.

The salary increases for all three positions would come out of the contingency line item which is the way salary increases were addressed last year.

Mr. Callahan made a motion to amend the Partnership's FY2014-2015 budget to approve a salary increase of two percent for the Partnership's Executive Director, Communications and Special Projects Manager, and Office Assistant effective July 1, 2014, Harry Birkenruth seconded the motion. The motion was approved.

Mr. Callahan and Mr. Birkenruth noted that the Finance Committee continues to discuss staff roles as the Partnership's mission evolves.

Mr. Callahan made a motion to amend the Partnership's current FY2013-2014 budget to approve a retroactive salary increase to July 1, 2013 of two percent for the Partnership's Office Assistant. Mike Kirk seconded the motion. The motion was approved.

7. Report from Committees

Advertising and Promotion

Ms. Moran said the applications are out for participation in the first Square Fair which is May 23.

Business Development and Retention

Steve Rogers said the Committee met in April and was looking for new Committee members, particularly business owners in Storrs Center.

Mr. Rogers said the topic came up about what is covered by CAM (Common Area Maintenance) charges and the Committee would follow-up with Storrs Center Alliance. Ms. van Zelm said this question has come up in a few committee meetings and that she had relayed to the team at Storrs Center Alliance that more education about these charges to tenants would be helpful. The Board agreed that transparency on these charges is important.

Finance and Administration

Mr. Callahan did not have any further report than the salary adjustments.

Membership Development

Mr. Jones said the Committee had planned to recognize members who are patrons at a reception this spring but the timing was too soon to have the event at the end of May. The idea is being revisited and may be combined with an event later in the year.

Nominating

Mr. Bacon said the Bylaws provide one Board member to be a student from the UConn Storrs campus. Mr. Bacon said the Committee had received nine applications for the Board position and interviewed eight candidates (one dropped out). He said most of the candidates were in the Honors Program at UConn. He and the rest of the interview panel were very impressed by the candidates. He had asked all the interviewees to write down their first choice and it was unanimous. Mr. Bacon said the Committee is recommending that Cheyenne Haslett serve at the UConn student Board representative. She is a communications science major and in the Honors Program. Per the Bylaws, the Board appoints the UConn student representative. Bill Simpson moved to appoint Cheyenne Haslett to the Board. Mr. Rogers seconded the motion. Toni Moran asked if the other students who interviewed could be involved in the Partnership. Mr. Bacon said all of the candidates were asked if they wanted to serve on a committee and most of them responded in the affirmative. The motion was approved.

Planning and Design

Mr. Bacon said the Committee has not met since April.

8. Four Corners Sewer and Water Advisory Committee Update

Ms. Moran said the estimated total cost for the sewer is \$9 million. She said the Town Council has authorized \$350,000 in the current year for engineering and design of the system.

Mr. Callahan said the application for permits for the water system have been submitted to the State. He said CT Water will start its work late summer/fall. He projected that the additional water supply would be available in the third/fourth quarter of 2016.

Mr. Callahan said that CT Water is working with the CT Department of Transportation re: traffic issues when Route 195 is dug up for the water line. Most of the work will be in the CDOT right of way along the side of the road.

Shamim Patwa asked if a sidewalk was going to be put in along the stretch of Route 195 near Four Corners. Ms. Moran said she was not sure how likely this would be given that the Town Council had just defeated a sidewalk on Route 89.

9. Adjourn

Ms. Moran made a motion to adjourn. Mr. Jones seconded the motion. The motion was approved and the meeting adjourned at 5:25 pm.

Minutes taken by Cynthia van Zelm.

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Special Meeting
Wednesday, June 11, 2014
Center for Hellenic Studies Paideia
28 Dog Lane**

5:15 PM

MINUTES

Present: Harry Birkenruth, Tom Callahan, Mona Friedland, Matthew Hart, George Jones, Mike Kirk, Philip Lodewick, Toni Moran, Betsy Paterson, Shamim Patwa, Steve Rogers, Paul Shapiro, and Bill Simpson

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

1. Call to Order

Philip Lodewick called the meeting to order at 5:17 pm.

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

Finance and Administration Committee Chair Tom Callahan said that in conjunction with the sale by Storrs Center Alliance (SCA) of certain commercial property, and pursuant to the Partnership's Development Agreement with SCA, both parties must establish that all conditions in that Agreement have been met.

Partnership Attorney John Zaccaro said the key questions are whether SCA is in default under the Agreement and whether the Partnership's right of first refusal applies. The proposed estoppel agreements apply only to Phase 4 (Price Chopper and MP-2 land).

Mr. Callahan said the Board had approved estoppel certificates for Phase 1A in March. The decision then by the Board was to approve the estoppel certificates as each phase is sold. The Board should expect to see requests from SCA for an estoppel certificate for Phases 1B and 1C in August and September.

Mr. Callahan made a motion to approve the Storrs Center Alliance, LLC Estoppel Certificate and the Mansfield Downtown Partnership Estoppel

Certificate for Phase 4 and to authorize Executive Director Cynthia van Zelm to sign the Board approved Partnership Estoppel Certificate. Betsy Paterson seconded the motion.

The Board discussed the effect of the transition to new ownership for most of the commercial property in Storrs Center. Mr. Callahan noted that the Partnership's role will move from being the impetus to make Storrs Center happen to managing Storrs Center. The Partnership's Strategic Plan addressed this transition and the Finance and Administration Committee has focused its last few meetings on the operations and budget for this transition. Ms. van Zelm noted that representatives from Hart Realty Advisors, who represent the buyers, and the new property management company Wilder Companies will attend the next Finance Committee meeting in June.

The Board approved the motion.

3. Adjourn

Matt Hart made a motion to adjourn. Steve Rogers seconded the motion. The motion was approved. The meeting adjourned at 5:35 pm.

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

THURSDAY, MAY 22, 2014

3:00 PM

MINUTES

Present: Chair: Tom Callahan, Fran Archambault, Phil Barry, Mark Hammond, Matt Hart, Dave Pepin, Paul Shapiro, Bill Simpson, and Frank Vasington

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

1. Call to Order

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

2. Approval of Minutes from April 24, 2014

Paul Shapiro made a motion to approve the minutes of April 24, 2014. Phil Barry seconded the motion. Dave Pepin abstained. The motion was approved.

3. Update on Storrs Center

Ms. van Zelm updated the Committee on several Storrs Center projects. She referred to an invite from Price Chopper, previously e-mailed, which invited Committee members to the Grand Opening on June 6 at 8 am and the preview party on June 5 from 5:30 pm to 7 pm. Donations to the preview party will go to three local non-profits. Price Chopper and Leyland will match those donations.

Ms. van Zelm said the Phase 2 zoning permit application was being reviewed by the Town's Director of Planning and Development and her recommendation was expected by the end of May.

Ms. van Zelm said that Storrs Center Alliance had hired a new builder for Phase 2 – Centerplan – out of Middletown, CT.

Ms. van Zelm said 42 refundable deposits had been received for the condos and townhomes in Storrs Center. She said Storrs Center Alliance is continuing its marketing with ads in the Chronicle and the Hartford Courant over the next several weeks. Social media marketing will be in full force next week. Ms. van

Zelm said a bus trip from Mansfield is being planned to Warwick Grove to see the housing that Storrs Center Alliance built there which is similar to what will be built in Storrs Center. In July, Storrs Center Alliance will host a seminar for prospective buyers on personalizing your home and in August will host a meeting with the buyers on purchase agreements, homeowners association, etc.

Ms. van Zelm said that she has been informed that Hart Realty will close with Storrs Center Alliance on the Price Chopper site in mid-June. As was done with Phase 1A, an estoppel certificate will be required by the Partnership and Storrs Center Alliance. The Committee does not meet until after that closing so Ms. van Zelm asked that it be addressed today.

Mark Hammond made a motion to add the issue of estoppel certificates to the agenda. Bill Simpson seconded the motion. The motion was approved.

Ms. van Zelm called Partnership attorney John Zaccaro and Mr. Callahan asked that he review the intention of estoppel certificates. Mr. Zaccaro said that the estoppel certificates for Storrs Center identify the agreements between the Partnership and Storrs Center Alliance and whether obligations have been met by both parties. Mr. Callahan asked for confirmation that nothing has changed since the estoppel certificates were signed in March on Phase 1A. Mr. Zaccaro said the previous estoppel certificates for Phase 1A would still be applicable except for the change in parcel (to Price Chopper and MP-2 building (5,000 square foot building)). Mr. Simpson made a motion to recommend approval to the Partnership Board of Directors by the Board of Directors or the Partnership Executive Committee to allow Ms. van Zelm, as Executive Director, to sign an estoppel agreement with Storrs Center Alliance. Paul Shapiro seconded the motion. The motion was approved.

4. Review of Public Infrastructure Projects

Ms. van Zelm said the Town Square will open tomorrow. Electrical work will occur this summer and the Town will go out to bid for the light pylons around the green circle, the stage roof, and the shade structure later this month. She said the Partnership received a generous grant from the Jeffrey P. Ossen Family Foundation for the stage roof. The shade structure will be bid as an add alternate pending funding. She said fundraising continues.

Ms. van Zelm said the solution for the flawed HVAC system in the Transportation Center has been proposed by the architect and the builder and cost allocation is being discussed. Mr. Hart said a railing has been added to the 2nd floor of the garage overlooking the Transportation Center to ensure it is a safe area. Mr. Hart also said that a glass partition had been added on the 2nd floor looking into the first floor of the Transportation Center to address safety and security concerns.

Ms. van Zelm said the work on Storrs Road, Dog Lane, and Wilbur Cross Way is essentially complete with punch list items remaining. She said the trees and lights will start to be put in on Wilbur Cross Way this weekend.

Mr. Hart said there is an approximate \$1.7 million over-run on the Storrs Center public infrastructure projects. He said it will be funded over time with net revenue from taxes coming in from Storrs Center. This information has been shared and updated with the Town Council on an on-going basis, and most recently during the budget process. He said the garage deficit was approximately \$1.3 million due to the need to add caissons to support the garage. Through negotiation, the Town will have to pay approximately \$330,000 with the architect Desman and Storrs Center Alliance paying the balance (Storrs Center Alliance is essentially paying for the contribution to the 7th floor deck which they had desired).

The over-runs on Storrs Road, Dog Lane, and Wilbur Cross Way were largely due to higher utility costs, higher CDOT administration fees, and demo costs (reimbursable by the Town per the Town's Development Agreement with Storrs Center Alliance).

The costs should not negatively affect the Town's General Fund since the funding will come from the Storrs Center Reserve.

In response to a question from Mr. Barry, Mr. Hart said Storrs Center Alliance's agreement to run the parking garage for 7 years was extended to 20 years to provide more revenue to pay its share of the parking garage overrun.

5. Review of Partnership Long-Term Budget

The Committee continued its discussion of the Partnership's role going forward and its long-term budget. Ms. van Zelm arranged the suggested downtown management skills into categories for efficiency of review and organization.

Mr. Hammond left the meeting.

The Committee agreed that changes may need to be made in the organization's structure to reflect the buildout of Storrs Center. Who are the best members of the Board of Directors to achieve current goals?

Mr. Callahan suggested that the partners now include EdR, Storrs Center Alliance, and Hart Realty. The customers are the businesses in the downtown and the guests are the visitors.

The Committee discussed a main goal of the Partnership to promote the downtown as a destination and draw people into the businesses.

Mr. Callahan suggested packaging the downtown with the attributes in the area – UConn (Jorgensen, basketball/other sports, outdoor activities).

Phil Barry expressed concern about drawing people in the summer. Bill Simpson said the increase in UConn summer school attendance, UConn visitors, and events will all help draw people downtown.

Mr. Hart said that programming and coordination with other entities as noted by Mr. Callahan above are key.

Fran Archambault and Dave Pepin suggested that the downtown needs to attract businesses and an atmosphere that will in create a buzz/pizazz when you come into the downtown.

Mr. Callahan asked the Committee to review the matrix Ms. van Zelm created. Are the categories of skills appropriate? What other skills are needed? He asked Committee members to send changes to Ms. van Zelm.

Building off of Mr. Pepin and Mr. Archambault's comments, Mr. Hart suggested that they are talking about creating a culture and a customer experience. He suggested adding that to the matrix. Mr. Hart also noted that beautification is critical.

Mr. Callahan said key to creating the pizazz is understanding the Storrs market. It is imperative that the Partnership have good intelligence on how to move forward on retail.

6. Adjourn

Mr. Hart made a motion to adjourn. Mr. Archambault seconded the motion. The meeting adjourned at 4:50 pm.

Minutes taken by Cynthia van Zelm

Sustainability Committee
Minutes of Meeting

March 12, 2014

Present: Lynn Stoddard, Susannah Everett, Paul Shapiro, Shawn Santasiere, Rich Miller, Jennifer Kaufman (staff), Linda Painter (staff), Virginia Walton (staff)

The meeting was called to order at 5:31 by Stoddard.

The January 8, February 12, and March 5, 2014 meeting minutes were approved on a motion by Shapiro/Everett.

The committee discussed the goals, strategies and actions in chapters 3 through 6 of the draft Mansfield Tomorrow Plan. Staff made note of the recommended additions and changes offered by members. Since the committee was unable to complete its review of all the chapters, members are encouraged to submit comments on chapters 7 through 11 directly to Painter and Kaufman no later than April 2, 2014.

The meeting was adjourned at 7:40 pm.

Respectfully Submitted,

Virginia Walton

Sustainability Committee
Minutes of Meeting

April 9, 2014

Present: Kristen Schwab, Paul Shapiro, Shawn Santasiere, Rich Miller, Jennifer Kaufman (staff), Linda Painter (staff), Virginia Walton (staff)

The meeting was called to order at 5:35 by Schwab.

Approval of the March 12, 2014 minutes was deferred until there is a meeting quorum.

The committee discussed the goals, strategies and actions in chapters 7, 8 and 10 of the Mansfield Tomorrow plan. Staff made note of the recommended additions and changes offered by members.

The meeting was adjourned at 7:22 pm.

Respectfully Submitted,

Virginia Walton

Sustainability Committee
Minutes of Meeting

May 14, 2014

Present: Lynn Stoddard, Vera Ward, Susannah Everett, Nick DeNegre, Meredith Metcalf, Alex Citurs, Leslian Richam, Ann Marie Denegre, Mark Denegre, Matt Denegre, Nick Denegre, Jennifer Kaufman (staff), Virginia Walton (staff)

The meeting was called to order at 5:31 by Stoddard.

Approval of the March 12 and April 9, 2014 minutes was deferred until there is a meeting quorum.

Walton talked about the Georgetown University Energy Competition. The competition is intended to motivate small communities to reduce their residential energy consumption using natural gas and electricity utilities as the measure. The competition lasts two years for the communities that are selected as the semifinalists. The prize is \$5 million for the winning community. Although Mansfield does not have a large number of households that use natural gas, the competition does allow contiguous communities to work together. Stoddard will ask Windham if they want to work with Mansfield. If they are interested, then a meeting will be set up to review the application more closely. The application deadline is June 30, 2014.

Nick Denegre, an Eastern Connecticut State University student, showed the committee the findings from one of his school projects where he mapped low income households in Mansfield and Windham that need heat and food assistance. Using GIS he mapped the degree of concentration by sectors in both towns. Members thought this kind of information could be useful to target households for the energy competition. Nick's contact information is ndenegre@gmail.com; 860-304-8333.

Kaufman gave an update on the Mansfield Tomorrow Plan. The Planning and Zoning Commission is meeting weekly to review the plan. Once all the edits are made, Planning and Zoning will review the final draft, which will then go to a public hearing.

Kaufman reported that the UConn Extension Service submitted an application for a conservation innovation grant that would fund an analysis of the farmland in Coventry, Mansfield and Tolland and assist in getting more land into production by making farmland owners aware of the programs that are currently available to them.

Walton reported on the March 31, 2014 climate impact, mitigation and adaptation program put on by UConn. She also reported on two projects that the Solid Waste Advisory Committee (SWAC) is involved with. One is to establish a repair clinic where people can bring their broken items to be repaired by volunteers who have expertise in fixing them. Access Agency is collaborating with SWAC in this effort. Walton is working on a proposal to the CT Department of Energy and Environmental Protection to allow the incorporation of food scraps into the leaf compost pile at the Mansfield transfer station.

Kaufman reported that one of the recommendations of the Mansfield Tomorrow Plan is to permanently preserve publicly owned land. Since UConn is currently working on their master plan, this may be an

opportunity to advocate that UConn move in the same direction as the Town. The Conservation Commission is considering their role as advocate for permanent preservation of some of UConn's land. Staff will keep the committee apprised of the Conservation Commission's actions.

Future agenda items:

1. The committee would like to invite the new Mansfield Public Works Director to discuss bike and pedestrian access along Route 195 where the water line is going.
2. Report by Rich Miller on the national climate change conference that he attended from May 12 through 16, 2014.
3. Early fall— presentation by Rich Miller to town committees and commissions on UConn's environmental initiatives.
4. Late fall - A meeting that includes town committees to learn about ways to help mitigate and adapt to climate change and provide key considerations for each committee depending on their role. The Mansfield Tomorrow Plan can be used as the framework for the discussion. Gary Yohe, Professor of Economics at Wesleyan College, and co-author of the recently released National Climate Assessment, was recommended as the facilitator. Everett suggested including teachers and educators in the program.

The meeting was adjourned at 6:40 pm.

Respectfully Submitted,

Virginia Walton

**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.

APPROVED

Human Services Advisory Committee Minutes of May 28, 2014 Meeting

Present: Ron Baker (Member at Large); Ethel Mantzaris (YSB), chair; Dexter Eddy (Housing Authority); Lorraine Kenowski (Member at Large); Joan Terry (Comm. on Aging)

Absent: Sara Anderson (Advocates for Children); Fred Goetz (ADA); Victoria Nimirowski (WAIM);

Staff: Pat Schneider, Director of Human Services

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

The minutes of the April 2014 meeting were approved as amended.

Pat updated the Committee on a number of issues.

Staffing – The final three candidates for the program coordinator position at the senior center will be interviewed soon. A panel to interview candidates for the early childhood coordinator position will be held in the near future. Grant funds are available to hire a part-time van driver making greater use of the town van possible.

Program – In the future, both youth services and early childhood staff will be supervised by Pat Michelak. There was good response to the fund raising effort for camperships. The money can be used at any camp in the area. Youth Services is making a special effort to keep in touch with clients through the summer.

Playground – A planner has been hired to determine details of the site preparation.

Budget – The new fee waiver regulations set a cap per family per fiscal year.

Old Business – None

Bev Korba has submitted her resignation as a member of the committee. Bev was a representative of the Senior Center Association. The Committee chairman will notify the Town Clerk of this vacancy.

Meeting was adjourned at 4:05 p.m.

Respectfully submitted,
Joan Terry, Secretary

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 19 March 2014
Conference B, Audrey P. Beck Building
MINUTES

Members present: Aline Booth (Alt.), Joan Buck (Alt.), Neil Facchinetti, Quentin Kessel, Scott Lehmann, John Silander, Michael Soares. *Members absent:* Robert Dahn, Peter Drzewiecki.
Others present: Linda Painter (Town Planner).

1. The meeting was **called to order** at 7:30p by Chair Quentin Kessel. Alternates Booth and Buck were designated voting members for this meeting.

2. The draft **minutes** of the regular meeting of 20 November 2013 and the special meeting of 08 January 2014 were approved as written. {The regular meetings scheduled for 18 December 2013, 15 January 2014, and 19 February 2014 were cancelled.}

3. **Jacobson Property.** DEEP has notified the Town that the Jacobson property on the north side of Gurleyville Rd just west of the Fenton River is for sale, should the Town be interested in acquiring it for open space. It may not be sub-dividable – Gurleyville Rd frontage is meager – and there may be environmental issues related to an old gravel pit and rifle range.

4. **Mansfield Tomorrow.** The Commission has been asked to comment on the draft Plan of Conservation and Development issuing from the Mansfield Tomorrow study. Kessel distributed copies of comments from the Open Space Preservation Committee (2 pages, 03/18/14). Most of the subsequent discussion focused on Chapter 3 (“Natural systems”) and Chapter 4 (“Open Space, Parks and Working Lands”). Comments and questions:

- Kessel expressed some disappointment that agriculture is treated in several different chapters, so that someone interested in this subject has to read here and there to see what goals, policies, and actions bearing on it are proposed in the Plan. Painter noted that this is a consequence of organizing the study around overlapping categories like natural systems, sustainability, transportation, housing, economic development, etc. Agriculture contributes greatly to rural character, can impact water resources for good or ill, is part of the local economy, is affected by zoning and housing policies, etc.
- Buck was pleased with the presentation of material in Chapters 3 and 4, which she thought provided a detailed, readable, and informative review of natural systems, concerns about them, and actions to address these concerns. There was general agreement that these chapters are well done.
- Kessel suggested an expanded account of the “Goals” for “surface water resources” in the table on p.3.1 and modifying the first of the associated “Policies for Decision Makers” to “Protect aquatic habitats, including wetlands and vernal pools”.
- Kessel asked why the qualification “not under town ownership” appears in first of the “Challenges,” p.3.2: “Preservation of healthy natural systems on land not under town ownership.” Painter explained that this merely identifies a challenge to achieving the general goal of preserving healthy natural systems in town: what the Town can do to protect healthy natural systems is more limited on private or state land than on its own land.
- To the “Examples of resources and ecosystem services,” p.3.3, Kessel suggested adding

the role of forests in building soils.

- Kessel thought that the interconnectivity of water resources should be mentioned in “Section 3, Water Resources,” p.3.7. (Cf. Robert Thorsen’s Op-ed “Private Property Rights Trumped by Nature,” *Hartford Courant*, 3/06/14.)
- According to Kessel, there are more than two stream-segments that should be identified as “impaired” in “d) Water Quality,” p.3.11.
- Lehmann wondered why responsibility for promoting good forest management and stewardship was assigned to “a subcommittee of either the Open Space Preservation Committee or the Agriculture Committee,” p.3.24, rather than to some wider group. Painter said the PZC didn’t want to multiply committees beyond necessity.
- Soares suggested that the definition of “working lands” come sooner than p.4.5, since the phrase appears in the title of Chapter 4.
- Lehmann noted that the second bulleted policy decision – “Protect land with conservation easements instead of purchase, if possible”– associated with “Mansfield continues to pursue protection of key open space and working lands,” p.4.2, is not supported by any subsequent text and wondered about its rationale. Painter thought it probably reflected concern about the best use of limited financial resources. Soares suggested rewording the bullet to something like “Protect land with conservation easements or purchase, as appropriate.”
- Lehmann observed that Schoolhouse Brook Park does not appear in Table 4.1, though it is mentioned in Table 4.2 (as the site of Bicentennial Pond) and in Table 4.4.
- Kessel indicated that some of the maps in Chapters 3 and 4 are not accurate.
- Kessel suggested that funds for open space acquisition be included in the capital improvement budget, p.11.11.
- Lehmann commented that, unlike previous planning documents of this sort, which are weak on how the Town might actually achieve desired ends, the draft Plan is forthright about the failure of 2-acre zoning to preserve rural character (p.6.14) and suggests alternatives that could be more effective, such as mandating real clustering in subdivisions through natural resource protection zoning (NRPZ), p.6.35, and requiring larger (3-5 acre) lots with more frontage outside village areas, p.6.36.
- Facchinetti was pleased to see some recognition of the potential negative environmental impacts of agriculture (e.g., “Support and promote environmentally sensitive farming practices,” D.10, p.4.24; “Landscape practices by private homeowners and by agricultural and forest enterprises – fertilizers, herbicides, pesticides, animal waste – can also be a source of non-point pollution,” p.5.11).

It was suggested that Commission members might profitably read more of the draft Plan, particularly Chapter 10 (“Future Land Use, Community Design, and Zoning”) and Chapter 11 (“Stewardship and Implementation”).

5. Adjourned at 9:13p.

Scott Lehmann, Secretary, 21 March 2014; approved 21 May 2014.

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 19 March 2014
Conference B, Audrey P. Beck Building
MINUTES

Members present: Aline Booth (Alt.), Joan Buck (Alt.), Neil Facchinetti, Quentin Kessel, Scott Lehmann, John Silander, Michael Soares. *Members absent:* Robert Dahn, Peter Drzewiecki.
Others present: Linda Painter (Town Planner).

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It was suggested that Commission members might profitably read more of the draft Plan, particularly Chapter 10 (“Future Land Use, Community Design, and Zoning”) and Chapter 11 (“Stewardship and Implementation”).

5. Adjourned at 9:13p.

Scott Lehmann, Secretary, 21 March 2014; approved 21 May 2014.

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

May 15, 2014

8:30 a.m.

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

The meeting was called to order at 8:35 a.m. by the Chairperson.

MINUTES

A motion was made by Ms. Hall and seconded by Mr. Eddy to accept the minutes of the April 16, 2014 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

HUD – Higher Administrative Fees Denied

Ms. Fields reported that her request to HUD for a higher administrative fee was denied for two reasons. (1) It does not operate over a large geographical area covering multiple counties which are predominately non metro area. The Housing Authority covers 173 square miles over two counties that are non-metro. In the denial HUD defined a large geographical area as over 2,500 square miles. On the qualifying requirements form, a large geographical area was not defined as a specific number of square miles. (2) “No shortfall projected based on projected expenses. The published rate is sufficient to cover your budgeted administrative expenses.” As part of the required back-up documentation, the 2014 budget was sent showing a deficient larger than the reserves and an assumption of a higher lease up rate than has been achieved this year. HUD’s response was technically correct that the “published rate” would support the program through this year; however, the “published rate” is not what is being paid. The “published rate” has not been paid since 2003. In closing HUD stated that the Housing Authority should continue to use the published Administrative Fee rates....adjusted by the ongoing pro-ration. HUD did not use the “ongoing pro-ration” to determine the projected shortfall.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Ms. Ward and seconded by Mr. Eddy to approve the April bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Eddy and seconded by Ms. Ward to approve the March Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that he missed the meeting last month. He stated a few things from the draft of the minutes including that Carolyn McAuliffe had been hired as the new outreach social worker and over 100 resumes have been received to fill the vacancy of the senior center program coordinator position.

General Reports

Mr. Eddy suggested that a better alternative to the galvanized metal cans provided by the Town, for sand and salt, be considered before next winter. This past winter, the tops went missing resulting in the cans being filled with snow and ice/water. In addition, they were not very accessible when needed due to snow being piled all around them. The possibility of making attractive sand boxes out of a composite that would not require maintenance and leaving them in place year round was discussed. The Town could fill them with sand and leave them in place until the following winter. No sand removal would be necessary.

Mr. Eddy suggested the lawn needed some lime under the trees behind the garage. The Board agreed and Ms. Fields stated that it was part of the Phase II landscaping plan which would be reviewed under Committee Reports.

COMMITTEE REPORTS

Development Committee/Executive Session

The Development Committee met on April 30, 2014 to discuss changes to job tasks and responsibilities for housing authority personnel to allow the Executive Director time to focus on (1) housing development projects to further the mission of the Housing Authority to create affordable housing, and (2) ways for the Housing Authority to produce income independent of the specific housing programs to further support the mission goals.

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

A motion was made by Ms. Ward and seconded by Ms. Hall to go into Executive Session and to invite Ms. Fields at 9:58 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:48 a.m.

A recommendation was made by the Committee Chairman to implement the changes to personnel responsibilities and to add a full time Project Supervisor position.

A motion was made by the Development Committee Chairman to implement the changes to personnel responsibilities and add a full time Project Supervisor position

upon the unanimous email vote of the Board members. Motion approved unanimously via email on May 16, 2014 at 10:35 a.m.

Quality of Life Committee

A Committee meeting took place following the last Board Meeting to discuss Phase II of the Wrights Village Landscaping project. Ms. Ward stated that she was meeting with Milrick Landscaping to discuss the next phase of landscaping at Wrights Village. The Committee members walked around the property to identify areas that needed work.

Quotes were received from Milrick Landscaping for both the water gardens and for three organic fertilizer applications over the next few months for the entire property. The cost for both is \$10,000.

A motion was made by the Committee Chairman to approve \$10,000 for two water gardens and lawn feeding. Motion approved unanimously.

UNFINISHED BUSINESS

Section 8 Financing Update

Ms. Fields reported that there has been solid support for the Section 8 program by the towns being served by the Authority. All towns, with the exception of Coventry, have approved the requested funds in their budgets and those budgets will now go to the voters for approval.

The Town of Mansfield has included \$12,000 to its budget. The budget will be presented to voters for approval on May 13, 2014.

The Town of Willington has included \$2,927 to its budget. The budget will be presented to voters for approval on May 6, 2014.

The Town of Ashford has included \$2,439 in its budget. The budget will be presented to voters for approval on May 6, 2014.

The Town of Chaplin has included \$1,463 in its budget. The budget will be presented to voters for approval on May 12, 2014.

Having heard nothing from the Town of Coventry, it is assumed that it has decided not to provide its pro-rated share of costs in the amount of \$1,626.

Holinko Estates Solar Panels

The project contract is expected to be signed soon. The electrician will review the meters to assess how the solar panel system will cover all the electrical usage.

Holinko Site Lighting Project

The project to upgrade all exterior lighting on both buildings and around the site to LEDs was started on May 14, 2014 and if not already completed, should be completed today.

NEW BUSINESS

Investment Options

Ms. Fields presented CD rates at both Liberty Bank and People's United. Due to the reduction in the balance due to the projects being completed over the next couple months, it was agreed that no change to the money market accounts will be made at this time.

Proposed PHA 5-Year Plan

Ms. Fields presented proposed goals and objectives for the 5-year plan to be submitted to HUD. The Board approved the plan with no comments.

MEETING DATE REVIEW

The July Board Meeting has changed from July 17, 2014 to July 30, 2014.

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:51 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

EMERGENCY MEETING MINUTES

Housing Authority Office

June 3, 2014

8:30 a.m.

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

The meeting was called to order at 8:35 a.m. by the Chairperson.

EXECUTIVE SESSION

Real Estate

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

A motion was made by Mr. Eddy and seconded by Ms. Ward to go into Executive Session and to invite Ms. Fields at 8:36 a.m. Motion approved unanimously.

The Board came out of Executive Session at 8:42 a.m.

A motion was made by Mr. Eddy and seconded by Ms. Hall to approve a loan in the amount of \$270,000 to the Mansfield Nonprofit Housing Development Corporation from the Mansfield Housing Authority, Holinko Estates Retained Earnings account to purchase a property, make necessary improvements to the property and refinance the existing loan balance of \$5,566.02 incurred from the unsuccessful purchase of Renwood. Motion approved unanimously.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 8:45 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson

**MANSFIELD DOWNTOWN PARTNERSHIP
EXECUTIVE COMMITTEE
SPECIAL MEETING
TOWN COUNCIL CHAMBERS**

THURSDAY, FEBRUARY 6, 2014

11:30 AM

MINUTES

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

Also Present: Board members Matt Hart and Toni Moran

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 11:40 am.

2. Approval of July 11, 2013 and October 3, 2013 Minutes

Betsy Paterson moved to approve the minutes of July 11, 2013 and October 3, 2013. Mike Kirk seconded the motion. The motion was approved.

3. Implementation of Strategic Plan including Review of Mission vis a vis Branding of Partnership; Update on Funding Partnership Operations; Review of Partnership Staffing; Review of Partnership Committee Structure; Review of Board Role

Cynthia van Zelm said that she would like to review the branding and logo for the Partnership as it continues to transition to a management/promotion role in Storrs Center. One of the questions that has come up in many meetings and with master developer LeylandAlliance is what geographic area is considered "Storrs Center." Is it only the Leyland owned property? If it includes other neighboring businesses, how are they described? Downtown Storrs/Mansfield? Ms. van Zelm said that she thought she could get some assistance through the Digital Media Center at UConn in terms of rebranding the Partnership.

The Committee spent some time discussing the Partnership's future role. Matt Hart suggested looking into whether the Partnership could become a national certified National Main Street Center community. Committee members thought this should be pursued and Ms. van Zelm will follow-up with the CT Main Street Center team.

The Committee agreed that it is important to preserve and promote the asset that the Partnership created while also focusing efforts on finishing Phases 2 and 3.

The Committee discussed funding and staffing of the Partnership. Harry Birkenruth said the future functions of the Partnership need to be defined more clearly before branding and staffing/funding issues are resolved.

Mr. Lodewick will follow-up with Howard Kaufman at Leyland Alliance about the Storrs Center brand.

4. Adjourn

Tom Callahan made a motion to adjourn. Ms. Paterson seconded the motion. The meeting adjourned at 1 pm.

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

Wednesday, March 5, 2014

MINUTES

Members: Paul Aho, Sondra Astor-Stave, Steve Bacon, Laurie Best (via Skype in Australia), Karla Fox, Manny Haidous, Jon Hand, Chris Kueffner, Peter Millman, and Betsy Paterson

Staff: Cynthia van Zelm

Guests: Linda Painter, Director of Planning and Development, Town of Mansfield; Howard Kaufman, Lou Marquet, and Debbie Lastro with LeylandAlliance; Jeffrey Resetco with EdR; Yaohua Yu and Bobby Finta from Humphreys & Partners Architects

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 February 18, 2014

Betsy Paterson made a motion to approve the February 18, 2014 minutes. Peter Millman seconded the motion. The motion was approved.

4. Review of DRAFT Storrs Center Phase 2 Plans

Mr. Bacon said that Howard Kaufman and Lou Marquet from LeylandAlliance, and Jeffrey Resetco from EdR, had presented the first iteration of plans for Phase 2 (Wilbur Cross Way) at the February 18, 2014 meeting. He said that March 18 was a critical meeting date for the Committee as it will review the preliminary zoning permit application before it goes to Town Director of Planning and Development Linda Painter.

Jeffrey Resetco introduced Yaohua Yu and Bobby Finta from Humphreys & Partners Architects. He said that he and the team from Leyland and Humphreys had incorporated some of the comments received from the Committee at its last meeting. Mr. Resetco said that Humphreys is well respected in the multi-family builder community.

Mr. Resetco passed out updated versions of the Phase 2 draft elevations. The goal is to try and create a new neighborhood on Wilbur Cross Way so that it fits well with the rest of Storrs Center but also can stand alone.

Yaohua Yu described the layout of Phase 2 with its five buildings with some at 5 stories and some at 4 stories. There will be some residential on the first floor in buildings closest to the transportation center.

Mr. Resetco said that the team had met with Mike Nintean, Town Director of Dept. of Building and Housing Inspection, to review the approach to building plans for Phase 2.

Mr. Resetco said that the VS-2 South elevation had received the most comments from the Committee at its last meeting. He said the team revised the colors and added stronger roof lines.

Lou Marquet said he will bring samples of building colors and materials to the March 18 Committee meeting.

Manny Haidous asked if the retaining wall between the proposed VS-2 and Storrs Commons will remain. Lou Marquet replied in the affirmative and said utility meters will be put in on the side of the VS-2 South building where Storrs Commons is located.

Jon Hand asked if windows could be varied in height. Mr. Resetco said that was discussed but they wanted to retain the ceiling height that they have in the current apartments. The larger windows are desired by the tenants.

Mr. Yao and Mr. Finta said that the windows will be varied across buildings and that the window trims will be different.

Peter Millman said he continued to have some questions about the VS-2 South elevation. He said he likes the VS-5 East and VS-6 East elevations. With VS-2 South, he sees unrelated elevations put together. Mr. Millman thought the elevations on VS-2 East and West were more appealing. Mr. Hand offered a different view, saying he liked the VS-2 elevations.

With respect to VS-2 South, Chris Kueffner and Mr. Millman expressed concern about the two facades that are each one in from the end of the perspective (facades "B" and "D" as designated in the meeting).

Mr. Kueffner thought a penthouse apartment would be appealing to a different clientele than is currently renting the apartments. Mr. Resetco said a penthouse is not currently being planned.

Mr. Resetco confirmed that the siding on the "C" building will be similar to the siding on Storrs Automotive. It will be batten material.

Mr. Resetco referred to the VS-5 East and VS-6 East elevations. Mr. Hand asked why there was not raised siding on all sections of this building. Mr. Resetco said there will be steel in lower bays which makes this more difficult.

Mr. Kueffner asked if any of the roofs will be sloped. Mr. Marquet replied in the negative except for VS-2 which will have slightly sloped roofs.

Mr. Millman asked where the entry to VS-2 will be located. Mr. Resetco said the entrances will be on the east and west – on Storrs Road and Royce Circle.

Mr. Bacon asked if there are any construction logistical issues with respect to the close location of VS-2 to the 1244 Storrs Road (Storrs Commons) property. Mr. Marquet said the VS-2 building will be 15 feet from the 1244 Storrs Road building.

Mr. Kueffner, with verbal support from Paul Aho and Mr. Haidous, asked about producing something playful and creative with one of the buildings on Wilbur Cross Way. It would be a landmark and/or a surprise element someone would come upon when walking down the road. Mr. Yu suggested doing some sort of feature in the alley between VS-8/9 and VS-10. Mr. Kueffner liked that idea.

Mr. Marquet said that VS-10 has not been changed much since the last iteration. Mr. Yu said they may want to play up the corner more.

Mr. Bacon asked if there was any room for a pocket park on the south side of VS-10 and Educational Playcare. Mr. Marquet said there is not room there but noted that the nearby residential area will have a green area adjacent to Wilbur Cross Way.

Mr. Kueffner asked if an interesting feature could be placed in the sidewalks. Mr. Marquet thought something might be able to be done in the alley and asked for other ideas. Mr. Kaufman asked if the Partnership could help with art in the alley.

Mr. Kaufman said the team is continuing to look at the parking options for residents on Wilbur Cross Way.

5. Update on Storrs Center

Mr. Kaufman said the Leyland team is preparing material to market for-sale residences to the public. They are looking at 3 story condos with an elevator and a variety of townhouse options. He referenced photos on the Partnership's website from the presentation given to the Town Council on February 24. A kick-off meeting with the public is scheduled for the first week in April. He encouraged Committee members to submit any possible buyers to Cynthia van Zelm.

Mr. Kaufman said Price Chopper is still planning a June opening.

With respect to the town square, Mr. Marquet said work needs to wait until the ground thaws so as not to disrupt the integrity of the site. Also, the temperature has to be consistently above 35 degrees for the pavers to be made in New York. All foundations and most infrastructure are in place.

6. Adjourn

The meeting adjourned at 6:25 pm. *Minutes prepared by Cynthia van Zelm*

Town of Mansfield Parking Steering Committee for Storrs Center and Meeting of the signatories of the COOPERATIVE AGREEMENT for Parking Enforcement in and adjacent to the Storrs Center Development, Mansfield, CT

**Special Meeting
Thursday, March 6, 2014
Mansfield Town Hall
Council Chambers**

6:00 PM

Minutes

Members Present: Karla Fox (Chair), Paul Aho, Dwight Atherton, Manny Haidous, Ralph Pemberton

Ex-Officio Members Present: Howard Kaufman and Debbie Lastro with Storrs Center Alliance, John Carrington, and Cynthia van Zelm

Guest: Rick Robarge

1. Call to Order

Chair Karla Fox called the meeting to order at 6:03 pm.

2. Approval of Minutes from November 21, 2013

Paul Aho made a motion to approve the minutes from November 21, 2013. Ralph Pemberton seconded the motion. The motion was approved.

3. Remarks from the Chair

Ms. Fox deferred her remarks to later in the meeting.

4. Review of Revised Cooperative Agreement

Cynthia van Zelm referred to proposed revisions to the current Cooperative Agreement that expires on July 30, 2014.

The Committee agreed to the following revisions (see attached):

On Page 1, Under the first "Whereas," add "(or their affiliated entities)" after "properties of the above parties."

On Page 1, delete "for an initial period, during which time valuable knowledge and experience will be gained in determining how best to manage parking and its

enforcement for this area in the future in the interests of public safety,” as this is not the initial agreement.

On Page 4, change names from Post Office Road to Charles Smith Way and change Village Street to Wilbur Cross Way.

On Page 4, add the timing of quarterly meetings of the signatories to the Cooperative Agreement to “as needed.”

On Page 7, with two year Agreement about to expire, revise the Agreement to be in effect from August 1, 2014 to July 31, 2017

On Page 8, Revise paragraph on termination to say: “Any party may terminate their participation in this parking cooperative agreement upon giving notice of sale of its property, or by giving 90 days written notice that it wishes to terminate its participation, to the Executive Director of the Mansfield Downtown Partnership, who shall distribute forthwith said termination to the other parties to this agreement.” *New section is underlined.*

Ms. van Zelm said that Mike Taylor, owner of the commercial property at 1244 Storrs Road, had reviewed and agreed to all the changes with the exception of the termination paragraph change as it was only presented at the meeting.

Ms. Fox made a motion to approve by unanimous consensus of all parties present the amended COOPERATIVE AGREEMENT for Parking Enforcement in and adjacent to the Storrs Center Development, Mansfield, CT. Rick Robarge seconded the motion. The motion was approved.

5. One Year Review of Parking Management Plan

Ms. van Zelm reviewed the draft Annual Report on the Storrs Center Parking Management Plan that she had prepared.

She indicated that Central Parking is doing well in its management role, under the direction of Storrs Center Alliance. Debbie Lastro said Central is working with the Town of Mansfield on the ticketing process through the iParq system.

Ms. van Zelm and Ms. Lastro said a staff parking team is meeting quarterly to review parking issues.

Manny Haidous asked if the parking garage is profitable and Ms. Lastro replied in the affirmative. She said it fills up the most during the lunch hour during the week. It has never been filled to capacity.

Mr. Haidous asked if there were any issues with the disposal of the snow on the roof. Paul Aho noted that it has been pushed to the side on the top of the roof.

Ms. Fox asked if people were generally complying with time limits on Dog Lane. Ms. Lastro thought, in general, people were complying.

There was some discussion about whether iParq is available to the owners of the private lots. Ms. van Zelm will check on this at the next quarterly staff parking meeting.

Ms. van Zelm said she has heard from some Storrs Center visitors that they would like 2 hour parking on Dog Lane. The group agreed that 2 hour parking is not a good idea on Dog Lane because you want visitors on that street to be able to get in and out easily.

Ms. van Zelm said that more handicapped spaces were added in front of Dog Lane Café, the High School, the UConn Co-op and behind 9 Dog Lane to help provide closer access to the businesses.

Howard Kaufman noted that most of Wilbur Cross Way will remain as construction vehicle parking over the next year.

Ms. Fox said it is important to note that there is an adequate amount of parking for the current build-out, and that a small profit had been made in parking this year when it was not expected.

Ms. Fox asked about an update on future parking. Mr. Kaufman said the plans for Wilbur Cross Way include 4 to 5 buildings with approximately 200 apartments, and 34,000 square feet of commercial space.

The proposed for-sale residential area will include a mix of 40 condos and townhomes. They will all have their own parking.

More parking will be needed for the development on Wilbur Cross Way. Mr. Kaufman explained that they are looking at a parking lot or 2 story deck depending on whether the current parking factor per residential space could be changed. The team is currently evaluating this option.

6. Committee Activities and Meeting Dates

The Committee asked Ms. van Zelm to poll Committee members and Cooperative Agreement signatories on whether they can meet on June 5, September 4, and December 4 at 6 pm.

7. Public Comment

There was no public comment.

8. Adjourn

Mr. Aho made a motion to adjourn. Mr. Haidous seconded the motion. The motion was approved.

Minutes taken by Cynthia van Zelm.

AGRICULTURE COMMITTEE
Mansfield Town Hall
Conference Room B
7:30 pm
Minutes
May 6, 2014

1. Meeting was called to order at 7:35 pm
2. Attendance: Al Cyr, Charlie Galgowski, Bryan Kielbania, Kathleen Paterson, and Jennifer Kaufman (staff).
Guests: Tom Well and Dale Thompson.
3. Minutes of the April meeting were approved unanimously.
4. Public Comment: Tom Wells shared his plan for the Torrey and Commonfield properties. He is working with Joyce Meader at UConn Cooperative Extension to manage the bedstraw on both Torrey and Commonfields. Joyce Meader has recommended an herbicide that will be used in accordance with state regulations. The fields will be sprayed in the spring and then again in early summer. Nutrients will be applied to the field. Alfalfa and Oats will be seeded in late summer. This is considered a best practice from UConn extension to manage the bedstraw. The committee agreed that it was within the terms of the leases for both of these properties for Tom to proceed.
5. Old Business
 - Mansfield Tomorrow Update- Jennifer updated members regarding Mansfield Tomorrow. Planning and Zoning is currently reviewing the draft plan. It is hoped that the plan officially received by PZC in early July and that the 65 day public will begin at that point. Public hearings will take place in September.
 - Farmers Forum- Al Asked both Tom and Dale their impressions of the farmers forum and they both agreed that it was a positive experience and a good way for the town to update the farmers.
6. New Business
 - *Conservation Innovation Grant*- Jennifer reported that the Town supported a submission by UConn Cooperative Extension of a Conservation Innovation Grant. The purpose of the project is to stabilize farmland in the Eastern Uplands of Connecticut (i.e. Towns of Coventry, Mansfield, Tolland) by tapping into farming networks and engaging local agriculture champions in order to catalyze farmland restoration projects on suitable land, boost implementation of conservation practices (soil health management, rotations, etc), and expand farmland leasing opportunities for new and beginning farmers. The Agriculture Committee was supportive the grant and looks forward to partnering with Tolland, Coventry, UConn and CRCOG to complete the project.
7. Future Agendas
 - Easement Projects- Al would like this to be a high priority for the Ag Committee
 - CLICK
8. Announcements
 - Report on AGvocate Conference- Vicky will report in June about the conference.
9. Adjourn- The meeting adjourned at 8:30 pm.