

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
PARTNERSHIP OFFICE
23 Royce Circle**

THURSDAY, MARCH 26, 2015

3:00 PM

MINUTES

Present: Chair Tom Callahan, Fran Archambault, Phil Barry, Harry Birkenruth, Mona Friedland, Mark Hammond, Matt Hart, and Bill Simpson

Staff: Cynthia van Zelm

1. Call to Order

Tom Callahan called the meeting to meeting to order at 3:00 pm.

Cynthia van Zelm said that Mike Kirk has resigned from the Committee.

2. Approval of Minutes from December 18, 2014, January 22, 2015, and February 26, 2015

Fran Archambault made a motion to approve the December 18, 2014, January 22, 2015, and February 26, 2015 minutes. Matt Hart seconded the motion. Mona Friedland and Fran Archambault abstained from voting on the January 22, 2015 minutes. Harry Birkenruth abstained from voting on the February 26, 2015 minutes. The minutes were approved.

3. Review of Nash-Zimmer Transportation Center Management Proposal

Ms. van Zelm reviewed the memo from her and Matt Hart regarding a proposal for the Partnership to manage the Nash-Zimmer Transportation Center. She said the proposal includes 20 additional hours for a Partnership Transportation Coordinator position. She noted that she is already assuming some of this role in coordination with the Director of Public Works. With the Partnership's office now in the Transportation Center, it allows Partnership staff to address problems as they occur. Managing the Transportation Center is consistent with the overall management role of the Partnership in the downtown.

Mr. Hart said he sees this as a win-win for the Partnership. It allows the Partnership to have a 30 hour a week position to undertake both transportation and on-going administrative tasks (adding 20 hours to the current 10 hour a week Office Assistant position). He said that Ms. van Zelm would have some responsibilities for overseeing the Transportation Coordinator but the hope would be that it would lessen over time. Mr. Hart said he believes these additional duties would warrant some adjustment to Ms. van Zelm's compensation.

Mr. Hart said the estimated budget to run the Transportation Center is approximately \$100,000 from the Storrs Center reserve account. Some of these funds would be redirected from the Town to pay for the Transportation Coordinator. He said the Storrs Center ambassadors (currently UConn students) would continue to staff the Transportation Center desk and would be Town employees.

Mr. Hart said the Partnership currently pays rent to the Town for its office space. The Storrs Center Phase 2 contractor Centerplan is paying rent for the partial use of the first floor of the Transportation Center through September. Ideally, he would like to see a tenant pay rent for the first floor space once Centerplan moves out.

Mr. Archambault wanted to ensure that some benefits are considered for this new position. Under the current Partnership Personnel Policies, benefits are only available if an employee works 31 hours or more.

Ms. Friedland asked for more information about the Storrs Center reserve account. Mr. Hart said the Storrs Center reserve account was set up to show how Storrs Center revenues/taxes are covering expenses. Generally, the reserve account is for one time expenditures such as additional Town building inspectors as the phases are being built. The Transportation Center related expenses are currently in the Storrs Center reserve but would likely be moved to the Town operating budget in the future.

Mr. Callahan asked how the utility bills for the Transportation Center are being paid. Mr. Hart said they are being paid out of the Town's Transit Fund.

Mr. Callahan asked about an on-going capital budget for the Center. Mr. Hart said the Town has established a sinking fund for the parking garage and would likely do the same for the Transportation Center. The Executive Director may be able to make expenditures from that fund. The building is owned by the Town and the funding to maintain it will come from the Town.

Mr. Hart said a memorandum of understanding (MOU) will be developed between the Town and the Partnership if the Partnership takes on managing the Transportation Center.

Mr. Callahan asked about the source of funds for deferred maintenance for the Transportation Center. Mr. Hart said he envisions the Partnership submitting a budget to the Town for its review. Similar to other deferred maintenance, items may or may not get funded. Mr. Hart said the Town has small sinking funds for all Town facilities.

Mr. Archambault said he agrees with the Partnership taking on the management of the Center in principal but would like to see the MOU.

Mark Hammond and Bill Simpson arrived.

Mr. Callahan agreed with Mr. Archambault and said that the timing is more appropriate for the Partnership to take on the management than it was two years ago.

Mr. Hart pointed out that the expenditures for the Transportation Center are not new expenditures; it would be a matter of moving the management from the Town to the Partnership.

Mr. Callahan said it will be important to show the gap that would exist if the Partnership did not assume this management role.

Mr. Archambault made a motion to endorse the proposal of the Partnership taking on the management of the Nash-Zimmer Transportation Center, subject to the negotiation of an MOU with the Town. Phil Barry seconded the motion. Mr. Hart abstained. The motion was approved.

Mr. Callahan suggested that the next steps would be for the Board to endorse the concept at its next meeting. After Town Council review in April, the Board would be asked to finalize a Partnership budget.

4. Review of DRAFT FY2015-2016 Budget

Ms. van Zelm left the room for the discussion of Executive Director compensation. After discussion, Ms. van Zelm returned to the meeting.

Mr. Hart will come back to the Committee at its next meeting with a proposal.

Mr. Callahan suggested that once the Committee makes a recommendation on the Executive Director compensation, the budget could be presented to the Board of Directors for its review and approval.

5. Volunteer of the Year

Mr. Callahan asked Ms. van Zelm to come back to the Committee with suggestions for Volunteer of the Year. Ms. van Zelm will solicit feedback from the Partnership Board of Directors and Partnership Committee members.

6. Other

Mr. Archambault asked for an update on the Partnership's discussion about involving the key property owners on the Partnership Board of Directors. Ms. van Zelm, Mr. Callahan, and Mr. Hart updated the Committee and said that the Partnership leadership needs to continue to discuss the Partnership mission and how the property owners may be involved in the Partnership.

7. Adjourn

Mr. Barry made a motion to adjourn. Ms. Friedland seconded the motion. The meeting adjourned at 4:45 pm.

Minutes taken by Cynthia van Zelm