

**MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS MEETING  
Thursday, May 2, 2019  
Mansfield Town Hall  
Town Council Chambers  
4:30 PM**

**MINUTES**

Present: Steve Bacon, Tahj-Anthony Jean, Derrik Kennedy, Bonnie Kumiega, John McGuire, Toni Moran, Shamim Patwa, Diana Pelletier, Jessie Richard, Paul Shapiro, Sean Vasington, and Cara Workman

Staff: Cynthia van Zelm

Guests: Edith Allison and Susannah Everett, Mansfield Board of Education

**1. Call to Order**

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

**2. Opportunity for Public to Comment**

There was no public comment.

**3. Approval of Minutes of April 4, 2019**

Jessie Richard made a motion to approve the minutes of April 4, 2019. John McGuire seconded the motion. Mr. Bacon, Tahj-Anthony Jean, and Shamim Patwa abstained. The motion was approved with the abstentions.

**4. Presentation on School Building Project**

Edith Allison and Susannah Everett, members of the Mansfield Board of Education, gave updates on the elementary school building project.

Ms. Allison said it was determined that the Mansfield Middle School site was tight and offered no room for expansion if needed. The Southeast Elementary School is the preferred site. The goal is to design a zero energy building.

Ms. Allison said some of the comments from community meetings were the increased time to get to school for the children. She said the Mansfield School District will add three to five buses to express some children to school. The goal is to not add any more time to the school bus trip.

The estimated cost to build is \$52 million with an estimated cost to the Town of \$25 million. The State cost share program would account for the balance. A 20 year bond to pay off the Town's share is currently contemplated.

Ms. Everett said new roofs and new boilers are needed for all three elementary schools. It is not cost effective to renovate the current schools.

Ms. Allison said the next step is to apply to the State for funding by mid-June. The Planning and Zoning Commission will need to approve the plans, and the Town Council will need to call for a referendum to approve the Town's share. Additional community presentations are planned for next week.

Partnership Board members asked questions of Ms. Allison and Ms. Everett. Paul Shapiro explained that once the Town Council makes a decision on going to a referendum on the schools, it cannot promote the project.

## **5. Executive Director Report**

Cynthia van Zelm asked if a Board member could attend the follow-up meeting on the Town's efforts to be certified by the statewide Sustainable CT program as a sustainable community. The meeting is May 29 at 5:30 pm. Derrik Kennedy said the focus is on promoting equity measures in towns.

WFSB is showcasing Mansfield as one of its "20 Towns in 20 Days" segment yesterday.

Ms. van Zelm reminded the Board about the annual meeting on June 6. Mr. Bacon suggested that next year it be held on a non-concert night so there is no conflict. Ms. van Zelm said she will change the meeting to a day other than Thursday for next year.

Ms. van Zelm said the Town budget meeting is on May 14. The budget includes funding for the Event Coordinator to be full-time and for a part-time administrative assistant position to help with economic development beginning in January.

Ms. van Zelm said the second Summer Stroll is May 30 from 5 pm to 8 pm.

Ms. van Zelm recognized Partnership Communications and Special Projects Manager Kathleen Paterson and Event Coordinator Denise Kegler for their work on the WFSB segment and the Summer Stroll respectively.

Ms. van Zelm said the Town of Coventry is sponsoring an event with Google on June 6 to help businesses increase their placement on the internet.

Mr. Kennedy followed up from a request by John McGuire about that status of the sewer construction. The Town's contractor Baltazar Contractors, Inc. has installed approximately 5,000 of the 18,500 feet of piping required for the project, with the entire sewer alignment having been cleared of trees, and temporary construction roads constructed. Baltazar has mobilized the necessary equipment for excavating for the pumping stations with both stations now on order for delivery in July and August. The project is proceeding on schedule with the piping and pumping stations constructed by December 31, 2019. Final restoration is scheduled for spring 2020.

## **6. Review of Board Assessment Comments**

Mr. Bacon reviewed his summary of comments from the Board assessment survey. He reported that Board members are generally satisfied with the effectiveness of the Board. He went over details of the responses.

Sean Vasington suggested adding another section on the Board Involvement for work Board members do outside of the Committee structure.

## **7. Report from Board Members on Business Outreach and Discussion**

Bonnie Kumiega said she and Mr. Kennedy met with Holly Upton with Head Husky. Cara Workman will look into whether business can put information into the UConn welcome packets per Ms. Upton's comments.

Other business visits are in process.

## **8. Report from Committees and Task Forces**

### Celebrate Mansfield Festival

Chair Jessie Richard said the Festival Committee focused on a review of potential sponsors. The Committee continues to work on the layout. One idea being discussed is for Downtown Storrs food vendors to provide take-out meals.

### Governance

Mr. Bacon said the Governance Committee was planning to nominate Mr. Jean and Ms. Kumiega for positions on the Board. Since that time, Mr. Jean has decided to move back to NYC and open a second Farmhouse Crepes. Mr. Bacon recognized Mr. Jean for his contributions to the Partnership and Downtown Storrs.

Toni Moran suggested that the Board provide Board candidates to the Governance Committee as there is still room for additional Board members. Ms. Richard suggested that a new Board member be a business owners in Downtown.

Mr. Bacon said the Governance Committee interviewed three candidates for the UConn student Board representative and is recommending that Prabhas KC be appointed by the Board. Mr. KC is a native of Mansfield, having attended E.O. Smith High School. He is currently a freshman at UConn. Mr. KC demonstrated his commitment to community service in his interview.

Diana Pelletier made a motion to appoint Prabhas KC to the one year UConn student representative position on the Mansfield Downtown Partnership Board of Directors. Bonnie Kumiega seconded the motion. The motion was approved.

### **Executive Committee - Executive Session - Personnel in accordance with CGS §1-200(6) (A)**

The Board went into Executive Session at 6:10 pm according to CGS §1-200(6) (A) for the purpose of conducting Cynthia van Zelm's annual performance evaluation.

Present: Board members: Mr. Bacon, Mr. Jean, Mr. Kennedy, Ms. Kumiega, Mr. McGuire, Ms. Moran, Ms. Patwa, Ms. Pelletier, Mr. Shapiro, Mr. Vasington, Ms. Workman

Ms. van Zelm rejoined the meeting at 6:42 after the Executive Session was completed.

Mr. Bacon said the Executive Committee, in a meeting earlier in the day, and the Board suggested that Ms. van Zelm and the Partnership staff set up a retreat style staff meeting to review Partnership priorities, and a division of labor for their tasks. One of the goals is to eliminate unneeded tasks. Ms. van Zelm will bring back the results of the staff retreat to the Executive Committee for its review.

## **9. Adjourn**

Mr. Shapiro made a motion to adjourn. Ms. Patwa seconded the motion. The motion was approved. The meeting adjourned at 6:58 pm.

*Minutes taken by Cynthia van Zelm.*