

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND GROWTH COMMITTEE
MANSFIELD DOWNTOWN PARTNERSHIP OFFICE
23 ROYCE CIRCLE**

THURSDAY, FEBRUARY 21, 2019

4:30 PM

MINUTES

Present: Chair Paul Shapiro, Jason Alaska, Fran Archambault, John McGuire, Shamim Patwa, and Mike Switchenko

Staff: Cynthia van Zelm

1. Call to Order

Chair Paul Shapiro called the meeting to order at 4:30 pm.

2. Approval of Finance and Growth Committee Minutes from January 17, 2019

John McGuire made a motion to approve the January 17, 2019 minutes. Shamim Patwa seconded the motion. The minutes were approved.

3. Review of December 31, 2018 Financials

Cynthia van Zelm reviewed the December 31, 2018 financials with the Committee.

Mr. McGuire asked why the total liabilities and fund balance was so different in December 2018 than December 2017. Ms. van Zelm will follow-up and check the December 2017 detailed Statement of Revenues, Expenditures, and Changes in Fund Balance.

Ms. van Zelm said the Partnership supporter campaign is in process.

4. Discussion of Staff Compensation

Ms. van Zelm said Kathleen Paterson, Partnership Communications and Special Projects Manager, has been covering for being short staffed in the office, essentially partially taking on two jobs. She recommended a \$1,000 stipend to recognize the extra work Ms. Paterson has taken on with the absence of a third staff person.

By consensus, the Committee supported a \$1,000 stipend for Ms. Paterson, not to be built into her salary.

The Committee discussed evaluating Ms. Paterson's position in a comprehensive manner going forward.

5. Review of Future Meeting Agendas

Ms. van Zelm said she hopes to have updates from Ms. Paterson on fundraising ideas, and Town Finance Director Cherie Trahan on an investment policy at a future meeting.

6. Update on Downtown Storrs

Ms. van Zelm said Tang is scheduled to re-open.

She said Axela, a student housing developer, has opened a temporary office in the old E-Fix spaces.

7. Adjourn

Mr. McGuire made a motion to adjourn. Fran Archambault seconded the motion. The meeting adjourned at 5:29 pm.

Minutes taken by Cynthia van Zelm