

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Tuesday, July 1, 2010**

**Mansfield Downtown Partnership, Inc.
1244 Storrs Road**

4:00 PM

Minutes

Present: Steve Bacon, Tom Callahan, Bruce Clouette, Gregory Haddad, David Lindsay, Philip Lodewick, Frank McNabb, Betsy Paterson, Christopher Paulhus, Alexandria Roe, Steve Rogers, Bill Simpson, and Antoinette Webster

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:30 pm. Mr. Lodewick introduced Alex Roe, the University's Director of Planning, as President Austin's designee to the Board of Directors. The Board introduced themselves.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes

Tom Callahan made a motion to approve the May 6, 2010 Board minutes. Steve Bacon seconded the motion. The motion was approved with one abstention from Betsy Paterson.

4. Director's Report

Ms. van Zelm asked Board members to review the draft Board of Directors list for any address changes and then she will resend it to Board members for their records.

Ms. van Zelm passed around a calendar for Board members to indicate their vacation time with respect to the scheduling of meetings.

Ms. van Zelm also passed around a list of volunteers opportunities for the Board at the Bike Tour on July 17 and at Know Your Towns Fair and the *Festival on the Green* in September.

Ms. van Zelm said that the responses to the Requests for Qualifications for the parking garage and the intermodal center had been reviewed individually by respective reviewers. She indicated that Director of Public Works Lon Hultgren is working to set up a meeting with the groups to review the ratings and narrow down the list for follow-up.

Ms. van Zelm said the draft report on the investigation of the former University Publications building has been completed. There will need to be remediation done on the building that is covered the state grant.

Ms. van Zelm said the Parking Steering Committee met last week and that she will be working with Town Manager Matt Hart and Carrie Krasnow with Walker Parking Consultants to develop some recommendations on a management plan for the Committee.

5. Election of Officers to Board of Directors for 2010-2011

Ms. Paterson made a motion to approve Philip Lodewick as President, Steve Bacon as Vice President, Steve Rogers as Secretary, and Kristin Schwab as Treasurer for the 2010-2011 fiscal year. Gregg Haddad seconded the motion. The motion was approved unanimously.

6. Appointment of Committee Chairs and Members for 2010-2011

Betsy Paterson made a motion to appoint the attached list of Mansfield Downtown Partnership Committee Chairs and members until the end of the Partnership's fiscal year on June 30, 2011, with an amendment to add Alex Roe, as President Austin's designee, to the Executive Committee. Chris Paulhus seconded the motion. The motion was approved unanimously.

7. State of Connecticut Nondiscrimination Certification Resolution

Bill Simpson made a motion to approve the following resolution: That the policies of the Mansfield Downtown Partnership comply with the nondiscrimination agreements and warranties of Connecticut General Statutes Section 4a-60 (a) (1) and Section 4a-60a (a) (1), as amended. Ms. Paterson seconded the motion. The motion was approved unanimously. The resolution is a document needed by the State of Connecticut in order to process the University's commitment to the Partnership's operating budget.

8. Storrs Center Action Items

Mr. Lodewick said that the Storrs Center working group met last week and good progress is being made on a term sheet between master developer LeylandAlliance and an equity partner, the term sheet between the Town and Leyland, the Co-op bookstore, and land use agreements between the University and Leyland. The working group will meet again in two weeks.

9. Four Corners Sewer and Water Study Advisory Committee

Ms. van Zelm said bonding was approved at a Town Meeting on Monday night for initial design of the sewer and water systems at Four Corners. Mr. Callahan clarified that the design was only for the pump station for the sewer system and the funding for water was for continued study of a potential water system at Four Corners. Mr. Haddad concurred.

Ms. van Zelm said the Committee was working on Requests for Qualifications for the work.

10. Report from Committees

Advertising and Promotion

In Dean Woods absence, Ms. van Zelm said the Committee continued to discuss the idea of an Arts and Crafts Fair in the spring. She said that given time and staff resources, it will probably not be possible to do anything in the spring of 2011.

Business Development and Retention Committee

Mr. Rogers said he will be contacting Committee members for a meeting date.

Festival on the Green

Ms. Paterson said that work is moving ahead on the *Festival*. She asked for assistance for donations to the *Festival*. Ms. Paterson said the Celebrate Mansfield Weekend will include a wine tasting at the Altnaveigh, a hike in the newly acquired Moss Sanctuary, a picnic at E.O. Smith High School, and Know Your Towns Fair.

Ms. Paterson said in response to a letter to the editor in the Chronicle, she confirmed at the last Town Council meeting that the *Festival* is supported by sponsorships and donations and not the Partnership operating budget.

Finance and Administration

Tom Callahan said the Finance and Administration Committee has been spending each meeting receiving an update on Storrs Center from Howard Kaufman from LeylandAlliance.

Mr. Callahan said the Board had adopted a budget in the winter with the caveat that the budget would be evaluated again with respect to salary and health benefits. He noted that the anticipated expenses in legal and professional and technical did not materialize.

Mr. Callahan said the Committee was recommending that some funding be taken from fund balance to 1) provide a 2 percent salary increase to staff, 2) adjust the health insurance budget so staff and spouses are covered by health insurance, and 3) add \$20,000 for the professional services of ERA with respect to financial

analyses of Storrs Center. Ms. Paterson made such motion. Mr. Simpson seconded the motion. The motion was approved unanimously.

Membership Development

Frank McNabb said the Partnership has received 340 new and renewed memberships thus far for a total of approximately \$19,460.

Mr. McNabb said he did not think the Committee would participate in Alumni Weekend again to the extent it did this year as the number of attendees was not as high as anticipated. Some Board members thought having Alumni Weekend in the summer was a major cause of lower attendance.

Planning and Design

Steve Bacon reported that the Committee met on June 15 with members of the Four Corners Sewer and Water Study Advisory Committee's design guidelines' subgroup. The group wanted to meet with the Planning and Design Committee to brainstorm ideas related to design for commercial development at Four Corners.

Some of the group's preliminary objectives are to minimize curb cuts, promote pedestrian walkways, locate parking behind buildings, bring buildings to the street, and provide more dense development.

Antoinette Webster asked if a zone change was proposed. Mr. Bacon said that he does not believe that has been discussed as of yet.

Mr. Simpson asked if the planning for what type of development needs to be done prior to sewer and water commitments. Mr. Bacon thought the work could be concurrent.

The Board continued to discuss the role of the Partnership in Four Corners. There will be an on-going discussion on this issue.

In August, the Committee will host the Mansfield Advocates for Children to continue to discuss design and programming at Storrs Center for families.

11. Other

Mr. Callahan advised the Board that the World Youth Peace Summit will be coming to the University in the summer of 2011. He said it is important for the University and the Partnership to be cognizant of the many visitors that may be here during University and Storrs Center construction.

Ms. van Zelm said that she has been working with the Windham and Tolland chambers of commerce to set up a meeting with the organizers of the World Youth Peace Summit to prepare businesses for the visitors. Ms. Webster said as chair of the Mansfield Business and Professional Association, she was also working to establish a meeting.

Ms. van Zelm said she had also made Mansfield Director of Public Works Lon Hultgren aware of the event and it had been discussed at a University facilities meeting.

12. Adjourn

Mr. Bacon made a motion to adjourn the meeting. Mr. Paulhus seconded the motion. The motion was approved unanimously and the meeting adjourned at 5:10 pm.

Minutes taken by Cynthia van Zelm.