

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, FEBRUARY 24, 2011

MINUTES

Present: Phil Barry, Harry Birkenruth, Pat Carino, Mark Hammond, Matt Hart,
and Frank Vasington

Staff: Cynthia van Zelm

1. Call to Order

Phil Barry called the meeting to order at 3:15 in Tom Callahan's absence.

2. Approval of Minutes from December 16, 2010

Harry Birkenruth made a motion to approve the minutes. Mark Hammond seconded the motion. The minutes were approved unanimously.

3. Update on Storrs Center

Cynthia van Zelm said the zoning permit for Phases 1A and 1B was approved by the Mansfield Director of Planning on February 9.

She said the former UConn publications building will be the first sign of construction with an anticipated demolition date of April.

Matt Hart said that master developer LeylandAlliance is working on its financing and building permit application for Phases 1A and 1B.

Committee members expressed interest in signage that will indicate that demolition and construction are starting.

4. Update on DRAFT Budget

Ms. van Zelm said that the Partnership's landlord Michael Taylor and Finance Chair Tom Callahan, along with Ms. van Zelm, need to meet about rent on the Partnership office before the budget can be approved by the full Board.

5. Relocation Agreement

Ms. van Zelm reviewed the draft relocation agreement between the Partnership and the Jao Praya restaurant, as drafted by Partnership relocation consultant Phil Michalowski. She said Partnership attorney Lee Cole-Chu had reviewed the agreement. The agreement includes the federally required (Uniform Relocation Assistance Act) \$20,000 relocation payment. Mr. Hart made a motion to endorse the agreement pending review by the Town attorney. Frank Vasington seconded the motion. The motion was approved unanimously.

Mr. Hammond moved to go into Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5).

Patrick Carino seconded the motion.

The motion was approved unanimously.

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

Present: Committee members Mr. Barry, Mr. Birkenruth, Mr. Carino, Mr. Hammond, Mr. Hart, and Mr. Vasington.

Also Present: Ms. van Zelm

7. Review of December 31, 2010 Financials

Ms. van Zelm said the December 31, 2010 financials had been shared with the full Board of Directors as the January Finance and Administration Committee meeting had been cancelled. The Committee reviewed the financials.

8. Review of Mansfield Downtown Partnership and Storrs Center Alliance Development Agreement

Ms. van Zelm said that she, Mr. Callahan, Mr. Cole-Chu, and Howard Kaufman have been working on changes to the 2004 development agreement between the Partnership and Storrs Center Alliance. Ms. van Zelm said that a final draft should be ready next week and then provided to the Committee for review.

9. AJ Pappanikou Volunteer of the Year

Mr. Birkenruth and Mr. Barry suggested that Committee chairs be solicited for nominations for the AJ Pappanikou Volunteer of the Year award. Ms. van Zelm will e-mail Committee Chairs.

10. Update on Four Corners Sewer and Water Advisory Committee

Mr. Hart said the Town consultant has identified areas owned by the Town along the Willimantic River for potential sources of water for the Four Corners project and the community at-large. The wells in these locations need to be tested in warm weather so this will occur this spring.

11. Adjourn

Mr. Birkenruth made a motion to adjourn. Mr. Vasington seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:25 pm.

Minutes taken by Cynthia van Zelm