

**MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
September 5, 2006**

MINUTES

Present: Stephen Bacon, Tom Callahan, Bruce Clouette, Barry Feldman, Al Hawkins, Janet Jones, Philip Lodewick, Betsy Paterson, Dave Pepin, Phil Spak, Betsy Treiber, Frank Vasington, David Woods

Staff: Cynthia van Zelm, Tricia Rogalski

Guest: Matt Hart

1. Call to Order

Philip Lodewick called the meeting to order at 4:00 pm.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes

Al Hawkins made a motion to approve the minutes. Janet Jones seconded the motion. The motion was approved unanimously.

4. Director's Report

Cynthia van Zelm said that the CD/Video documenting and marketing the Storrs Center project was underway. Students from UConn will be videotaping at the Festival on the Green and interviewing participants. Bruce Clouette agreed to accompany the students at the Festival.

Ms. van Zelm asked the Board to write follow-up letters to Senators Dodd and Lieberman and Congressman Simmons with respect to the \$2M included in the Senate Transportation Appropriations bill. The bill still needs to go to the Senate floor and to conference with the House. She said she would e-mail out drafts of letters for the Board to use as templates.

Barry Feldman asked how much the cost of the Building 1A is per square foot. Ms. van Zelm said the total cost of the building is between \$2 and \$3M.

5. Update on Storrs Center Project and Next Steps

Mr. Callahan said that according to project manager Macon Toledano, there are three threshold items with respect to moving forward on the Storrs Center project: submittal of an application to the Planning and Zoning Commission for a Special Design District and subsequent approval; funding for the parking garage; and timely relocation of some of the current affected businesses.

Mr. Callahan said the permitting process will run on a parallel course with the other tasks.

Ms. Paterson asked Board members to be flexible in terms of attending public meetings and hearings, and advocated speaking in support of the project at those meetings.

6. Resolution re: authorization of Executive Director to Sign Documents

Ms. Paterson made a motion to adopt a resolution that Cynthia van Zelm, in her capacity as Executive Director of the Partnership, is hereby authorized to enter into any contract and to execute and deliver any instrument, including but not limited to applications and related correspondence to the Planning and Zoning Commission or any other board, commission or agency of the Town of Mansfield, in the name and on behalf of the Partnership. Mr. Hawkins seconded the motion.

Frank Vasington asked if Ms. van Zelm can enter into a contract without Board approval?

Ms. Paterson said there may be times when there is something that needs to be acted on that is not congruent with the Board meetings. The Executive Committee could be asked to meet to take action or direct Ms. van Zelm to take action.

Mr. Vasington said he feels that contracts need to be reviewed and approved by the Board of Directors before the Executive Director signs them.

Mr. Callahan said there is a separate issue of who approves a contract to spend money vs. giving the Executive Director the authority to sign documents on behalf of the Partnership.

Mr. Clouette said his original question related to whether Ms. van Zelm as Executive Director had the authority to sign applications to the Planning and Zoning Commission on behalf of the Board.

Mr. Callahan said his view is that it is appropriate to give Ms. van Zelm the authority to sign an application or contract, but not the authority to decide on the merits of such without approval from the Board.

Barry Feldman suggested that the Partnership's attorney Lee Cole-Chu review the draft resolution again, with particular review in the context of planning and zoning issues.

The Board revised the resolution and asked Ms. van Zelm to run it by Mr. Cole-Chu.

The motion was tabled until next month.

7. Discussion of Changes to Personnel Policies

Ms. van Zelm referred to proposed changes to the Partnership Personnel Policies to reflect the fact that Administrative Assistant Tricia Rogalski was now working 30 hours and some of the policies provide benefits for persons working 30 hours or more. The Partnership budget does not allow for benefits beyond 40 hours at this time. Ms. Rogalski is receiving benefits through her spouse.

Ms. Paterson made a motion to approve the changes to the Personnel Policies as attached. Ms. Jones seconded the motion. The motion was approved unanimously.

8. Review of Letter to Interested Parties re: membership

Membership Development Committee Chair Betsy Treiber referred to the draft letter that would be sent to people who would like to be on the Partnership's mailing list. The letter encourages membership in the Partnership without requiring it. The letter would be sent to the interested parties list as well as people who have expressed interest in housing. It would not be sent to prospective businesses in the new development.

9. Report from Committees

Advertising and Promotion

Dean Woods said the School of Fine Arts was looking forward to working with the Partnership on the CD/Video.

The Committee has also provided suggestions on the program for the groundbreaking for the Downtown/Town Hall/Community Center pedestrian walkway.

Festival on the Green

Ms. Paterson encouraged Board members to volunteer at the Festival if they have not already signed up to do so.

She commended Dean Woods and Tom Callahan for their “wonderful response” on behalf of UConn for participation in the Festival.

The puppets, UConn Athletes, UConn marching band will all participate.

Ms. Paterson said the music will be top notch and that Board member Janet Jones had secured 7 to 9 food vendors, many more than last year. She said that UConn chefs will do a food demonstration.

There will be a juried art show with judges from the UConn School of Fine Arts faculty. Cash prizes will be provided.

Finance and Administration

Ms. van Zelm shared a draft updated project timeline with the Board. Mr. Callahan suggested that the team keep in mind that UConn will not come back into session until late January in terms of the scheduling of public hearings.

10. Adjourn

Betsy Treiber made a motion to adjourn at 4:55 pm. Dave Pepin seconded the motion. The motion was approved unanimously.

Meeting notes taken by Cynthia van Zelm.