

**MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS MEETING  
Thursday, February 2, 2012  
Mansfield Town Hall  
Town Council Chambers  
4 S. Eagleville Road**

**4:00 PM**

**MINUTES**

Present: Steve Bacon, Harry Birkenruth, Matthew Hart, Dennis Heffley, Philip Lodewick, Frank McNabb, Toni Moran, Richard Orr, Betsy Paterson, Chris Paulhus, Alex Roe, Steve Rogers, Kristin Schwab, and Bill Simpson

Staff: Cynthia van Zelm, Lee Cole-Chu

Guest: Bob Sitkowski, University of Connecticut Office of Real Estate; Howard Kaufman and Macon Toledano, LeylandAlliance; Geoff Fitzgerald, BL Companies

**1. Call to Order**

Board President Philip Lodewick called the meeting to order at 4:05 pm.

**2. Opportunity for Public Comment**

There was no public comment.

**3. Approval of Minutes of January 5, 2012**

Betsy Paterson made a motion to approve the minutes of January 5, 2012. Bill Simpson seconded the motion. The motion was approved unanimously.

**4. Change to Agenda**

Mr. Lodewick requested a change to the agenda to add a recommendation to appoint Rich Orr to the Finance and Administration Committee. Matt Hart made such motion, seconded by Chris Paulhus.

## **5. Director's Report**

Cynthia van Zelm said she would send out a separate e-mail seeking dates for follow-up to the strategic planning session from last week.

Ms. van Zelm said Winter Fun Day is Saturday from 11 am to 2 pm in front of the Mansfield Community Center.

Ms. van Zelm said the team at the Oaks on the Square reported that 60 percent of the residential units in Phase 1A are leased. Howard Kaufman reported that the University of Connecticut has signed a master lease for 19 apartments in Phase 1A.

Mr. Hart made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Mr. Paulhus seconded the motion. The motion was approved.

## **6. Storrs Center Action Items**

### **Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)**

Present: Mr. Bacon, Mr. Birkenruth, Mr. Hart, Mr. Heffley, Mr. Lodewick, Mr. McNabb, Ms. Moran, Mr. Orr, Ms. Paterson, Mr. Paulhus, Ms. Roe, Mr. Rogers, Ms. Schwab, and Mr. Simpson

Also Present: Mr. Cole-Chu, Mr. Fitzgerald, Mr. Kaufman, Mr. Sitkowski, Mr. Toledano, and Ms. van Zelm

## **7. Presentation of Mansfield Downtown District Public Spaces and Green Infrastructure Master Plan**

Kristin Schwab presented the draft Mansfield Downtown District Public Spaces and Green Infrastructure Master Plan that she worked on with two of her students in the University of Connecticut Landscape Architecture Program. She passed out excerpts from the Plan and also referred to a Power Point presentation.

Ms. Schwab said the goal was to develop a tool to market and promote the downtown, coordinate the various public spaces in the downtown area, and identify future needs for the downtown area. She said two meetings were held with over 20 stakeholders over the last few months.

Ms. Schwab said it was important to include the two other areas of focus for the Partnership's mission (Four Corners, and King Hill Road) as part of the Plan's scope.

Ms. Schwab's team identified several key elements for focus including a greenway along Storrs Road, extending to and around the Community Center, adjacent to Town Hall.

With respect to areas of focus for the University, Ms. Schwab said Bolton Road also needs more attention in terms of its access to the Nathan Hale Inn. Ms. Schwab said they also identified key gateways at Four Corners and Horsebarn Hill. She said the University has plans for these linkages in its master plan and she hopes they are enacted.

One of the other areas of focus was to show trail connections to the open space adjacent to Storrs Center.

Ms. Schwab said the Plan builds on the idea discussed many years ago about creating a park space adjacent to Town Hall where the pedestrian walkway to the Community Center was built.

She said she has been working with Mansfield Parks and Recreation Director Curt Vincente on a preliminary plan near the Community Center that may include a playscape, splash pad, additional parking, and other features. Ms. Paterson and Steve Rogers suggested that a review of the park elements vis a vis parking locations be reviewed for any security issues.

Harry Birkenruth suggested looking at more direct access from the Community Center to South Eagleville Road from the new potential area of activity.

Ms. Schwab said one of the other key elements is the establishment of a green trail which would have some similarities to the Freedom Trail in Boston. She noted that Jennifer Kaufman, Parks Coordinator, put together a grant for funding for the green trail which would identify key points of interest in the downtown.

Ms. Schwab said the Advertising and Promotion Committee is looking at how to recognize supporters and contributors to Storrs Center within the new infrastructure.

Ms. Paterson made a motion to endorse the Mansfield Downtown District Public Spaces and Green Infrastructure Master Plan including a recommendation to review the park elements around the Community Center. Alex Roe seconded the motion. The motion was approved unanimously.

**8. Recommendation of June Krisch to serve on the Membership Development Committee**

Frank McNabb made a motion to appoint June Krisch to the Partnership's Membership Development Committee. Dennis Heffley seconded the motion. The motion was approved unanimously.

**9. Recommendation of Richard Orr to serve on the Finance and Administration Committee**

Mr. Birkenruth made a motion to appoint Rich Orr to serve on the Finance and Administration Committee. Mr. Rogers seconded the motion. The motion was approved unanimously.

**10. Four Corners Sewer and Water Study Advisory Committee**

Ms. van Zelm reiterated that Phil Spak, the Partnership's representative on the Four Corners Sewer and Water Study Advisory Committee, had resigned from the Committee. Mr. Paulhus made a motion to authorize Board President Philip Lodewick to appoint a member of the Board to serve on the Four Corners Sewer and Water Study Advisory Committee. Ms. Roe seconded the motion. The motion was approved unanimously.

**11. Report from Committees**

Advertising and Promotion

Chair Kristin Schwab referenced an e-mail sent from her and Membership Development Committee Chair Frank McNabb to Partnership Board and Committee members about the new Partnership volunteer outreach program. She said the goal is for a Board or Committee member to volunteer for three volunteer tasks per year. A calendar will be sent out monthly with volunteer opportunities noted in a three month calendar. Ms.

Schwab said there will be a volunteer orientation on Feb. 8 at 7 pm at the Community Center.

#### Business Development and Retention

Chair Steve Rogers said the Committee will meet in two weeks.

#### Festival on the Green

Chair Betsy Paterson said the Committee will have its first meeting on Monday. The tentative *Festival on the Green* date is September 23.

#### Finance and Administration

Mr. Birkenruth reported that the Committee accepted the December 31, 2011 financials and referred to them in the Board packet.

Mr. Birkenruth said that some housekeeping changes were made to the current FY2011-2012 budget to reflect the approved Executive Director salary change made by the Board in December.

Mr. Birkenruth said the Committee asked the Partnership's attorney Lee Cole-Chu to review the Partnership's Directors and Officers insurance. The Committee discussed whether the liability limit should be raised and will check with the Partnership's insurance agent.

#### Membership Development

Chair Frank McNabb reported that membership renewal letters have resulted in 238 renewals and \$13,000 thus far.

#### Nominating Committee

Mr. Lodewick said there are three appointments that need to be made for the next fiscal year. The Town Council and the Mansfield Business and Professional Association will need to reappoint Toni Moran and Bill Simpson respectively. A new student representative will likely need to be appointed by the Board with David Lindsay's graduation in May.

There are two positions to be voted on by the general membership at the Partnership's annual meeting in June. Harry Birkenruth and Dennis Heffley are up for re-election. They both have agreed to serve another term.

Mr. Lodewick said that Barry Feldman has stepped down from the Board and UConn President Susan Herbst has appointed Paul McCarthy to take Mr. Feldman's position. Mr. Orr will also now be the President's designee, and Ms. Roe will also remain on the Board.

Mr. Lodewick said the Committee also recommended that Frank McNabb serve in the At-Large position on the Executive Committee due to Mr. Birkenruth (currently serving as the At-Large member) serving in the Finance Committee Chair position on the Executive Committee.

Mr. Lodewick said that the Partnership's attorney Lee Cole-Chu has been appointed as a judge by Governor Malloy which necessitates finding new legal counsel for the Partnership. Mr. Lodewick has requested that Steve Bacon, Mr. Orr, and Finance and Administration Committee member Tom Callahan serve on an ad hoc committee to appoint legal counsel. The Board and staff commended Mr. Cole-Chu for his service to the Partnership.

#### Planning and Design

Chair Steve Bacon had no report.

### **12. Executive Director Evaluation**

Mr. Lodewick passed out an evaluation form for Ms. van Zelm's annual evaluation to be conducted at the next Board meeting.

### **13. Adjourn**

Mr. Paulhus made a motion to adjourn. Ms. Roe seconded the motion. The motion was approved and the meeting adjourned at 6:15 pm.

*Minutes taken by Cynthia van Zelm*