

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Thursday, February 7, 2019
Mansfield Town Hall
Town Council Chambers
4:30 PM**

MINUTES

Present: Steve Bacon, Anne D'Alleva, Frank Gifford, Tahj-Anthony Jean, Derrik Kennedy, John McGuire, Toni Moran, Shamim Patwa, Diana Pelletier, Jessie Richard, Paul Shapiro, and Cara Workman

Emeritus Board member: Betsy Paterson

Staff: Cynthia van Zelm

1. Call to Order

President Steve Bacon called the meeting to order at 4:35 pm.

Mr. Bacon asked for a moment of silence for late Board member June Krisch.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of December 6, 2018

Toni Moran made a motion to approve the minutes of December 6, 2018. John McGuire seconded the motion. Diana Pelletier abstained. The motion was approved with one abstention.

4. Executive Director Report

With the departure of Event Planner Noelle O'Toole, Cynthia van Zelm said an ad is out for the Event Coordinator position. It closes on February 20 and interviews are scheduled for February 28.

Ms. van Zelm said responses to the Request for Qualifications for the consultant to prepare a plan for the public spaces in between Bliss and the former Amazon space are due on February 15. Interviews are scheduled for February 27.

She said the Oaks will be close to being fully leased by the end of February for a lease term that starts the end of July.

Ms. van Zelm said according to ACF Property Management, Tang will re-open. She said work on Daddy's Noodles is still underway, and Select Physical Therapy will expand into the former Sweet Emotions space.

Ms. van Zelm said the Planning and Zoning Commission (PZC) adopted changes to its regulations that would limit density at the Four Corners. The Economic Development Commission will be updated at its February 28th meeting.

Mr. McGuire noted that the PZC reduced density from the proposed concept from its Regulatory Review Committee from 20 units of housing per acres to 15 units per acre in multi-family housing in the Planned Business 3 zone which includes the Four Corners. Derrik Kennedy noted that the density for the area in southern Mansfield for the Meadowbrook Gardens apartment complex is 8 units per acre with Storrs Center being much higher. He said the density approved for Four Corners was 10 units per acre with the ability to receive density bonuses for amenities and affordable housing for an additional 10 units per acre.

Mr. Kennedy noted that the PZC is focusing on allowing for “group dwellings” in the King Hill Road area which would allow for 100 units of housing per acre.

5. Board Assessment

Mr. Bacon asked Board members to fill out the Board Assessment form and return it to him by March 1. He will report back to the Board at the March 7 meeting.

6. Review of draft Executive Director Performance Measures

Ms. van Zelm said Town Manager Kennedy asked all Department heads to provide performance measures in their capacity as Department Directors. Ms. van Zelm prepared a draft for Mr. Kennedy of her work on town-wide economic development as well as for the Partnership. The Governance Committee reviewed the performance measures and made some changes.

Ms. Moran said she thought the Executive Director’s performance should include a measurement of how the Executive Director works with the Board and committees. Betsy Paterson agreed that this was a large part of the Executive Director’s role.

Ms. Moran noted a few typos that need to be changed.

Frank Gifford suggested that the goal be to bring the Executive Director’s job description, performance measures, and self-evaluation all into congruence for the Executive Director’s evaluation. He suggested adjusting goals under certain circumstances. Mr. Kennedy suggested leaving the goals as they are but explain the circumstances that lead to the goals being achieved or not achieved.

7. Report from Board Members on Business Outreach and Discussion

Ms. Moran and Shamim Patwa reported on their positive visits with Tea More Café and Insomnia Cookies.

Mr. Gifford reported on his positive visit with DP Dough.

Mr. Kennedy said he and June Krisch had a good visit with UConn Urgent Care.

A theme that came out of the meetings was there can be a need to adjust staffing throughout the year due to the UConn schedule. Many have done this which has allowed them to be more successful.

Ms. van Zelm asked Board members to complete their visits by the end of February if possible.

8. Review and Approval of DRAFT Partnership Operating Budget for FY2019-2020

Paul Shapiro said the draft budget was reviewed by the Finance and Growth Committee, and is generally consistent with previous year's budgets.

The main change is to make the Event Coordinator position a 40 hour a week position, up from 31 hours. He said a full-time position will help with recruiting.

Mr. Shapiro made a motion to approve the FY2019-2020 budget for the Mansfield Downtown Partnership, Inc. Shamim Patwa seconded the motion.

The draft budget includes 1.5 percent increases for staff. The Board discussed its practice of being consistent with Town staff cost of living increases.

Ms. Patwa made a motion to change the salary increase to 2 percent. Jessie Richard seconded the motion.

Mr. McGuire made a friendly amendment that staff salary increases be the same as the cost of living increase Town management staff will receive (unknown at this point). Ms. Patwa agreed to the friendly amendment and the amendment was approved.

Ms. Moran said a 40 hour a week position should be supported. A part-time position is not easy to recruit.

Mr. Shapiro's motion to approve the FY2019-2020 budget passed unanimously.

9. Report from Committees and Task Forces

Finance and Growth

Mr. Shapiro said the Finance and Growth Committee reviewed various fundraising options. Kathleen Paterson, Partnership Communications and Special Projects Manager, will follow-up on the preferred options from the Committee.

Governance

Mr. Bacon said the Committee discussed ways to honor Board member June Krisch, noting the great debt of gratitude for Ms. Krisch and her work for the Partnership. The Board discussed some ideas and Mr. Bacon asked that ideas be forwarded to members of the Governance Committee. The Committee will review at its February 25 meeting and report back to the Board at its March meeting.

Positioning Task Force

Toni Moran said the Positioning Task Force met and decided to sunset but will be working on a final report for the Board of its activities.

10. Upcoming Agenda Items

Mr. Shapiro suggested that the Mansfield Board of Education report back to the Board once a school site is chosen.

Ms. van Zelm said some parking enforcement options will be presented to the Parking Steering Committee on February 19, with follow-up with the Board at its March meeting.

Mr. McGuire said he was in Ann Arbor and noted their system of parking that lets a visitor know where spaces are available. The vendor is Republic Parking and he has had some discussion with their representatives.

11. Adjourn

Ms. Pelletier made a motion to adjourn. Mr. Bacon seconded the motion. The motion was approved. The meeting adjourned at 5:50 pm.

Minutes taken by Cynthia van Zelm.