

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
SPECIAL MEETING
TOWN HALL
CONFERENCE ROOM B**

WEDNESDAY, MAY 30, 2012

MINUTES

Present: Harry Birkenruth, Phil Barry, Mark Hammond, Matt Hart, Bill Simpson and Frank Vasington

Staff: Cynthia van Zelm

Guest: Howard Kaufman, LeylandAlliance

1. Call to Order

Chair Harry Birkenruth called the meeting to order at 9:32.

2. Approval of Minutes from March 28, 2012

Matt Hart made a motion to approve the minutes of March 28, 2012. Bill Simpson seconded the motion. The motion was approved.

3. Review and Recommendation of Strategic Plan Consultant

Mr. Simpson reported that the Partnership team of him, Toni Moran, Kristin Schwab, Ms. van Zelm and Kathleen Paterson interviewed five consultant teams yesterday to help the Partnership with its strategic planning. The interview panel had narrowed it down to two teams that had worked with the Town of Mansfield in the past and are recommending Management Partners to assist with the Strategic Plan. The team's combination of familiarity with the community, enthusiasm and approach was deemed the best. Management Partners will work with the Board, the master development team, committee and Partnership members, and stakeholders in the coming months.

Matt Hart said he had worked with Management Partners on the Town's strategic plan and police study. He has found the team to be approachable, timely and diligent.

The Committee discussed the process and the components of the Partnership's strategic plan.

Phil Barry made a motion to endorse the recommendation of the interview team to select Management Partners to help the Partnership prepare a strategic plan for up to \$15,000. Mark Hammond seconded the motion. The motion was approved.

4. Storrs Center and Business Plan Follow-Up

The Committee discussed the Business Plan follow-up. Mr. Kaufman said he had a brief conversation with Shuprotim Bhaumik with HR&A Advisors and a conversation with Ms. van Zelm about some of the preliminary benchmarks the Committee had developed.

Mr. Kaufman said Storrs Center is moving toward the goals established for the project. He said that Phase 1B has started a little later than planned but believes they can make up the time.

He is working with the Town, the parking garage architects and engineers on the garage cost over-run issues.

Mr. Kaufman said that EdR is pleased with the results for Phase 1A which is 100 percent leased.

He said 25,000 of the available 28,000 square feet of commercial development on the first floor have been leased.

Mr. Kaufman expressed interest in boiling down the benchmarks to what is useful for the Partnership and achievable by Leyland in the short timeframe. Mr. Kaufman said the Leyland team is bringing in some additional staff for Storrs Center.

Mr. Kaufman, Mr. Hart, and Ms. van Zelm will review the benchmarks before the next Committee meeting.

5. Adjourn

Mr. Barry made a motion to adjourn. Mr. Hammond seconded the motion. The motion was approved and the meeting adjourned at 11:05.

Minutes taken by Cynthia van Zelm