

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
TOWN HALL
Conference Room B**

THURSDAY, MARCH 27, 2014

3:00 PM

MINUTES

Present: Chair: Tom Callahan, Fran Archambault, Phil Barry, Harry Birkenruth, Matt Hart, Dave Pepin, Bill Simpson, Frank Vasington

Staff: Cynthia van Zelm

Guest: Cherie Trahan, Town of Mansfield Director of Finance

1. Call to Order

Tom Callahan called the meeting to order at 3:05 pm.

2. Approval of Minutes from February 27, 2014

Phil Barry made a motion to approve the minutes from February 27, 2014. Dave Pepin seconded the motion. The motion was approved.

3. Review of Storrs Center Reserve

Matt Hart said that the Committee requested more information about the Storrs Center Reserve at the February Finance and Administration Committee meeting.

Mansfield Director of Finance Cherie Trahan passed out the section on the Storrs Center Reserve Account in the proposed FY2014-2015 Town budget as reference. Ms. Trahan said the Reserve Account was set up to account for one-time costs related to Storrs Center. Tax revenue from Storrs Center goes into the general fund and the funds are used to cover Storrs Center operating costs. Ms. Trahan reviewed the expected amount of taxes received from Storrs Center (less the tax abatement), operating costs, and the anticipated tax relief for the general fund after operation costs are paid.

Harry Birkenruth asked about why police costs were not shown in operating costs. Mr. Hart said that a fiscal analysis had been conducted by HR&A for the

Town that reviewed and accounted for anticipated on-going costs including police and fire.

Mr. Hart said his presentation to the Town Council includes a slide that shows the proposed mill rate with and without the revenue coming in from Storrs Center.

Mr. Birkenruth thought it was important to acknowledge the on-going costs. Mr. Hart noted that all major initiatives have similar in-direct staff costs for managing large projects.

Mr. Hart noted that the Town Council has authorized him to execute an agreement with the parking garage architect Desman and Associates for the over-run on the parking garage. LeylandAlliance will pay \$700,000 (largely to accommodate the 7th floor deck); Desman will pay \$200,000; and the Town will pay \$329,000.

Mr. Birkenruth asked if there is any revenue coming in from the transportation center. Mr. Hart said the Partnership pays rent and there may be a future vendor(s) that could pay rent. There will also be a small bike commuter fee (commuting club) to be able to access the bike lockers and showers.

4. Discussion of Staff Compensation

Ms. van Zelm has recommended that Partnership Office Assistant Sarah Delia receive a two percent increase retroactive to July 1, 2013, as she had received no increase at the start of last fiscal year, and two percent increases for Ms. Delia and Communications and Special Projects Manager Kathleen Paterson commencing on July 1, 2014.

Mr. Callahan made a motion to recommend to the Partnership Board that the current budget be amended to provide Sarah Delia with a retroactive increase of two percent to July 1, 2013. Mr. Birkenruth seconded the motion. The motion was approved.

Mr. Callahan made a motion to recommend to the Partnership Board that the budget be amended to provide Sarah Delia and Kathleen Paterson with an increase of two percent effective for FY July 1, 2014-June 30, 2015. Mr. Birkenruth seconded the motion. The motion was approved.

The Committee deferred a decision on Ms. van Zelm's compensation until the Executive Committee meets.

Mr. Callahan asked that Ms. van Zelm provide a breakdown of the anticipated salary and benefits for Ms. Delia and Ms. Paterson for the April Board meeting.

5. AJ Pappanikou Volunteer of the Year

Dave Pepin made a motion to recommend that Karla Fox receive the AJ Pappanikou Volunteer of the Year Award for her work as chair of the Storrs Center Parking Steering Committee. Bill Simpson seconded the motion. The motion was approved.

6. Review of Partnership Long-Term Budget

Ms. van Zelm referenced a spreadsheet she had prepared about the skills needed for Storrs Center downtown management and who might be able to fill those needs.

The Committee conducted a preliminary review of the information. Mr. Callahan asked people to review the document over the next month and set direction at the next meeting.

7. Adjourn

Mr. Hart made a motion to adjourn. Mr. Birkenruth seconded the motion. The meeting adjourned at 4:10 pm.

Minutes taken by Cynthia van Zelm