

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Thursday, November 3, 2011
Mansfield Town Hall
Town Council Chambers
4 S. Eagleville Road**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Matthew Hart, Dennis Heffley, David Lindsay, Frank McNabb, Toni Moran, Richard Orr, Betsy Paterson, Chris Paulhus, Alex Roe, Steve Rogers, Bill Simpson and Ted Yungclas

Staff: Cynthia van Zelm

1. Call to Order

Steve Bacon called the meeting to order in President Philip Lodewick's absence at 4:06 pm.

2. Opportunity for Public Comment

There was no public comment.

3. Approval of Minutes of October 6, 2011

Chris Paulhus made a motion to approve the minutes of October 6, 2011. Bill Simpson seconded the motion. The motion was approved unanimously.

4. Director's Report

Ms. van Zelm said that she and Matt Hart had spoken to CT Main Street and HR&A about strategic planning for the Partnership. One idea was to release a Request for Proposal for a consultant to assist the Partnership with planning as the role of downtown management will become important when Storrs Center opens in August. At the same time the Partnership will

still be involved with the planning of future phases. Ms. van Zelm said the goal is to begin the planning in January.

Mr. Hart said he was interested in making sure the downtown is managed effectively. He said it is important to engage in some strategic planning and thought the Partnership could benefit from third party expertise.

The Board discussed the process for engaging in strategic planning including scope, cost, and solicitation for assistance.

The Board agreed that the discussion of strategic planning needs to be given a significant amount of time at a future meeting.

Mr. Hart suggested that staff from CT Main Street could help with initial facilitation of a discussion. Toni Moran agreed to help Ms. van Zelm with bringing in a facilitator.

5. Storrs Center Action Items

Cynthia van Zelm reported that the framing and exterior work on Phase 1A is expected to be complete in the next couple of weeks so that work can continue in the interior in the winter months. She said that the first building bordering Dog Lane and Storrs Road will have the address of 1 Dog Lane and the second building will have the address of 9 Dog Lane. Ms. van Zelm said the foundations will start on the parking garage in the next few weeks.

Ms. van Zelm said that Froyoworld – a frozen yogurt store – has signed a lease for Phase 1A.

Ms. van Zelm said a public update on Storrs Center is planned for mid-January.

Toni Moran said at the joint Community Quality of Life Committee and Town Council meeting, a Committee member raised the issue of the status of workers employed on the Storrs Center site. She said the Committee wants to ensure that all employment be legal. Mr. Hart asked Ms. van Zelm to review the steps that the master developer takes to ensure that all contractors and subcontractors are complying with the law.

6. State of Connecticut Nondiscrimination Certification of Resolution

Ms. van Zelm said that the University of Connecticut requires its entities with a contract relationship to pass a resolution that the entity complies with the nondiscrimination policies of the State of Connecticut.

Ms. Moran moved 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. Bill Simpson seconded the motion. The motion was approved unanimously.

7. Conflict of Interest Policy

Mr. Bacon said the issue of the Partnership's conflict of interest policy appears to need some clarification, particularly, related to which entity of the Partnership receives notification from a Board member about a possible conflict. The topic was discussed at the Finance and Administration Committee meeting and the Committee recommended seeking Board direction on which Committee would receive such notifications of conflicts.

Harry Birkenruth suggested that Partnership attorney Lee Cole-Chu review the conflict of interest policy in more detail to see if any changes are warranted in the policy and provide some clarification of management of the policy.

Ms. Moran moved that the Board recommend that individual conflicts of interest be referred to the Finance and Administration Committee for a recommendation to the Board of Directors. Mr. Paulhus seconded the motion. Rich Orr abstained. The motion passed with one abstention.

Ms. van Zelm will invite Mr. Cole-Chu to the next Finance and Administration Committee meeting to discuss the conflict of interest policy.

Mr. Bacon noted that if any changes are made to the conflict of interest policy, as it is part of the Partnership Bylaws, they would need to be sent to the membership 45 days before the annual meeting, for the membership's consideration at that meeting.

8. Four Corners Sewer and Water Study Advisory Committee

Mr. Hart reported that the Town and the University continue to work together on water source issues. They have jointly retained Milone & MacBroom to undertake an Environmental Impact Evaluation with respect

to potential water sources. A preliminary report is expected in January/February.

The Town is continuing its work on design of a sewage pump station.

Mr. Hart noted that there is a bond measure on the Town referendum for \$350,000 for design of the water and sewer system. The referendum vote is November 8.

9. Report from Committees

Advertising and Promotion

In Chair Kristin Schwab's absence, Ms. van Zelm said the Committee will meet on November 15 and review the communications plan for the year.

Festival on the Green

Betsy Paterson said the Festival debrief is scheduled for Monday, November 7.

Membership Development

Frank McNabb said the Partnership total membership is 336 with close to \$18,000 in memberships. He said the renewal letter and new membership brochure will go out in the next few days.

He said the Partnership will be represented at a few UConn basketball games and events at Jorgensen.

Planning and Design

Mr. Bacon said the Committee met on October 18 and heard a presentation from Director of Public Works Lon Hultgren on the naming of streets in Storrs Center. He reviewed some of the suggestions with the Board. Mr. Bacon said ultimately the Town Council will make a decision but the Committee and Board can make recommendations.

Mr. Bacon said that Ms. Schwab also gave her presentation on the public spaces plan for downtown. He said Ms. Schwab and her students have done an excellent job. The goal is for them to give a presentation to the Board at its December meeting.

Ms. Paterson made a motion to go into Executive Session to discuss personnel issues pursuant to Connecticut General Statutes Section 1-200(6) (A). Mr. Paulhus seconded the motion. The motion was approved unanimously.

10. Executive Session – Personnel

Present: Mr. Bacon, Mr. Birkenruth, Mr. Hart, Mr. Heffley, Mr. Lindsay, Mr. McNabb, Ms. Moran, Mr. Orr, Ms. Paterson, Mr. Paulhus, Mr. Simpson, and Mr. Yungclas.

11. Adjourn

Mr. Paulhus made a motion to adjourn. David Lindsay seconded the motion. The motion was approved and the meeting adjourned at 5:50 pm.

Minutes taken by Cynthia van Zelm