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**DRAFT MINUTES**

**1. CALL TO ORDER**

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

**2. ROLL CALL**

Present: Berthelot, Bruder, Fratoni, Freudmann, Kochenburger, Moran, Schurin, Shaiken

Excused: Ausburger

**3. APPROVAL OF MINUTES**

Mr. Bruder **moved** and Ms. Berthelot seconded to approve the minutes of the January 27, 2020 regular meeting as presented. Motion **passed** unanimously.

**4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL**

Raluca Mocanu, Maple Road, discussed the importance of pollinators to the food supply and asked the Council to pass the pollinator resolution.

**5. REPORT OF THE TOWN MANAGER**

Interim Town Manager John Carrington presented his written report.

**6. REPORTS AND COMMENTS OF COUNCIL MEMBERS**

Mayor Moran reported that a section of the oak tree removed from the town square is available for a wood working project to recognize the Town and its history and asked for proposals; she attended Opening Day of the General Assembly, a Legislative Session of the Capitol Region Council of Governments, and a Connecticut Interlocal Risk Management Agency membership meeting; the School Building Committee is currently planning to name the new elementary school Mansfield Elementary School; and the Mansfield Board of Education plans to place a referendum to bond for a new roof at the Mansfield Middle School on the November 2020 ballot.

Mr. Schurin reported that he attended a Freedom of Information (FOI) presentation hosted by the Town with other Mansfield committee members.

Mr. Bruder reported that he also attended the FOI presentation and that he and his daughter had a good time at the Town's annual Valentine's Dance.

## 7. OLD BUSINESS

### A. UConn Position on Sewer Connections (Item #8A, 1-13-20 Agenda)

Mr. Freudmann **moved** and Mr. Shaiken seconded, effective February 10, 2020, to authorize Mayor Moran to send her proposed letter to UConn President Katsouleas. Motion **passed** unanimously.

## 8. NEW BUSINESS

### A. Pollinator Friendly Community Resolution

Sustainability Committee Chair Lynn Stoddard and Recycling Coordinator Virginia Walton provided a brief background and answered questions regarding the Pollinator Friendly Community Resolution.

Mr. Fratoni **moved** and Mr. Shaiken seconded, effective February 10, 2020, to authorize the Mayor to issue the attached Resolution Declaring the Town of Mansfield a Pollinator Friendly Community. Said resolution shall be entered in the index of Policy Resolutions of the Mansfield Town Council. Motion **passed** unanimously.

### B. Review Of Fall Off Campus Activity

Sergeant Keith Timme, Fire Chief Fran Raiola, and Director of Building and Housing Inspection Michael Nintean presented data regarding off campus enforcement and public safety activities.

Mr. Freudmann **moved** and Mr. Fratoni seconded to immediately suspend enforcement of all aspects of the Off-Street Parking at Residential Rental Properties Ordinance.

In support of his motion, Mr. Freudmann asserted that the Ordinance violates the rights of students. Councilors debated this point, citing quality of life and safety concerns without enforcement of the Ordinance.

Mr. Shaiken **moved** and Mr. Bruder seconded to move the question. Motion **passed** unanimously.

Motion to suspend enforcement **failed** with all against except Mr. Freudmann who voted in favor.

### C. Appointments to Regional Boards and Committees

Mr. Shaiken **moved** and Ms. Berthelot seconded, effective February 10, 2020, to appoint Mayor Moran to the Mansfield Downtown Partnership coterminous with her service as Mayor, retroactively reappoint Elizabeth Paterson as chair of Eastern Highlands Health District from 10/4/2018 – 10/4/2021, appoint Steven Ferrigno, Chair of the Economic Development Commission, to a term on the board of the Mansfield Downtown Partnership, and refer the remaining vacancies (if any) on the Mansfield Downtown Partnership, Windham

Regional Transit District, and Eastern Regional Tourism District to the Committee on Committees for review and action. Motion **passed** unanimously.

Mayor Moran asked the Committee on Committees to reach out to the Commission on Aging and ask if a member of the Commission would be willing to serve on the Windham Regional Transit District.

**D. Financial Statements Dated December 31, 2019**

Mr. Kochenburger, by recommendation of the Finance Committee, **moved** effective February 10, 2020, to accept the Financial Statements dated December 31, 2019. Motion **passed** unanimously.

**9. REPORTS OF COUNCIL COMMITTEES**

Mr. Bruder reported that the Committee on Committees will discuss the Human Rights Commission at their next meeting.

**10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS**

None.

**11. PETITIONS, REQUESTS AND COMMUNICATIONS**

**A. T. Lewis, TEC Associates, NECR 2020 Vegetation Control Program (1-20-20)**

**B. H. Marcy (1-23-20)**

**C. P. Maines (1-26-20)**

**D. Z. Donald, E.O. Smith Students Petition (1-27-20)**

**E. T. Maines (1-27-20)**

**F. Prandy-Krampitz Family (1-27-20)**

**G. A. Cramer (1-28-20)**

**H. J. Mark, Chair RSD 19 (2-6-20)**

**I. 2nd Annual Friends and Farmers of Mansfield Flyer**

**12. FUTURE AGENDAS**

None.

**13. ADJOURNMENT**

Mr. Shaiken **moved** and Mr. Schurin seconded to adjourn the meeting at 8:52 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Kelly Lyman, Superintendent of Schools  
**Date:** February 24, 2020  
**Re:** Mansfield Middle School Roof Project

A handwritten signature in blue ink, appearing to read "MCA", is written over the "From" and "CC" lines of the header.

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**Subject Matter/Background**

On Thursday evening, February 13, 2020, the Board of Education passed the following motion:

*To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.*

Mansfield Public Schools has been planning for the roof replacement for some years. Annually, the condition of the roof is inspected and repairs made as needed. Simply repairing the roof is no longer viable. The roof at Mansfield Middle School is failing in many places. The sooner we can replace the roof, the better. The Board of Education also requests that the project include the installation of solar panels thus allowing for the reduction of energy costs and reliance on fossil fuels.

Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels. To apply for reimbursement, the town must establish a building committee, engage an architect to develop a roof replacement plan, and apply to the State for funding. Given the cost of this project, a referendum to appropriate taxpayer funds will be necessary. It is hoped that such a question could be included on the ballot in November of 2020.

**Financial Impact**

Preliminary estimates for the roof replacement is about \$3,000,000. Adding photovoltaic solar panels is likely another \$1,000,000. Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels.

**Recommendation**

The Mayor and I recommend that the Town Council establish a Building Committee which will include the Mayor or her designee, Board of Education Chair or her designee, and three representative members of the community who will be jointly appointed by the

Town Council and the Mansfield Board of Education. The Town Manager and Superintendent of Schools will serve as ex-officio members of the committee.

If the Council supports this recommendation, the following motion is in order:

Move, effective February 24, 2020, to establish, for an indefinite term, a five-member Mansfield Middle School Roof Building Committee to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels. The Committee will include the Mayor or her designee, Board of Education Chair or her designee and three representative members of the community. The Town Manager and Superintendent of Schools will serve as ex-officio members of the committee.

**Attachments**

- 1) February 20, 2020 Correspondence from Superintendent of Schools: Request for Building Committee
- 2) Draft Resolution Regarding Mansfield Middle School Roof Building Committee

**MEMO**

**To:** John Carrington  
**From:** Kelly Lyman  
**Date:** February 20, 2020  
**Subject:** Request for Building Committee

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On Thursday evening, February 13, 2020, the Board of Education passed the following motion:

*To request the Superintendent of Schools make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.*

Mansfield Public Schools has engaged in an annual process of evaluating and identifying facility repairs and updates necessary in the coming years. This has resulted in the annual publication of a detailed list of facility with the year to be addressed and estimated costs. We have been planning for the roof replacement for some years.

Also annually, the condition of the roof is inspected and repairs made as needed. Simply repairing the roof is no longer viable. The roof at Mansfield Middle School is failing in many places. The sooner we can replace the roof, the better. The Board of Education also requests that the project include the installation of solar panels thus allowing for the reduction of energy costs and reliance on fossil fuels.

Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels. To apply for reimbursement, the town must establish a building committee, engage an architect to develop a roof replacement plan, and apply to the State for funding. Given the cost of this project, a referendum to appropriate taxpayer funds will be necessary. It is hoped that such a question could be included on the ballot in November of 2020.

Members of the staff and Board of Education are available to share more details about this request with the Town Council.

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**RESOLUTION REGARDING  
MANSFIELD MIDDLE SCHOOL ROOF BUILDING COMMITTEE**

**WHEREAS**, the Mansfield Board of Education has requested that the Town Council of the Town of Mansfield establish a building committee to replace the roof at the Mansfield Middle School; and

**WHEREAS**, the Town Council is authorized to appoint a building committee for building and construction projects, and to authorize said building committee to: prepare schematic drawings and outline specifications for the project; construct the project; to contract with contractors and others on behalf of the Town for the project; and, to approve design and construction expenditures should the referendum be approved; and

**WHEREAS**, the Town Council anticipates placing a referendum before the voters of the Town of Mansfield to be held at the regular November municipal election;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

**Section 1 - Establishment; Duties.**

The school building committee established by resolution of the Town Council on February \_\_\_\_, 2020 shall be known as The Mansfield Middle School Roof Building Committee (the "Building Committee"). The Building Committee is hereby confirmed and authorized to serve as the building committee provided for in this Resolution. The Building Committee's duties shall be as follows:

(a) Pre-referendum Duties:

Plan development. The Building Committee shall:

- (1) Select architectural and/or engineering firm(s) to prepare schematic and final plans, including structural plans, professional estimating service, drawings and specifications, cost estimates and preparation of bid documents and contract documents. The Building Committee shall oversee negotiations of a contract to be entered into by the Town and said firm(s), subject to approval of the Town Attorney and Town Manager.

(b) If said Referendum is approved:

- (1) Complete bid documents and contract documents. The Building Committee shall submit the final plans to the State Department of Education for approval

pursuant to Conn. Gen. Stat. § 10-292(a). Upon approval by the State Department of Education, the Town Council and the Building Committee shall put the projects out to bid and award the contract to the successful bidder(s) in accordance with the Town's established bidding procedures.

- (2) Meet with the architect, general contractor or construction manager to be certain that they reconcile any differences and agree as to what is required by the final plans, drawings and specifications, bid documents and contract documents. The Building committee shall oversee the construction contract(s) to be entered into by the Town and said construction firm(s), subject to approval of the Town Attorney and Town Manager.
- (3) Determine the scheduling/phasing of the planning and construction of each building included in the overall project.

- (c) If said Resolution is approved: Initiation, continuation and completion of construction.

The Building Committee shall:

- (1) Award the architectural contract for administrative services during the construction phase.
- (2) Authorize the start of construction.
- (3) Monitor the construction process to include meetings with the architect, project manager and construction contractor as necessary to resolve any differences.
- (4) Coordinate communication between the Building Committee, the Board of Education, the Town Manager and Town Council to keep all parties up-to-date on developments.
- (5) Consider and promptly act on change orders, making certain that any increase in the cost involved in any change order is within the amount appropriated for the project.
- (6) Monitor the preparation by the architect of a list of items which are not fully completed (punch list) or which require further attention when the architect has certified that the project is substantially complete. The Building Committee shall make certain that such items are completed properly and promptly.

- (7) Review the certification by the architect that construction has been completed in full compliance with contract documents or review the list of items which are not yet satisfactorily completed.
- (8) Authorize the release of funds which had been withheld or designate those funds to be withheld pending completion of any unfinished work or for any other appropriate reason.

**Section 2 - Structure; Membership.** The Building Committee will consist of five (5) regular members as set forth in the resolution of February \_\_\_\_, 2020. The Building Committee shall designate its Chair, Vice Chair and Secretary. The Building Committee shall act as a "school building committee" for the project pursuant to Conn. Gen. Stat. § 10-291 and the applicable regulations of the State Department of Education. Members of the Committee shall include the Mayor or her/his designee, Board of Education Chair or her/his designee, and three (3) representative members of the community, including at least one (1) member having experience in the building and/or construction industry. The Town Manager may appoint staff liaisons as he/she deems appropriate.

**Section 3 - Subcommittees.** The Building Committee is authorized to establish subcommittees of the Building Committee (collectively, the "Subcommittees"), to designate the Chair and Vice Chair of each Subcommittee, and to fill all vacancies on the Subcommittees. The members of each Subcommittee shall be members of the Building Committee. The Subcommittees shall choose their secretaries. To the extent not provided herein, the Building Committee shall determine the duties and responsibilities of each Subcommittee.

**Section 4 - Appointments.** The Town Council shall make appointments by way of separate resolution(s).

**Section 5 - Administration.** The Building Committee and Subcommittee members shall not receive any compensation for their services. Necessary expenses of the Building Committee and Subcommittees shall be included in the cost of the project. In carrying out their functions, the Building Committee and Subcommittees shall comply with the Connecticut Freedom of Information Act, as amended.

**Section 6 - Grant Applications.** The Mansfield Board of Education is authorized and directed to apply for and accept any State grants for the project and any portions or components thereof, including but not limited to the filing of applications with the State Commissioner of Education, the execution of grant agreements for the project, and the filing of such documents as may be required to obtain said grants.

**Section 7 - Chief Executive's Responsibility for Coordination of Process.** Throughout the planning and construction process, the Town Manager shall be responsible for coordinating the process and working with the Building Committee and/or the designees and making full use of the Town staff and appropriate outside services as required. Within the project's budgetary limits, the Town Manager is authorized to obtain outside services as he deems necessary.

**Section 8 - Execution of Contracts.** The Town Manager shall execute all contracts entered into by the Town for the project. The Town Attorney shall review all contracts before they are entered into by the Town and shall oversee the execution of such contracts and compliance with appropriate bonding and insurance requirements or other matters to which he may later be required to attest. If appropriate, bond counsel shall be consulted.

**Section 9 - Timelines.** The Building Committee shall make progress reports on the projects to the Town Council and Board of Education no less than quarterly.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Linda Painter, Director of Planning and Development; Jillene Woodmansee, Planning Specialist  
**Date:** February 24, 2020  
**Re:** 2020 Small Cities (Community Development Block Grant) Public Hearing

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**Subject Matter/Background**

Staff wishes to hold a public hearing on March 23, 2020 at 7:00 p.m. at the Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT to review and discuss its proposed application to the State Department of Housing (CTDOH) for funds under the CDBG Small Cities Program.

The purpose of the public hearing is to obtain citizens' views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be a part of the Town's application for funding. If needed, staff will also be available to review the status of its current Small Cities activities at the hearing.

In addition to the public hearing, staff is hosting an informational meeting on February 27, 2020, at 6:30 p.m. in Council Chambers to solicit input from the ownership of White Oak Condominium Associates on a potential application for a septic system replacement project. For such a project to be eligible, a majority of the units would need to be restricted to occupancy by residents at or below 80% of median income.

**Financial Impact**

The U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG) money to States, whom may distribute the resources to non-entitlement communities (population less than 50,000). If the grant is awarded, funding would come from Small Cities grant monies (via CTDOH); in-kind resources such as staff time will be dedicated to the program.

*Potential Financial Impact Related to a White Oak Septic System Application.* On October 14, 2008, the Town Council authorized the granting of an easement for the new septic system to be constructed on a portion of Dunhamtown Forest land subject to several conditions, including a \$15,000 donation to the Mansfield open space fund. If this application were to move forward, the Town Council should consider eliminating

that donation requirement in exchange for the creation of a specific number of affordable housing units.

**Recommendation**

CTDOH requires grant applicants to conduct a public hearing as proposed. Accordingly, staff recommends holding a public hearing to review and discuss its proposed application to the State Department of Housing for funds under the Small Cities Program.

If the Town Council supports this recommendation, the following motion is in order:

Move, effective February 24, 2020, to schedule a public hearing for 7:00 p.m. at the Town Council's regular meeting on March 23, 2019, to solicit public comment regarding the proposed application to the State Department of Housing for funds under the Small Cities Program.

**Attachments**

- 1) October 14, 2008 Town Council Minutes.

REGULAR MEETING-MANSFIELD TOWN COUNCIL  
October 14, 2008

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Blair, Clouette, Duffy (arrived 8:55), Haddad, Koehn, Nesbitt, Paterson, Paulhus  
Excused: Schaefer

Mayor Paterson announced the Council meeting was being video taped and thanked Rick Hossack for volunteering to operate the camera. Ms. Koehn also thanked the volunteers who taped the previous meeting.

II. APPROVAL OF MINUTES

Ms. Koehn moved and Mr. Paulhus seconded to approve the minutes of the September 10, 2008 Special meeting as presented. The motion passed unanimously. Ms. Blair moved and Mr. Clouette seconded to approve the minutes of the September 22, 2008 meeting as corrected. The motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Richard Cowles, 50 Meadowood Road, voiced his concerns regarding the community wells proposed for Ponde Place and questioned the potential effect on the recharge area. (Statement attached)

Betty Wassmundt, Old Turnpike Road, questioned the funding of the Capital Funds Coordinator in the capital project fund and questioned why the partition repair was budgeted for \$30,000 and cost \$9,000. She asked that the salary and benefits contained in each of the capital projects be broken out to determine what is being spent for the public good.

Ms. Wassmundt asked members to consider carefully the increase for non-union personnel and asked the Council to explain why the Town is supporting the Discovery Depot, a private non-profit business.

Rick Hossack, 432 Middle Turnpike, agreed with Ms. Wassmundt's remarks and commented that the income disparity between staff receiving a lower income and those receiving a higher income is causing concern. He asked the Council to approve a resolution to cut taxes for next year.

IV. TOWN MANAGER'S REPORT

Report attached

Town Manager Matt Hart announced the scheduled executive session regarding the review of strategies and negotiations for the Storrs

October 14, 2008

Development Project will not be needed this evening as a special meeting has been scheduled for October 16<sup>th</sup>.

Mr. Haddad asked if CL&P has offered any alternative plans to the Town. The Town Manager will provide information to the Council.

#### V. PUBLIC HEARING

##### 1. Proposed Amendments to Building Construction Ordinance

Mike Nintean, Director of Building and Housing Inspection, reviewed the proposed amendments and the results of the comparative research based on 19 towns. Based on last year's revenues these amendments would increase revenues by about \$11,000.

Mayor Paterson noted that the received written correspondence had been distributed to the members and would become part of the record.

Betty Wassmundt, Old Turnpike Road, read the correspondence received from John and Joyce Crepeau. (Statement attached).

David Freudmann, 22 Eastwood Road, spoke in opposition to the amendment taking issue with the results of the research and stating that more investment in growth is needed in Town and not additional fee increases.

Betty Wassmundt, Old Turnpike Road, disagreed with the methodology used in the explanation of the fee changes and offered her own research. (Statement attached)

Mike Sikoski, Wildwood Road, spoke in opposition to the amendments, as he is opposed to raising any fees in Mansfield. Mr. Sikoski feels cost and waste should be cut before increasing revenue.

#### VI. OLD BUSINESS

##### 2. White Oak Condominiums, Sewer Project

Mark Peterson representing Gardner & Peterson Associates, LLC reviewed the design for the proposed leaching field for White Oak Condominiums to be installed on Town owned open space and requested approval for the project. Scott Glennon, President of White Oak Condominium, commented that the Association has been working with the staff to address a problem inherited from the previous owners. In response to a question Mr. Glennon outlined water conservation efforts taken by the association.

Ms. Duffy arrived at 8:55 p.m.

Jennifer Perry Zmijewski, a sanitary engineer for the DEP, stated that there is no alternative to the proposed project and that the repairs will

October 14, 2008

meet all DEP approval criteria. She encouraged the Town to approve the project.

Greg Padick, Director of Planning and Rob Miller, Director of Eastern Highland Health District both have been involved in the effort to find the best available answer to this community health problem and believe the project as proposed is feasible.

Rudy Favretti, Chair of the Planning and Zoning Commission, reported the Commission voted unanimously against the proposal. The feeling of the PZC was that in their role they could not support a precedent for the use of public land for a private purpose.

Mr. Clouette moved and Mr. Paulhus seconded effective October 15, 2008, to authorize Town Manager, Matthew W. Hart, subject to the conditions cited below to execute easement documents that authorize the use of a portion of Dunhamtown Forest for sanitary system improvements for the White Oak Condominium Association. It is understood that this authorization is not to be considered a binding precedent to allow other property owners or potential developers to use Town land for private purposes. Further, this authorization is subject to the following conditions:

- i. Construction plans shall be revised to detail all authorized work on Town land including: tree and stump removal, installation of sanitary system improvements and monitoring wells with security covers, access gates and parking lot improvements.
- ii. No work shall begin until all required local and state permits are approved.
- iii. All required legal documents, including the proposed easements and an operation and maintenance agreement with escrow fund provisions, shall be approved by the Town Attorney, and, where appropriate, filed on the Land Records.
- iv. \$15,000 is submitted to the Town for deposit in Mansfield's open space fund.

Council members discussed the lack of options available to the Town since the DEP will require the Town to address the issue if this proposal is not approved; the wish to limit the amount of Town space used; the cooperative manner in which this agreement was reached and the beneficial input from the many advisory committees who commented on the project. Ms. Koehn objected to the lack of a specific number for the acreage to be used for the easement and that the motion was at odds with the recommendations of the Conservation Commission regarding the monies and the manner in which the money should be deposited and the amount of money for open space.

The motion passed with Blair, Clouette, Haddad, Nesbitt, Paterson and Paulhus in favor, Koehn opposed and Duffy abstaining.

October 14, 2008

3. Proposed Amendments to Building Construction Ordinance

Mr. Paulhus moved and Ms. Blair seconded effective October 14, 2008, to adopt the proposed amendments to Sections 107-2 and 107-4 of the Building Construction Ordinance, as detailed in the attached draft dated September 22, 2008, which amendments shall be effective 21 days after publication in a newspaper having circulation in the Town of Mansfield.

Council members discussed whether the fees should cover the cost of the department or provide an incentive/disincentive for a social purpose; the established precedent in Mansfield that residential and commercial fees are different; and the difficulty in determining a cost analysis using both direct and indirect cost.

The motion passed with Duffy, Haddad, Koehn, and Paterson in favor, Clouette, Nesbitt and Paulhus opposed and Blair abstaining.

4. Community/Campus Relations

Town Manager Matt Hart requested the Spring Weekend Report contained in the packet be discussed at the next meeting. Mr. Hart also distributed a copy of his testimony presented to the UConn's Board of Trustee's Student Life Committee. (Statement attached)

Mayor Paterson also addressed the Student Life Committee as the vice-chair of the Mansfield Community Campus Partnership. In her remarks the Mayor emphasized the proactive actions the Town and University have taken over the last 5-6 years.

Greg Padick, Director of Planning reported the Compost Siting Committee has reached a preliminary consensus on two sites both located near the Depot Campus. Details on the November 19<sup>th</sup> public information session will follow.

5. Community Water and Wastewater Issues

Council members discussed the community wells expected to be proposed for Ponde Place. In response to remarks made by Mr. Cowles earlier in the evening, Ms. Koehn asked that the water withdrawal amounts be rechecked to assure the correct figures for students are being used. Ms. Blair asked that specific attention be paid to possible effects on neighboring wells. Director of Planning Greg Padick and Director of Health Rob Miller said they would encourage the state to conduct yield tests.

VII. NEW BUSINESS

6. Advisory Committee for Four Corners Sewer Planning Project

Mr. Nesbitt moved and Mr. Paulhus seconded the following resolutions:

October 14, 2008

RESOLUTION TO ESTABLISH AND ISSUE CHARGE TO AN ADVISORY COMMITTEE  
FOR THE FOUR CORNERS SEWER PLANNING PROJECT

**WHEREAS**, the Town has recently completed a Facilities Plan indicating the feasibility of sewerage the area surrounding the Route 195/Route 44 "Four Corners" and defining the extent of said sewer service area;

**WHEREAS**, planning for this project is continuing and will likely result in a bond referendum within the next year to approve funds for the design and construction of sewers;

**WHEREAS**, the Town Council has recently received a community based strategic plan, which among other goals endorses the principle of sustainability with respect to planning and economic development;

**WHEREAS**, the input of property owners, other interested parties and the Mansfield community is necessary for the development of a project that meets the Town's sustainability goals,

**WHEREAS**, an advisory committee for the Four Corners Sewer Planning project can be appointed and set to work while the Town Council is considering appropriate changes to its advisory committees and commissions, and may be combined with or replaced by a permanent committee or commission at some point in the future as determined by the Council;

**WHEREAS**, an advisory committee would assist the Town in planning for the sewerage project, most importantly between the present time and the bond referendum, when and if such a referendum is scheduled; and

**WHEREAS**, the Town Council desires to establish an Advisory Committee to assist with this sewer planning project:

**NOW, THEREFORE BE IT RESOLVED THAT:**

A nine-member Four Corners Sewer Study Advisory Committee is established for the term of the Four Corners sewer project (or until it is replaced by a permanent committee or commission by the Council) and is authorized to perform the following charge:

1. Advise the Town Council, the Water Pollution Control Authority, the Planning and Zoning Commission and staff in its sewer and water planning efforts for the Four Corners by reviewing plans, proposals, studies and analyses;
2. Assist the Town staff in creating and reviewing economic development scenarios and preliminary fiscal impact analyses for the Four Corners area;
3. Communicate with the Mansfield Downtown Partnership so that the proposed Storrs Center development and any Four Corners development are coordinated;

October 14, 2008

4. Coordinate with the Town Council's Finance Committee on any recommendation for the Town's financial participation in the sewer project;
5. Assist with information sharing and public input for the project amongst sewer service area property owners, other interested parties, and the Mansfield community.
6. Assist the staff and Planning and Zoning Commission in the review and expected adoption of a Four Corners special design district (in an advisory role as the PZC is statutorily charged with this activity).

**RESOLUTION TO APPOINT MEMBERS OF THE FOUR CORNERS SEWER STUDY ADVISORY COMMITTEE**

**WHEREAS**, the Town Council desires to appoint a Four Corners Sewer Study Advisory Committee to assist with the planning for sewers in the Four Corners area:

**NOW, THEREFORE, BE IT RESOLVED TO:**

Appoint a Four Corners Sewer Study Advisory Committee with the following members:

1. Two members of the Town Council
2. One representative from the Planning and Zoning Commission
3. The Town Manager
4. One representative from the University of Connecticut
5. One representative from the Mansfield Downtown Partnership
6. Three citizens (preferably at least one from the Mansfield business community)

Mr. Nesbitt described a need to provide a mechanism to gather all the information that needs to be assembled and verified before the referendum. Ms. Koehn expressed a wish to wait until the Strategic Plan was in place, priorities were set and the committees had been reorganized.

The motion to approve passed with all in favor except Ms. Koehn who was opposed and Mr. Clouette who abstained.

The Committee on Committee will be charged with staffing the new Committee. Mayor Paterson requested that interested Council members contact Ms. Duffy.

7. Child and Adult Care Food Program Application for Mansfield Discovery Depot

Mr. Paulhus moved and Ms. Duffy seconded the following resolution: Resolved, effective October 14, 2008, to authorize the Town Manager, Matthew W. Hart, to submit the attached application to the Connecticut Department of Education's Child and Adult Care Food Program (CAVFP) to help fund the food service operation at the Mansfield Discovery Depot, and to execute any related grant documents.

Motion passed unanimously.

October 14, 2008

8. Alternate Fuel Vehicle Grant Authorization

Ms. Koehn moved and Ms. Blair seconded to approve the following resolution:

Resolved that the Town Council hereby authorize Town Director of Finance, Jeffrey H. Smith, to enter into an Agreement between the State of CT and the Town of Mansfield for a cash grant toward the purchase of Alternative/Clean Fuel Vehicle(s), FHWA Project no. 000R(534); State Project No. 170-2778 for the purchase of one Toyota Prius. Said Finance Director is further authorized and directed to execute and deliver any and all documents on behalf of the Town of Mansfield and to do and perform all acts and things which he deems necessary or appropriate to carry out the terms of such documents including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Motion passed unanimously.

9. Acceptance of New Town Road: Extension of Adeline Place

Mr. Haddad moved and Ms. Blair seconded effective October 14, 2008, to authorize Town Manager Matthew W. Hart, subject to the condition cited below, to accept as a Town road the extension of Adeline Place as constructed in association with the Pine Grove Estates subdivision. Town acceptance shall be subject to execution by the Planning and Zoning Commission Chairman, Mansfield Controller, and the developer of a one-year maintenance bond agreement that addresses all regulatory requirements and approval conditions.

Motion passed unanimously.

10. Capital Improvement Program Closeouts

Mr. Clouette moved and Ms. Blair seconded effective October 14, 2008, to approve the adjustments to the capital projects fund, as recommended by the Director of Finance in his correspondence dated October 14, 2008.

Finance Director Jeff Smith answered questions raised by Ms. Wassmundt earlier in the meeting. The Capital Project Coordinator has always been listed in the capital fund as a way to assure the capital projects pay for the cost of administration, but in the future this may change. The partition in question ended up costing less than originally thought.

Motion passed unanimously.

11. Fiscal Year 2008/09 Wage Adjustment for Nonunion Personnel

October 14, 2008

Mr. Haddad moved and Ms. Blair seconded to endorse the Town Manager's recommendation to: 1) increase the pay rates in the Town Administratory Pay Plan by 3.5 percent; 2) authorize the Town Manager to award those non-exempt employees in the pay plan with a 3.5 percent wage increase; 3) authorize the Town Manager to award those exempt employees in the pay plan with a 3.5 percent wage increase; and 4) authorize the Town Manager to make the additional changes to the compensation for nonunion employees as recommended by the Town Manager in his memorandum dated October 14, 2008. Said adjustments to compensation paid to nonunion employees shall be effective July 1, 2008.

Mr. Haddad, Chair of the Personnel Committee, explained the motion divides employees into different groups which is intended to offer guidance to the Town Manager as a the Committee looks at overhauling the personnel review process

Motion passed unanimously

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

None

IX. REPORTS OF COUNCIL COMMITTEES

Ms. Duffy, Chair of the Committee on Committees, offered the following names as the Committee's recommendations to serve on the Community Quality of Life Committee:

David Morse  
Denise Keane  
Joseph Briody  
Jane Fried  
Dana White

Motion to approve passed with Ms. Koehn (Chair of the Community Quality of Life Committee) abstained.

Ms. Duffy thanked the Committee members and the 16 applicants who volunteered for the Community Quality of Life Committee.

Ms. Duffy offered the Committees recommendation of Michael Kurland as a reappointment to the Eastern Highland Health District' Board.

Motion to approve passed unanimously.

The Committee on Committee met with Communication Advisory Committee and discussed a variety of venues to communicate with the constituents.

Mr. Clouette reporting for the Financial Committee stated that at their last meeting they discussed the current economic downturn's effect on the budget and the development of purchasing regulations.

October 14, 2008

X. REPORTS OF COUNCIL MEMBERS

None

XI. PETITIONS, REQUEST AND COMMUNICATIONS

12. CCM re: AT&T Must Receive Consent, Notify Municipalities of Large Cable Boxes
13. CCM re: Confidentiality of Social Security Numbers
14. CCM re: CT to Receive \$25 Million in Foreclosure Assistance
15. CCM re: Election 2008 Campaign
16. Chronicle, "Editorial: We Offer These Threads, Needles" – 09/29/08
17. Chronicle, "Festive Festival on the Green" – 09/15/08
18. Chronicle, "Letter to the Editor" – 09/24/08
19. Chronicle, "Letter to the Editor" – 10/07/08
20. Chronicle, "Mansfield Irons Out New Deal for Trash" – 09/23/08
21. Chronicle, "Mansfield Weighs Options for Schools" – 09/18/08
22. Chronicle, "New Rules for Council Meetings" – 09/30/08
23. Chronicle, "Pleasant Valley Land Rezoned" – 09/18/08
24. Chronicle, "Ponde Place Returns With New Proposal" – 09/26/08
25. Chronicle, "River Park Dedicated" – 09/18/08
26. Chronicle, "What's Goin' On?" – 09/16/08
27. Daily Campus, "Festival Celebrates Mansfield" – 09/15/08
28. M. Hart re: Appointee to Committee on Community Quality of Life
29. Hartford Courant, "Mansfield's Day in the Park" – 09/21/08
30. Hartford Courant, "West Hartford Mayor Moves to Cancel or Delay Projects" – 10/06/08
31. Mansfield Today, "Aztec Two Step Chases Away the Blues" – 09/15/08
32. Mansfield Today, "Fireworks Fill the Sky at Mansfield Hollow" – 09/15/08
33. J. Morey re: Paying for Mansfield Public Transit
34. Norwich Bulletin, "Quiet Corner Whispers: Cleanup Transforms Landfill Into Park" – 10/07/08
35. Reminder News, "Festival on the Green" – 09/19/2008
36. State of Connecticut Department of Social Services re: Child Day Care Contract
37. State of Connecticut General Assembly re: PILOT Funds
38. State of Connecticut Office of Policy and Management re: Plan of Conservation and Development
39. State of Connecticut Siting Council re: Notice of Intent to Modify and Existing Telecommunications Facility
40. C. Stites re: Economic Development

XII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Rick Hossack, 432 Middle Turnpike, expressed disappointment that not one Council member voted against the wage increase this evening and ask the members to consider the citizens when voting.

October 14, 2008

Mike Sikoski, Wildwood Road, argued that contrary to the Building and Housing Director's comments building fees have increased since 2002 because the cost of building has increased.

XIII. FUTURE AGENDAS

Mr. Paulhus requested the issue of how a failed motion is reconsidered and placed back on the agenda be a future agenda item. He suggested the item be referred to the Personnel Committee for inclusion in the Town Council Rules and Procedures. Mr. Clouette asked the Committee to also review the concept of sessions and meeting with regards to reconsidering a motion. Mr. Haddad added he would like to know how different a motion has to be able to be brought back not as a reconsideration. The Town Clerk will research Roberts Rules and report to the Personnel Committee.

Ms. Blair moved and Mr. Paulhus seconded to move into executive session.

Motion passed unanimously.

XIV. EXECUTIVE SESSION

Strategy and Negotiations with respect to Storrs Center Development, and Related Commercial and Financial Information Given in Confidence

Present: Cancelled

Also Present:

Town Manager's Performance Evaluation

Present: Blair, Clouette, Duffy, Haddad, Koehn, Nesbitt, Paterson Paulhus

XV. ADJOURNMENT

Mr. Paulhus moved and Ms. Blair seconded to adjourn the meeting.

Motion passed.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

October 14, 2008



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Pat Schneider, Director of Human Services  
**Date:** February 24, 2020  
**Re:** Senior and Disabled Transportation

A handwritten signature in blue ink, appearing to read "JC Carrington", is written over the "From:" line of the header.

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**Subject Matter/Background**

There have been a number of citizen concerns raised regarding transportation options available to Mansfield senior and disabled residents. Some of the challenges reported are the limited availability and unreliability of transportation services as well as the length of wait times when using the Dial-A-Ride or state funded programs. There is a request for improved and expanded services.

The Town of Mansfield participates in the regional Dial-A-Ride program through Windham Regional Transit District (WRTD) which offers service within Mansfield as well as to the nine other towns it serves. This program provides rides to anywhere within the district for any purpose including work, medical appointments, shopping, and social/recreational activities. These services are available to community residents as well as those living in the Mansfield Nursing and Rehabilitation Center during program hours. In addition, the Town receives the State Matching Grant for Elderly and Disabled Demand Responsive Transportation from the Connecticut Department of Transportation for \$32,350, which supports the Senior Center's program. This service provides out-of-district medical transportation as well as in-district when Dial-A-Ride is not available or impractical to utilize. The grant also supports other transportation efforts such as group van trips for social, educational and recreational purposes.

**Financial Impact**

The Town currently appropriates \$121,975 to WRTD as the local cost share for Dial-A-Ride, ADA and the fixed route transportation services. The district leverages these dollars with federal and other grant funds. The Town pays 17% of the cost of Dial-A-Ride services and 50% of the ADA and fixed route services. In addition, Mansfield supports a bus pass program for low income residents.

The Town supports the Senior Center transportation program by funding 50% of the cost of the administrative hours for the program as well as the insurance, maintenance and fuel cost for the 10 passenger handicap assessable van and the town car used for the program. A core of dedicated volunteers provides the majority of the medical rides.

The DOT grant is used to fund 50% of the administrative hours to coordinate transportation and 19 hours weekly of paid driver staff time to supplement when volunteers are unavailable for medical transportation and to provide the very popular group van trips offered by the Senior Center. Any expansion of services would require additional Town funds to pay the cost for additional paid staff (driver and administrative support), vehicles, fuel, insurance, and vehicle maintenance.

**Legal Review**

None required at this time.

**Recommendation**

No Council action required at this time.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Pat Schneider, Director of Human Services  
**Date:** February 24, 2020  
**Re:** Mansfield Agency Grant Program

A handwritten signature in blue ink, appearing to be "JCC", is written over the "From:" line of the header.

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**Subject Matter/Background**

Annually, the Town of Mansfield accepts applications for Agency Grants. Non-profit agencies that serve Mansfield residents are eligible to apply. Town staff and Human Services commissions and committees make recommendations to the Town Manager during the budget process review the applications. The recommendations for funding proceed to the Town Council during the Human Services Budget review. Town Council makes the final decisions on funding inclusion to each fiscal year's budget.

**Financial Impact**

Funding is included in each fiscal year's budget

**Legal Review**

None required at this time.

**Recommendation**

No Council action required at this time

**Attachments**

- 1) FY2021 Application
- 2) Human Services Advisory Committee 1-29-20 Draft Minutes
- 3) FY2021 Agency Grant Analysis

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Town of Mansfield  
FY 2020-21 Agency Grant Application

**APPLICATION FOR FUNDS**

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The Town of Mansfield has developed a standard application for completion by non-profit, social services agencies requesting funds from the Town. This application is for funding for fiscal year during the period July 1, 2020 - June 30, 2021. Completed applications with all supporting documentation must be received by the **Department of Human Services at 303 Maple Road, Mansfield, CT 06268** by **4:00 pm on January 13, 2020**.

New Application

Renewal

Amount Received in FY 2019-20 \$ \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone # \_\_\_\_\_

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\_\_\_\_\_ Amount Requested from the Town of Mansfield

Specify how the monies requested will be expended:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the amount being requested represents an increase from current FY funding, list justification for additional monies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Annual Agency Budget: \_\_\_\_\_

Income Source	Amount

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

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**Target Population** (please check categories):

- |  |   |
|--|---|
| <input type="checkbox"/> Children (0-12)             | <input type="checkbox"/> Single Adult (18 – 60) |
| <input type="checkbox"/> Youth (12-18)               | <input type="checkbox"/> Seniors (60+)          |
| <input type="checkbox"/> Families (2+ per household) | <input type="checkbox"/> Disabled (any age)     |

**PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH “SERVICE TYPE” PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.**

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served			
# of Mansfield Clients			
Total # of Mansfield Contacts			
Average Time spent per Client			
Cost per Client/ Unit of Service			

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year	Projected Next Fiscal Year
Total # of Clients Served			
# of Mansfield Clients			
Total # of Mansfield Contacts			
Average Time spent per Client			
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?  Yes  No

If so, what is the justification for requesting Town funds? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tax status: Agency is  a non-profit 501(c)(3)  other \_\_\_\_\_

**Other Required documentation that must be attached:**

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Agency Mission Statement
5. Current organizational Budget Summary identifying revenues, highlighting all municipal funding.
6. Copy of the IRS 501(c)(3) ruling letter

**Required Signatures:**

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to: Town of Mansfield  
 Department of Human Services  
 303 Maple Road  
 Mansfield, CT 06268

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**Minutes - Draft**

**Present:**

Ethel Mantzaris, Chair (Youth Services Advisory Committee)  
Will Bigl (Commission on Aging)  
Ron Baker (Member at Large)  
Marie Hakmiller (Member at Large)

**Absent:**

Lorraine Kenowski (Member at Large)  
Victoria Nimirowski (WAIM)

**Staff:**

Pat Schneider (Director of Human Services)  
Dorothy Del Valle (Human Services Administrative Services Specialist)

- I. The chair called the meeting to order at 3:31 pm.
- II. The unofficial minutes from September 25, 2019 meeting were approved as written.
- III. Department Update (Pat Schneider):
  - a. Staffing update:
    - i. Joan Marshall, MSW the Senior Outreach Social Worker has resigned her position.
    - ii. Youth Services currently has two interns working in the department.
  - b. Program update:
    - i. Senior Center Library branch and Maple Road Café continues to have increased traffic.
    - ii. Invitations will be sent out to the committee members for the March 12, 2020 PS Announcement hosted by Youth Service.
    - iii. Youth Services was awarded an Opioid Prevention Grant which will be used for lock boxes, drug takeback day and for training events.
  - c. Budget update:
    - i. Pat will be discussing the department's budget with the Interim Town Manager and the Director of Finance on January 30, 2020.
    - ii. Pat will be available to speak at the Town Council meetings when the budget is presented.
- IV. Old Business
  - a. Membership:
    - i. Committee discussed member recruitment.

V. New Business

a. Agency Grant Application review

- i. Committee agree on presenting the following funding for those agencies, which submitted applications.

<b>Agency</b>	<b>Committee Recommendation</b>
ACCESS	\$1,000
Community Companion and Homemaking Service	\$5,000
CT Legal Services	\$6,500
Holy Family Home/Shelter	\$3,500
Perception Programs	\$3,000
Sexual Assault Crisis Center of Eastern CT	\$4,500
TVCCA/Meals on Wheels	\$5,000
United Services	\$5,000
Veteran's Advisor/WRCC	\$10,000
WAIM	\$3,500
Windham Region No Freeze Project	\$1,500
<b>Proposed Total</b>	<b>\$48,500</b>

- b. Committee approved future meeting dates with the time of 3:30 pm – 4:30 pm.

i. Dates –

April 29, 2020

June 24, 2020

September 30, 2020

December 9, 2020

January 27, 2021

VI. No Public Comment

VII. Meeting Adjournment: 4:20 pm

Next Meeting April 29, 2020 in Conference Room B.

**FY 2021 AGENCY FUNDING REQUESTS**

<b>AGENCY</b>	<b>FY 2020 AWARD</b>	<b>FY 2021 REQUEST</b>	<b>AGENCY SUMMARY</b>	<b>TOTAL CLIENTS SERVED</b>	<b>TOTAL UNDUPLICATED MANSFIELD CLIENTS</b>	<b>TOTAL NUMBER OF MANSFIELD CONTACTS/ UNITS OF SERVICE</b>	<b>AVERAGE HOURS SPENT PER CLIENT</b>	<b>COST PER CLIENT/UNIT OF SERVICE</b>
ACCESS	\$1500	\$2000	Serves as a regional community action agency. Provides assistance in accessing food, housing, job readiness and other services to income limited families	8846	310	390	2.5 hr	\$20
Community Companion and Homemaking Service	\$4000	\$5000	Provides Cost share required for the Title III cost share grant for persons over 60 and subsidizes the cost of Homemaker/ Companion/PCA services for senior and disabled residents.	314	81	6390	200	\$18.75/hour
CT Legal Services	\$6500	\$6500	The only source of free legal services for seniors and low income families.	6072	27	35	Data Not Tracked	\$1928 (does not include consultation, advocacy, community education, outreach, or printed materials)
Holy Family Home & Shelter	\$3500	\$3500	Provides shelter and support to homeless families.	140 individuals/ 45 families	6 individuals/ 2 families	6	Depends on needs. Services available 24/7	Depends on need and length of stay
Perception Programs	\$1800	\$3000	Substance abuse and mental health services.	1626	120	225	1 hour	\$125/hour
Sexual Assault Crisis Center Of Eastern CT	\$4500	\$4500	Provides advocacy and counseling services to victims of sexual abuse.	819	36	Data Not Tracked	1 – 40 hours	\$944

<b>AGENCY</b>	<b>FY 2017 AWARD</b>	<b>FY 2018 PROPOSED</b>	<b>AGENCY SUMMARY</b>	<b>TOTAL CLIENTS SERVED</b>	<b>TOTAL UNDUPLICATED MANSFIELD CLIENTS</b>	<b>TOTAL NUMBER OF MANSFIELD CONTACTS/ UNITS OF SERVICE</b>	<b>AVERAGE HOURS SPENT PER CLIENT</b>	<b>COST PER CLIENT/UNIT OF SERVICE</b>
TVCCA/Meals On Wheels	\$3500	\$5000	Provided home-delivered meals to homebound seniors.	Data Not Supplied	18	3022 meals	N/A	\$8.12/meal
United Services	\$8000	\$18580	Behavioral health and social service organization. Request is per capita	3060	159	1514	Data Not Tracked	Data Not Tracked
Veteran's Advisor/WRCC	\$10000	\$10000	Outreach, referral and advocacy for veterans	153	21	40	6 hours	\$327
WAIM	\$3500	\$3500	Provides pick-up, storage and distribution of donated household items. Regionally operate operation fuel, food bank, clothing bank and other services for families in need.	999	283	283	1 hour	N/A
Windham Region No Freeze Project	0	\$1500	Provides shelter for homeless individuals.	143	4	180	90 days	\$58/night



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Pat Schneider, Director of Human Services  
**Date:** February 24, 2020  
**Re:** Youth Services – Restorative Justice

---

**Subject Matter/Background**

The council has requested information on the Town of Mansfield Youth Services Restorative Justice Initiatives. Pat Schneider and Katie Bell are here today to answer any questions you might have regarding the subject matter. Human Services is exploring options to respond to the changes in the Connecticut Youth Court System and the possibility of the development of a court diversion program.

The Restorative Justice Approach to behaviors that have caused harm emphasize repairing harms done rather than focusing on punishing individuals who have enacted these harms. It emphasizes accountability, making amends, and reconnecting communities.

- Individuals who have been harmed are able to potentially experience increased sense of closure and validation by being heard by those who have caused them harm.
- Individuals who have caused harm are likely to develop increased empathy for individuals they have harmed.
- Promotes better understanding of natural consequences for behaviors that have caused harm and its impact on individuals who have experienced harm and the community as a whole.
- Neurologically appropriate for young persons whose decision-making centers of the brain have not yet fully developed by allowing them a better understanding of behavioral impacts for future learning rather than experiencing potentially permanent and life-long negative trajectories for a behavior that has caused harm, thus reducing the potential for recidivism.
- Helps reconnect those who have caused harm back into their communities to reduce their experience of separation and alienation, which are contributing factors to recidivism.
- Can connect individuals who have caused harm to mental health and social support services that can address underlying causes of behavior to improve outcomes.

The Restorative Justice Approach is utilized across the state of Connecticut as the gold standard for Juvenile Review Boards (JRB's) and is endorsed by the Connecticut Youth Services Association (CYSA).

- A JRB is a community-based collaborative diversion process for children and youth who might otherwise be referred to the Juvenile Court. JRBs are most often used for first-time non-felony juvenile offenders, as well as for status offenders (referrals resulting from FWSN behaviors such as truancy, runaway, beyond control, etc.). The JRB is designed to assist children, youth and their families with a strength-based approach and uses a restorative model.
- Erica Bromley, Juvenile Justice Liaison for the Connecticut Youth Services Association, has spoken to the Youth Services Advisory Board in January 2020 regarding Restorative Justice and JRB's which are established throughout many Youth Service Bureaus in state of Connecticut.
- There are currently approximately 90 JRB's serving 135 Connecticut communities.
- CYSA is hosting many free trainings across the state with Joe Brummer, a leading expert on restorative practices for Youth Services Bureaus and their stakeholders, including JRB members. These training opportunities have been shared with the superintendents of Mansfield and Region 19 Board of Education as well as the Youth Services Advisory Board.
- Many Mansfield Youth Services staff have some previous training in restorative justice practices, working with Juvenile Review Boards, and will also be attending these trainings.
- Mansfield does not currently have a JRB. Other major sending school districts to Region 19, Willington and Ashford, also do not have JRB's. Columbia does have a JRB through their contract with AHM Youth Services.

#### **Financial Impact**

If the Town moves to a full diversion program including a Juvenile Review Board, Case Management and Clinical Intervention, there would need to be increased staffing as the Youth Services currently does not serve high school students and young adults.

#### **Legal Review**

Currently there is no required legal review.

#### **Recommendation**

No recommendation for action at this time

#### **Attachment**

- 1) *How is Restorative Thinking Different* Handout

HOW IS RESTORATIVE THINKING DIFFERENT?	
Conventional Thinking:	Restorative Thinking:
Focused on the rules broken	Focused on the people harmed
Accountability equals punishment	Accountability means repairing the harm
Focus on Past	Focus on Future
Focused on offender	Focused on community
Offender defined by their crime	Offender seen holistically
Justice is focused on establishment of guilt/innocence	Justice is focused on needs and responsibilities of all involved
All behavior is motivated by punishments and rewards	All behavior is motivated by basic universal human needs
Challenging behavior is used to get things (e.g., attention) or escape / avoid things (e.g., work, responsibility).	Behind most challenging behavior is: a problem to be solved and skills to be trained.
Behavior is a matter of the child's will	Behavior is a matter of skills
Focused on "what" people are	Focused on "how" people are
Outside interventions (court, police)	Community interventions (people most affected by harm)
Focus on control/compliance	Focus on connection/influence/skills
Focused on behavior	Focused on problem-solving
Power over/under	Power-with
Based on moral judgments	Based on values judgments
External motivation	Internal motivation

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Patricia Schneider, Director of Human Services; Sara-Ann Chaine, Town Clerk  
**Date:** February 24, 2020  
**Re:** Commission on the Aging – Proposed Charge Revision

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**Subject Matter/Background**

On December 12, 2019, John Riesen met with the Committee on Committees on behalf of the Commission on the Aging to request revisions to the Commission's current charge.

Mr. Riesen reported that the Committee on the Aging was created in 1974 and the name was changed in 1979 to The Commission on the Aging. Since the last review of the Commission's charge, there have been many changes, including those to the structure of the Town Government, the expectations of Mansfield citizens, and the challenges of the Senior Citizens of Mansfield.

Mr. Riesen summarized the substantive proposed changes to the charge as follows:

1. The name be changed to the "Commission on Aging". While the Committee name was changed to "Commission on the Aging" in 1979, the Commission is almost universally referred to as Commission on Aging.
2. The Director of Human Services and the Senior Center Supervisor be added to the commission as non-voting ex officio members. The Commission has been functioning with invaluable input from these two people for some time. We feel their position on the Commission should be officially recognized.
3. With the change in Town structure and development of more comprehensive, independent departments in the Town, it seems more appropriate that the Commission should not be tasked with "designing and implementing programs" for units like the Library and Department of Recreation (as it is in the 1974 charge), but be passing along information about the needs of Senior Citizens to these units directly or through the Town Council.
4. We believe the remainder of the suggested changes are primarily wording or editorial changes not impacting the actual intent of the charge to the Commission.

The enclosed attachments show the original charge from 1974, the name change in 1979, and the proposed revised charge

**Recommendation**

The Committee on Committees recommends the Council adopt the revised charge as proposed. If the Council agrees, the following motion would be in order:

*Move, to adopt the following resolution:*

*Resolved, that the Commission on the Aging, created by Town Council resolution on August 12, 1974 and revised by Town Council resolution on January 8, 1979, shall hereinafter be known as the Commission on Aging.*

*Further resolved, that the Commission on Aging shall consist of nine members who shall be appointed by the Town Council for three-year overlapping terms. The Director of Human Services and the Senior Center Supervisor shall be non-voting ex officio members. The Commission shall advise the Town Council, the Town Manager, and the Director of Human Services as to the needs and concerns of the Senior Citizens of the Town of Mansfield. The specific responsibilities of the Commission are:*

- 1. To study the conditions and needs of Senior Citizens in the Town in relation to housing, economics, health, transportation, and other matters.*
- 2. To recommend and evaluate programs to meet the needs of the Senior Citizens and to suggest priorities for action.*
- 3. To provide directions to appropriate resources for Senior Citizens in need of assistance.*
- 4. To furnish information and advocacy to agencies and service providers who support Senior Citizens.*

**Attachments**

- 1) Proposed Revised Commission on Aging Charge
- 2) Excerpts: August 12, 1974 and January 8, 1979 Town Council Minutes

*PROPOSED REVISED CHARGE*

**COMMISSION ON AGING**

The Commission on Aging shall consist of nine members who shall be appointed by the Town Council for three-year overlapping terms. The Director of Human Services and the Senior Center Supervisor shall be non-voting ex officio members. The Commission shall advise the Town Council, the Town Manager, and the Director of Human Services as to the needs and concerns of the Senior Citizens of the Town of Mansfield. The specific responsibilities of the Commission are:

1. To study the conditions and needs of Senior Citizens in the Town in relation to housing, economics, health, transportation, and other matters.
2. To recommend and evaluate programs to meet the needs of the Senior Citizens and to suggest priorities for action.
3. To provide directions to appropriate resources for Senior Citizens in need of assistance.
4. To furnish information and advocacy to agencies and service providers who support Senior Citizens.

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MOTION MADE BY MRS. BARBERET, SECONDED, THAT THE FOLLOWING RESOLUTION BE ADOPTED:

RESOLVED: THAT THERE IS HEREBY ESTABLISHED A PARKS AND RECREATION ADVISORY COMMITTEE CONSISTING OF NINE MEMBERS WHO SHALL BE APPOINTED BY THE TOWN COUNCIL FOR THREE YEAR OVERLAPPING TERMS. THE PARKS AND RECREATION ADVISORY COMMITTEE SHALL ADVISE THE TOWN MANAGER, THE DIRECTOR OF RECREATION, THE COMMUNITY EDUCATION COORDINATOR, AND THE DIRECTOR OF PUBLIC WORKS, IN THE PLANNING, DEVELOPMENT, AND IMPLEMENTATION OF THE PARK, RECREATION, AND COMMUNITY EDUCATION PROGRAMS OF THE TOWN. THE SPECIFIC RESPONSIBILITIES OF THE COMMITTEE ARE:

1. TO IDENTIFY AND EVALUATE PARK, RECREATION AND COMMUNITY EDUCATION NEEDS IN THE TOWN.
2. TO RECOMMEND AND EVALUATE PROGRAMS OF COMMUNITY EDUCATION AND RECREATION.
3. TO MAKE RECOMMENDATIONS FOR ACQUISITION AND OPERATION OF PARKS, PUBLIC GARDENS, AND RECREATIONAL LANDS AND FACILITIES.
4. TO REVIEW ANNUAL BUDGET REQUESTS CONCERNED WITH PARKS, RECREATION, AND COMMUNITY EDUCATION AND TO MAKE RECOMMENDATIONS THEREON.
5. TO PROMOTE COMMUNITY INTEREST AND PARTICIPATION IN THE PARK, RECREATION, AND COMMUNITY EDUCATION PROGRAMS OF THE TOWN.
6. TO SERVE AS LIAISON WITH THE CONSERVATION COMMISSION IN DEVELOPING A GOOD ENVIRONMENTAL FRAMEWORK IN PARK AND RECREATION USE.

RESOLUTION ADOPTED BY UNANIMOUS VOTE.

MOTION MADE BY MR. RICHARDS, SECONDED, THAT ALL NINE MEMBERS OF THE COMMITTEE BE REAPPOINTED WITH THE SAME EXPIRATION DATES.

MOTION CARRIED BY UNANIMOUS VOTE.

#### I. COMMITTEE ON THE AGING

MOTION MADE BY MRS. BARBERET, SECONDED, THAT THE FOLLOWING RESOLUTION BE ADOPTED:

RESOLVED: THAT THERE IS HEREBY ESTABLISHED A COMMITTEE ON THE AGING CONSISTING OF NINE MEMBERS WHO SHALL BE APPOINTED BY THE TOWN COUNCIL FOR THREE YEAR OVERLAPPING TERMS. THE COMMITTEE SHALL ADVISE THE TOWN MANAGER, THE DIRECTOR OF SOCIAL SERVICES, THE DIRECTOR OF RECREATION AND THE LIBRARIAN, IN THE PLANNING, DEVELOPMENT, AND IMPLEMENTATION OF PROGRAMS FOR THE AGING OF THE TOWN. THE SPECIFIC RESPONSIBILITIES OF THE COMMITTEE ARE:

1. TO STUDY THE CONDITIONS AND NEEDS OF ELDERLY PERSONS IN THE TOWN IN RELATION TO HOUSING, ECONOMICS, EMPLOYMENT, HEALTH AND NUTRITION, RECREATION, TRANSPORTATION, AND OTHER MATTERS.

2. TO RECOMMEND AND EVALUATE PROGRAMS TO MEET THE NEEDS OF THE ELDERLY AND TO SUGGEST PRIORITIES FOR ACTION.
3. TO SERVE AS A RESOURCE GROUP TO WHICH MANSFIELD CITIZENS COULD TURN EITHER INDIVIDUALLY OR AS GROUPS WHEN THEY HAVE PROBLEMS OR QUESTIONS ABOUT PROGRAMS OR NEEDS OF THE ELDERLY.
4. TO FURNISH INFORMATION OUTLINING NEEDS TO AGENCIES AND GROUPS WHO ARE INTERESTED IN, OR WHO PROVIDE SERVICES FOR, THE ELDERLY.

RESOLUTION ADOPTED BY UNANIMOUS VOTE.

IX. OLD BUSINESS.

A. HUNTING LODGE ROAD

LETTER FROM CHESLEY R. POSEY (IN COUNCIL FILE).

MR. ERICKSON: FEELS MAJOR IMPROVEMENTS FEASIBLE AND DESIRABLE, MINOR IMPROVEMENTS ESSENTIAL; LACK OF COMMUNICATION WITH RESIDENTS LEADS TO FEAR OF ENCROACHMENT; SAYS THAT MRS. PRUE HAS STATED THAT THE 1100 FT. OF LAND SHE OWNS WOULD BE AVAILABLE FOR ANY ALTERNATE PROVISIONS FOR DESIGN.

MOTION MADE BY MR. QUINN, SECONDED, TO REFER THE PRELIMINARY ENGINEERING TO PZC FOR REVIEW AND REPORT.

MOTION CARRIED BY UNANIMOUS VOTE.

B. POLICY SURVEY

MOTION MADE BY MR. QUINN, SECONDED, TO REMOVE FROM THE TABLE THE QUESTION ON POLICY SURVEY.

MOTION CARRIED BY UNANIMOUS VOTE.

MISS GOODWIN ASKED FOR A DISTINCTION BETWEEN ADMINISTRATION POLICY AND COUNCIL POLICY.

THE MANAGER REQUESTED A COUNCIL DECISION REGARDING PRIORITIES IN THE ADMINISTRATION WORK PROGRAM. A POLICY REVIEW WOULD TAKE A SUBSTANTIAL EFFORT TO DEVELOP.

MOTION MADE BY MISS GOODWIN, SECONDED, TO TABLE CONSIDERATION OF THE MOTION TILL AFTER THE WORK SESSION FOR REVIEW OF THE ADMINISTRATION WORK PROGRAM.

MOTION CARRIED BY UNANIMOUS VOTE.

VI. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

None.

VII. ORDINANCES AND RESOLUTIONS

a. COMMISSION ON THE AGING

Mrs. Arnold pointed out that a Commission is more impressive in dealing with other groups than a Committee.

Motion made by Mrs. Bobbitt, seconded, that the following resolution be adopted:

Resolved: The Committee on the Aging, created by Town Council Resolution of August 12, 1974, shall hereinafter be known as the Commission on the Aging and shall have the duties, responsibilities and powers as those originally set forth in said resolution and those set forth in Section 7-127a of the Connecticut General Statutes.

Resolution adopted by unanimous vote. (Quinn not present)

b. WATER POLLUTION CONTROL AUTHORITY ORDINANCE

Motion made by Mrs. Jordan, seconded, that the following ordinance be adopted:

Title: An ordinance designating the Water Pollution Control Authority for the Town of Mansfield.

Be it ordained by the Council of the Town of Mansfield:

Sec. 1. Short Title. Water Pollution Control Authority Ordinance.

Sec. 2. Pursuant to Public Act 78-154, the Town Council of the Town of Mansfield is hereby designated as the Water Pollution Control Authority for the Town of Mansfield, with all of the powers as set forth in said Public Act 78-154 and in Chapter 103 of the Connecticut General Statutes.

Sec. 3. This Ordinance shall be come effective twenty-one (21) days after publication in a newspaper having a circulation in the Town of Mansfield.

Ordinance adopted by the following vote:

In favor: Bobbitt, Hill, Jordan, Murray, Sikand, Whitham.

Opposed: Ossen.

Not present: Quinn.

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# COMMITTEE ON COMMITTEES

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## Recommended Action

The Committee on Committees recommends the following motion(s) based on actions taken at their February 13, 2020 regular meeting:

- Move, to appoint Mia Mitoma to the *Eastern Regional Tourism District* for a term ending 3/1/2023.
- Move, to appoint Miranda Davis as an alternate to the *Parks and Natural Resources Committee* for a term ending 10/1/2020.
- Move, to reappoint the following Arts Advisory Committee members for terms ending 3/1/2021:
  - David Vaughan
  - Ann Williams
  - Judith McChesney
  - Kim Bova Kaminsky
  - Susan Meisler
- Move, to appoint the following representatives to the Water System Advisory Committee:
  - Adrienne McPherson as the Economic Development Commission representative
  - William Lennon as the Sustainability Committee representative

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**MEMO**

**To:** John Carrington, Interim Town Manager  
Jill Krieger, Superintendent, Regional School District #19  
**From:** Cherie Trahan, Director  
**Date:** February 11, 2020  
**Subject:** Depot Campus Lease Payments

**BACKGROUND**

As you know, the Town of Mansfield and Region 19 entered into a Lease Agreement for the Depot Campus property on October 13, 2004. Per this agreement, the Region was to pay \$1 per year for the lease of the property for the first eight years of the term. This was to allow Region 19 time to pay-off a potential loan for the improvements to the property from Mansfield. While the Region did not borrow the funds from Mansfield, they did "borrow" from themselves and have been paying this debt off.

Lease payments, in an amount to be determined by both parties were to begin in FY 12/13. Discussions began about the value of the property, what an appropriate lease payment would be, and if it made sense for the school district to purchase the property from the Town. In order to make informed decisions, an appraisal of the property was done by Stewart Appraisal services in September, 2015. Since this valuation was quite different than the mass appraisal that was done by the Town's Assessor, a second appraisal was done by Andrews & Galvin Appraisal Services in September, 2016. The Stewart appraisal and the Galvin appraisal were not significantly different, therefore I recommend that we use an average of the two appraisal values and annual rent figures per the below:

Description	Galvin	Stewart	Average
Market Value	\$ 704,000	\$ 740,000	\$ 722,000
Rent per Square Foot	\$ 9.00	\$ 8.50	\$ 8.75
Monthly rent estimate (based on 6,420 SqFt)	\$ 4,815	\$ 4,575	\$ 4,681
Annual rent estimate	\$ 57,780	\$ 54,900	\$ 56,175

**Proposal**

As the Region made a significant investment in the property during the renovation in 2006-2008 timeframe, the Region requests credit for those investments towards the lease of the property. Attached is an analysis reflecting lease payments in the amount of \$544,166 to be offset by the Region's investment in the property. Per this schedule, the Region would begin making actual lease payments to the Town of Mansfield in FY 22/23 for \$35,000. This payment would be increased by 2% each year following through the end of the term of the agreement (FY27/28). Payments would be as follows:

FY 22/23	\$35,000	FY 25/26	\$37,142
FY 23/24	\$35,700	FY 26/27	\$37,885
FY 24/25	\$36,414	FY 27/28	\$38,643

Please indicate your agreement to setting the lease payments per the above schedule by signing below and returning to me. Both parties must agree to the amount of the lease payments. The annual payment will be processed by the Finance Department and in the Financial Management System used by both organizations. Please contact me if you have any questions.

---

John C. Carrington, Interim Town Manager

Date

---

Jill Krieger, Superintendent, Region 19

Date

**Attachments**

1. Renovation Project – 85 Depot Campus – Region 19 at Depot Campus
2. Lease Agreement, dated October 13, 2004

**Renovation Project - 85 Depot Road - Region 19 at Depot Campus**  
**Calculation with Value of Lease Amount = \$1 for first 8 years**  
**As Requested by: Mary Jo Andrews, Shipman & Goodwin/Region Finance Committee**

	Total Project	Facility
Total Improvements	\$ 2,802,405	\$ 2,700,358
Less: State Grant	2,237,675	2,156,192
Region 19 Cost	564,730	544,166

Description	Galvin	Stewart	Average
Market Value	\$ 704,000	\$ 740,000	\$ 722,000
Rent per Square Foot	\$ 9.00	\$ 8.50	\$ 8.75
Monthly rent estimate (based on 6,420 SqFt)	\$ 4,815	\$ 4,575	\$ 4,681
Annual rent estimate	\$ 57,780	\$ 54,900	\$ 56,175

**Lease Payment Schedule (begins day lease agreement is signed):**

Yr	Fiscal Year	Per Agreement Proposed Amount
1	FY 04/05	1
2	FY 05/06	1
3	FY 06/07	1
4	FY 07/08	1
5	FY 08/09 <sup>(1)</sup>	1
6	FY 09/10	1
7	FY 10/11	1
8	FY 11/12	1
9	FY 12/13	54,696
10	FY 13/14	55,500
11	FY 14/15	56,400
12	FY 15/16	56,340
13	FY 16/17	56,340
14	FY 17/18	57,016
15	FY 18/19 Est	57,866
16	FY 19/20 Est	50,000
17	FY 20/21 Est	50,000
18	FY 21/22 Est	50,000
	Subtotal	544,166
19	FY 22/23 Est	35,000
20	FY 23/24 Est	35,700
21	FY 24/25 Est	36,414
22	FY 25/26	37,142
23	FY 26/27	37,885
24	FY 27/28	38,643
		801,280

\* Used Calculator.net to estimate value of current lease payment in 2005

**Recommendation**

Region 19 investment into building	\$	544,166
Subtract: Value of Lease Payments 04/05-21/22		(544,166)
Region's Remaining Investment	\$	(0)

<sup>(1)</sup> Construction completed May, 2008. First full school year FY 08/09

## LEASE AGREEMENT

*Whereas*, the Region 19 School District Board of Education (“the School District”) has voted to request that the Town of Mansfield (“the Town”) lease the former Reynolds School on Depot Road in Mansfield to the School District for a minimum period of twenty (20) years, for the purpose of creating a satellite high school expected to accommodate and address the educational needs of approximately 35 students at that location; and

*Whereas*, on June 1, 2004, said School District voted to establish a Building Committee, to authorize the preparation of schematics for said project, to authorize the filing of a grant application to the State of Connecticut Department of Education (“the State”) to fund the project, and to approve educational specifications for the project; and

*Whereas*, in order for said project to be viable, the Town must advance to the School District its local share of the funds necessary for said School District to renovate said Reynolds School building for said purpose, which *local share* is expected to amount to no more than \$310,000.00, any such advance in payment by the Town to be reimbursed to the Town by the School District in eight equal installments, with interest, during the eight years following completion of the construction of said renovations; and

*Whereas*, the School District and the Town are considering that it is in the best interests of the students of the Region #19 School District that a satellite educational program be established at the former Reynolds School in accordance with the foregoing considerations, and

*Whereas*, it was resolved by the Town Council of the Town of Mansfield on August 9, 2004, that the Town Manager is authorized to *execute* a twenty (20) year lease of said Reynolds School Building to the Region 19 School District Board of Education in accordance with the foregoing considerations, provided that the continuation of the lease is contingent upon the School District applying for and receiving a grant from the State in an amount sufficient to carry out the renovations substantially as contemplated in a plan dated June 9, 2004 from Lawrence Associates and the School District makes a determination that the Reynolds School Program is both affordable and necessary; and

*Whereas*, the Town Manager is also authorized to advance to the School District an amount up to \$310,000, as the Region’s local share of the cost of renovating said school building to serve as a satellite high school under a contract which provides for the reimbursement of said funds to the Town in eight equal annual installments of \$38,750, plus interest to be calculated at the twelve month average rate then prevailing on the State Treasurers’ Investment Fund, the first installment of which shall become payable one year after the completion of construction of said renovations, and

*Now Therefore*, in consideration of the mutual promises and covenants hereinafter contained, to be kept and performed by the parties hereto, it is hereby specifically agreed between the parties, as follows:

*Agreement of Lease*, made as of this 13<sup>th</sup> day of October, 2004 between the Town of Mansfield, Four South Eagleville Road, Mansfield, CT 06268, a municipal corporation acting by Martin H. Berliner, Town Manager (hereinafter the "Lessor"), and the Region 19 School District Board of Education, 1235 Storrs Road, Storrs, CT 06268 (the "Lessee"), a Regional Board of Education established per Connecticut General Statutes section 10-46, acting herein by Bruce W. Silva, Superintendent of Schools (hereinafter the "Lessee"). The Lessor hereby leases to the Lessee the premises known as the Reynolds School on Depot Road in Mansfield, CT, as follows:

SECTION ONE  
DEMISE, TERM AND RENT

This Lease is to be divided into three Phases. Phase One shall begin immediately upon the execution of this Lease by the Lessor and Lessee and the submission to the State by the Lessee of the aforementioned grant application. If the grant application is denied by the State or is granted to an extent, in the judgment of the Lessee, that is insufficient to complete the Lawrence Associates plan or the School District decides that the Reynolds School is not affordable or necessary, this Lease shall terminate unless the parties agree to continue it with the condition that the Lessee will continue to pursue the necessary funding from the State or from other any other source. Phase Two shall commence immediately upon approval of the grant application of the School District by the State in an amount of funding sufficient in the judgment of the Lessee to complete the renovation of the School per the Lawrence Associates plan, and shall conclude and immediately segue into Phase Three upon the completion of construction pursuant to said plan by the Lessee to the satisfaction of the Building Department of the Town of Mansfield, evidenced by said Department's issuance of a certificate of occupancy.

During Phase One, the School District shall have the exclusive right to continue to lease the Reynolds School from the Town and may have access to the premises only for the purpose of implementing the provisions of this Lease. The Town shall maintain physical control of the building during phase I. During Phase Two, the School District may occupy the premises for the purpose of performing the renovations set forth in the Lawrence Associates plan. During Phase One and the construction Phase (Two), the School District shall insure that the Town is held harmless from liability for all purposes regarding the School District's Reynolds School venture.

Once the construction is completed as evidenced by the issuance of a certificate of occupancy on the premises issued by said Building Department, Phase Three shall begin and the Lessee may occupy the building for all other purposes and under all other terms of occupancy stated herein. Beginning with the date of the start of Phase One, this Lease shall extend for the term of twenty (20) years from said date at an annual rental of one dollar (\$1.00) for the first eight years of the term, provided that prior to the end of each of the first eight years of this Lease, the Lessee shall make to the Lessor the annual payment of the amount of \$38,750.00, plus interest as noted above, in partial repayment of the Lessor's loan of \$310,000 to the Lessee in order to help finance the cost of said renovations. At the end of the first eight years of the lease or when the loan of \$310,000

is paid off, whichever comes first, the Lessee shall pay to the Lessor an annual Lease Rental payment as mutually agreed to by both parties.

SECTION TWO  
LESSEE'S COVENANTS

a. The Lessee agrees to use the demised premises only for the purpose of operating a satellite high school as noted above, and for no other purpose. The Lessee agrees to make all payments required by this Lease Agreement at the times and in the manner set forth in Section One of this Lease Agreement.

b. The Lessee shall not sublet the demised premises nor any portion thereof, nor shall this lease be assigned by the Lessee without the prior consent of the Lessor.

c. The Lessee shall comply with all obligations primarily imposed upon tenants by applicable provisions of any building, housing or fire code materially affecting health and safety; keep the leased premises as safe and clean as the conditions of the premises permit; remove all waste from the occupied premises in a clean and safe manner; keep all plumbing fixtures and appliances used by the Lessee as clean as the condition of each such fixture or appliance permits; use all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances in the premises in a reasonable manner; not willfully or negligently destroy, deface, damage, impair or remove any part of the premises or permit any other person to do so; conduct itself and require other persons using the premises to conduct themselves in a manner that will not constitute a nuisance.

d. The Lessee agrees to accomplish all *interior* repairs, *redecorating and maintenance* and do whatever is necessary to put and keep the premises in a fit condition suitable for the purpose of the Lessee expressed in Section Two, above. The Lessor agrees to *be responsible for structural interior and exterior repairs including repairs to heating, electrical, and plumbing systems except where such repairs are the result of the negligence of the Lessee.* The Lessee agrees to supply and maintain appropriate receptacles for the removal of waste and incidental to the Lessee's occupancy of the premises and arrange for its removal.

e. Once a certificate of occupancy has been issued by the Building Inspector, the Lessee will accept the demised premises in the condition they are in at that time, and without any representations on the part of the Lessor as to the present or future condition of the premises. The Lessee agrees to quit and surrender the premises at the end of the demised term in as good condition as the reasonable use thereof will permit. The Lessee shall not make any alteration, additions, or major improvements to the premises without the prior written consent of the Lessor.

f. The Lessee shall not unreasonably withhold consent to the Lessor to enter the demised premises in order to inspect the premises, make necessary or agreed to repairs, alterations or improvements, supply necessary or agreed to services or exhibit the

premises to prospective or actual purchasers, mortgagees, tenants, workmen or contractors. The Lessor shall give the Lessee reasonable advance notice of his intent to enter and may enter only at reasonable times except in a case of emergency when the Lessor may enter the demised premises without consent. The Lessee also agrees that the Lessor may enter the premises without the Lessee's consent if the Lessee has abandoned or surrendered the premises.

g. The Lessee agrees that utilities and services furnished to the demised premises for the benefit of the Lessee, including water, gas, electricity, heat, refrigeration, and hot water shall be provided and paid for by the Lessee. The Lessor shall not be liable or responsible for any interruption or delay in any of the above services unless the cause of said interruption or delay is under the control of the Lessor.

h. The Lessee agrees to name the Lessor as an additional insured and to hold the Lessor harmless for any potential occurrence or contingency related to the Lessee's occupancy of the demised premises or any other involvement at the Reynolds School facility per this Lease for which the Lessee may be legally responsible.

i. The Lessee agrees to observe and comply with all laws, ordinances and regulations of the federal, state and municipal governments applicable to the satellite school to be operated by the Lessee in the demised premises. The Lessee agrees not to do or permit anything to be done in said premises, or keep anything therein, which will increase the rate of fire insurance premiums on the premises.

j. In the event of a default by the Lessee of its responsibilities required by this lease, especially the Lessee's responsibility to pay to the Lessor prior to the end of each of the first eight years of this Lease Agreement the annual payment of \$38,750.00 in partial repayment of the Lessor's loan of \$310,000.00 to the Lessee in order to finance the cost of renovations to the demised premises, and as additional rent, and the Lessee's obligation to pay annual rent as mutually agreed to, subsequent to the first eight years of the Lease, if any such default shall continue for more than ten days, the Lessee agrees that the Lessor may terminate and cancel this lease, institute summary process proceedings against the Lessee, if necessary, and also institute a proceeding against the Lessee for the entire amount of unpaid rent, including the additional rent, and any other sums due to the Lessor from the Lessee, including reasonable attorney's fees and costs, over the balance of the term of this Lease Agreement. All rights and remedies of the Lessor specified herein are cumulative and none shall exclude any other rights or remedies allowed by law or equity.

k. The district shall be permitted to terminate the Lease with 90 days notice to the Lessor without penalty, but will continue to be responsible for making principal and interest payments in the amount described herein.

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SECTION THREE  
LESSOR'S COVENANTS

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a. The Lessor covenants that once Phase Three of this Lease begins, Lessee shall peaceably hold and enjoy the demised premises for as long as the Lessee fulfills its

responsibilities under the terms of this Lease Agreement. In the event of a material breach of this Lease by the Lessee, the Lessor shall not lock the Lessee out of the premises, but rather will resort to negotiation and, if all else fails, summary process.

b. The Lessor agrees to permit the Lessee to erect a business sign outside of the demised premises as long as said sign is in compliance with the Zoning Regulations of the Town of Mansfield and the reasonable rules and regulations of the Lessor pertaining to signs.

#### SECTION FOUR GENERAL PROVISIONS

a. All notices and demands, legal or otherwise, incidental to this Lease Agreement or the occupation of the demised premises shall be in writing. If the Lessor decides to give or serve upon the Lessee any notice of demand, it shall be sufficient to send a copy thereof by registered mail addressed to the Lessee at the demised premises, or leave a copy with the Lessee or its agent on the premises. Until further notice from the Lessee, any such notice should be addressed to Mr. Bruce Silva, Superintendent of Schools, Region 19 Board of Education. Notices from the Lessee to the Lessor shall be sent by registered mail or delivered to the Lessor at the place designated herein as the address of the Lessor, or to such party as the Lessor may designate from time to time in writing.

b. If the Lessee is in substantial compliance with the material terms of this Lease Agreement, the Lessee shall have the right to continue to occupy the demised premises from the Lessor for five additional years from the termination date hereof at an annual rent of at least \$25,000.00, to be negotiated by the parties. Lessee shall exercise such option by written notice delivered to the Lessor at least three months prior to the expiration of the term.

c. In the event that the Lessee shall remain in the demised premises after the expiration of the term of this lease without having exercised the Lessee's option to renew, stated above in this section, or without having executed a new written lease with the Lessor, such holding over shall not constitute a renewal or extension of this Lease. The Lessor may, at its option, elect to treat the Lessee as one who has not removed at the end of his term, and thereupon be entitled to all remedies provided by law against the Lessee in that situation, including summary process, or the Lessor may elect, at its option, to construe such holding over as a tenancy from month to month, subject to all the terms and conditions of this Lease Agreement, except as to duration thereof, and in that event the Lessee shall pay monthly rent and other charges at the rate and in the manner provided herein to in subparagraph b. immediately above herein.

d. If any dispute should arise between the parties to this Lease Agreement regarding its terms or compliance therewith by either the Lessor or the Lessee, ~~the parties~~ mutually agree that they will make a good faith effort to negotiate a settlement of any such dispute, using the good offices of a neutral third party, if need be, before either party resorts to litigation in a Court of competent jurisdiction.

e. No rights are to be conferred upon either party to this Lease Agreement until it has been signed by both parties, an executed copy of this Lease Agreement has been delivered to the Lessee, and the grant application of the Lessee seeking sufficient funds from the State of Connecticut to pay for the renovations to the Reynolds School set forth in the plan of Lawrence Associates is submitted to the State.

IN WITNESS WHEREOF, the said Parties have hereunto set their hands and seals this 12 day of October, 2008

Witness:

Christine Hawthorne  
Christine Hawthorne  
SHARON TYLER

Martin H. Berliner  
Lessor by Martin H. Berliner, Duly Authorized

Bruce W. Silva  
Lessee, by Bruce W. Silva, Duly Authorized

James D. Madonia  
Jeffrey U. Roth

Personally appeared Martin H. Berliner, signer and sealer of the foregoing Lease Agreement, and acknowledged the same to be his free act and deed as authorized representative of a party to this Lease Agreement as indicated above.

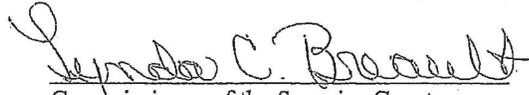
Before me,

Sharon Tyler  
Commissioner of the Superior Court

SHARON TYLER  
NOTARY PUBLIC  
MY COMM. EXPIRES JAN. 31, 2008

Personally appeared Bruce W. Silva, signer and sealer of the foregoing Lease Agreement, and acknowledged the same to be his free act and deed as authorized representative of a party to this Lease Agreement as indicated above.

Before me,

  
Commissioner of the Superior Court

Copy for the board meeting 10/05/04

LYNDA C. BREULT  
NOTARY PUBLIC  
MY COMMISSION EXPIRES OCT. 31, 2007

Kelly M. Lyman  
Superintendent

February 19, 2020

John Carrington  
Interim Town Manager  
Town of Mansfield  
Mansfield, Connecticut 06268

Dear John:

I wish to advise you that at the meeting of February 13, the Mansfield Board of Education voted eight to one to pass the following motion:

The Mansfield Board of Education adopts the 2020-2021 Mansfield Board of Education budget at \$23,490,240 as proposed by the Superintendent. (-.62%).

I will furnish a detailed copy of the budget for the Town Council members and you prior to the meeting the Board of Education has with the Town Council on April 22<sup>nd</sup> at 6:30pm.

Sincerely,



Kelly M. Lyman

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**Storrs Center  
Parking Operation**

**Financial Report  
January 2020**

**15 Lewis Street  
Hartford, Connecticut 06103**



15 Lewis Street  
5th Floor  
Hartford, CT 06103  
Ph 860.522.7641  
Fax 860.524.8249  
www.lazparking.com

Partners In Parking™

February 18, 2020

LAZ Partners – Storrs Center  
15 Lewis Street  
Hartford, CT 06103

**Re: Storrs Center –January 2020 Financial Report**

Dear Mike Kuziak:

Enclosed is the January 2020 financial package for Storrs Center Garage.

Net income for the month was \$22,732.03.

Should you have any questions, please feel free to contact me directly by phone at (860) 522-7641 ext. 7790 or by e-mail at [aadamitskiy@lazparking.com](mailto:aadamitskiy@lazparking.com)

Respectfully,

*Angela Adamitskiy*

Angela Adamitskiy  
Regional Accountant - CT  
Client Reporting Services

REGIONAL OFFICES

Atlanta

Boston

Chicago

Dallas

Hartford

Houston

Los Angeles

Miami

New York

Philadelphia

San Diego

San Francisco

Washington, DC

LAZ Parking Management  
M - 540148 - Storrs Center  
For the Month Ending January 31, 2020

<b>Assets</b>	
<b>Total Assets</b>	<u>0.00</u>
<b>Liabilities</b>	
<b>Total Liabilities</b>	<u>0.00</u>
<b>Stockholders' Equity</b>	
3200 Paid to Owner	(507,104.59)
3504 Revenue Collected by Owner	(278,046.98)
3700 Retained Earnings	785,151.57
<b>Total Stockholders' Equity</b>	<u>(0.00)</u>
<b>Total Liabilities &amp; Stockholders' Equity</b>	<u>(0.00)</u>

LAZ Parking Management  
M - 540148 - Storrs Center  
For the Seven Months Ending January 31, 2020

	ACTUAL	BUDGET	VARIANCE	% VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% VARIANCE	ANNUAL BUDGET
<b>REVENUES</b>									
Transient Parking	20,712.76	26,000.00	(5,287.24)	(20.34%)	153,468.76	160,000.00	(6,531.24)	(4.08%)	277,000.00
Violations	0.00	6,000.00	(6,000.00)	(100.00%)	21,913.75	42,000.00	(20,086.25)	(47.82%)	72,000.00
Monthly Parking	30,519.42	31,500.00	(980.58)	(3.11%)	214,035.93	220,149.95	(6,114.02)	(2.78%)	377,649.95
<b>Gross Revenue</b>	<b>51,232.18</b>	<b>63,500.00</b>	<b>(12,267.82)</b>	<b>(19.32%)</b>	<b>389,418.44</b>	<b>422,149.95</b>	<b>(32,731.51)</b>	<b>(7.75%)</b>	<b>726,649.95</b>
Sales Tax	(3,094.04)	(2,960.51)	(133.53)	4.51%	(23,234.64)	(20,723.57)	(2,511.07)	12.12%	(35,526.12)
<b>Net Revenue</b>	<b>48,138.14</b>	<b>60,539.49</b>	<b>(12,401.35)</b>	<b>(20.48%)</b>	<b>366,183.80</b>	<b>401,426.38</b>	<b>(35,242.58)</b>	<b>(8.78%)</b>	<b>691,123.83</b>
<b>OPERATING EXPENSES</b>									
Payroll	9,989.69	10,932.38	(942.69)	(8.62%)	69,880.76	81,992.85	(12,112.09)	(14.77%)	142,120.94
Payroll Taxes	971.12	1,426.68	(455.56)	(31.93%)	9,119.19	10,700.09	(1,580.90)	(14.77%)	18,546.82
Workers Compensation Insurance	87.98	499.61	(411.63)	(82.39%)	1,607.18	3,747.07	(2,139.89)	(57.11%)	6,494.92
Health Insurance	1,465.32	1,989.69	(524.37)	(26.35%)	9,117.30	14,922.68	(5,805.38)	(38.90%)	25,865.98
401K Company Match	135.23	343.28	(208.05)	(60.61%)	816.12	2,574.60	(1,758.48)	(68.30%)	4,462.64
Data Processing Fees	0.00	163.99	(163.99)	(100.00%)	104.84	1,229.92	(1,125.08)	(91.48%)	2,131.86
Vehicle	0.00	0.00	0.00	0.00%	256.80	0.00	256.80	0.00%	0.00
Utilities	56.38	4,783.00	(4,726.62)	(98.82%)	20,212.56	33,481.00	(13,268.44)	(39.63%)	57,396.00
Maintenance	685.96	2,665.58	(1,979.62)	(74.27%)	13,429.92	20,678.06	(7,248.14)	(35.05%)	54,195.96
Operating Supplies	59.08	400.00	(340.92)	(85.23%)	1,582.92	2,800.00	(1,217.08)	(43.47%)	4,800.00
Elevator Maintenance	2,237.54	1,100.00	1,137.54	103.41%	6,721.25	7,700.00	(978.75)	(12.71%)	13,200.00
Uniforms	0.00	0.00	0.00	0.00%	0.00	800.00	(800.00)	(100.00%)	1,200.00
Licenses and Permits	0.00	125.00	(125.00)	(100.00%)	480.00	875.00	(395.00)	(45.14%)	1,500.00
Office Supplies	74.64	25.00	49.64	198.56%	1,469.53	175.00	1,294.53	739.73%	300.00
Bank Fees	176.88	167.00	9.88	5.92%	1,205.11	1,169.00	36.11	3.09%	2,004.00
Credit Card Fees	1,382.74	1,224.35	158.39	12.94%	10,969.96	8,570.45	2,399.51	28.00%	14,692.20
Payroll Fees	0.00	177.00	(177.00)	(100.00%)	0.00	1,239.00	(1,239.00)	(100.00%)	2,124.00
Telephone	93.19	775.00	(681.81)	(87.98%)	2,617.03	5,425.00	(2,807.97)	(51.76%)	9,300.00
Cell Phone	35.01	0.00	35.01	0.00%	1,313.06	0.00	1,313.06	0.00%	0.00
Signage	86.82	0.00	86.82	0.00%	469.69	0.00	469.69	0.00%	0.00
Security	0.00	431.33	(431.33)	(100.00%)	0.00	3,019.31	(3,019.31)	(100.00%)	5,175.96
Incentive Fee	0.00	612.74	(612.74)	(100.00%)	0.00	4,130.51	(4,130.51)	(100.00%)	6,350.01
Management Fee	1,294.00	1,294.00	0.00	0.00%	9,058.00	9,058.00	0.00	0.00%	15,528.00
Sweeper	0.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	0.00%	0.00
Insurance - GKL	1,379.20	1,095.15	284.05	25.94%	7,138.13	7,666.05	(527.92)	(6.89%)	13,141.80
Computer	0.00	0.00	0.00	0.00%	995.98	0.00	995.98	0.00%	0.00
Snow Removal	3,010.44	4,500.00	(1,489.56)	(33.10%)	14,446.44	8,000.00	6,446.44	80.58%	26,000.00
Tickets/Cards	944.20	600.00	344.20	57.37%	944.20	1,200.00	(255.80)	(21.32%)	1,200.00
Professional Services	505.99	0.00	505.99	0.00%	98.06	0.00	98.06	0.00%	0.00
Marketing	0.00	168.00	(168.00)	(100.00%)	0.00	1,176.00	(1,176.00)	(100.00%)	2,016.00
Depreciation - Equipment	179.02	261.83	(82.81)	(31.63%)	1,304.66	1,832.81	(528.15)	(28.82%)	3,141.96
Call Center Operations	555.68	800.00	(244.32)	(30.54%)	5,356.88	5,600.00	(243.12)	(4.34%)	9,600.00
State Taxes	0.00	82.17	(82.17)	(100.00%)	82.00	575.19	(493.19)	(85.74%)	986.04
Personal Property Taxes	0.00	0.00	0.00	0.00%	556.68	0.00	556.68	0.00%	0.00
<b>Total Operating Expenses</b>	<b>25,406.11</b>	<b>36,642.78</b>	<b>(11,236.67)</b>	<b>(30.67%)</b>	<b>199,354.25</b>	<b>240,337.59</b>	<b>(40,983.34)</b>	<b>(17.05%)</b>	<b>443,475.09</b>
<b>Net Income</b>	<b>22,732.03</b>	<b>23,896.71</b>	<b>(1,164.68)</b>	<b>(4.87%)</b>	<b>166,829.55</b>	<b>161,088.79</b>	<b>5,740.76</b>	<b>3.56%</b>	<b>247,648.74</b>

LAZ Parking Management  
M - 540148 - Storrs Center  
For the Seven Months Ending January 31, 2020

	July	August	September	October	November	December	January	YEAR TO - DATE
<b>REVENUES</b>								
Transient Parking	11,721.00	20,587.00	29,134.00	30,387.00	22,785.00	18,142.00	20,712.76	153,468.76
Violations	0.00	0.00	10,153.25	0.00	0.00	11,760.50	0.00	21,913.75
Monthly Parking	30,512.68	30,565.18	30,706.92	30,602.89	30,706.92	30,421.92	30,519.42	214,035.93
<b>Gross Revenue</b>	<b>42,233.68</b>	<b>51,152.18</b>	<b>69,994.17</b>	<b>60,989.89</b>	<b>53,491.92</b>	<b>60,324.42</b>	<b>51,232.18</b>	<b>389,418.44</b>
Sales Tax	(2,521.71)	(3,054.22)	(4,129.08)	(3,641.61)	(3,193.01)	(3,600.97)	(3,094.04)	(23,234.64)
<b>Net Revenue</b>	<b>39,711.97</b>	<b>48,097.96</b>	<b>65,865.09</b>	<b>57,348.28</b>	<b>50,298.91</b>	<b>56,723.45</b>	<b>48,138.14</b>	<b>366,183.80</b>
<b>OPERATING EXPENSES</b>								
Payroll	8,994.51	10,749.10	8,444.23	10,109.75	10,927.00	10,666.48	9,989.69	69,880.76
Payroll Taxes	776.19	1,222.12	1,394.53	1,629.72	1,769.75	1,355.76	971.12	9,119.19
Workers Compensation Insurance	84.55	412.39	435.22	508.62	94.24	(15.82)	87.98	1,607.18
Health Insurance	1,275.33	1,275.33	1,275.33	1,275.33	1,275.33	1,275.33	1,465.32	9,117.30
401K Company Match	101.93	231.09	63.96	92.30	99.39	92.22	135.23	816.12
Data Processing Fees	52.42	52.42	0.00	0.00	0.00	0.00	0.00	104.84
Vehicle	63.94	42.10	51.26	51.21	0.00	48.29	0.00	256.80
Utilities	155.26	57.34	0.00	19,880.16	2.44	60.98	56.38	20,212.56
Maintenance	0.00	304.62	6,359.57	3,310.00	865.00	1,904.77	685.96	13,429.92
Operating Supplies	0.00	51.64	0.00	738.28	670.01	63.91	59.08	1,582.92
Elevator Maintenance	0.00	1,100.70	80.91	2,201.40	1,100.70	0.00	2,237.54	6,721.25
Licenses and Permits	480.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00
Office Supplies	1,007.50	0.00	0.00	278.11	54.64	54.64	74.64	1,469.53
Bank Fees	159.04	168.07	174.26	177.77	176.63	172.46	176.88	1,205.11
Credit Card Fees	927.68	966.28	1,544.31	2,027.97	2,265.22	1,855.76	1,382.74	10,969.96
Telephone	585.08	625.03	714.28	70.40	35.03	494.02	93.19	2,617.03
Cell Phone	232.37	0.00	0.00	516.64	494.02	35.02	35.01	1,313.06
Signage	0.00	0.00	0.00	382.87	0.00	0.00	86.82	469.69
Management Fee	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	9,058.00
Sweeper	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00	8,000.00
Insurance - GKL	1,095.00	1,095.00	1,095.00	1,095.00	462.22	916.71	1,379.20	7,138.13
Computer	0.00	0.00	995.98	0.00	0.00	0.00	0.00	995.98
Snow Removal	0.00	0.00	0.00	0.00	0.00	11,436.00	3,010.44	14,446.44
Tickets/Cards	0.00	0.00	0.00	0.00	0.00	0.00	944.20	944.20
Professional Services	54.74	54.74	(627.42)	0.00	85.86	24.15	505.99	98.06
Depreciation - Equipment	191.89	191.90	191.90	191.90	179.02	179.03	179.02	1,304.66
Call Center Operations	800.00	820.64	800.00	910.80	669.76	800.00	555.68	5,356.88
State Taxes	82.00	0.00	0.00	0.00	0.00	0.00	0.00	82.00
Personal Property Taxes	278.34	0.00	0.00	0.00	0.00	278.34	0.00	556.68
<b>Total Operating Expenses</b>	<b>18,691.77</b>	<b>20,714.51</b>	<b>24,287.32</b>	<b>46,742.23</b>	<b>30,520.26</b>	<b>32,992.05</b>	<b>25,406.11</b>	<b>199,354.25</b>
<b>Net Income</b>	<b>21,020.20</b>	<b>27,383.45</b>	<b>41,577.77</b>	<b>10,606.05</b>	<b>19,778.65</b>	<b>23,731.40</b>	<b>22,732.03</b>	<b>166,829.55</b>

LAZ Parking Management  
M - 540148 - Storrs Center  
For the Seven Months Ending January 31, 2020

	Current January	Prior January	Variance	Current YTD	Prior YTD	Variance
<b>REVENUES</b>						
Transient Parking	20,712.76	24,971.00	(4,258.24)	153,468.76	158,290.06	(4,821.30)
Violations	0.00	0.00	0.00	21,913.75	41,761.10	(19,847.35)
Monthly Parking	30,519.42	32,056.92	(1,537.50)	214,035.93	219,010.73	(4,974.80)
<b>Gross Revenue</b>	<b>51,232.18</b>	<b>57,027.92</b>	<b>(5,795.74)</b>	<b>389,418.44</b>	<b>419,061.89</b>	<b>(29,643.45)</b>
Sales Tax	(3,094.04)	(3,403.52)	309.48	(23,234.64)	(25,019.52)	1,784.88
<b>Net Revenue</b>	<b>48,138.14</b>	<b>53,624.40</b>	<b>(5,486.26)</b>	<b>366,183.80</b>	<b>394,042.37</b>	<b>(27,858.57)</b>
<b>OPERATING EXPENSES</b>						
Payroll	9,989.69	8,708.69	1,281.00	69,880.76	64,459.82	5,420.94
Payroll Taxes	971.12	951.99	19.13	9,119.19	6,173.32	2,945.87
Workers Compensation Insurance	87.98	470.86	(382.88)	1,607.18	2,979.65	(1,372.47)
Health Insurance	1,465.32	1,589.34	(124.02)	9,117.30	11,763.92	(2,646.62)
401K Company Match	135.23	365.75	(230.52)	816.12	2,116.33	(1,300.21)
Data Processing Fees	0.00	128.00	(128.00)	104.84	896.00	(791.16)
Vehicle	0.00	131.41	(131.41)	256.80	390.96	(134.16)
Utilities	56.38	14,050.09	(13,993.71)	20,212.56	37,484.33	(17,271.77)
Maintenance	685.96	1,610.80	(924.84)	13,429.92	18,366.38	(4,936.46)
Operating Supplies	59.08	620.88	(561.80)	1,582.92	1,528.17	54.75
Elevator Maintenance	2,237.54	3,246.15	(1,008.61)	6,721.25	16,655.19	(9,933.94)
Dues	0.00	0.00	0.00	0.00	313.53	(313.53)
Licenses and Permits	0.00	0.00	0.00	480.00	0.00	480.00
Office Supplies	74.64	119.27	(44.63)	1,469.53	287.61	1,181.92
Bank Fees	176.88	195.20	(18.32)	1,205.11	1,309.17	(104.06)
Credit Card Fees	1,382.74	1,574.87	(192.13)	10,969.96	10,649.99	319.97
Telephone	93.19	32.41	60.78	2,617.03	3,575.97	(958.94)
Cell Phone	35.01	0.00	35.01	1,313.06	0.00	1,313.06
Signage	86.82	49.96	36.86	469.69	49.96	419.73
Incentive Fee	0.00	0.00	0.00	0.00	4,322.25	(4,322.25)
Management Fee	1,294.00	1,270.10	23.90	9,058.00	9,032.60	25.40
Sweeper	0.00	0.00	0.00	8,000.00	0.00	8,000.00
Power Washing	0.00	0.00	0.00	0.00	5,955.60	(5,955.60)
Insurance - GKL	1,379.20	720.00	659.20	7,138.13	5,040.00	2,098.13
Computer	0.00	0.00	0.00	995.98	0.00	995.98
Snow Removal	3,010.44	1,317.68	1,692.76	14,446.44	(3,317.58)	17,764.02
Tickets/Cards	944.20	1,019.45	(75.25)	944.20	1,902.57	(958.37)
Professional Services	505.99	0.00	505.99	98.06	715.32	(617.26)
Administrative Expense	0.00	0.00	0.00	0.00	1,443.12	(1,443.12)
Depreciation - Equipment	179.02	102.38	76.64	1,304.66	102.38	1,202.28
Call Center Operations	555.68	800.00	(244.32)	5,356.88	5,600.00	(243.12)
Fire/Sprinkler	0.00	0.00	0.00	0.00	105.00	(105.00)
State Taxes	0.00	0.00	0.00	82.00	750.74	(668.74)
Personal Property Taxes	0.00	0.00	0.00	556.68	547.82	8.86
<b>Total Operating Expenses</b>	<b>25,406.11</b>	<b>39,075.28</b>	<b>(13,669.17)</b>	<b>199,354.25</b>	<b>211,200.12</b>	<b>(11,845.87)</b>
<b>Net Income</b>	<b>22,732.03</b>	<b>14,549.12</b>	<b>8,182.91</b>	<b>166,829.55</b>	<b>182,842.25</b>	<b>(16,012.70)</b>

John C. Carrington  
Interim Town Manager

February 10, 2020

Ms. Diane Dorfer  
87 Bassetts Bridge Road  
Mansfield, CT 06250

**Re: Appointment to Economic Development Commission**

Dear Ms. Dorfer:

This letter is to confirm your appointment to the Economic Development Commission for a three-year term, effective February 20, 2020 through April 26, 2023.

I trust that you will find the work of the Commission to be rewarding and I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your re-appointment.

Sincerely,



John C. Carrington  
Interim Town Manager

Cc: Town Council  
Sara-Ann Chaine, Town Clerk

John C. Carrington  
Interim Town Manager

February 13, 2020

Mr. Gary Drew  
519 Warrenville Rd  
Mansfield, CT 06268

**Re: Re-Appointment to Mansfield Library Advisory Board**

Dear Mr. Drew:

This letter is to confirm your re-appointment to the Mansfield Library Advisory Board for a two-year term, effective October 31, 2019 through October 31, 2021.

Thank you for all the work you have done on behalf of the Advisory Board. I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your re-appointment.

Sincerely,



John C. Carrington  
Interim Town Manager

Cc: Town Council  
Sara-Ann Chaine, Town Clerk

February 13, 2020

Megan Stanton  
21 Browns Rd  
Storrs Mansfield, CT 06268

**Re: Re-Appointment to Mansfield Library Advisory Board**

Dear Ms. Stanton:

This letter is to confirm your re-appointment to the Mansfield Library Advisory Board for a two-year term, effective October 31, 2019 through October 31, 2021.

Thank you for all the work you have done on behalf of the Advisory Board. I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your re-appointment.

Sincerely,

  
John C. Carrington  
Interim Town Manager

Cc: Town Council  
Sara-Ann Chaine, Town Clerk

John C. Carrington  
Interim Town Manager

February 19, 2020

Ms. Mary Harper  
129 East Rd  
Mansfield, CT 06268

**Re: Re-Appointment to Mansfield Conservation Commission**

Dear Ms. Harper:

This letter is to confirm your re-appointment to the Mansfield Conservation Commission for a three-year term, effective September 1, 2019 through August 31, 2022.

Thank you for all the work you have done on behalf of the Commission. I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your re-appointment.

Sincerely,



John C. Carrington  
Interim Town Manager

Cc: Town Council  
Sara-Ann Chaine, Town Clerk

John C. Carrington  
Interim Town Manager

February 19, 2020

Mr. Quentin Kessel  
97 Codfish Falls Rd  
Mansfield, CT 06268

**Re: Re-Appointment to Mansfield Conservation Commission**

Dear Mr. Kessel:

This letter is to confirm your re-appointment to the Mansfield Conservation Commission for a three-year term, effective September 1, 2019 through August 31, 2022.

Thank you for all the work you have done on behalf of the Commission. I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your re-appointment.

Sincerely,



John C. Carrington  
Interim Town Manager

Cc: Town Council  
Sara-Ann Chaine, Town Clerk

John C. Carrington  
Interim Town Manager

February 19, 2020

Ms. Erin King  
620 Browns Rd  
Mansfield, CT 06268

**Re: Re-Appointment to Mansfield Conservation Commission**

Dear Ms. King:

This letter is to confirm your re-appointment to the Mansfield Conservation Commission for a three-year term, effective September 1, 2019 through August 31, 2022.

Thank you for all the work you have done on behalf of the Commission. I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your re-appointment.

Sincerely,



John C. Carrington  
Interim Town Manager

Cc: Town Council  
Sara-Ann Chaine, Town Clerk

**Tasha N. Smith**

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**From:** Monica T. Ferrara  
**Sent:** Thursday, February 20, 2020 11:54 AM  
**To:** Steven@ferriganoRealtors.com  
**Cc:** Cynthia A. vanZelm; Tasha N. Smith  
**Subject:** Mansfield Downtown Partnership

Dear Mr. Ferrigno,

At their February 10, 2020 meeting, the Mansfield Town Council appointed you to serve as a member of the Mansfield Downtown Partnership for a term ending June 30, 2022.

The Council greatly appreciates your willingness to serve the Town and trusts you will find the work rewarding.

Sincerely,

**Monica T. Ferrara**  
*Assistant Town Clerk*

860.429.3304  
ferraramt@mansfieldct.org  
[mansfieldct.gov](http://mansfieldct.gov)



**Tasha N. Smith**

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**From:** Monica T. Ferrara  
**Sent:** Wednesday, February 19, 2020 3:31 PM  
**To:** betsy\_paterson@hotmail.com  
**Cc:** Tasha N. Smith; Millie C. Brosseau; John C. Carrington  
**Subject:** Eastern Highlands Health District

Dear Ms. Paterson,

At their February 10, 2020 meeting, the Mansfield Town Council appointed you to serve as Chair of Eastern Highlands Health District for a term retroactive from October 4, 2018 through October 4, 2021.

The Council greatly appreciates your continued willingness to serve the Town and trusts you will find the work rewarding.

Sincerely,

**Monica T. Ferrara**  
*Assistant Town Clerk*

860.429.3304  
ferraramt@mansfieldct.org  
[mansfieldct.gov](http://mansfieldct.gov)



**Tasha N. Smith**

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**From:** Monica T. Ferrara  
**Sent:** Thursday, February 20, 2020 12:10 PM  
**To:** Toni Moran  
**Cc:** Cynthia A. vanZelm; Tasha N. Smith  
**Subject:** Mansfield Downtown Partnership

Dear Mayor Moran,

At the February 10, 2020 meeting, the Mansfield Town Council appointed you to serve as a member of the Mansfield Downtown Partnership coterminous with your service as Mayor.

The Council greatly appreciates your continued willingness to serve the Town in this capacity, and trusts you will continue to find the work rewarding.

Sincerely,

**Monica T. Ferrara**  
*Assistant Town Clerk*

860.429.3304  
ferraramt@mansfieldct.org  
[mansfieldct.gov](http://mansfieldct.gov)



PAGE  
BREAK

Join us for a

# Gathering of the Agricultural Community

Guest speaker

**Bryan O'Hara**, will discuss  
**Revival of the Diversified Farm in CT.**

Bryan O'Hara is owner of Tobacco Road Farm in Lebanon, CT and author of *No-Till Intensive Vegetable Culture: Pesticide-Free Methods for Restoring Soil and Growing Nutrient-Rich, High-Yielding Crops.*

**Monday, March 9, 2020 | 7:00 pm**

Network with farmers from the region. Learn what your Town's Agriculture Committee is doing to support farmers and farming in your town.

RSVP by March 6<sup>th</sup> to Jennifer Kaufman at 860-429-3335 or [KaufmanJS@MansfieldCT.org](mailto:KaufmanJS@MansfieldCT.org)



Buchanan Auditorium  
Mansfield Public Library  
54 Warrentville Road  
Mansfield Center, CT

Sponsored by the Mansfield Agriculture Committee

