

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, NOVEMBER 18, 2010

MINUTES

Present: Chair: Tom Callahan, Michael Allison, Mark Hammond, Matt Hart, Phil Spak

Staff: Cynthia van Zelm

1. Call to Order

Tom Callahan called the meeting to order at 3:10 pm.

2. Approval of Minutes from October 28, 2010

The minutes were approved by consensus.

Matt Hart moved to go into Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5).

Mark Hammond seconded the motion.

The motion was approved unanimously.

3. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5).

Present: Committee members Mr. Allison, Mr. Callahan, Mr. Hammond, Mr. Hart and Mr. Spak.

Also Present: Ms. van Zelm

4. Budget Overview

Ms. van Zelm said she will be receiving estimates on budget from the Partnership's attorney and relocation consultant. She said the budget will include health care costs for employees and their spouses.

Mr. Callahan asked that financials to November 30 be provided at the next meeting.

5. Update on Four Corners Sewer and Water Advisory Committee

Phil Spak said the Four Corners Sewer and Water Advisory Committee met on November 10. Mark Westa from the University of Connecticut Office of Planning met with the Committee and talked about the University's landscape plans. Mr. Spak said the Committee is interested in signage at Four Corners as a gateway to the University. Mr. Westa said the University considers the gateway to be at the top of the hill on Route 195. The group agreed that the Committee would work with Mr. Westa on design at the Four Corners. Mr. Westa will come back to the Committee in January.

The Committee discussed its prior meeting with the Partnership's Planning and Design Committee on design guidelines. The Four Corners Committee will likely be developing a smaller set of design guidelines for Four Corners.

Mr. Spak said the Committee's water consultant Environmental Partners will be developing four alternatives for water supply.

Weston & Sampson has been hired for the sewer pump station work.

He said work is pending on grant requests for the water and sewer needs including looking at USDA Rural Development and CT STEAP grants.

The Committee will next meet on December 7.

6. Meeting Dates in 2011 (attached)

The Committee agreed on the proposed meetings dates for 2011.

7. Adjourn

Mr. Callahan made a motion to adjourn. Michael Allison seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:10 pm.

Minutes taken by Cynthia van Zelm