

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, SEPTEMBER 22, 2011

MINUTES

Present: Harry Birkenruth, Matt Hart, and Frank Vasington

Staff: Cynthia van Zelm

1. Call to Order

Matt Hart called the meeting to order at 3:03.

2. Approval of Minutes from August 3, 2011

There was no quorum so the minutes were not approved.

3. Review of End of Year Financials (June 30, 2011)

Cynthia van Zelm reviewed the end of year financials for the Partnership. She said the Partnership ended with a fund balance but did lose one large membership resulting in the projected membership not meeting the budgeted goal.

Harry Birkenruth suggested that businesses that sign leases at Storrs Center would want to be members if they are not members already and asked about membership from LeylandAlliance and EDR. Ms. van Zelm will follow-up on membership.

Ms. van Zelm reviewed the grant section in the financials and said that she meets with the Town Finance Department and Public Works Director Lon Hultgren on the status of grants and follow-up on a monthly basis.

The Committee approved sending the June 30, 2011 financials to the Board for its next meeting.

4. Update on Storrs Center

Ms. van Zelm said work is progressing on the 3rd floor for the TS1 building and the 2nd floor of the DL1/DL2 building.

She said work will begin on Monday on the clearing for the parking garage. Mr. Hart said that bids on the garage came in at a favorable cost. The additional parking deck will be able to be built with the current budget. Ms. van Zelm said that Leyland has been working with the tenants in the 1254 Storrs Road building on access as parking will become more limited in the back of the building with the garage work.

Ms. van Zelm said that easements, property transfers and utility agreements need to be in place before work can start on Storrs Road and Dog Lane.

The Committee indicated they would like an update on commercial leasing from LeylandAlliance.

5. Update on Four Corners Sewer and Water Study Advisory Committee

Ms. van Zelm said a consultant to conduct the Environmental Impact Evaluation (EIE) for water supply options has been hired. Mr. Hart said the Town and UConn are working jointly on this project and the kick-off for the EIE work will be next week. He said the estimate for completion of the EIE 4 to 6 months. He said the options being considered are to look at well options on Town property or piping in water from the north or the south.

6. Adjourn

The meeting adjourned at 3:55 pm.

Minutes taken by Cynthia van Zelm