

**Personnel Committee
Monday, July 21, 2014
Conference Room B, Beck Municipal Building**

Minutes

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

Other Council Members Present: Betsy Paterson, Paul Shapiro

Others Present: Maria Capriola

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

1. PUBLIC COMMENT

None.

2. MINUTES

The minutes of June 16, 2014 were moved by Marcellino and seconded by Wassmundt. Wassmundt made the motion seconded by Marcellino to amend the minutes. The minutes were unanimously approved as amended.

3. STATUS UPDATE – TOWN MANAGER PERFORMANCE REVIEW

Moran provided a brief update on the status/timeline for the Town Manager's 2013-2014 performance review.

4. DRAFT USE OF TOWN ATTORNEY POLICY

Staff reviewed a draft "Use of Town Attorney" Policy. Discussion occurred regarding the policy. Based on discussion, staff will prepare draft revisions to Sections 3a and 3c of the policy. The Personnel Committee will review the draft at their August 18th meeting, tentatively submitting the policy to the Council on August 25th.

The meeting adjourned at 4:50pm.

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

TOWN/UNIVERSITY RELATIONS COMMITTEE
Tuesday, June 10, 2014
Audrey Beck Municipal Building, Council Chambers

Minutes

Present: J. Armstrong, P. Barry, J. Coite, M. Gilbert, M. Hart, D. Kaufman, S. Kegler, M. Kirk, A. Kuegler, H. Rhyhart, W. Wendt

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

Meeting was called to order at 4:00 pm.

1. Meeting Minutes

Hart made the motion, seconded by Armstrong to approve the minutes of the May 13, 2014 meeting as presented. The motion passed with all voting in favor with the exception of two abstentions (Kegler, Kuegler).

2. Updates:

a. *Mansfield Downtown Partnership.* van Zelm provided an update. Price Chopper recently held its grand opening in Storrs Center. She provided an update on buildings currently under construction in Storrs Center. She also shared information on upcoming events and the future owner occupied units in Storrs Center.

b. *MCCP.* No update.

c. *USG.* Adam Kuegler introduced himself as the new USG External Affairs Chair. He reported on the Mansfield Appreciation Day event held on May 3rd; approximately 100 members of the Mansfield community attended the event. He reviewed some of his plans for the upcoming year.

d. *Impact Study for NextGen CT.* Hart provided an update. The RFQ has been issued. The anticipated scope of the study was reviewed as well as next steps in the process.

e. *Four Corners Project.* Hart provided an update about the public water/wastewater service for the Four Corners Area of town, which will serve approximately 58 properties, one of which is Jensen's retirement community. If the Town Council supports moving forward with the wastewater project, it is anticipated that it will be submitted to the voters for consideration in November 2014. Should it be approved by the voters, July 2016 is the target completion date for the project.

3. Other Business

None.

4. Opportunity for the Public to Address the Committee

None.

The meeting adjourned at 4:25 p.m.

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

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Thursday, July 3, 2014
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Harry Birkenruth, Mona Friedland, Matt Hart, George Jones, Mike Kirk, Paul McCarthy, Toni Moran, Shamim Patwa, Paul Shapiro, and Bill Simpson

Staff: Cynthia van Zelm

1. Call to Order

Matt Hart called the meeting to order at 4:05 pm in President Philip Lodewick's absence.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of April 23, 2014; May 1, 2014; and June 11, 2014

Paul Shapiro made a motion to approve the minutes of April 23, 2014; May 1, 2014; and June 11, 2014. Bill Simpson seconded the motion. The motion was approved.

4. Executive Director Report

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

Ms. van Zelm said that fundraising continues for the Town Square, and the focus is on the shade structure, sculpture, and trellises. She said approximately \$18,000 in cash has been raised outside of the Ossen grant, with an additional \$20,000 committed. Ms. van Zelm said tables and chairs were put together (with many thanks to Board member George Jones!) and placed on the Square and that bike racks have been ordered. Five bike racks will go in the Square along the Dog Lane side and should come in in 6 to 8 weeks.

Ms. van Zelm said that Phase 3 (8 Royce Circle) is scheduled to be completed around July 11 and apartment move-ins start on August 11. Ms. van Zelm said that Phase 2 has started with

the grading of the site. The Town has issued a foundation permit. The first building in this phase will be located in the former proposed hotel site. She said that there are 48 refundable reservations for the for-sale housing phase, and that Leyland will host additional meetings with potential buyers this summer. Ms. van Zelm said the expected opening for Educational Playcare is now February 2015.

5. Recommendation from Town Arts Advisory Committee on art in Town Square

Mr. Hart introduced Kim Bova, Chair of the Arts Advisory Committee, and Jay O'Keefe, Assistant Director of the Town's Parks and Recreation Department, and staff to the Committee.

Ms. van Zelm gave a brief overview, referring to her memo in the Board packet. She said a Request for Proposals (RFP) for art on the Town Square was released on March 18 with proposals due on May 1. She said the RFP was noticed locally and nationally, and responses were international from 30 artists. The criteria in the RFP required that the sculpture be related to Mansfield in some way.

She said she worked with the potential donors through the UConn Foundation and they have committed \$25,000 toward the \$65,000 cost.

Ms. van Zelm said the two sculptures by David Boyajian, "The Weaving Shuttle" and "The Eye of the Needle" were the recommendation from the Arts Advisory Committee and confirmed by the donors. The 2nd choice is the "River flowing over mill" by Miles Chapin.

Ms. van Zelm said she spoke to two of Mr. Boyajian's references and they agreed that he is an accomplished professional who is used to working in the public realm.

Ms. van Zelm asked Ms. Bova to talk about the process and why the Arts Advisory Committee is recommending the two pieces of art.

Ms. Bova said the Committee felt that Mr. Boyajian's pieces were reflective of Mansfield's mill history and were child friendly which was another criteria for at least one of the sculptures in the Town Square.

The Committee had a checklist that reflected the criteria in the RFP and each Committee member reviewed all 30 submissions on their own, coming together with their own views for a recommendation from the Committee. Ms. Bova said that some of the proposals were too large for the site and did not reflect Mansfield.

She said that Mr. Boyajian's sculpture would be safe and easy to take care of for the long term. The Committee thought it represented Mansfield well and was unique.

Ms. Bova said the artist does envision both pieces sitting next to each other. She said she thought the eye of the needle also reflected the connection between the Town and UConn.

Ms. Bova confirmed that "The Weaving Shuttle" is 8 feet tall and "The Eye of the Needle" is 7 feet tall. She said the Committee discussed the issue of a potential trip hazard with the "thread" and said Mr. Boyajian said he could redesign it so the thread would go into the ground. A visitor would be able to walk through the threads.

Mr. O'Keefe said the Town Square landscape architect Brian Kent was also part of the review process. Ms. van Zelm said one of his comments was that the color of the sculpture be neutral so as not to "clash" with the other colors in the Square.

Mr. Hart suggested that any approval be contingent on full funding.

Shamim Patwa made a motion to approve the selection of David Boyajian's "The Weaving Shuttle" and "The Eye of the Needle" for placement on the Town Square pending full funding. Mr. Shapiro seconded the motion.

The Board discussed the merits of the proposed sculpture.

The motion was approved with one abstention by Toni Moran.

6. Election of Officers to Board of Directors for FY2014-2015

Mr. Simpson made a motion to approve Philip Lodewick as President, Steve Bacon as Vice President, Steve Rogers as Secretary, and Mike Kirk as Treasurer. Ms. Moran seconded the motion. The motion was approved.

Ms. Moran extended a special thanks to the Board members willing to serve in leadership positions.

7. Appointment of Committee Chairs and Members for FY2014-2015

Ms. van Zelm noted that there was one change to the proposed slate of Committee members and that is to add Marty Hirschorn back on to the Business Development and Retention Committee.

Ms. Moran noted that the Finance and Administration Committee has no women members and said that the addition of at least one female member would be a good idea. Mona Friedland said she would consider joining the Committee.

Harry Birkenruth made a motion to appoint the attached list of Mansfield Downtown Partnership Committee Chairs and Members, with the addition of Marty Hirschorn, until the

end of the Partnership's fiscal year on June 30, 2015. Mr. Simpson seconded the motion. The motion was approved.

8. Four Corners Sewer and Water Advisory Committee Update

Mr. Hart reported that CT Water is hoping to receive its necessary permits for the extension of water by December 2014. The plan is to begin the water line in 2015 with completion by July 2016.

The addition of a sewer system is a Town initiative. The Four Corners Sewer and Water Advisory Committee is likely to recommend a bond referendum for November. The conservative estimated cost is \$9 million which includes \$3 million from the State of Connecticut, \$3 to 4 million from property assessments, and \$3 million from the taxpayers. A proposal should be ready in August. Mr. Hart said an informational process will continue this summer.

9. Report from Committees

Advertising and Promotion

Ms. Moran said Festival planning continues with the new location in the Town Square and surrounding streets. There is room for over 100 booths.

She said the Square Fair was a successful event with a steady stream of attendees. She said the vendors were able to sell some of their pieces.

Ms. Moran said a formal celebration of the Town Square is tentatively planned for Sept. 19 (Festival weekend) with a ribbon cutting and music.

She said that a "pup crawl" is being planned for October 19 which would be a dog walk from the Town Square to the Moss Sanctuary. There would be booths along the way with such information as tick control.

Business Development and Retention

Ms. van Zelm said the Business Committee will meet on July 10.

Finance and Administration

Ms. van Zelm said the Finance and Administration Committee met with Daryl Krivanec from Hart Realty Advisors, Matt Joyce from The Wilder Companies, and Howard Kaufman and Debbie Lastro from LeylandAlliance to talk about the transition of some of the commercial properties. Ms. Friedland asked for an organizational chart. Ms. van Zelm can prepare one but will also resend the e-mail on the relationships to the entire Board.

Ms. van Zelm said the Committee continued to discuss the Partnership's organizational structure in response to its downtown management role, and in relation to the transition described above. The Committee will come back to the Board with a proposal.

Membership Development

Mr. Jones said the Committee will be following up with Storrs Center businesses who have been asked to become members of the Partnership.

He said the Committee had successfully met the budget goal for membership.

Planning and Design

Ms. van Zelm said the Committee will meet on July 15 to review the checklists for the Storrs Center Sustainability Guidelines as submitted by the architects for the Price Chopper and MP-2 building. She said review of the checklists will be the work of the Committee for the next few months.

10. Adjourn

Ms. Moran made a motion to adjourn. Mr. Birkenruth seconded the motion. The motion was approved and the meeting adjourned at 5:07 pm.

Minutes taken by Cynthia van Zelm.

**MANSFIELD DOWNTOWN PARTNERSHIP
BUSINESS DEVELOPMENT AND RETENTION COMMITTEE**

November 14, 2013

5:00 PM

**Mansfield Town Hall
Conference Room B**

MINUTES

Present: Steve Rogers (Chair), Mona Friedland, Marty Hirschorn, Paul McCarthy, Rene Schein

Staff: Cynthia van Zelm

1. Call to Order

Steve Rogers called the meeting to order at 5:04 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from October 10, 2013

Rene Schein made a motion to approve the October 10, 2013 minutes. Paul McCarthy seconded the motion. The motion was approved.

4. Update on Tenanting and Ideas for future Tenants

Cynthia van Zelm said she spoke with Committee member Girish Punj about the use of NAICS data to help recruit businesses for Storrs Center but she needs to sit down with him in front of a computer. The Committee will then be better able to evaluate its use.

Mona Friedland said after the last Committee meeting she did some research on retail emporiums in Middletown and Providence. She shared her information with Howard Kaufman at LeylandAlliance and he agreed to attend the Committee's January meeting to discuss further. Mr. Rogers suggested that Board President Philip Lodewick and Vice President Steve Bacon be specifically invited to that meeting as well. Cynthia van Zelm will forward on Ms. Friedland's research to the Committee.

Ms. van Zelm said the UConn Co-op Storrs Center location and Haru Aki are scheduled to open at the end of November.

Marty Hirschorn said he is still interested in diner, bakery, and sports bar concepts.

5. Storrs Center Business Welcome Letter

Ms. van Zelm said the Committee welcome letter went out to all new businesses in Storrs Center.

Thus far, Committee members have not heard from any businesses.

6. Marketing of Storrs Center Businesses

Mr. Rogers continued to encourage the discussion of the "Storrs Center" name and what Storrs Center encompasses from a geographic area. Ms. van Zelm said she needs to set up an Executive Committee meeting to discuss this issue which has come up through several committees.

Ms. van Zelm said that she and Kathleen Paterson, the Partnership's Communications and Special Projects Manager, had met with representatives of the Eastern CT Tourism District, and would be meeting with the Last Green Valley next week to talk about marketing opportunities.

7. Approval of 2014 Meeting Dates

Ms. Schein moved to approve the 2014 meeting dates. Ms. Friedland seconded the motion. The motion was approved.

8. Future Meeting Agendas

Mr. Rogers reiterated that the next meeting will include a discussion of the emporium idea. He invited other Committee members to assist Ms. Friedland and think about the idea for the January meeting.

The Committee decided to cancel the December 16 meeting.

9. Adjourn

The meeting adjourned at 5:45 pm. The next meeting is January 16, 2014 at 5 pm.

**MANSFIELD DOWNTOWN PARTNERSHIP
BUSINESS DEVELOPMENT AND RETENTION COMMITTEE**

January 16, 2014

5:00 PM

**Mansfield Town Hall
Conference Room C**

MINUTES

Present: Steve Rogers (Chair), Mona Friedland, Curt Hirsch, Marty Hirschorn,

Staff: Cynthia van Zelm

Guest: Howard Kaufman with LeylandAlliance (by phone)

1. Call to Order

Steve Rogers called the meeting to order at 5:10 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from November 14, 2013

There was no quorum to approve the minutes.

4. Recommendation of Committee Member

There was no quorum to recommend a new Committee member.

5. Review of Emporium Idea

Mona Friedland said she had met with Howard Kaufman at LeylandAlliance about the idea of an emporium model of commercial businesses for Wilbur Cross Way. Ms. Friedland said she had visited the Main Street Market in Middletown. The main attraction is the New England Emporium which is similar to Dog Lane Café. Mr. Kaufman said he had been there separately as well and said it is located in a thriving part of the main street in Middletown.

Marty Hirschorn asked who is responsible for the tenanting at the Main Street Market. Mr. Kaufman said there is a landlord. The set-up is with a single interior corridor. There are also offices upstairs.

Ms. Friedland said she also visited the Providence Arcade which had recently re-opened. She said it includes vintage clothes to custom jewelry to a coffee shop. Ms. Friedland said most of the spaces are 200 to 300 square feet and some businesses have two spaces. There are lofts on the 2nd floor.

Mr. Rogers said the question is how the emporium idea may fit into Wilbur Cross Way. The impetus to look at this idea came from an interest to create smaller, unique spaces.

Mr. Rogers asked if a layout on Wilbur Cross Way would have entrances to businesses from Wilbur Cross Way and behind Wilbur Cross Way. Mr. Kaufman thought there would likely be one entrance on Wilbur Cross Way. Mr. Rogers liked the idea of multiple ways to access the businesses. Mr. Kaufman said his thinking was that some businesses would not have a storefront. The more doors and the more specialized HVAC systems, the more expensive the construction and, thus, rents would need to be.

Ms. Friedland said she envisions the space on Wilbur Cross Way to be unique and a draw for people. A unified space could accommodate a lot of different businesses. She suggested that some of the criteria for businesses on Wilbur Cross Way may be uniqueness, reasonable cost, handmade, good quality. One example that would meet those criteria would be a higher end consignment shop.

Mr. Hirschorn asked what other businesses would belong in an emporium. Mr. Kaufman said an emporium would include a variety but what seems to have lasting power is a theme e.g., antiques or handmade items (knitters, jewelry, coffee, tea). A central place where people can sit down could be an attraction.

The Committee discussed the need to create energy on Wilbur Cross Way. Mr. Kaufman said more of the energy would be created closer to the intersection with Royce Circle, while the day care at the other end of Wilbur Cross Way serves a different purpose. Ms. Friedland said she envisions colorful glass storefronts that would draw people inside.

Mr. Kaufman said a 3,000 square foot space with 10 vendors may be preferable to an 8,000 square foot space with 20 vendors.

Mr. Kaufman requested assistance from the Partnership to recruit vendors, especially independent operators. Ms. Friedland asked if a Request for Proposal would make sense.

6. Update on Tenanting and Ideas for future Tenants

Mr. Kaufman said all space is leased in 1 Royce Circle. ThinkItDrinkIt should open in March.

Mr. Kaufman said the Leyland team is continuing to look at the idea of a brew pub.

Mr. Hirschorn suggested a place for dress shoes. Ms. Friedland mentioned that she had visited a shoe store in a plaza in Norwich which had a good selection of shoes (Shoeniverse?).

Mr. Kaufman said he wants to continue to explore the emporium idea and focus on a theme, and a strategy of where to recruit vendors. Mr. Kaufman will talk to their retail consultant at Charter Realty.

Mr. Rogers said the Partnership would need a marketing piece to use if it is recruiting i.e., a Storrs Center rendering with store layouts to show to prospective tenants.

7. Adjourn

The meeting adjourned at 6:25 pm.

**MANSFIELD DOWNTOWN PARTNERSHIP
BUSINESS DEVELOPMENT AND RETENTION COMMITTEE**

April 10, 2014

5:00 PM

**Mansfield Downtown Partnership Office
23 Royce Circle**

MINUTES

Present: Steve Rogers (Chair), Roger Adams, Rene Schein

Staff: Cynthia van Zelm

Guest: Howard Kaufman with LeylandAlliance (by phone)

1. Call to Order

Steve Rogers called the meeting to order at 5:10 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from November 14, 2013 and January 16, 2014

There was no quorum to approve the minutes.

4. Tenant Issues

Rene Schein, owner of Storrs Automotive, said she would like more information on what the CAM (Common Area Maintenance) charges cover. She also wanted to know the effect of a new landlord on the commercial tenants in Phase 1A. Mr. Rogers said Subway had received a similar CAM reconciliation letter as Ms. Schein. He agreed that the landlord needs to be approached about providing as much detail on CAM and other charges as possible but that it may be more of a tenant/landlord issue than a Committee issue.

Mr. Rogers said that he would speak with Howard Kaufman of LeylandAlliance about these concerns.

5. Recommendation of Committee Member

Roger Adams said he was on the Committee because as Executive Director of The Chamber of Commerce – Windham Region, he had a strong relationship with the business community. With his retirement, it makes sense for someone else from the Chamber to serve on the Committee.

Ms. Schein and Mr. Rogers thought it would be a good idea to try and get more Storrs Center businesses to serve on the Committee. He asked Cynthia van Zelm to send the contact e-mails for the Storrs Center businesses to him and he will follow-up.

6. Coordination with Town's Economic Development Commission

Mr. Rogers said he met with John McGuire from the Town's Economic Development Commission who is conducting business visits as part of the Commission's mission to gain feedback on business climate. At some point, the Commission may be visiting with Storrs Center businesses.

7. Marketing of Mansfield and Downtown

Ms. van Zelm said the Town Manager Matt Hart had expressed interest in celebrating and acknowledging the accomplishments of the UConn sports teams. Banners or other signage might be an effective tool. In addition, if the first few rounds of the women's NCAA basketball tournament is here there could be other ways to promote this. He thought there might be more opportunities once the town square is built. Ms. van Zelm repeated what she told Mr. Hart about the Partnership reaching out to the businesses to make them aware of the tournament and how it might affect their businesses. Mr. Rogers agreed that the influx of people into Mansfield helps with retail and restaurants.

7. Adjourn

The meeting adjourned at 6:00 pm. The Committee will not meet in May but there may be e-mail correspondence between meetings.



MANSFIELD ADVOCATES FOR CHILDREN
Wednesday, June 4, 2014
Council Chambers, Town Hall
MINUTES

Members Present: Sara Anderson, Susan Daley, Sarah Delia (staff), Jordana Frost, Jane Goldman, Cindy Guerreri, Rachel Leclerc, Pat Schneider, Esther Soffer-Roberts, Linda Williams and Kelly Zimmerman.

Guests: Kate Bohannon, Pat Michalak.

Regrets: Rita Kornblum, Mary Jane Newman, Judy Stoughton, Jillene Woodmansee, Lisa Young.

<i>WHAT</i>	<i>DISCUSSION</i>	<i>OUTCOME</i>
CALL TO ORDER	Pat Schneider called the meeting to order at 5:35pm.	
CONSENT AGENDA	Approval of the Minutes of May 7, 2014 meeting.	<i>The May 7, 2014 Minutes were approved.</i>
TEAM UPDATES	<p>Everyone introduced themselves to Kate Bohannon and Pat Michalak, members of the Youth Services Bureau.</p> <p>Staff Reports: Pat Schneider</p> <ul style="list-style-type: none"> • Graustein and School Readiness grants have been submitted. • Sarah Delia is keeping things on track for Early Childhood Services. • Recruitment for the new Coordinator is ongoing. This position will now be part of Youth Services as families exist with children of all ages. • There was some discussion of a re-structured name of the Youth Services Bureau to possibly Family Services or Family, Youth and Children Services. • There were some questions about the process of hiring the new Coordinator. The first phase is the interview panel and then the top candidates pass on to the next step, possibly the Executive Council and/or the Team leaders. <p>Playground Committee: Sara Anderson</p> <ul style="list-style-type: none"> • There was a Zumba Fundraiser on May 16 which raised \$675. • A Robotathon and Pizza Taste-Off were held on May 28 and raised \$578. 	

- The 5K will take place on Saturday, July 12 at the EO Smith Track. This event is being coordinated by the Willimantic Athletic Club.
- A Peachwave fundraiser will take place on the last day of school for Mansfield students, June 20.
- The MMS Girls group will continue their activities next year and plan to create a tile from each classroom in Mansfield to place in the Playground and will include a thumbprint from each student.
- Kent+Frost has been selected as the site design architect for the Playground site. The design process will include a stakeholder meeting for the project. They are designing the whole site, not just the Playground and are planning on penciling in a splash pad.

School Readiness: Sarah Delia

- The School Readiness grant has been submitted.
- Most of the SR slots for next fall are set.
- Regarding the Office of Early Childhood – the OEC was codified and signed into law by Governor Malloy; a new ECIS, Early Childhood Information System is in the works; QRIS is now QIS, a Quality Improvement System.
- Other changes include licensing for Early Care Centers, Day Care Homes and Youth Camps is now part of OEC beginning July 1, 2014 and licensing will be annually, 28 new licensers will also be hired.
- School Readiness expansion includes 1,020 new spaces for 2014-15. We expect a request to adjust the School Readiness budgets during the first week of June.

Pre-School Screening: Rachel Leclerc

- Screening was held last week at the Library. Everyone who came through the doors will get a slot.
- There will be one less bus for each mid-day preschool run so the AM/PM schedule will be dependent on location. There is no charge for pre-school and every child is bussed to the school.
- Statewide numbers are down for pre-school enrollment.
- Smart Start is a new Pre-K program that allocates \$10 million/10 years for operational costs and \$10 million/10 years for facilities.

NEW BUSINESS	<p>MAC Exercise: Pat Schneider</p> <ul style="list-style-type: none"> • Pat gave a presentation about the importance of the elevator speech and the meaning of MAC. Important elements to include are “Who are you, what do you do, and what they can do for your organization.” • Members were asked to take a few minutes and write a concise elevator speech such as they might give to an important funder or legislator. • After several minutes, a few members described their responses and what they might say to an important person. <p>MAC Chair: Pat Schneider</p> <ul style="list-style-type: none"> • The consensus was that more research should be done on the MAC Chair and the Chair/Coordinator responsibilities. • If there are other candidates for the Coordinator position, they should be considered for the MAC Chair position. 	<p><i>The MAC Chair research was referred to the Executive Council.</i></p>
TEAM MEETINGS	<p>Team Meetings were held with each individual team. The teams consist of the following members and reported to the whole at the end of the MAC meeting:</p> <p>Successful Learners: Susan Daley, Team Leader</p> <ul style="list-style-type: none"> • Rachel Leclerc, Lisa Young, Pat Michalak • Discussed where they've been, where they're going and where they would like to go. <p>Health: Jordana Frost, Team Leader</p> <ul style="list-style-type: none"> • Rita Kornblum • Discussed long term partnering with MCC, sports clubs and Human Services. • For the Celebrate Mansfield Festival in September, discussed a live demonstration of the fourth grade fitness tests and 95210. <p>Community Connectedness: Sara Anderson, Team Leader</p> <ul style="list-style-type: none"> • Jeff Smithson, Kelly Zimmerman, Jane Goldman, Pat Schneider • Discussed possibility of tables/booths at 5K on July 12 for Library, Books on the Bus, 4 Centers, MMS Bake Sale, MAC and possibly Jeff Smithson. • Working with EHHD on Fit by 4th or 95210. <p>Announcements</p> <p>Cindy Guerreri reminded members that they should take into account Performance Measures and the need to track data for compliance with the Mansfield Plan for Young Children.</p>	
PARKING LOT	1. Transportation	

<p>ADJOURN</p>	<p>The meeting adjourned at 7:37pm.</p> <p>Next Executive Council Meeting, Wednesday, June 11, 2014, 9:00am – 10:30am, Conference Room B.</p> <p>Next MAC Meeting, Wednesday, August 6, 2014, 5:30pm – 7:30pm, Council Chambers, Mansfield Town Hall.</p> <p><u>**There is no MAC Meeting in July.**</u></p> <p>Agenda topics: Please send to Sarah Delia at delias@mansfieldct.org</p> <p>Respectfully submitted, Sarah Delia Assistant to the Early Childhood Services Coordinator</p>	<p><i>Items for the next agenda include a presentation of Scorecard by Linda Williams.</i></p>
----------------	---	--

"All Mansfield Children ages birth through 8 years old are healthy, successful learners, and their families are connected to the community."



MANSFIELD ADVOCATES FOR CHILDREN
EXECUTIVE COUNCIL
MINUTES

Wednesday, June 11, 2014

9:00am, Town Hall, Conference Room B

MEMBERS PRESENT: Sara Anderson, Susan Daley, Sarah Delia (staff),
Jordana Frost (dep 9:55am), Cindy Guerreri, Rachel Leclerc
(arr 9:50am), Pat Schneider, Mary Sposito

WHAT (Topic)	DISCUSSION	OUTCOME
Call to Order	Pat Schneider called the meeting to order at 9:05am.	
Team Updates	<p>Health Team: Jordana Frost</p> <ul style="list-style-type: none"> • The Health team is a very enthusiastic bunch of people. • The team will follow up with several items, including the 5K Run. • They will work on the Fitness tests over the next few months • Work on the 95210 program will be in the spring of 2015. <p>Community Connectedness: Sara Anderson</p> <ul style="list-style-type: none"> • There was a Robotathon and Pizza Taste Off that collected \$575 for the Playground. • MAC received a \$5,000 donation from a family and it was mentioned that a House Party for Grandparents would be very welcome. • The Playground Committee is waiting on a build date for the Playground, sometime in the spring of 2015. • The Community Connectedness Team is also aware of the transportation issue and its importance connecting people to services in the Town. • There was discussion of repeating the Community Connectedness Survey, possibly after the Playground is complete. • Other new installations besides the Playground that may make a difference in connectedness are the new Town Square, a covered bus shelter in front of the Community Center and the Safe 	

	<p>Routes to School Sidewalk project, connecting Rte. 195 to the Library and Southeast School.</p> <p>Successful Learners: Susan Daley</p> <ul style="list-style-type: none"> • Successful Learners have a lot of data and are not really sure how to use it effectively. • Susan has checked out the Graustein website and looked at other communities' data. • She seems to feel that Successful Learners has started many projects, but not completed them. • She is exploring ELDs as a way to connect the Centers with Public Preschools. • Cindy Guerreri mentioned that SL can look at the three data plan points that are in the Plan. • Other assistance can come in the form of Cindy doing some Technical Assistance with the Successful Learners team and bringing back Amy Seville-Nelson to complete the work she started with the CAN/OEC group. 	
<p>Old Business</p>	<p>Status of Coordinator Position</p> <ul style="list-style-type: none"> • There are eight interviews scheduled for Thursday, June 12 for this position. The panel will ask a set of questions • There will be a second interview panel and then possibly a visit with the Executive Council or members of the MAC Collaborative. <p>Status of MAC Chair</p> <ul style="list-style-type: none"> • Members looked at the research Sarah Delia did for the Chair Duties and Responsibilities. It was concluded that more research needs to be done. • This is a shared leadership position. • Possibility of bringing to the next MAC meeting the question of 'what are the barriers for being a Chair of MAC.' <p>It was mentioned that we should continue to send out the survey Jordana constructed to the membership to gather more members for the three teams.</p> <p>Discussion of Scorecard and how best to use it</p> <ul style="list-style-type: none"> • The Team Leaders could use Scorecard to watch videos on RBA and on Scorecard to learn more about the program. • Accountability Manager - Pat would like to re-allocate some funds for an Accountability Manager. MAC needs to find a job description of this position. 	<p><i>Sarah Delia will research other collaboratives including Waterbury, Coventry, East Hartford</i></p> <p><i>Sarah Delia will look at Wethersfield, Enfield, Waterbury and New Britain for a job description of an Accountability Manager.</i></p>

Announcement	There will be Facilitated Leadership Training Session sponsored by the Graustein Fund on July 7, 8 and 9 in Cromwell.	
Adjournment	<p>The meeting adjourned at 10:33am.</p> <p>Next MAC meeting: Wednesday, August 6, 2014 5:00pm – 5:30pm Arrival and Dinner 5:30pm – 7:30pm MAC Meeting</p> <p>Next Executive Council meeting: TBD</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>	

All Mansfield Children ages birth through 8 years old are healthy, successful learners, and their families are connected to the community.

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

July 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 8:30 a.m. by the Chairperson.

MINUTES

A motion was made by Ms. Ward and seconded by Ms. Hall to accept the minutes of the June 19, 2014 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

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

Financial Reports –A (General)

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

Financial Report-B (Section 8 Statistical Report)

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

REPORT FROM TENANT REPRESENTATIVE

Human Services Advisory Committee

Mr. Eddy reported that the Committee met on June 25. Sarah Taylor has been hired as the Program Coordinator at the Senior Center. The July and August meetings have been cancelled.

General Reports

Mr. Eddy reported that the maple trees behind the garage provide so much shade that the grass is having difficulty growing. He suggested that we try a shade variety of grass seed.

COMMITTEE REPORTS

Development Committee

None

Quality of Life Committee

Wright's Village Fence – Living or Non-Living

Last month Mr. Eddy requested that the Committee meet and create a survey to obtain feedback on what kind of "fence" residents would prefer, living or otherwise. A meeting was not set up to create a survey last month. The Committee will try to get together in the next few weeks to create the survey.

Water Gardens

To keep the rock inside the garden and reduce trimming needs around the gardens, Ms. Ward and Ms. Fields discussed with Milrick and agreed to include an edge of field stone set in stone dust around each garden. The increased cost was \$2,000. Ms. Fields asked the Board to formally approve the additional cost for the field stone.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the additional cost of the field stone. Motion approved unanimously.

UNFINISHED BUSINESS

457 Loan Program and Policy

Ms. Fields reported that the policy as submitted last month was not approved by the Sponsor. A loan program will not be established with the 457 pension program.

Holinko Estates Solar Panels

Ms. Fields stated that there was no installation date set at this time.

NEW BUSINESS

Section 8 Administrative Fee

It was agreed by consensus to include a letter of thanks from the Commissioners to the supporting towns for their agreed upon Section 8 program Administrative Fee supplements. It will be included with the invoice for those amounts.

Asset Management Agreement for the South Eagleville Property

A motion was made by Mr. Eddy and seconded by Ms. Ward to complete items 11 and 12 of the agenda and defer item 10(b), Asset Management Agreement, to a joint meeting with the Mansfield Nonprofit Housing Development Corporation and temporarily adjourn this meeting. Motion approved unanimously.

The Chairperson declared the meeting temporarily adjourned at 10:20 a.m. without objection.

The Chairperson called the meeting back to order at 10:38 a.m.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to enter into the Asset and Property Management Agreement as amended and approve the execution of it by Ms. Fields. Motion approved unanimously.

MEETING DATE REVIEW

The August Meeting date will be August 20, 2014.

OTHER BUSINESS

None

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:41 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson