

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Thursday, May 1, 2014
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, George Jones, Mike Kirk, Toni Moran, Shamim Patwa, Steve Rogers, Paul Shapiro, and Bill Simpson

Staff: Cynthia van Zelm

1. Call to Order

Vice President Steve Bacon called the meeting to order at 4:02 pm in President Philip Lodewick's absence.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of April 3, 2014

George Jones made a motion to approve the minutes of April 3, 2014. Paul Shapiro seconded the motion. The motion was approved.

4. Executive Director Report

Cynthia van Zelm passed out a summer calendar and asked that Board members indicate when they are on vacation for planning purposes.

Ms. van Zelm said the Town Meeting to vote on the Town budget is May 13 at 7 pm. Toni Moran and Paul Shapiro encouraged Mansfield residents to vote.

5. Storrs Center Action Items

Ms. van Zelm said the Planning and Zoning Commission will consider Storrs Center Alliance's request to change the parking factor for rental residential at its meeting on Monday night.

Ms. van Zelm said there continues to be interest in the for sale housing.

Tom Callahan asked what the percentage turnover is in the rental units in August. Ms. van Zelm said she will follow-up with Oaks management.

6. Recommendation on Staff Compensation

Ms. van Zelm passed out a revised proposed budget that reflects the Finance and Administration Committee's recommendation on an increase for the Executive Director.

Mr. Callahan said the Board had discussed an increase for the Partnership's Communications and Special Projects Manager, and Office Assistant at its April meeting.

Mr. Callahan said the Finance Committee is recommending a two percent increase for the Executive Director.

The salary increases for all three positions would come out of the contingency line item which is the way salary increases were addressed last year.

Mr. Callahan made a motion to amend the Partnership's FY2014-2015 budget to approve a salary increase of two percent for the Partnership's Executive Director, Communications and Special Projects Manager, and Office Assistant effective July 1, 2014, Harry Birkenruth seconded the motion. The motion was approved.

Mr. Callahan and Mr. Birkenruth noted that the Finance Committee continues to discuss staff roles as the Partnership's mission evolves.

Mr. Callahan made a motion to amend the Partnership's current FY2013-2014 budget to approve a retroactive salary increase to July 1, 2013 of two percent for the Partnership's Office Assistant. Mike Kirk seconded the motion. The motion was approved.

7. Report from Committees

Advertising and Promotion

Ms. Moran said the applications are out for participation in the first Square Fair which is May 23.

Business Development and Retention

Steve Rogers said the Committee met in April and was looking for new Committee members, particularly business owners in Storrs Center.

Mr. Rogers said the topic came up about what is covered by CAM (Common Area Maintenance) charges and the Committee would follow-up with Storrs Center Alliance. Ms. van Zelm said this question has come up in a few committee meetings and that she had relayed to the team at Storrs Center Alliance that more education about these charges to tenants would be helpful. The Board agreed that transparency on these charges is important.

Finance and Administration

Mr. Callahan did not have any further report than the salary adjustments.

Membership Development

Mr. Jones said the Committee had planned to recognize members who are patrons at a reception this spring but the timing was too soon to have the event at the end of May. The idea is being revisited and may be combined with an event later in the year.

Nominating

Mr. Bacon said the Bylaws provide one Board member to be a student from the UConn Storrs campus. Mr. Bacon said the Committee had received nine applications for the Board position and interviewed eight candidates (one dropped out). He said most of the candidates were in the Honors Program at UConn. He and the rest of the interview panel were very impressed by the candidates. He had asked all the interviewees to write down their first choice and it was unanimous. Mr. Bacon said the Committee is recommending that Cheyenne Haslett serve at the UConn student Board representative. She is a communications science major and in the Honors Program. Per the Bylaws, the Board appoints the UConn student representative. Bill Simpson moved to appoint Cheyenne Haslett to the Board. Mr. Rogers seconded the motion. Toni Moran asked if the other students who interviewed could be involved in the Partnership. Mr. Bacon said all of the candidates were asked if they wanted to serve on a committee and most of them responded in the affirmative. The motion was approved.

Planning and Design

Mr. Bacon said the Committee has not met since April.

8. Four Corners Sewer and Water Advisory Committee Update

Ms. Moran said the estimated total cost for the sewer is \$9 million. She said the Town Council has authorized \$350,000 in the current year for engineering and design of the system.

Mr. Callahan said the application for permits for the water system have been submitted to the State. He said CT Water will start its work late summer/fall. He projected that the additional water supply would be available in the third/fourth quarter of 2016.

Mr. Callahan said that CT Water is working with the CT Department of Transportation re: traffic issues when Route 195 is dug up for the water line. Most of the work will be in the CDOT right of way along the side of the road.

Shamim Patwa asked if a sidewalk was going to be put in along the stretch of Route 195 near Four Corners. Ms. Moran said she was not sure how likely this would be given that the Town Council had just defeated a sidewalk on Route 89.

9. Adjourn

Ms. Moran made a motion to adjourn. Mr. Jones seconded the motion. The motion was approved and the meeting adjourned at 5:25 pm.

Minutes taken by Cynthia van Zelm.