

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Thursday, December 1, 2011
University of Connecticut Lodewick Visitors Center
115 North Eagleville Road**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Barry Feldman, Matthew Hart, Dennis Heffley, David Lindsay, Philip Lodewick, Frank McNabb, Toni Moran, Richard Orr, Betsy Paterson, Chris Paulhus, Alex Roe, Steve Rogers, Kristin Schwab, Bill Simpson, Ted Yungclas and Antoinette Webster

Staff: Cynthia van Zelm, Lee Cole-Chu

1. Call to Order

Board President Philip Lodewick called the meeting to order at 4:07 pm.

2. Opportunity for Public Comment

Mr. Lodewick clarified that the meeting was a regular monthly Board meeting, not a public hearing, as reported in some media.

Howard Kaufman with Storrs Center master developer LeylandAlliance and Chuck Vaciliou with general contractor Erland Construction updated the Board on the accident that had occurred at the work site.

Mr. Kaufman said there was a serious work accident and that their primary concern was for the workers. The cause of the accident is unknown but OSHA representatives were at the site the day of the accident and will issue a report. He said that the workers were working on the outside of the 2nd story of the TS-1 building.

Mr. Kaufman said that Empire Construction which is a subcontractor to one of Erland's subcontractors had received a stop work order from the CT Department of Labor (DOL) with respect to no worker's compensation certificate on file at the CT DOL. Mr. Kaufman said that Erland did have

the certificate which was dated November 3, 2011 but perhaps the CT DOL did not have it on file.

Mr. Vaciliou said his thoughts are with the workers who were injured. He said that as soon as the accident occurred, emergency personnel were called as well as OSHA to start an investigation.

Mr. Vaciliou said as soon as they receive more information on the cause of the accident, they will share it with the Partnership.

Charles LeConche introduced himself as the business manager for the CT District Laborers' Council. He said that the other people that were in the room with him were from Mansfield. He expressed concern for the many workers who are out of work. Mr. LeConche expressed concern about what he perceived as a lack of oversight at the Storrs Center site.

James Duffy, with the Labor Management Foundation for Fair Contracting in Connecticut, said that the Storrs Center project should have responsible contractor levels and he voiced support for state responsible contractor legislation. He expressed concern with out of state workers at the site and the quality of some of the material on the site.

Ted Grabowski said he was from Ashford. He said that while the Storrs Center project has brought a lot of money into Mansfield, there needs to be accountability for hiring workers from Mansfield and the surrounding towns.

3. Approval of Minutes of November 3, 2011

Betsy Paterson made a motion to approve the minutes of November 3, 2011. Chris Paulhus seconded the motion. The motion was approved unanimously.

Ms. Paterson made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Antoinette Webster seconded the motion. The motion was approved.

4. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)

Present: Mr. Bacon, Mr. Birkenruth, Mr. Feldman, Mr. Hart, Mr. Heffley, Mr. Lindsay, Mr. Lodewick, Mr. McNabb, Ms. Moran, Mr. Orr, Ms. Paterson, Mr. Paulhus, Ms. Roe, Mr. Rogers, Ms. Schwab, Mr. Simpson, Mr. Yungclas, Ms. Webster

Also Present: Ms. van Zelm, Mr. Cole-Chu, Mr. Kaufman and Mr. Macon Toledano from LeylandAlliance

5. Director's Report

Mr. Kaufman and Mr. Toledano left the meeting.

Cynthia van Zelm asked that Board members provide their cell phones to Ms. van Zelm in case a meeting needs to be cancelled and land lines and/or computers are down.

Ms. van Zelm commended Partnership Special Projects Coordinator Kathleen Paterson for her work on the Local First Mansfield shopping campaign. Ms. K. Paterson worked closely with the Town Manager's office and the Town's office of Planning and Development.

Ms. van Zelm said the January 5 Board meeting is proposed to include a review of the draft public spaces for downtown and the Storrs Center parking management plan.

6. Executive Director Job Description and Classification

Matt Hart said the Executive Director's job scope has changed, including an increase in responsibility. The Finance and Administration Committee determined that changes in compensation would be deserved.

Mr. Hart said the Committee utilized the Town's classification system and compared the Executive Director position to other benchmarked positions. One comparable position was the Town's Director of Planning and Development.

Mr. Hart said the Committee has recommended a range for the Executive Director position. The Town has in place a step system whereby there are 9 to 12 steps for a position. The Committee is recommending a range instead of a step system so there is more flexibility at annual reviews.

Mr. Hart moved retroactive to July 1, 2011, to: 1) approve the job description for the Executive Director position; 2) set the pay range for the

position at \$74,011.77 – 103,536.09/yr, and; 3) increase the Executive Director's salary by 10% retroactive to July 1, 2011, as presented and recommended by the Finance and Administration Committee. David Lindsay seconded the motion. The motion was approved unanimously.

7. Partnership Future Planning

Toni Moran reported that she had meet with Mr. Hart, Ms. van Zelm and CT Main Street Center Associate Director Kim Parsons-Whitaker about Partnership future planning. She noted that CT Main Street had worked with the Partnership many years ago to help the Partnership with its mission and vision statements.

Since then, the proposed Storrs Center is now a reality. What is the role of the Partnership and the Board of Directors (including its partner LeylandAlliance) going forward?

The group thought it would be important to provide background to the Board on what downtown/Main Street organizations and economic development agencies do, before delving into the Partnership's role. A list of potential presenters from such communities as West Hartford, New Haven, and Waterbury was discussed, who would be part of the education process.

The second proposed step would be to move to a SWOT (strengths, weaknesses, opportunities, threats) analysis of the Partnership's role in downtown management (particularly as it continues its planning/project management role).

Ms. van Zelm asked Board members to reserve their calendars for a meeting on January 24 or January 25 at 4 pm.

8. Review and Approval of 2012 Meeting Dates

Ms. Paterson made a motion to approve the Mansfield Downtown Partnership Meeting Dates for 2012. Mr. Paulhus seconded the motion. The motion was approved unanimously.

9. Report from Committees

Advertising and Promotion

Chair Kristin Schwab said the Committee discussed a volunteer outreach program which will be presented to the Board in the near future. She said the goal was to assist Partnership staff with the various outreach efforts they undertake (meetings, presentations, staffing events, etc.). Committee member Janet Jones will take the lead from the Committee.

Ms. Schwab said that Winter Fun Day will be February 4 from 11 am to 2 pm in front of the Mansfield Community Center.

Ms. Schwab said the Committee will also revisit its charge and seeks to recruit more members, including a student.

Business Development and Retention

Chair Steve Rogers said the Committee had met on Monday and Mr. Kaufman participated by phone with an update on commercial leasing and relocation efforts.

Bill Simpson asked about the Board's role in commercial leasing as discussed at previous Board meetings. Mr. Lodewick said the key is to have good synergy between the uses. Mr. Hart said it is important to evaluate the programming for the future phases of Storrs Center to make sure they are compatible with the Partnership's vision.

Festival on the Green

Ms. Paterson said the Committee will begin meeting again in January.

Membership Development

Chair Frank McNabb reported that membership renewal letters had gone out and approximately 100 renewals had been received.

He said that he staffed a table at the Vienna Symphony at Jorgensen and he had a large crowd visit the table. There were many questions about future condos in Storrs Center.

Planning and Design

Chair Steve Bacon said the Committee had completed the majority of its review of the Phase 1A and 1B building components against the Storrs Center Sustainability Guidelines checklist. With the exception of the roof color, the LeylandAlliance/EDR/Erland team exceeded the requirements of

the Guidelines. In his opinion, the buildings will be very “green” in terms of their efficiency.

10. Other

The Board expressed its concern for the workers who were injured at the work site. They discussed the comments made during public comment and agreed that the proposed Storrs Center public update on January 11 should address many of the issues raised during the public comment period. Ms. Schwab said that it will be important to evaluate the Partnership’s role with respect to labor issues as part of the Partnership’s strategic planning process, especially since there are several years of construction.

11. Adjourn

Mr. Paulhus made a motion to adjourn. Mr. Lindsay seconded the motion. The motion was approved and the meeting adjourned at 6:20 pm.

Minutes taken by Cynthia van Zelm