

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

THURSDAY, MAY 28, 2015

3:00 PM

MINUTES

Present: Chair Tom Callahan, Phil Barry, Harry Birkenruth, Mona Friedland, and Matt Hart

Staff: Cynthia van Zelm

1. Call to Order

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

2. Approval of Minutes from April 23, 2015

There was not a quorum to approve the minutes.

3. Storrs Center Update

Cynthia van Zelm reported that The UPS Store would be moving into the final space in the building adjacent to Price Chopper. She said a lease has also been signed for Bliss Boutique, a vintage clothing store that will open on Wilbur Cross Way in Phase 2.

Ms. van Zelm said that 22 of the 42 townhomes and condominiums have been sold.

She reiterated that the Town Square ceremony and ribbon cutting is Friday night.

4. Review of DRAFT Agreement between Partnership and Town of Mansfield for Management of Nash-Zimmer Transportation Center

Ms. van Zelm and Matt Hart reviewed the DRAFT Agreement between Partnership and Town of Mansfield for Management of Nash-Zimmer Transportation Center.

After discussion of whether a benefits package could be offered, the Committee recommended posting the position (pending further approvals) without benefits.

The Committee suggested that the following changes be made to the DRAFT Agreement:

- Add the funding of capital costs under the Town's responsibilities
- Spell out the insurance coverage for both the Town and the Partnership

The Committee also asked that Ms. van Zelm have the Partnership's insurance agent, Wilcox & Reynolds, review the DRAFT Agreement.

The Committee agreed by consensus to bring the DRAFT Agreement with the changes suggested above to the next Board of Directors meeting for its review.

Phil Barry announced that he is stepping down from the Committee. Mr. Callahan commended and thanked Mr. Barry for his long and dedicated service on the Committee. His remarks were echoed by the rest of the Committee members and Ms. van Zelm.

The Committee agreed to cancel its June meeting and reassess the July meeting closer to the date of the July meeting.

5. Adjourn

The meeting adjourned at 3:55 pm.

Minutes taken by Cynthia van Zelm