

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

**THURSDAY, SEPTEMBER 26, 2013**

**3 PM**

**MINUTES**

Present: Chair Tom Callahan, Phil Barry, Harry Birkenruth, Matt Hart, Mike Kirk, Dave Pepin, Bill Simpson

Staff: Cynthia van Zelm

Guest: Howard Kaufman, Managing Partner, LeylandAlliance

**1. Call to Order**

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

**2. Approval of Minutes from June 27, 2013**

Dave Pepin made a motion to approve the minutes from June 27, 2013. Matt Hart seconded the motion. The motion passed.

Phil Barry made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Mr. Hart seconded the motion. The motion was approved.

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

Present: Mr. Barry, Mr. Birkenruth, Mr. Callahan, Mr. Hart, Mr. Kirk, Mr. Pepin, Mr. Simpson

Also Present: Ms. van Zelm, Mr. Kaufman

The Committee reconvened in regular Session.

**3. Review of Draft Contract Amendment for Consulting Services for Design of Town Square**

Mr. Hart made a motion to recommend to the Board of Directors the approval of the draft contract amendment for Kent+Frost consulting services for town square. Mr. Kirk seconded the motion. The motion was approved.

**4. Review of Draft Office Space Agreement in Intermodal Transportation Center**

Harry Birkenruth made a motion to recommend to the Board of Directors the approval of the draft office space agreement for the Partnership in the Intermodal Transportation Center. Mr. Barry seconded the motion. Mr. Hart abstained as he is a signatory to the agreement. The Committee will review employee parking at a future meeting.

**5. Review of Partnership June 30, 2013 End of Year Financials and Fund Balance**

The Committee reviewed the June 30, 2013 End of Year Financials.

Mr. Callahan said the Board had discussed moving forward quickly on the town square at its last meeting. He noted that LeylandAlliance/EdR, the University of Connecticut, and the Town will each contribute \$250,000 (either in cash or in-kind) to the cost of the square. He suggested that the Partnership may be able to contribute \$100,000 to the cost from its fund balance. The balance would need to be raised to build the square as designed. The goal is to have the town square grading and landscaping done but the end of the calendar year with the structures to follow. Mr. Pepin made a motion to recommend to the Board that \$100,000 from the Partnership's fund balance be used to help fund the town square. Mr. Birkenruth seconded the motion. The motion was approved.

**6. Review of Benchmarks for Executive Director Compensation**

Mr. Callahan suggested that he discuss the Executive Director's compensation with Board President Philip Lodewick and the Executive Committee. Mr. Hart should be involved as well.

**7. Review of Property Insurance**

The Committee deferred the discussion of property insurance changes to its next meeting.

## **8. Adjourn**

Mr. Kirk made a motion to adjourn. Mr. Hart seconded the motion. The meeting adjourned at 4:30 pm.

*Minutes taken by Cynthia van Zelm*