

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Thursday, July 2, 2015
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Steve Bacon, Tom Callahan, Mona Friedland, Matt Hart, George Jones, June Krisch, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Diana Pelletier, Steve Rogers, Paul Shapiro, and Bill Simpson

Staff: Cynthia van Zelm, Sarah Delia, Partnership attorney John Zaccaro

1. Call to Order

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

Mr. Lodewick welcomed June Krisch and Diana Pelletier as new Board members. The rest of the Board members introduced themselves.

Mr. Lodewick asked for a motion to add the following to the agenda: review of the process to allow for a use in Storrs Center, a proposed courtyard design in Phase 2, and the appointment of Anne D'Alleva to take Board member Brid Grant's place at the end of July. Steve Bacon made a motion to add these agenda items. Bill Simpson seconded the motion. The motion was approved.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of May 7, 2015

Paul Shapiro made a motion to approve the minutes of May 7, 2015. Mr. Simpson seconded the motion. June Krisch and Diana Pelletier abstained. The motion was approved with the abstentions.

4. Executive Director Report

Ms. van Zelm referred Board members to a map of Storrs Center and updated them on the current status of completion of buildings in Phase 2. The goal for the certificates of occupancy for all buildings is by the end of August. The official move-in for the apartments is scheduled for mid to late August. All apartments have been 100% leased since April. The retail will be coming in later. The following leases were announced for Phase 2: Dunkin Donuts, Gansett Wraps, Katmandu Kitchen, and the National Institute for the Clinical Application of Behavioral Science.

With respect to the MP-2 building, the Hair Cuttery is scheduled to open July 14 with a ribbon cutting ceremony on September 10. Wingstop and the UPS store will be opening later this summer.

Educational Playcare is scheduled to open in November.

Ms. van Zelm passed around a vacation calendar and asked members to fill in the dates they will be out of town, for scheduling purposes.

Ms. van Zelm announced that Storrs Center has been selected as one of 22 finalists for the 2015 Urban Land Institute (ULI) Global Awards for Excellence. The winners will be announced in October in San Francisco.

Ms. van Zelm commended Kathleen Paterson for her work on the Live Music Wednesday program which was a great success in June. The Town's Parks and Recreation Department continues its longstanding concert series and will move it over to the Town Square this year on Thursdays through the 4th week of July. There was a question about funding for the summer series next year. Ms. van Zelm said she is working on a comprehensive funding plan.

Mona Friedland mentioned that she had seen children dancing and playing on the grass on the Town Square during some of these events. She has also seen some dogs and they were doing their business on the grass as well and she expressed concern. Are there policies in place to prevent dogs from doing business on the grass? Ms. van Zelm stated that she is waiting for review of the draft set of ordinances that would prohibit and impose a fine for dogs that do their business on the grass. She is waiting for review by the Town Attorney. She said there are several dog scooping stations in the downtown including one near the Square. Signs that had been placed on the grass circle but were taken; this is an on-going issue about how to sign and to monitor.

5. Election of Officers to Board of Directors for FY2015-2016

Mr. Simpson made a motion to approve Philip Lodewick as President, Steve Bacon as Vice President, Steve Rogers as Secretary, and Mike Kirk as Treasurer for FY2015-2016. Ms. Paterson seconded the motion. The motion was approved.

6. Appointment of Committee Chairs and Members for FY2015-2016

Mr. Bacon 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, 2016 (as attached). Matt Hart seconded the motion. The motion was approved.

7. Appointment of UConn Student Representative to Board of Directors for FY2015-2016

Toni Moran made a motion to appoint Riley Hasson to the Mansfield Downtown Partnership Board of Directors until the end of the Partnership's fiscal year on June 30, 2016. George Jones seconded the motion. The motion was approved.

8. Appointment of Anne D'Alleva to Board of Directors

Mr. Simpson made a motion to appoint Anne D'Alleva to fill Board member Brid Grant's vacancy until the next Board member election in June. Ms. Moran seconded the motion. The motion was approved.

9. Review and Approval of Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Management of the Nash-Zimmer Transportation Center

Mr. Hart provided an overview of the draft Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Management of the Nash-Zimmer Transportation Center whereby the Partnership would assume management of the Nash-Zimmer Transportation Center. A Transportation Coordinator will manage the Transportation Center; this is a 30 hour a week position with 20 hours of funding provided from the Town and 10 hours funded from the Partnership. The position would combine new transportation related duties with the current Partnership Office Assistant duties. Mr. Hart noted that the Partnership is playing a critical role in the management of the Transportation Center. The Town is still maintaining liability for the building.

Ms. van Zelm said the insurance provisions have been reviewed by the Partnership's insurance agent Wilcox & Reynolds and by Maria Capriola, Assistant Town Manager.

Pending Partnership action, the goal is to place the Agreement on the Town Council agenda for July 13.

Paul Shapiro stated that he would recuse himself for this vote as it will come up at a future Town Council meeting and he would need to vote on it at that time.

Tom Callahan made a motion to approve Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Management of the Nash-Zimmer Transportation Center and authorize the Executive Director to sign said Agreement, pending Town Council approval. The motion was approved with abstentions from Ms. Paterson and Mr. Hart. Mr. Shapiro recused himself.

10. New Use in Storrs Center

Ms. van Zelm referred to a letter from LeylandAlliance Principal Howard Kaufman asking that the Partnership support efforts to allow the use of a potential future brew pub in Storrs Center. Currently that use is not allowed in the town's zoning. It appears that Town ordinances would need to be changed to allow this use. There is a question about whether this would require a zoning change.

The Board asked Ms. van Zelm to follow-up with Mr. Kaufman for more information on the details of the operations of a proposed brew pub; and on the effects, if any, on the public infrastructure.

Ms. van Zelm will schedule a special Board meeting and invite Mr. Kaufman to provide additional information.

11. Review of Phase 2 Courtyard Design

Ms. van Zelm passed out a sketch of a new courtyard design between VS 8/9 and VS 10 in Phase 2.

Mr. Bacon said the Planning and Design Committee was interested in some distinctive features in the Phase 2 design including the possibility of a more unique courtyard design between VS-8/9 and VS-10. The Committee discussed this goal with Lou Marquet of LeylandAlliance and Jeffrey Resetco with EdR about a year ago.

This courtyard would serve as a gathering place similar to the Town Square with events and music. The plan is a concrete sidewalk; but there would be two pours of concrete in two different colors. It is currently not part of the budget. Mr. Marquet estimated that the cost would be approximately \$13,000 and asked that the Partnership, Leyland, and EdR split the cost evenly. Mr. Bacon said the Planning and Design Committee is recommending the design and the expenditure.

Ms. Friedland clarified that there would be no lawn area, but there would be planters and benches. Mr. Bacon confirmed. Ms. Friedland thinks this would be a very positive focus on the back of the development.

Mr. Rogers asked what would be seen from the rear road. Mr. Bacon said the rear doors of the businesses would be seen and the courtyard would only be visible from the front.

Mr. Bacon made a motion to authorize expenditure of up to \$4,500 from the Partnership budget to contribute to the design, subject to contributions from other parties.

Ms. Friedland seconded the motion. The motion was approved. Ms. Krisch recused herself from the vote.

12. Continued Review and Discussion of Partnership Mission and Funding Structure

Ms. van Zelm passed out a draft of next steps for the Partnership in its transition which was discussed at the Executive Committee. The Committee had discussed some further changes to the Partnership's Mission statement as made by the Advertising and Promotion Committee (at the direction of the Board at its May meeting). The Executive Committee continued to have some questions about the Mission statement. Mr. Lodewick offered to wordsmith the Mission statement and to make it more consistent with the Partnership's Vision. He will prepare for the next Board meeting.

The Board continued to discuss its role in the entire downtown as well as other commercial areas of town.

Ms. van Zelm asked the Board to review the draft next steps for the Partnership for the next Board meeting.

13. Four Corners Sewer and Water Study Advisory Committee Update

Mr. Hart reported that the Town is having an Environmental Impact Study done for the sewer project and its expecting to present it to the community in the fall. Construction should be completed next year.

Mr. Callahan said that UConn and CT Water received its final permit to begin expansion of the water interconnection. The water will be brought up Route 195 by Mansfield Supply.

The work on Route 195 will be complete by the beginning of the school year. All construction should be completed by the fall of 2016.

14. Report from Committees

Advertising and Promotion

Ms. Moran reported that ATION will work with the Committee in the fall on a video promoting the downtown.

Business Development and Retention

Steve Rogers reported that the Committee met on June 10 with Logan Aldave, the Froyoworld manager. One of the issues is that delivery vehicles are getting ticketed.

Matt Joyce from The Wilder Companies was also at the meeting and gave an overview of his role as the property manager for the commercial properties in Storrs Center.

Finance and Administration

Mr. Callahan said the Committee did not meet last month.

Membership Development

George Jones said the Committee has not met in the summer but that the budget for memberships has been met. They will meet in August and take a fresh look at membership.

15. Adjourn

Mr. Lodewick said the Board will not meet in August.

Mr. Hart made a motion to adjourn. Mr. Jones seconded the motion. The motion was approved and the meeting adjourned at 5:40 pm

Minutes taken by Cynthia van Zelm and Sarah Delia.