

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE  
MEETING  
TOWN HALL  
CONFERENCE ROOM B**

**FRIDAY, JUNE 29, 2012**

**MINUTES**

Present: Chair Harry Birkenruth, Phil Barry, Tom Callahan, Matt Hart, and Bill Simpson

Staff: Cynthia van Zelm

Guest: Phil Michalowski, Milone & MacBroom

**1. Call to Order**

Chair Harry Birkenruth called the meeting to order at 9:33.

**2. Approval of Minutes from May 30, 2012**

Phil Barry made a motion to approve the minutes of May 30, 2012. Bill Simpson seconded the motion. The motion was approved.

**3. Review of Relocation Claim**

Phil Michalowski, the Partnership's relocation consultant, provided a brief background on the Relocation Plan for Storrs Center as laid out in the Storrs Center Municipal Development Plan (MDP). The MDP triggers the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act ("Act") which provides relocation payments for displaced businesses that file a relocation claim. Two options are available for claims – an actual claim for expenses allowed under the Act and a fixed claim up to \$20,000. Mr. Michalowski explained that the guiding principle is not necessarily to make a business "whole" when they relocate, but to adhere to the statutory allowances.

Mr. Michalowski presented the claim from Wings Over Storrs which had been located in the 1254 Storrs Road commercial block and moved to a different location in Mansfield. He reviewed his evaluation of all the expenses incurred and his recommendation as to what expenses were allowable under the Act. Mr. Michalowski said that the President of Wings had approved Mr. Michalowski's recommendation. After discussion by the Committee, Mr. Barry made a motion to approve Mr. Michalowski's recommendation of \$69,040.84 for relocation

expenses to Wings Over Storrs. Tom Callahan seconded the motion. The motion was approved.

Mr. Birkenruth asked Cynthia van Zelm, working with Mr. Michalowski, to provide a matrix with an update on how much has been spent on relocation claims and an estimate for future claims at the next Committee meeting.

Mr. Michalowski said he expects all claims to be submitted by September.

#### **4. Review and Consideration of Policy for Short and Long-Term Disability**

Ms. van Zelm referred to the memo that had been given to the Partnership Board of Directors for its May meeting regarding establishing a policy on the coverage of short-term disability that is not covered under insurance. The Board requested that the Finance and Administration Committee make a recommendation on a policy for Partnership employees.

Matt Hart explained that the Town began providing short and long-term disability to its employees about eight years ago. The agreement was that the Town would supplement the amount not covered by insurance which amounts to approximately one-third of the employee's salary for the short-term disability period of 11 weeks. This benefit covers all employees except firefighters where there is no discretion in terms of needing to provide personnel if a firefighter is out.

The Committee discussed the merits of covering the supplement for the Partnership employees including the costs to the organization.

The Committee discussed applying the policy to the existing workforce.

Mr. Callahan recommended to the Board of Directors that the Partnership supplement an employee's short-term disability benefit and pick up the remaining 1/3 of their salary without the employee having to use earned time beyond the elimination period (*defined as the time when sick leave is used before short term disability begins*). Mr. Hart offered a friendly amendment to maintain the long term disability benefit where the employee can use his/her earned time to supplement their long term disability benefit; with no supplement by the employer. Mr. Barry seconded the motion. The motion was approved.

#### **5. Storrs Center and Business Plan Follow-up**

Ms. van Zelm said she had worked with Mr. Hart and Howard Kaufman from LeylandAlliance on revisions to the benchmarks to measure Storrs Center success. She briefly went over the revisions. Mr. Birkenruth asked Committee members to review prior to the next meeting and provide comments.

## **6. Partnership Directors and Officers Insurance**

Ms. van Zelm said she had been in touch with the Partnership's insurance representative at Sumner & Sumner and it was agreed that there would be an evaluation of the cost to raise the Partnership's directors and officers insurance when a new rate goes into effect in February 2013. Ms. van Zelm will call Sumner & Sumner in December of 2012.

## **7. Adjourn**

The meeting adjourned at 11:00.

*Minutes taken by Cynthia van Zelm*