

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

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Matt Hart, Dennis Heffley, George Jones, Trisha Lagasse, Philip Lodewick, Frank McNabb, Rich Orr, Chris Paulhus, Alex Roe, Kristin Schwab, Bill Simpson, Ted Yungclas

Staff: Kathleen Paterson

1. Call to Order

President Philip Lodewick called the meeting to order at 4:07 pm.

2. Opportunity for Public Comment

There was no public comment.

3. Approval of Minutes of May 3, 2012

Rich Orr made a motion to approve the minutes of May 3, 2012. Bill Simpson seconded the motion. The motion was approved.

4. Review and Approval of Policy for Short and Long Term Disability Insurance

Matt Hart presented the proposal on behalf of the Finance and Administration Committee and made the following motions:

Move to approve that the Partnership supplement an employee's short term disability benefit and pick up the remaining 1/3 of their salary without the employee having to use earned time beyond the elimination period, and revise the Partnership's Personnel Policies to reflect this policy.

Move to allow Partnership employees to use their earned time to supplement the long-term disability benefit and to revise the Partnership's Personnel Policies to reflect this policy.

Mr. Orr seconded the motion.

Harry Birkenruth thanked Mr. Hart for the presentation and echoed the support of the Finance and Administration Committee.

The motion was approved with all present in favor of the motion.

5. 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. Jones, Ms. Lagasse, Mr. Lodewick, Mr. McNabb, Mr. Orr, Mr. Paulhus, Ms. Roe, Ms. Schwab, Mr. Simpson, Mr. Yungclas

Also Present: Mr. Cody, Mr. Coler, Mr. Duffy, Mr. Fitzgerald, Mr. Kaufman, Ms. Paterson, Mr. Pepin, Mr. Sitkowski, Mr. Toledano, Ms. Usher, and Mr. Zaccaro

6. Election of Office to Board of Directors for 2012-2013

Mr. Bacon moved to approve Philip Lodewick as President, Steve Bacon as Vice President, Steve Rogers as Secretary, and Kristin Schwab as Treasurer.

Ted Yungclas seconded the motion.

The motion was approved with all present in favor of the motion.

7. Appointment of Committee Chairs and Members for 2012-2013

Mr. Bacon moved 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, 2013.

Chris Paulhus seconded the motion.

The motion was approved with all present in favor of the motion.

8. Process for Conflict of Interest Disclosure

John Zaccaro reviewed the process for conflict of interest disclosure for the Board of Directors when it is acting as the Town's Municipal Development Agency for Storrs Center.

Mr. Orr requested clarification for this process as it applies to employees of the University of Connecticut who have been appointed to the Board for the express purpose of representing the University.

Mr. Zaccaro will research the question further and will consult with the Town's attorney.

9. Four Corners Sewer and Water Study Advisory Committee Update

Mr. Hart reported that the Four Corners Sewer and Water Study Advisory Committee had not met since the last Board meeting.

10. Report from Committees

Advertising and Promotion

Chair Kristin Schwab reported that the Committee welcomed two new members, Connie Neal and Dermot Pelletier, at its July meeting. The Committee reviewed a brochure to promote the connections between Storrs Center and public spaces in the downtown area and beyond.

Business Development and Retention

In Chair Steve Rogers absence, Ms. Paterson reported that the Committee met in June. Monica Quigley and Stephanie Livolsi from LeylandAlliance attended the meeting to present initial plans for marketing and promotion of Storrs Center and to receive feedback on the plans from the Committee.

Festival on the Green

In Chair Betsy Paterson's absence, Ms. Paterson reported that there has been a good response to sponsorship requests, the music has been selected, and many fun activities have been planned. She asked Board members to volunteer to staff the Partnership's booth during the Festival.

Finance and Administration

Chair Harry Birkenruth said the Committee last met in June at which time they discussed and approved a relocation benefits request from Wings Over Storrs, discussed the issue of short- and long-term disability insurance, discussed the process for follow-up with regards to the business plan for Storrs Center, and continued their discussion about officers' insurance.

Membership Development

Chair Frank McNabb reported that the Committee had not met recently. He noted that there are currently 312 members, and the Partnership has received \$16,673 in dues and donations.

Planning and Design

Chair Steve Bacon said the Committee had not met since the last Board meeting.

11. Other

Mr. Hart reported that the Town issued Certificates of Occupancy for the residential floors of One Dog Lane and Nine Dog Lane on August 1. He commented that the work has been a true collaborative effort between all parties. He explained that the parking garage could not be opened on time due to delays with the utilities, so a temporary parking plan has been developed. Mr. Hart expects the garage to open within seven to fourteen days. He said that residents will begin moving into the apartments on August 15, and the retail opening schedule varies by business.

Ms. Schwab noted that the strategic planning process is underway and that a workshop is tentatively planned for October 4. She asked the Board to look for a survey via email as part of the planning process.

12. Adjourn

The meeting adjourned at 5:56 pm.

Minutes taken by Kathleen M. Paterson.