

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, OCTOBER 27, 2011

MINUTES

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

Guests: Steve Bacon and Antoinette Webster

Staff: Cynthia van Zelm

1. Call to Order

Matt Hart called the meeting to order at 3:05.

2. Approval of Minutes from August 3, 2011 and September 22, 2011

Harry Birkenruth made a motion to approve the August 3 and September 22, 2011 minutes. Frank Vasington seconded the motion. The motion was approved unanimously.

3. Clarification of Conflict of Interest Policy

Steve Bacon and Antoinette Webster, attorneys at the law firm of Kahan, Kerensky & Capossela, LLP, and members of the Partnership's Board of Directors, were present to ask the Committee about clarification of its conflict of interest policy.

The Committee reviewed the current Partnership conflict of interest policy. One of the key questions is whether a committee has jurisdiction on evaluating a conflict.

The Committee agreed to add the issue of which Partnership committee would have a role in determining whether a conflict exists (the current policy refers to the Board or a committee) to the next Board agenda. The Committee also asked that the Partnership's attorney Lee Cole-Chu review the current policy.

4. Relocation Claim

The Committee reviewed the relocation claim submitted by Valerie Varga, on behalf of Campus Cuts. Campus Cuts has closed its business and will not be relocating into the Storrs Center project. Mark Hammond made a motion to approve a \$20,000 relocation claim as recommended by the Partnership's relocation consultant Phil Michalowski, to Ms. Varga. (Per the Town's development agreement with Storrs Center Alliance and Education Realty Trust, the cost of relocation claims will continue to be split 50/50 between the Town and Storrs Center Alliance). Mr. Barry seconded the motion. Mr. Hart abstained. The motion was approved with the one abstention.

Cynthia van Zelm explained that the Relocation Plan in the Storrs Center Municipal Development Plan allows for advance payments to a claimant for relocation if a hardship exists – as determined by the Partnership. The Committee agreed that the claimant needs to provide evidence to that effect.

5. Update on Storrs Center

Ms. van Zelm said the construction team hopes to have the exterior siding work done by Thanksgiving. The pre-cast sections of the garage should be arriving in January to the garage site. The contract for the Storrs Road and Dog Lane work is expected to go out to bid by November.

Mr. Birkenruth made a motion to go into Executive Session according to CGS §1-200(6) (A). Mr. Barry seconded the motion. The motion was approved unanimously.

6. Executive Session – Personnel

Present: Mr. Barry, Mr. Birkenruth, Mr. Hammond, Mr. Hart, and Mr. Vasington

Also Present: Ms. van Zelm

7. Adjourn

The meeting adjourned at 4:46 pm.

Minutes taken by Cynthia van Zelm