

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

**THURSDAY, APRIL 23, 2015**

**3:00 PM**

**MINUTES**

Present: Chair Tom Callahan, Fran Archambault, Phil Barry, Harry Birkenruth, Mona Friedland, Matt Hart, Dave Pepin, and Paul Shapiro

Staff: Cynthia van Zelm

**1. Call to Order**

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

**2. Approval of Minutes from March 26, 2015**

Mona Friedland made a motion to approve the March 26, 2015 minutes. Phil Barry seconded the motion. Paul Shapiro and Dave Pepin abstained. The minutes were approved with the two abstentions.

**3. Review of March 31, 2015 Financials**

Cynthia van Zelm reviewed the March 31, 2015 financials, noting that UConn's contribution to the Partnership was received today. She said that membership dues are actually closer to \$13,000 and the Partnership Membership Development Committee is making follow-up calls to those members who still need to renew.

She said the Town's Finance Dept. is working on showing the financials for the Storrs Center grants by project with each funding source outlined. In response to the discussion, Ms. van Zelm said they can show what has been expended and how much has been reimbursed by the particular funding agency. She said she hopes that this information can be ready for the next Finance Committee meeting.

Ms. van Zelm said Town Manager Matt Hart had presented the proposal of the Partnership taking over the management of the Nash-Zimmer Transportation Center to the Town Council during its consideration of the Town's Transit Fund at

this week's budget session. The proposal would be budget neutral. Mr. Callahan summarized the conversation from the last Committee meeting, noting the Committee endorsed the proposal but would want to see a memorandum of understanding between the Town and the Partnership. The Town Council will need to approve a memorandum of understanding as well. He said the Town would still maintain the facility and take care of insurance coverage.

#### **4. A.J. Pappanikou Volunteer of the Year**

Harry Birkenruth made a motion to recommend to the Board of Directors that Curt Hirsch receive the Partnership's A.J. Pappanikou Volunteer of the Year award. Mr. Barry seconded the motion. The motion was approved.

Matt Hart made a motion to go into Executive Session according to CGS §1-200(6) (A). Mr. Pepin seconded the motion. The motion was approved unanimously. Ms. van Zelm left the room.

#### **5. Executive Session - Personnel in accordance with CGS §1-200(6) (A)**

Present: Committee members: Mr. Archambault, Mr. Barry, Mr. Birkenruth, Mr. Callahan, Ms. Friedland, Mr. Hart, Mr. Pepin, Mr. Shapiro

#### **6. Recommendation on Executive Director Compensation**

Mr. Birkenruth made a recommendation to the Board of Directors that Ms. van Zelm's receive a salary increase of 5 percent for the FY2015-2016 fiscal year. Mr. Pepin seconded the motion. The motion was approved.

Ms. van Zelm recommended that Kathleen Paterson, the Partnership's Communications and Special Projects Manager receive a two percent salary increase for FY2015-2016 and a one-time \$500 stipend for excellent work. She recommended that Sarah Delia, the Partnership's Office Assistant, receive a two percent salary increase for FY2015-2016 and a one-time \$300 stipend for excellent work. The Committee endorsed Ms. van Zelm's recommendations.

#### **7. Adjourn**

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

*Minutes taken by Cynthia van Zelm*