

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

THURSDAY, MARCH 24, 2016

4:15 PM

MINUTES

Present: Chair Tom Callahan, Fran Archambault, Harry Birkenruth, Paul Shapiro, and Mike Switchenko

Staff: Cynthia van Zelm

1. Call to Order

Chair Tom Callahan called the meeting to order at 4:17 pm.

2. Approval of Finance and Administration Committee Minutes from February 25, 2016

There was no quorum to approve the minutes.

3. Review of Budget

Cynthia van Zelm reviewed the budget in terms of the estimates from Wilcox & Reynolds for insurance for the new fiscal year. Ms. van Zelm approached three firms, as required by the Town. She never heard back from one firm and one other firm could not meet her deadline for providing estimates.

Mr. Callahan asked that Ms. van Zelm provide the financials for the operations of the Nash-Zimmer Transportation Center and for the income and expenses for Partnership events.

Ms. van Zelm will work with the Town Finance Dept. on these reports.

4. Update on Strategic Planning Process

Ms. van Zelm said she is working with Francine Christiansen, the Partnership's strategic planning consultant, on a situational analysis that looks at the current state of the Partnership with some recommendations going forward. The Partnership strategic planning steering committee will meet on April 28 following

next month's Finance Committee meeting. A Board retreat is then planned with the goal to finish up the strategic plan by fall 2016.

5. Update on Storrs Center

Ms. van Zelm said there are still 29 out of the 42 townhomes and condos sold. She said Tea More Café and NICABM should open next month.

Mr. Callahan said the Board has discussed the process for allowing for the use of a brew pub in Mansfield. He said the regulations need to be changed by the Planning and Zoning Commission. In addition, a referendum would need to be held to allow for a particular liquor permit, in this case, a brew pub. It would require a petition to be signed by 10 percent of the registered voters in order for the Town Council to call for a referendum.

6. Volunteer of the Year

The Committee discussed a candidate for volunteer of the year. The Committee agreed on a candidate and Ms. van Zelm will approach this candidate to let the candidate know of the recommendation.

7. Adjourn

The meeting adjourned at 5:25 pm.

Minutes taken by Cynthia van Zelm