

AGENDA

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity).

Public Comment will be accepted by email at TownMngr@mansfieldct.org or by USPS mail at 4 South Eagleville Road, Mansfield CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting). Additionally, public comment can be phoned in live. Please email TownMngr@mansfieldct.org or call 860-429-3336 ext. 5 by Noon on the day of the meeting to receive instructions for how to phone in public comment.

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DRAFT MINUTES

CALL TO ORDER/ROLL CALL

Mayor Moran called the special meeting of the Mansfield Town Council to order at 6:30 p.m. on GoToMeeting.

Present: Ausburger, Berthelot, Bruder, Fratoni (*late arrival*), Freudmann, Kochenburger, Moran, Schurin, Shaiken

Staff Present: Interim Town Manager John Carrington, Director of Finance Cherie Trahan, Fire Chief Fran Raiola, Library Director Leslie McDonough, Planning and Development Director Linda Painter, Director of Parks and Recreation Curt Vincente, Director of Human Services Pat Schneider, Fire Marshal Adam Libros, Director of Facilities Allen Corson, Interim Director of Public Works Derek Dilaj, Director of Human Resources Holly Schaefer, Director of Information Technology Jaime Russell, Sergeant Keith Timme, Director of Building and Housing Inspection Mike Nintean, Mansfield Downtown Partnership Executive Director Cynthia vanZelm

1. STAFF REPORTS/COMMUNICATIONS

Mr. Carrington presented an update regarding the Town's COVID-19 response and impacts of select Executive Orders.

2. Budget Review - General Fund and Capital Projects

Mr. Carrington and Ms. Trahan presented and answered Councilor questions regarding highlights of the General Government, Public Safety, Community Services, Community Development, and Town Wide budgets as well as highlights of the Operating Transfers, Other Operating, and Capital Projects budgets.

3. Discussion of Proposed Budget/Council Questions

None.

4. Public Comment

None.

ADJOURNMENT

Mr. Shaiken **moved** and Ms. Berthelot seconded to adjourn the meeting at 8:42 p.m.
The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

DRAFT MINUTES

1. CALL TO ORDER

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:00 p.m. on GoToMeeting.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

Ms. Berthelot **moved** and Mr. Bruder seconded to approve the minutes of the March 23, 2020 regular meeting as presented. Motion **passed** with all in favor.

Mr. Schurin **moved** and Ms. Berthelot seconded to approve the minutes of the March 30, 2020 special meeting as presented. Motion **passed** with all in favor.

Ms. Berthelot **moved** and Mr. Bruder seconded to approve the minutes of the April 1, 2020 special meeting as presented.

Mr. Freudmann **moved** and Mr. Ausburger seconded to edit the minutes by removing "None" from business item number three and replacing it with "Councilor Freudmann expressed concern over the 19.5% increase in the town's contribution to the CMERS pension plan. He opposes the proposed hiring of a full time Communications Specialist and of a part time HR Specialist. He also suggested that the number of Resident State Troopers be reduced from eight to seven."

Mr. Kochenburger **moved** and Mr. Schurin seconded to change the statement proposed in Mr. Freudmann's amendment to "Mr. Freudmann stated several objections to items in the budget as well as the budget process itself." Motion to amend the motion to edit the minutes **passed** with all in favor except Berthelot and Freudmann who voted against.

Motion to edit the minutes as amended **passed** with all in favor except Berthelot and Freudmann who voted against.

Mr. Freudmann **moved** and Mr. Ausburger seconded to edit the minutes by deleting “as well as highlights of the Operating Transfers, Other Operating, and Capital Projects budgets” from business item number two.

Mayor Moran ruled the motion **out of order** and the portion of the minutes in question accurate as presented.

Mr. Shaiken **moved** the question. Motion to call the question **passed** with all in favor except Ausburger and Freudmann who voted against.

Motion to approve the minutes of the April 1, 2020 special meeting as amended **passed** with all in favor except Ausburger, Berthelot, and Freudmann who voted against.

4. PUBLIC HEARING: Fiscal Year 2020/2021 Budget

The Town Clerk read the call. No public dialed in to comment. Written comments are attached.

5. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

None.

6. REPORT OF THE TOWN MANAGER

Interim Town Manager John Carrington presented the portion of his written report not pertaining to the Town’s COVID-19 response.

7. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Moran reported that she continues to attend daily town operations meetings and state calls. She is concerned about what newspapers are reporting and what she is hearing from department heads that the strain of working from home is taking its toll and urged everyone to pay attention to their neighbors and check in. She further reported that the region’s Governors have established a regional Council for returning to normal life and to look out for a Mansfield Bear Hunt event from the Library coming soon.

Mr. Bruder reported that the schools have been doing a great job and it is a struggle to juggle working at home with kids.

In response to a question from Mr. Ausburger, Mr. Carrington reported that some part time staff at the Mansfield Community Center and the Library have been laid off.

8. OLD BUSINESS

A. Update on Town Response to COVID-19 (Item #2, 3.18.20 Agenda)

Mr. Carrington presented the portion of his Town Manager’s report pertaining to the Town’s COVID-19 response. Councilors discussed COVID-19 testing at UConn and the potential use of college dormitories for essential non-congregate housing.

In response to an inquiry regarding school layoffs, Superintendent of Schools Kelly Lyman reported that all school staff are busy and we are required to keep school staff employed in order to be eligible for certain funding later. Ms. Lyman also clarified that the school library air conditioning window units referred to in the Manager's report were purchased last year and are being installed now.

Mr. Freudmann **moved** and Mr. Ausburger seconded whereas the COVID-19 crisis has led to irretrievable financial losses to the Mansfield Community Center, moved effective 4/13/2020 the Mansfield Community Center is permanently closed.

Councilors debated the advisability of the proposed motion.

Motion **failed** with all against except Ausburger and Freudmann who voted in favor.

9. NEW BUSINESS

A. UConn Hockey Arena Environmental Impact Evaluation (EIE)

Director of Planning and Development Linda Painter presented a summary of the EIE.

Mr. Shaiken **moved** and Mr. Bruder seconded, effective April 13, 2020, to authorize the Mayor to co-endorse the letter to the University of Connecticut included as an attachment to the Town Manager's April 13, 2020 memo regarding the Hockey Arena Environmental Impact Evaluation. Motion **passed** unanimously.

B. Proposed Human Rights Commission Charge

By recommendation of the Committee on Committees, Mr. Bruder **moved** to adopt the following resolution:

Resolved, to adopt the following Human Rights Commission charge:

CHARGE

A Human Rights Commission was established by the Mansfield Town Council on January 13, 2020. The mission of the Commission is to promote implementation of universal human rights values and principles in all Town of Mansfield programs and throughout the wider community.

To carry out this mission, the Commission shall affirm, encourage and initiate programs and services within the Town of Mansfield and in the wider community designed to place priority upon protecting, respecting, and fulfilling

the full range of universal human rights as enumerated in the United Nations' Universal Declaration of Human Rights.

To support and promote human rights, the Commission will:

- Provide human rights education
- Be proactive in human rights efforts
- Make recommendations for how to address human rights violations
- Ensure active public participation
- Be transparent and open
- Be publicly accountable for human rights progress

MEMBERSHIP

The Commission shall consist of seven (7) community members serving as regular members and two (2) community members serving as alternates. Community members shall have an interest in the civil and human rights concerns of the community. Members shall be appointed by the Town Council in a way that strives to achieve a balance on the Commission that reflects the community and has protected class representation.

MEETINGS

Meetings of the Commission shall be held at least quarterly.

Mr. Freudmann **moved** and Mr. Bruder seconded to add "Northeastern Connecticut" between each instance of the words "wider" and "community". The motion was accepted as a friendly amendment.

Motion on the floor now reads:

Resolved, to adopt the following Human Rights Commission charge:

CHARGE

A Human Rights Commission was established by the Mansfield Town Council on January 13, 2020. The mission of the Commission is to promote implementation of universal human rights values and principles in all Town of Mansfield programs and throughout the wider Northeastern Connecticut community.

To carry out this mission, the Commission shall affirm, encourage and initiate programs and services within the Town of Mansfield and in the wider Northeastern Connecticut community designed to place priority upon protecting, respecting, and fulfilling the full range of universal human rights as enumerated in the United Nations' Universal Declaration of Human Rights.

To support and promote human rights, the Commission will:

Provide human rights education
Be proactive in human rights efforts
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MEETINGS

Meetings of the Commission shall be held at least quarterly.

Motion as amended **passed** with all in favor except Ausburger and Freudmann who voted against.

Mr. Shaiken **moved** and Mr. Kochenburger seconded to reverse the order of business items 9C and 9D. Motion **passed** unanimously.

C. Executive Order 7S - Tax Collection Provisions

Director of Finance Cherie Trahan and Collector of Revenue Jerl Casey provided information and answered Councilor questions regarding the tax deferment program and eligibility.

Mr. Shaiken **moved** and Mr. Bruder seconded to pass the following resolution:

Resolved, on April 13, 2020, under the authority of Executive Order N. 7S, the Town Council orders the implementation of the Deferment Program for tax, utility, or other assessments due from March 10, 2020 through and including July 1, 2020.

Motion **passed** unanimously.

D. School Building Committee Design Presentation

Chair of the School Building Committee Randy Walikonis gave a brief summary of what the Committee has accomplished and introduced Superintendent of Schools Kelly Lyman, Project Manager Scott Pellman of Colliers International, and Architect Ryszard Szczypek of TSKP Studio. Mr.

Szczypek reviewed the site plan, potential alternative parking plans, and internal design plans.

10. REPORTS OF COUNCIL COMMITTEES

Mr. Bruder reported that the Committee on Committees will plan to return to having their meetings now that virtual meetings are possible to continue interviewing and filling committee vacancies.

Mr. Kochenburger reported that the Finance Committee is working on setting a date to meet.

Mayor Moran asked the Personnel Committee to work on the Town Manager advertising material.

11. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

12. PETITIONS, REQUESTS AND COMMUNICATIONS

A. B. Wassmundt emails re; Budget FY 20/21

B. Sgt. K. Timme, Town of Mansfield Monthly Report (March 2020)

C. F. Saccomanno, Comptroller UConn USG letter re: Off-Campus Rent (4.3.20)

D. P. Aho, Chair Mansfield PZC memo re: Public Hearing on Managers Proposed FY21 Budget (4.7.20)

E. J. Carrington email re: Committee and other meetings that require public participation (4.9.20)

13. FUTURE AGENDAS

- Update from Registrars of Voters regarding primary planning

14. ADJOURNMENT

Mr. Shaiken **moved** and Mr. Ausburger seconded to adjourn the meeting at 10:05 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

From: [Elizabeth Wassmundt](#)
To: [Budget2021](#)
Cc: [Town Council](#)
Subject: Budget issues
Date: Wednesday, April 8, 2020 10:52:12 PM

A week or so ago, I wrote to the Council to say that there should be layoffs of non-essential town employees and I cited that the Council should consider the taxpayers who have lost jobs yet will have to pay the tax bill. I have reconsidered my position on lay offs.

I've come to feel that it is in the best interest of the town for every business, including the running of this town, to keep employees on the payroll, if at all possible, during these very stressful times. Depending on the severity of the corona Virus issue, town employee lay offs may be necessary but not now.

I do hope that town employees will recognize the benefit they are getting and will be grateful and sympathetic to the many taxpayers who will lose their jobs. Town employees will keep their jobs and, get stimulus checks. I suggest the town set up a fund consisting of money from those stimulus checks to benefit town taxpayers who have lost jobs. Of course the employee's contribution would be voluntary; I will contribute.

But, this Council must not forget town taxpayers. The Council has two constituencies: town employees and town tax payers. This year you should produce a very conservative budget in the interest of the tax payers. Economic movement in the town and state has stopped. I fear for the ramifications in this town, especially the health of The Downtown. This town's revenue is going to be impacted; how badly will depend on the length and severity of this economic crash. I agree that it is best to keep employees on the payroll but this Council needs to give up its sacred cows and produce a lean budget.

To this end, please look at page 21 of the proposed budget: New Positions.

First, the Charter states that positions are created by the Council. What right does a town manager have to just put money in a budget for new positions? I request a ruling from the Town Attorney.

Let's look at all these positions.

Communications Specialist shared with the Board of Ed.: If the Board of Ed needs such, let them take care of it. At your last budget session, I heard two reasons why this position was needed. The Town Manager said that there was a plan to market the town. You had better know what this town is going to look like after the present corona situation before you consider a marketing plan. This is not the time to market. Then I heard the Mayor say that we needed someone to get out information about Covid-19. I say that the public is saturated with information about covid-19. If you think there is something from Mansfield which must be communicated, then use one of the current staff. Especially, I suggest you look to Parks & Rec. That is a department which regularly does marketing and which is shut down at this time yet everyone is employed. Cut out the Communications Specialist.

Human Resources Specialist: I wrote a separate email about that. None at this time, please.

Public Works full time laborer: I was in favor of purchasing a tree cutting truck and hiring a person to cut trees; this was done in last year's budget. At the time, Public Works was questioned about needing a second person to work on this vehicle. Council was told that there would always be a laborer available to do that. Fine, keep doing just that. This is not the year to increase payroll. No new laborer, please.

Public Works upgrade of two laborers. If two people are qualified and doing a higher grade job, please upgrade their positions.

Resident State Troopers office increased position: I don't have enough information to make an informed decision about this but unless it is absolutely necessary, there should be no change this year.

Human Services positions: This is a year to make do with what one has. No new positions or upgrades, please.

Thank you for your time.

Betty Wassmundt

From: [Elizabeth Wassmundt](#)
To: [Budget2021](#)
Cc: [Town Council](#)
Subject: Budget re: H.R. Department
Date: Wednesday, April 8, 2020 6:20:18 PM

Please correct any misunderstandings I may have and please answer any questions I pose. Thank you.

When Derrik Kennedy was T. M., the employees in that office were as follows:

Josh: Full time position acting as HR manager and assistant to T.M. I.E., part time in HR.

Michael LaRochelle: full time position in HR.

Audrey: part time in HR.

Totals for HR: 1 full time position and
2 part time positions

Now we have:

New HR Director: full time position

Noelle S.: full time, I believe she took the job Michael L. had in Hr.

Audrey: Part time in HR

Totals: 2 full time positions and
1 part time position

How can the TM justify asking for another position in HR when now there are more positions in HR than there ever were and the town seemed to function well in the past?

Let's see job descriptions so we know what these people are doing. Along with this, the proposed position should be appropriately established by the Town Council. I object to creating a new position via the town manager's budget; the Charter says that the Council creates any new position.

I was on the council when the HR Director position was established and I agreed with doing so. Now I say, let's wait to see how this HR Director works out before putting any more people in that department.

Betty Wassmundt

From: [Elizabeth Wassmundt](#)
To: [Budget2021](#)
Subject: comments regarding budget
Date: Wednesday, April 8, 2020 11:20:47 AM

April 8, 2020

To: Town Manager, Council

From: Betty Wassmundt

RE: Brief comments regarding Town Manager's budget

This budget should include No NEW employee positions under any circumstance.

Overtime within the Fire and emergency services is outrageous. Cut the Fire Department budget by that amount.

Note: I will expand on my comments at a later time.

MEMO

To: Mansfield Town Council
From: Paul Aho, Chair
Date: April 7, 2020
Subject: Public Hearing on Proposed FY21 Budget (Town Manager)

On behalf of the Planning and Zoning Commission, I am writing to express our strong support for the Zoning and Subdivision Regulations project that is included in Interim Town Manager Carrington's proposed FY21 Capital Improvement Program (CIP). As the Council is aware, the Commission has been working on a rewrite of these regulations for several years.

While we have made some interim amendments to address pressing issues such as multi-family and affordable housing, each time we tackle interim amendments it slows down the overall project. Additionally, the project has increased significantly in scope since it was initiated. Originally, our focus was on a reorganization of existing regulations to make the documents more user friendly and targeted amendments to address specific concerns. However, the more time we spent with the regulations, the more we realized that a more comprehensive approach was needed. As a result, there are few regulations that will be carried over into the new regulations in their current form.

Last year the Commission initiated the process of retaining a new consultant to help us complete the project. We are pleased to say that CHA (formerly CME) has been hired to assist us in bringing this project across the finish line. As part of the initial phase of work, they are reviewing the work the Commission's Regulatory Review Committee and staff have completed to date and will be working with the Commission to finalize a list of priorities for the first phase of the revision process.

Due to the project's expanded scope, the Regulatory Review Committee expressed concerns during the selection process that the funds remaining from the original project would not be sufficient to complete the rewrite as currently envisioned. In response to these concerns, staff included a request for additional funding as part of the FY21 CIP program. We were pleased to see that request was included in Mr. Carrington's proposed budget.

We understand the financial toll that the current COVID19 crisis may take on the Town's budget, particularly in the next year due to the heavy reliance on state revenues. However, if Mansfield is to continue to grow its grand list in an effort to decrease reliance on PILOT funds, it is imperative that we have regulations in place that will provide the necessary balance between growth and conservation that is embodied in the Mansfield Tomorrow Plan of Conservation and Development. Furthermore, updated regulations will provide better guidance to prospective developers as to what is expected, in terms of both review process and quality of design.

Accordingly, we respectfully request the Council's support for this project through the inclusion of this project in the FY21 CIP. Please contact feel free to contact me if you have any questions regarding the project or this communication.

A handwritten signature in black ink, appearing to read "Paul Aho". The signature is written in a cursive style with a large initial "P".

Paul Aho

Chair of the Planning and Zoning Commission

From: [Elizabeth Wassmundt](#)
To: [Budget2021](#)
Cc: [Town Council](#)
Subject: 4/13/2020 meeting
Date: Monday, April 13, 2020 12:47:04 PM

I will not be possible for me to participate in this evening's meeting during Public Speaking/Public Hearing but I trust the council will consider my comments.

In a previous communication, I addressed my opinion that there should be no new positions provided for in this budget; I let that opinion stand.

The overtime in the Fire Dept. is a real issue to me. For several years I listened to the discussion that the Fire Dept. needed to add more firemen. I always felt that council should listen to the person administering that department so I was in favor of this. Last year when I was on the council I had the opportunity to speak in favor of adding firemen. Last year it was explained that with additional firemen, it would be possible to reduce the high cost of overtime. This year, the budget shows a large increase to overtime supposedly due to the recently agreed to union contract. Council did not like that contract for many reasons but refused to stand up to the union and accepted the contract. Now the financial ramifications are showing up. I am wondering this. Has it been the case all along that the firemen like the overtime (\$\$\$) and it was just management that wanted to increase the number of firemen and decrease the overtime budget. When council agreed with management and provided for extra employees, then the firemen did an end run around everyone via their union contract. (I know, some people in town hall will blame the union contract on the former town manager but let's not do that. He's not here to explain what, even "if," he did what he's blamed for.) I say that what is happening with overtime is just greed on the part of the full time firemen and that is unacceptable. Despite the union contract, the "union" is the firemen subscribers; they can control their own actions. I urge this council to reduce the budget of the Fire Dept. by twice the amount of the increase that is shown from last year's budget to this year's. Let the union subscribers decide how they want to reduce their budget. Don't require all town taxpayers to pay for greed.

Given the current corona virus impact to the economy and lack of mobility within the community. I expect Parks & Rec. to take a big dollar hit. Under no circumstance should this council just increase the tax burden to make Parks & Rec whole. It's time to review that entire program, especially the "health club." The health club as a self-supporting entity was never viable. At this time, there is the added impact of the Silver Sneakers program. The "health club" should be closed directly. This council should *not* include the \$ loss of Parks & Rec in its budget for all taxpayers to pay.

I request that this council delay, for as long as possible, a decision about the budget so as to incorporate as much financial information as possible into your decisions.

Thank you,

Betty Wassmundt

From: [Marla Hauslaib](#)
To: [Budget2021](#)
Subject: Community Center/ Parks and Recreation
Date: Thursday, April 9, 2020 10:26:52 PM

The idea that this Department alone of all Departments should be self sustaining is a faulty premise. Parks and Recreation and the Community Center are integral to our community and the quality of our lives. This Department should have town monies allotted in the Town Budget to offset any operating costs that the Department does not receive thru it's annual revenue.

Sent from my iPhone

From: James Knox
To: Budget2021
Subject: Parks and Rec (Community Center) budget hearing
Date: Monday, April 13, 2020 12:36:07 PM

I write to ask that the town increase its support for the Community Center, to account for the loss of insurance revenue from older users. I think most of us Silver Sneaker folks would be able to pay a user fee of \$100-200 per year, if asked.

I must say, however, that it's not apparent how we can make a donation to MCC via the town's webpage. I tried, but with no success so far.

James R. Knox
146 Birch Road
Storrs, CT 06268
860-429-8288
860-208-6605 cell

From: [Robert Beach](#)
To: [Budget2021](#)
Subject: Parks and Recreation Budget
Date: Friday, April 10, 2020 10:44:36 AM

Dear Sirs:

Please add my voice to those enthusiastically supporting the Parks and Recreation Program. My family and I have immensely enjoyed several programs, especially early morning workouts at the Community Center, Family Fun Night and Camp Mansfield. The strong recreation program is a primary reason for wanting to live in Mansfield.

I understand that the program is under financial duress. I would be happy to pay higher taxes to support the program; I am, for what it is worth, putting a check in the mail today as a donation to the recreation program.

I hope the Council can avoid dashing the hopes of so many residents who benefit from the programs.

Sincerely,

Robert E. Beach, Jr.
81 Hanks Hill Road
Storrs, CT. 06268

From: [Dorothea Anagnostopoulos](#)
To: [Budget2021](#)
Subject: support for Parks and Recreation budget to sustain Community Center
Date: Monday, April 13, 2020 1:57:22 PM

Dear Council members,

I am writing in support of any efforts the Council can make to sustain the Mansfield Community Center. I understand that, though there has been a steady increase in membership, the current resource allocation is not able to sustain the Community Center for a number of reasons, many of which are externally driven.

One of the first things that my family and I did when we moved to Mansfield seven years ago was to join the Community Center. The Center has been vital to our physical and mental well-being. This has never been clearer than in our current moment when the COVID-19 pandemic has forced the Center's closure. My family and I miss being able to go to the Center everyday of this quarantine. We would be devastated if the Center closed permanently.

We also believe that the Center is critical to the community of Mansfield. Members of my family work at and have attended UCONN, where we could use the gym facilities. We know we could also go to the newly opened Planet Fitness in the Edgebrook mall. We have always felt it is important, however, to belong to the Community Center as a way to be part of the Mansfield community. The Center is a place where we not only can maintain our physical health but where we interact with our neighbors and learn of community events and initiatives that we can be part of. The Center plays a critical role in sustaining the Mansfield community in ways that few organizations, other than our schools, can do so.

I know that there will be many difficult budget decisions to make because of the pandemic and its economic impacts. I urge you to consider ways to keep the Community Center open. The Center is critical to the well-being of Mansfield residents and to the vitality and life of the Mansfield community.

Sincerely,
Dorothea Anagnostopoulos
26 Ellise Road
Mansfield, CT 06268

DRAFT MINUTES

CALL TO ORDER/ROLL CALL

Mayor Moran called the special meeting of the Mansfield Town Council to order at 6:32 p.m. on GoToMeeting.

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

Excused: Fratoni

Staff Present: Interim Town Manager John Carrington, Director of Finance Cherie Trahan, Mansfield Downtown Partnership Executive Director Cynthia van Zelm, Director of Parks and Recreation Curt Vincente, Acting Director of Public Works Derek Dilaj, Director of Human Resources Holly Schaefer, Operation Manager Brian LaVoie, Director of Planning and Development Linda Painter, Director of Facilities Management Allen Corson, Director of Human Services Patricia Schneider

1. Staff Reports/Communications

Mr. Carrington reported there are no further COVID-19 updates and the Town's bear hunt event has begun. Ms. Trahan reviewed of packet contents including flags and requests, info on YS programs and staffing information, replacement page for Willimantic sewer budget

2. Budget Review

- Public Works
Mr. Carrington reviewed highlights and main drivers for increases and explained the need for additional laborers. Regarding capital projects, Mr. Carrington highlighted purchases and services. Mr. LaVoie explained the need for equipment. Council requested a prioritized list of purchases and projects.
- Town Aid Road Fund
Highlights of the proposed budget were reviewed. Snow plowing and snow hauling costs were explained.
- Sewer Operating Funds
Highlights of the Willimantic and UConn sewer funds were reviewed. Mr. Dilaj reviewed rate information.

- **Solid Waste Fund**
Highlights of the proposed budget, fees, and proposed expenditures were reviewed. Mr. LaVoie explained where some of the solid waste goes.
- **Transit Services Fund**
Highlights of the proposed budget including the Nash-Zimmer Transportation Center and WRTD programs were presented. The ongoing concern with the effectiveness of the Dial-A-Ride service and the feasibility of a town run transportation service were briefly discussed.
- **Parks & Recreation Fund**
[Mr. Shaiken left the meeting.]
Highlights of the proposed budget including estimated COVID-19 and Silver Sneakers losses were discussed. Mr. Vincente reviewed user trends, customer needs, and departmental challenges noting the demand for services. Council and staff will work together to advocate for an increase in Silver Sneakers funds from insurance companies.
- **Debt Service Fund**
[Mr. Kochenburger left the meeting.]
Highlights including transfers and payments were presented. Trends were discussed including presumed support for debt service from the sewer project and impacts of the school building project.
- **Health Insurance Fund**
Highlights were presented. Ms. Trahan indicated that projected claims have come down.
- **Workers Compensation Fund**
Highlights and proposed budget were reviewed.
- **Cemetery Fund**
Highlights and proposed budget were reviewed. A small increase is being proposed to fortify the fund and continue care of the cemeteries.
- **Eastern Highlands Health District**
Highlights and proposed budget were reviewed.
- **Mansfield Downtown Partnership**
Highlights and proposed budget were reviewed.

3. Discussion of Proposed Budget/Council Questions

None. All discussion and questions took place during business item number two.

4. Public Comment

None.

ADJOURNMENT

Mr. Ausburger **moved** and Ms. Berthelot seconded to adjourn the meeting at 8:42 p.m.
The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager
Date: April 27, 2020
Re: Update on Town Response to COVID-19

A handwritten signature in black ink, appearing to read "John C. Carrington", is written to the right of the header information.

Subject Matter/Background

An up to date account of the Town of Mansfield's response to the COVID-19 global pandemic will be shared with the Council.

Financial Impact

None

Legal Review

None

Recommendation

None

Attachments

1) Mayor's COVID-19 Update 04/22/20

From: [Toni Moran](#)
To: [Town Council](#)
Cc: [John C. Carrington](#)
Subject: update
Date: Wednesday, April 22, 2020 4:26:26 PM

There hasn't been much change since my last update. Mansfield has several new cases, but the caseload is still low enough that EHHD has continued to do case contact investigations (usually dropped when it is no longer seen as a useful way to stop the spread of the virus). More than 50 have been completed in the district, with 20+ still ongoing. PPEs have begun to flow into the community, although the demand has grown with the new orders for wearing masks in retail and in public, where social distancing may be difficult, and concerns from local medical providers and essential workers that they don't have enough PPEs. State deliveries for these needs have begun.

Departments continue to work on maintenance and repair projects that may have been difficult to accomplish when facilities were open or fully functioning. There also continues to be cooperation between departments. For example, the number of families using the Food Share services has grown to more than 100, and EOS has made its driveways and parking lots available for better social distancing, and resident state troopers are assisting in traffic and general support. Another example is that the region's fire departments are providing mutual aid to Willington, where 4 or more of its FFs have been quarantined.

Parks and Recreation will probably not bill members for a second month in May. It continues to offer online activities, with the goal of a weekly activity townwide, as well as exercise classes and other activities. (The bear hunt has been successful: check the library website for locally created music.)

Departments are planning for limited openings in the next months, although schools will remain closed through May 20th, and probably through the entire school year. Questions remain about summer activities, both in school and in Parks and Recreation. UConn is still debating whether or not to offer on campus activities in the fall, while it has ended all on campus programs for the summer, at least for anything residential. The consequences for Mansfield businesses will be severe.

One of the issues regarding reopening is the potential for limited availability of plexiglass, which will be needed to protect staff who have direct contact with residents.

Today, Noranne announced that the animal shelter has started a food pantry for pets. Donations are welcome, as she expects the demand to grow.

There will be new resources for small businesses in the legislation just passed by the US Senate, and expected to pass the House today. The Downtown Partnership has been in steady contact with local businesses, connecting them with available resources and providing detailed information. (I have asked that we receive a presentation from the Small Business Administration (Greg Lewis) at Monday's meeting on available funds and something about the state of small businesses in Mansfield.)

Enough for now.

Toni



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance
Date: April 27, 2020
Re: FY 2020/2021 Budget Review Calendar and Budget Discussion

Subject Matter/Background

On January 13, 2020, the Council approved the Budget Review Calendar for FY 2020/2021, as prepared by the Director of Finance and the Interim Town Manager.

Due to COVID-19, we need to adjust the calendar.

I am requesting Councilors to prepare budget questions for Town Staff and bring them to this meeting.

Recommendation

Staff recommends that the Town Council adopt the revised schedule as presented.

If the Council concurs with this suggestion, the following motion is in order:

Move, to adopt the Revised Budget Review Calendar for FY 2020/2021 as presented by staff.

Attachments

- 1) Current FY 2020/2021 Budget Review Schedule
- 2) Revised FY 2020/2021 Budget Review Schedule

FY 2020/21 Budget Review Schedule

March 30 Monday 6:30pm – 9:30pm	Budget Presentation Message, Budget in Brief, Guide to Budget, Revenue and Expenditure Summaries	Council Chambers Beck Building
April 01 Wednesday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Gen. Government, Public Safety, Community Services, Community Development, Town-wide, Operating Transfers, Parks & Recreation Fund, Mansfield Discovery Depot, Other Operating Fund	Council Chambers Beck Building
April 08 Wednesday 1:00pm – 2:30pm	Public Information Session Manager’s Proposed Budget Review	Council Chambers Beck Building
April 10 – 17	School Vacation	
April 13 Monday 7:00pm	Public Hearing on Budget at Regular Council Meeting	Council Chambers Beck Building
April 16 Thursday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Public Works. Other funds: Town Aid, Sewer Operating, Solid Waste Fund, Transit Services, Debt Service, Health Insurance, Workers Comp, and Cemetery Fund. Other agencies: EHHD & MDP	Council Chambers Beck Building
April 22 Wednesday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Board of Education, Shared Facilities Management, Shared Finance, Shared Information Technology & Management Services Fund	Council Chambers Beck Building
April 23 Thursday 7:00pm – 9:30pm	Budget Discussion (flagged items & discussion)	Council Chambers Beck Building
April 27 Monday 6:00pm – 7:00pm	Adoption of Budget (prior to regular meeting)	Council Chambers Beck Building
April 29 Wednesday 6:30pm – 9:30pm	Adoption of Budget (if necessary)	Council Chambers Beck Building

May 04 Monday 7:00pm	Region 19 Annual Meeting on Budget	EO Smith Media Center
May 05 Tuesday	Region 19 Budget Referendum	Ashford, Mansfield, Willington
May 07 Thursday 6:00pm – 7:00pm	Public Information Session Town Council Adopted Budget	Council Chambers Beck Building
May 12 Tuesday 7:00pm	Annual Town Meeting	Mansfield Middle School Auditorium

REVISED - FY 2020/21 Budget Review Schedule

March 30 Monday 6:30pm – 9:30pm	Budget Presentation Message, Budget in Brief, Guide to Budget, Revenue and Expenditure Summaries	Council Chambers Beck Building
April 01 Wednesday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Gen. Government, Public Safety, Community Services, Community Development, Town-wide, Operating Transfers, Parks & Recreation Fund, Mansfield Discovery Depot, Other Operating Fund	Council Chambers Beck Building
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April 22 Wednesday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Board of Education, Shared Facilities Management, Shared Finance, Shared Information Technology & Management Services Fund	Council Chambers Beck Building
April 23 Thursday 7:00pm – 9:30pm	Budget Discussion (flagged items & discussion)	Council Chambers Beck Building
June 2, 2020 Tuesday 6:30pm – 9:30pm		Virtual GoToMeeting
April 27 Monday 6:00pm – 7:00pm	Adoption of Budget (prior to regular meeting)	Council Chambers Beck Building
June 4, 2020 Thursday 6:30pm – 9:30pm		Virtual GoToMeeting

April 29 Wednesday 6:30pm – 9:30pm	Adoption of Budget (if necessary- prior to regular meeting)	Council Chambers Beek Building Virtual GoToMeeting
June 8, 2020 Monday 6:00pm – 7:00pm		
May 04 Monday 7:00pm	Region 19 Annual Meeting on Budget Cancelled	EO Smith Media Center
May 05 Tuesday	Region 19 Budget Referendum Cancelled	Ashford, Mansfield, Willington
May 07 Thursday 6:00pm – 7:00pm	Public Information Session Town Council Adopted Budget Cancelled	Council Chambers Beek Building
May 12 Tuesday 7:00pm	Annual Town Meeting Cancelled	Mansfield Middle School Auditorium



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership
Date: April 27, 2020
Re: Connecticut Small Business Development Center update

Subject Matter/Background

Mr. Gregory Lewis, Business Advisor, Connecticut Small Business Development Center will be present to discuss the Center's response to COVID-19.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance
Date: April 27, 2020
Re: Proposed Capital Improvement Program Adjustments

Subject Matter/Background

Attached please find the April 20, 2020 correspondence from the Director of Finance recommending a number of adjustments to the Capital Projects Fund. Throughout the fiscal year, we do periodically recommend such adjustments. The Director will be available at Monday's meeting to address any questions you may have. The Finance Committee is reviewing this item on April 21, 2020.

Financial Impact

The proposed adjustments are primarily transfers in nature.

Recommendation

If the Finance Committee recommends and the Town Council agrees with the proposed Capital Fund Adjustments, the following motion is in order:

Move, effective April 27, 2020, to approve the Capital Fund Adjustments as presented by the Director of Finance in her Correspondence dated April 20, 2020.

Attachments

- 1) C. Trahan re: Proposed Capital Improvement Program Adjustments

MEMO

To: John Carrington, Interim Town Manager
From: Cherie Trahan, Director of Finance
Date: April 20, 2020
Subject: **Proposed Capital Improvement Program Adjustments**

Periodically we adjust and close out capital projects as appropriate. The adjustments listed below reduce the appropriation for projects that came in under budget and increase the appropriation for projects that came in over budget. In addition, we are recommending the following:

1. The appropriation of a donation made to the Lenard Hall project - \$38,790
2. The appropriation of vehicle auction proceeds, deposited to the CNR Fund to be used for tree removal - \$14,166
3. The transfer of professional & staff development funding no longer needed, to be used for furniture and office renovations, primarily for the Finance office and Town Manager's/Human Resources office - \$32,226
4. The appropriation of funds transferred by the Board of Education on November 14, 2020 for the purpose of adding funds to the Middle School renovations capital account - \$200,000

The following chart reflects all proposed adjustments:

Close Project	Project	Funding Adjustment	Notes
Close	84809 Senior Center Chairs	211	Close out project - appropriate additional funding needed
	85108 Eagleville School House - CSA	38,790	Appropriate additional contribution funding received
	81612 Fleet Vehicle	443	Appropriate additional funding needed
Close	81824 Professional & Staff Development	(32,226)	Close out project - reduce to actuals and move to 86309 Furniture
Close	81826 Town Manager Process Review	(11,950)	Close out project - reduce appropriation to actual move to 81827 TM Recruitment
	81827 Town Manager Recruitment	11,950	Appropriate additional funding from 81826 TM Process Review
Close	81921 Classification & Compensation Stud	700	Close out project - appropriate additional funding needed
	86309 Furniture and Furnishings	32,226	Appropriate additional funding from 81824 Prof & Staff Development
Close	86336 Energy Management Plan	(25,000)	Cancel project - not needed with new school project
	86296 Oil Tank Repairs - All Buildings	390	Appropriate additional funding needed
Close	86311 Tractor Replacement	(400)	Close out project - reduce appropriation to actual
Close	86323 MMS Gym Renovation	(3,322)	Close out project - reduce appropriation to actual
Close	86329 Storage Upgrades	(453)	Close out project - reduce appropriation to actual
Close	86330 MMS Fire Alarm Panel	(19,020)	Close out project - reduce appropriation to actual
	86292 School Building Maintenance	22,342	Appropriate funding from 86323 MMS Gym Renovation and 86330 MMS Fire Alarm Panel
	86402 MMS Renovations	200,000	Appropriate funding from Mansfield Board of Education
Close	82823 Rescue Equipment	(1,616)	Close out project - reduce appropriation to actual
Close	82829 Replacement ET207	(252)	Close out project - reduce appropriation to actual
	82847 Fire Station Study	(15,005)	Reduce appropriation to actual for contract
	83101 Tree Replacement	47,917	Appropriate additional funding needed from auction proceeds that have been deposited in the CNR Fund \$14,166 and savings from listed projects \$38,700.
	83638 Small Dump Truck	5,710	Appropriate additional funding needed
Close	83922 Bucket Truck	(2,626)	Close out project - reduce appropriation to actual
Close	83923 Toolcat Utility Work Machine	4,147	Close out and appropriate additional funding needed
	Total:	\$ 252,956	



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Linda Painter, Director of Planning and Development; Pat Schneider, Director of Human Services
Date: April 27, 2020
Re: Fair Housing Policy and Resolution

Subject Matter/Background

April is National Fair Housing month. As part our ongoing Fair Housing activities, the Town has pledged through its Fair Housing Action Plan to annually reaffirm our commitment to furthering fair housing in the Town of Mansfield through adoption of a Fair Housing Resolution and Fair Housing Policy Statement. The attached resolutions and policy statements have been prepared in accordance with requirements established by the Connecticut Department of Housing.

Recommendation

If the Council supports re-adopting the policy statement and resolution, the following motions are in order:

Move, effective April 27, 2020, to adopt the attached Fair Housing Policy Statement.

Move, effective April 27, 2020, to adopt the attached Fair Housing Resolution.

Attachments

- 1) Fair Housing Policy Statement
- 2) Fair Housing Resolution
- 3) Fair Housing Action Plan (2017)

POLICY MEMORANDUM

To: All Citizens and Town Employees
From: John Carrington, Interim Town Manager
Date: April 27, 2020 (REV); March 25, 2019 (REV); April 23, 2018; April 24, 2017 (REV); April 9, 2012; April 11, 2011 (REV); April 26, 2010 (REV)
Subject: Fair Housing Policy Statement

It is the policy of the Town of Mansfield to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Mansfield or any sub-recipient of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town.

The Town's Department of Human Services is responsible for the enforcement and implementation of this policy. Patricia Schneider, Director of Human Services, may be reached at 860-429-3315 or SchneiderPR@mansfieldct.org.

Complaints pertaining to discrimination in any program funded or administered by the Town of Mansfield may be filed with the Department of Human Services. The Town's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her own expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

April 27, 2020

John C. Carrington
Interim Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Patricia Schneider at the Mansfield Senior Center, 303 Maple Road, Mansfield, Connecticut 06268, Telephone 860-429-3315.



TOWN OF MANSFIELD FAIR HOUSING RESOLUTION

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, The Town of Mansfield is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOVED, That the Town of Mansfield hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the Town of Mansfield or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Mansfield and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of Mansfield on April 27, 2020.

Antonia Moran
Mayor

Certified a true copy of a resolution adopted by the Town of Mansfield at a meeting of its Town Council on March 25, 2019 and which has not been rescinded or modified in any way whatsoever.

Date
(Seal)

Sara-Ann Chaine, Town Clerk



TOWN OF MANSFIELD FAIR HOUSING ACTION PLAN

RESOLUTION APRIL 24, 2017

I. STATEMENT OF POLICY

It shall be the policy and commitment of the Town of Mansfield to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the Town, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, and designation of a Fair Housing Officer and development of a procedure for complaints of discrimination. This plan will incorporate the directives of state and federal laws and executive orders, including, but not limited to:

- Title VI of the Civil Rights Act of 1964
- The Fair Housing Act – Title VIII of the Civil Rights Act of 1968, as amended Executive Order 11063, as amended by Executive Order 12259
- Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended
- Section 3 of the Housing and Urban Development Act of 1968, as amended
- Sections 503 and 504 of the Rehabilitation Act of 1973, as amended The Americans with Disabilities Act of 1990
- The Age Discrimination Act of 1975, as amended Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal Opportunity under HUD contracts and HUD-assisted Construction Contracts
- Executive Order 12892, Leadership and Coordination of Fair Housing
- Connecticut General Statutes 46a-64c as amended

The Town of Mansfield commits to providing and promoting racial and economic integration in any housing development financially supported with DOH funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally handicapped and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

II. FAIR HOUSING OFFICER

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities

Patricia Schneider
Director of Human Services
4 South Eagleville Road
Mansfield, CT 06268
860-429-3315

The Fair Housing Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Plan activities and actions. While not expected to be an “expert” in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and federal and state laws, which address Fair Housing. Records which show the date, time, nature of complaint and decisions made in the complaint process will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions.

III. COMPLAINT PROCESS

- Housing discrimination complaint forms such as Forms HUD-903 and HUD-903A (Spanish version) from HUD, as well as, a summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at Town Hall, 4 South Eagleville Road, Mansfield, CT 06268. Complaints need not be made on official forms to be valid.
- Forms will also be distributed to lenders, realtors, and at other public places such as the Library periodically.
- The Fair Housing Officer will reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of Town phones for communication.
- The individual(s) filing the complaint will then be advised of the option of filing directly with the U.S. Department of Housing and Urban Development (HUD) within one year after an alleged violation, the Connecticut Commission on Human Rights and Opportunities (CHRO) by filing a notarized complaint within 180 days of the alleged violation, or the Equal Employment Opportunity Commission or with all agencies simultaneously. The individual should also be advised of the option of filing suit, at his/her expense in Federal District Court or State Court

within two years of an alleged violation. The individual should be further advised that if he/she cannot afford an attorney, the Court may appoint one and that a suit may be commenced even after filing a complaint, if the individual has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

- The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

IV. OPPORTUNITY MAPPING

Using the Connecticut Opportunity Map, available at the Department of Housing website, Mansfield has determined that the target area for the proposed project is a high to very high opportunity area.

V. IMPLEMENTATION AND ACTION STEPS

ACTION STEPS

NUMBER	CATEGORY	DESCRIPTION	LEAD STAFF	WHEN
1	Encourage the creation and rehabilitation of affordable housing in a variety of locations.	Identify developable land within the municipality for developers of affordable housing.	Planning and Development	Ongoing
4	Ensure local planning documents affirmatively further fair housing	Publish the Town's Plan of Conservation and Development (POCD) on its website.	Planning and Development	Ongoing
5	Convene stakeholders to review proposed legislative solutions to existing impediments to fair housing choice.	Review occupancy ordinances, regulations and/or guidelines to ensure that the rules are not unnecessarily restrictive for families with children. At a minimum, they should be in line with building codes.	Planning and Development	2017-2018
11	Promote fair housing enforcement and education	Appoint a fair housing officer, have him or her trained on their duties and responsibilities as a fair housing officer, and publicize the person's name, contact information, and job responsibilities.	Town Manager	Complete-Update as Needed

NUMBER	CATEGORY	DESCRIPTION	LEAD STAFF	WHEN
13	Promote fair housing enforcement and education	Refer complaints of housing discrimination to HUD, CHRO or a private fair housing agency.	Fair Housing Officer	Ongoing

ADDITIONAL STEPS

STEP	LEAD STAFF	WHEN
<p>Annual adoption of Fair Housing Policy Statement and Fair Housing Resolution The Town of Mansfield will adopt annually a Fair Housing Policy Statement and a Fair Housing Resolution as an indication of its commitment to Fair Housing Month during the month of April.</p>	Fair Housing Officer	Annually-Month of April
<p>Display of Fair Housing, ADA, and Grievance Policies and Procedures The Town of Mansfield will display its fair housing policies/procedures and ADA policies and grievance procedure on its website.</p>	Fair Housing Officer	Ongoing
<p>Fair Housing Posters The Town will display Fair Housing Posters identifying the Town's Fair Housing Officer, title, address and phone number in prominent locations.</p>	Fair Housing Officer	Ongoing
<p>Distribution of Fair Housing Information Fair Housing information will be distributed outside of traditional municipal locations including realtors and banks.</p>	Fair Housing Officer	Annually-Month of April
<p>Advertising of Residential Real Estate All advertising of residential real estate owned by the Town of Mansfield for sale, rent or financing will contain the Fair Housing logo, equal opportunity slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, mental or physical disability, sexual orientation, gender identity or expression, familial status, marital status, national origin, age, ancestry, or lawful source of income.</p>	Purchasing Agent	As needed
<p>Bid Advertisements All bid advertisements by town sponsored programs must include the phrase "Equal Opportunity/Affirmative Action Employer." The type of logo, statement or slogan will depend on the type of media being used (visual or auditory). All logos/statements must appear at the end of the advertisement.</p>	Purchasing Agent	As needed

VI. ANALYSIS OF IMPEDIMENTS

The Town will cooperate and assist the state with its periodic Analysis of Impediments and conduct a review of policies, practices and procedures that affect the vulnerability and accessibility of housing.

TIMETABLE

The Town will carry out the abovementioned action steps within three years of the adoption of this Plan.

AMENDMENTS

The Town Manager shall amend and revise this Plan as required to keep current with state/federal affirmative action and equal opportunity policies and procedures and local actions and activities to further the purposes of this Plan.

Maria E. Capriola

Maria E. Capriola
Interim Town Manager

8/31/2017

Date



**Storrs Center
Parking Operation**

**Financial Report
March 2020**

**15 Lewis Street
Hartford, Connecticut 06103**



One Financial Plaza
14th Floor
Hartford, CT 06103
P: (860) 522.7641
F: (860) 524.8249
www.lazparking.com

Partners in Parking™

April 14, 2020

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

Re: Storrs Center –March 2020 Financial Report

Dear Mike Kuziak:

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

Net income for the month was \$18,327.39.

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

Respectfully,

Angela Adamitskiy

Angela Adamitskiy
Regional Accountant - CT
Client Reporting Services

LAZ Parking Management
M - 540148 - Storrs Center
For the Three Months Ending March 31, 2020

Assets	
1199 InterOrganizational Clearing Account	12,768.67
Total Assets	12,768.67
Liabilities	
2015 Intercompany	12,768.67
Total Liabilities	12,768.67
Stockholders' Equity	
3200 Paid to Owner	(507,104.59)
3504 Revenue Collected by Owner	(312,317.70)
3700 Retained Earnings	819,422.29
Total Stockholders' Equity	0.00
Total Liabilities & Stockholders' Equity	12,768.67

LAZ Parking Management
M - 540148 - Storrs Center
For the Nine Months Ending March 31, 2020

	ACTUAL	BUDGET	VARIANCE	% VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% VARIANCE	ANNUAL BUDGET
REVENUES									
Transient Parking	13,734.18	25,000.00	(11,265.82)	(45.06%)	192,566.94	212,000.00	(19,433.06)	(9.17%)	277,000.00
Violations	0.00	6,000.00	(6,000.00)	(100.00%)	34,704.65	54,000.00	(19,295.35)	(35.73%)	72,000.00
Monthly Parking	30,796.92	31,500.00	(703.08)	(2.23%)	275,404.77	283,149.95	(7,745.18)	(2.74%)	377,649.95
Gross Revenue	44,531.10	62,500.00	(17,968.90)	(28.75%)	502,676.36	549,149.95	(46,473.59)	(8.46%)	726,649.95
Sales Tax	(2,624.29)	(2,960.51)	336.22	(11.36%)	(29,197.90)	(26,644.59)	(2,553.31)	9.58%	(35,526.12)
Net Revenue	41,906.81	59,539.49	(17,632.68)	(29.62%)	473,478.46	522,505.36	(49,026.90)	(9.38%)	691,123.83
OPERATING EXPENSES									
Payroll	11,501.08	10,932.38	568.70	5.20%	92,421.22	103,857.61	(11,436.39)	(11.01%)	142,120.94
Payroll Taxes	1,208.56	1,426.68	(218.12)	(15.29%)	11,681.98	13,553.45	(1,871.47)	(13.81%)	18,546.82
Workers Compensation Insurance	91.47	499.61	(408.14)	(61.69%)	2,033.72	4,746.29	(2,712.57)	(57.57%)	6,494.92
Health Insurance	1,200.32	1,989.69	(789.37)	(39.67%)	11,782.94	18,902.06	(7,119.12)	(37.66%)	25,865.98
401K Company Match	165.33	343.28	(177.95)	(51.84%)	1,143.03	3,261.16	(2,118.13)	(64.95%)	4,462.64
Data Processing Fees	0.00	163.99	(163.99)	(100.00%)	104.84	1,557.90	(1,453.06)	(93.27%)	2,131.86
Vehicle	22.23	0.00	22.23	0.00%	279.03	0.00	279.03	0.00%	0.00
Utilities	60.08	4,783.00	(4,722.92)	(98.74%)	43,272.55	43,047.00	225.55	0.52%	57,396.00
Maintenance	2,113.44	2,665.58	(552.14)	(20.71%)	20,450.56	26,009.22	(5,558.66)	(21.37%)	54,195.96
Operating Supplies	242.53	400.00	(157.47)	(39.37%)	2,070.09	3,600.00	(1,529.91)	(42.50%)	4,800.00
Elevator Maintenance	0.00	1,100.00	(1,100.00)	(100.00%)	6,721.25	9,900.00	(3,178.75)	(32.11%)	13,200.00
Uniforms	0.00	400.00	(400.00)	(100.00%)	0.00	1,200.00	(1,200.00)	(100.00%)	1,200.00
Licenses and Permits	0.00	125.00	(125.00)	(100.00%)	480.00	1,125.00	(645.00)	(57.33%)	1,500.00
Claims	150.00	0.00	150.00	0.00%	150.00	0.00	150.00	0.00%	0.00
Office Supplies	54.64	25.00	29.64	118.56%	1,524.17	225.00	1,299.17	577.41%	300.00
Bank Fees	(29.85)	167.00	(196.85)	(117.87%)	1,544.43	1,503.00	41.43	2.76%	2,004.00
Credit Card Fees	999.54	1,224.35	(224.81)	(18.36%)	14,777.10	11,019.15	3,757.95	34.10%	14,692.20
Payroll Fees	0.00	177.00	(177.00)	(100.00%)	0.00	1,593.00	(1,593.00)	(100.00%)	2,124.00
Telephone	93.18	775.00	(681.82)	(87.98%)	2,803.40	6,975.00	(4,171.60)	(59.81%)	9,300.00
Cell Phone	35.02	0.00	35.02	0.00%	1,383.09	0.00	1,383.09	0.00%	0.00
Signage	0.00	0.00	0.00	0.00%	469.69	0.00	469.69	0.00%	0.00
Security	0.00	431.33	(431.33)	(100.00%)	0.00	3,881.97	(3,881.97)	(100.00%)	5,175.96
Incentive Fee	0.00	480.24	(480.24)	(100.00%)	0.00	5,150.99	(5,150.99)	(100.00%)	6,350.01
Management Fee	1,294.00	1,294.00	0.00	0.00%	11,646.00	11,646.00	0.00	0.00%	15,528.00
Pay Station Solutions	257.90	0.00	257.90	0.00%	257.90	0.00	257.90	0.00%	0.00
Sweeper	0.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	0.00%	0.00
Insurance - GKL	1,014.43	1,095.15	(80.72)	(7.37%)	9,531.76	9,856.35	(324.59)	(3.29%)	13,141.80
Computer	0.00	0.00	0.00	0.00%	995.98	0.00	995.98	0.00%	0.00
Snow Removal	1,594.61	9,000.00	(7,405.39)	(82.28%)	16,041.05	26,000.00	(9,958.95)	(38.30%)	26,000.00
Tickets/Cards	761.70	0.00	761.70	0.00%	1,705.90	1,200.00	505.90	42.16%	1,200.00
Professional Services	135.95	0.00	135.95	0.00%	234.01	0.00	234.01	0.00%	0.00
Marketing	0.00	168.00	(168.00)	(100.00%)	0.00	1,512.00	(1,512.00)	(100.00%)	2,016.00
Depreciation - Equipment	179.02	261.83	(82.81)	(31.63%)	1,662.70	2,356.47	(693.77)	(29.44%)	3,141.96
Call Center Operations	434.24	800.00	(365.76)	(45.72%)	6,591.12	7,200.00	(608.88)	(8.46%)	9,600.00
State Taxes	0.00	82.17	(82.17)	(100.00%)	82.00	739.53	(657.53)	(88.91%)	986.04
Personal Property Taxes	0.00	0.00	0.00	0.00%	556.68	0.00	556.68	0.00%	0.00
Total Operating Expenses	23,579.42	40,810.28	(17,230.86)	(42.22%)	272,378.19	321,618.15	(49,239.96)	(15.31%)	443,475.09
Net Income	18,327.39	18,729.21	(401.82)	(2.15%)	201,100.27	200,887.21	213.06	0.11%	247,648.74

Note: Violations are distributed quarterly by the Town.

LAZ Parking Management
M - 540148 - Storrs Center
For the Nine Months Ending March 31, 2020

	July	August	September	October	November	December	January	February	March	YEAR TO - DATE
REVENUES										
Transient Parking	11,721.00	20,587.00	29,134.00	30,387.00	22,785.00	18,142.00	20,712.76	25,364.00	13,734.18	192,566.94
Violations	0.00	0.00	10,153.25	0.00	0.00	11,760.50	0.00	12,790.90	0.00	34,704.65
Monthly Parking	30,512.68	30,565.18	30,706.92	30,602.89	30,706.92	30,421.92	30,519.42	30,571.92	30,796.92	275,404.77
Gross Revenue	42,233.68	51,152.18	69,994.17	60,989.89	53,491.92	60,324.42	51,232.18	68,726.82	44,531.10	502,676.36
Sales Tax	(2,521.71)	(3,054.22)	(4,129.08)	(3,641.61)	(3,193.01)	(3,600.97)	(3,094.04)	(3,338.97)	(2,624.29)	(29,197.90)
Net Revenue	39,711.97	48,097.96	65,865.09	57,348.28	50,298.91	56,723.45	48,138.14	65,387.85	41,906.81	473,478.46
OPERATING EXPENSES										
Payroll	8,994.51	10,749.10	8,444.23	10,109.75	10,927.00	10,666.48	9,989.69	11,039.38	11,501.08	92,421.22
Payroll Taxes	776.19	1,222.12	1,394.53	1,629.72	1,769.75	1,355.76	971.12	1,354.23	1,208.56	11,681.98
Workers Compensation Insurance	94.55	412.39	435.22	508.62	94.24	(15.82)	87.98	315.07	91.47	2,013.72
Health Insurance	1,275.33	1,275.33	1,275.33	1,275.33	1,275.33	1,275.33	1,465.32	1,465.32	1,200.32	11,782.94
401K Company Match	101.93	231.09	63.96	92.30	99.39	92.22	135.23	161.58	165.33	1,143.03
Data Processing Fees	52.42	52.42	0.00	0.00	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	0.00	22.23	279.03
Utilities	155.26	57.34	0.00	19,880.16	2.44	60.98	56.38	22,999.91	60.08	43,272.55
Maintenance	0.00	304.62	6,359.57	3,310.00	865.00	1,904.77	685.96	4,907.20	2,113.44	20,450.56
Operating Supplies	0.00	51.64	0.00	738.28	670.01	63.91	59.08	244.64	242.53	2,070.09
Elevator Maintenance	0.00	1,100.70	80.91	2,201.40	1,100.70	0.00	2,237.54	0.00	0.00	6,721.25
Licenses and Permits	480.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00
Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
Office Supplies	1,007.50	0.00	0.00	278.11	54.64	54.64	74.64	0.00	54.64	1,524.17
Bank Fees	159.04	168.07	174.26	177.77	176.63	172.46	176.88	369.17	(29.85)	1,544.43
Credit Card Fees	927.68	966.28	1,544.31	2,027.97	2,265.22	1,855.76	1,382.74	2,807.60	999.54	14,777.10
Telephone	585.08	625.03	714.28	70.40	35.03	494.02	93.19	93.19	93.18	2,803.40
Cell Phone	232.37	0.00	0.00	516.64	494.02	35.02	35.01	35.01	35.02	1,383.09
Signage	0.00	0.00	0.00	382.87	0.00	0.00	86.82	0.00	0.00	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	1,294.00	1,294.00	11,646.00
Pay Station Solutions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	257.90	257.90
Sweeper	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00	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	1,379.20	1,014.43	9,531.76
Computer	0.00	0.00	995.98	0.00	0.00	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	0.00	1,594.61	16,041.05
Tickets/Cards	0.00	0.00	0.00	0.00	0.00	0.00	944.20	0.00	761.70	1,705.90
Professional Services	54.74	54.74	(627.42)	0.00	85.86	24.15	505.99	0.00	135.95	234.01
Depreciation - Equipment	191.89	191.90	191.90	191.90	179.02	179.03	179.02	179.02	179.02	1,662.70
Call Center Operations	800.00	820.64	800.00	910.80	669.76	800.00	555.68	800.00	434.24	6,591.12
State Taxes	82.00	0.00	0.00	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	0.00	0.00	556.68
Total Operating Expenses	18,691.77	20,714.51	24,287.32	46,742.23	30,520.26	32,992.05	25,406.11	49,444.52	23,579.42	272,378.19
Net Income	21,020.20	27,383.45	41,577.77	10,606.05	19,778.65	23,731.40	22,732.03	15,943.33	18,327.39	201,100.27

Note: Violations are distributed quarterly by the Town.

LAZ Parking Management
M - 540148 - Storrs Center
For the Nine Months Ending March 31, 2020

	Current March	Prior March	Variance	Current YTD	Prior YTD	Variance
REVENUES						
Transient Parking	13,734.18	30,368.00	(16,633.82)	192,566.94	217,360.06	(24,793.12)
Violations	0.00	0.00	0.00	34,704.65	41,761.10	(7,056.45)
Monthly Parking	30,796.92	31,471.92	(675.00)	275,404.77	282,089.57	(6,684.80)
Gross Revenue	44,531.10	61,839.92	(17,308.82)	502,676.36	541,210.73	(38,534.37)
Sales Tax	(2,624.29)	(3,692.37)	1,068.08	(29,197.90)	(32,312.85)	3,114.95
Net Revenue	41,906.81	58,147.55	(16,240.74)	473,478.46	508,897.88	(35,419.42)
OPERATING EXPENSES						
Payroll	11,501.08	15,183.01	(3,681.93)	92,421.22	88,543.77	3,877.45
Payroll Taxes	1,208.56	1,648.46	(439.90)	11,681.98	8,732.05	2,949.93
Workers Compensation Insurance	91.47	649.80	(558.33)	2,013.72	4,062.65	(2,048.93)
Health Insurance	1,200.32	1,596.40	(396.08)	11,782.94	14,949.66	(3,166.72)
401K Company Match	165.33	98.98	66.35	1,143.03	2,304.41	(1,161.38)
Data Processing Fees	0.00	29.14	(29.14)	104.84	1,053.14	(948.30)
Vehicle	22.23	75.98	(53.75)	279.03	466.94	(187.91)
Utilities	60.08	4,165.77	(4,105.69)	43,272.55	42,880.37	392.18
Maintenance	2,113.44	8,870.33	(6,756.89)	20,450.56	27,236.71	(6,786.15)
Vehicle Lease	0.00	0.00	0.00	0.00	27.27	(27.27)
Operating Supplies	242.53	0.00	242.53	2,070.09	1,533.10	536.99
Elevator Maintenance	0.00	1,100.70	(1,100.70)	6,721.25	18,856.59	(12,135.34)
Uniforms	0.00	0.00	0.00	0.00	1,388.69	(1,388.69)
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
Claims	150.00	0.00	150.00	150.00	0.00	150.00
Office Supplies	54.64	103.28	(48.64)	1,524.17	582.90	941.27
Bank Fees	(29.85)	158.23	(188.08)	1,544.43	1,648.27	(103.84)
Credit Card Fees	999.54	2,212.71	(1,213.17)	14,777.10	14,406.30	370.80
Telephone	93.18	40.00	53.18	2,803.40	4,237.54	(1,434.14)
Cell Phone	35.02	0.00	35.02	1,383.09	0.00	1,383.09
Signage	0.00	0.00	0.00	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	1,236.78	57.22	11,646.00	11,563.13	82.87
Pay Station Solutions	257.90	0.00	257.90	257.90	0.00	257.90
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	1,014.43	720.00	294.43	9,531.76	6,480.00	3,051.76
Computer	0.00	0.00	0.00	995.98	0.00	995.98
Snow Removal	1,594.61	14,097.22	(12,502.61)	16,041.05	20,572.88	(4,531.83)
Tickets/Cards	761.70	0.00	761.70	1,705.90	1,902.57	(196.67)
Professional Services	135.95	31.12	104.83	234.01	746.44	(512.43)
Administrative Expense	0.00	333.63	(333.63)	0.00	1,776.75	(1,776.75)
Depreciation - Equipment	179.02	12.87	166.15	1,662.70	128.12	1,534.58
Call Center Operations	434.24	800.00	(365.76)	6,591.12	7,200.00	(608.88)
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
Total Operating Expenses	23,579.42	53,164.41	(29,584.99)	272,378.19	295,325.15	(22,946.96)
Net Income	18,327.39	4,983.14	13,344.25	201,100.27	213,572.73	(12,472.46)

Note: Violations are distributed quarterly by the Town.

Tasha N. Smith

To: Tasha N. Smith
Subject: FW: Maple Road

From: John DeWolf <jtdstorrs@charter.net>
Sent: Tuesday, April 14, 2020 10:37 AM
To: John DeWolf <jtdstorrs@charter.net>
Cc: John C. Carrington <CarringtonJC@mansfieldct.org>
Subject: RE: Maple Road

Toni,

I have been looking at the agendas for the Town Council and am wondering why I have not been included in letters from the public? I am copying the Town Manager is as well.

John Dewolf

-----Original Message-----

From: John DeWolf <jtdstorrs@charter.net>
Sent: Sunday, April 5, 2020 12:02 PM
To: 'Toni Moran' <morant@mansfieldct.org>
Subject: RE: Maple Road

Toni,

I do not feel that this is an acceptable response. Monitoring the situation does not meet my safety concerns.

Please schedule this for a Council Meeting. I would like to attend (I would keep my distance and can speak without a mike).

Thank you.

John DeWolf

-----Original Message-----

From: Toni Moran <morant@mansfieldct.org>
Sent: Saturday, April 4, 2020 3:13 PM
To: John DeWolf <jtdstorrs@charter.net>
Subject: RE: Maple Road

Thanks for your concern. I'll continue to monitor this situation.

Toni Moran

From: John DeWolf [jtdstorrs@charter.net]
Sent: Friday, April 03, 2020 11:01 AM

To: Toni Moran
Cc: Town Council
Subject: RE: Maple Road

Toni,

I am well aware of the pavement study that was used as justification for putting off paving the worst roads until later. This study was carried out as a research project supported by the Joint Highway Research Advisory Council at the University of Connecticut. For 30 years I was involved in council, both as a researcher and as a council member. I retired a Professor of Civil Engineering at the University in 2008 and continued part time with research grants until 2012.

Quite simply, the study you cite does not apply to the portion of Maple Road I wrote about. Please reread my letter to the Council. My concern is about safety. To me it is inconceivable that repairing this portion of Maple has been put off year after year, allowing the road to continue to fall apart when it is so highly trafficked. This type of planning is quite simply irresponsible!

John DeWolf

-----Original Message-----

From: Toni Moran <morant@mansfieldct.org>
Sent: Thursday, April 2, 2020 10:24 PM
To: John DeWolf <jtdstorrs@charter.net>
Subject: Re: Maple Road

John, I had a conversation today with Derek Dilaj about your question and he reminded me of the pavement study the town had done several years ago. While the consultants rated our roads as fair on average, they made a recommendation that the town adopted. They recommended that we spend our money on bringing the fair roads up to par, and put off the really bad ones until there was extra money to take care of them. That way we would get more miles of good roads for the limited money we had to spend. The problem was exacerbated by the discovery that the problem wasn't only the pavement but the more expensive drainage systems that were undermining the roads. They estimated that the town should be spending 1.3 million just on pavement each year. We've been budgeting just over \$1 million and doing drainage as well. Every time I bump down Maple Rd. I wish it had been repaired, but there is a reason we've been doing others instead.

Thanks for your letter. I wish I had better news.

Toni Moran

Sent from my iPhone

On Apr 1, 2020, at 3:57 PM, john DeWolf <jtdstorrs@charter.net> wrote:

I have received the notice that Hillyndale Road is to be reconstructed this summer. How can the Council justify spending money on Hillyndale Road when there are far worse roads in town that have far more traffic? Maple Road between Davis Road and Spring Hill Road is in far worse condition. The road is literally falling apart, the drainage is so bad that there are significant icy areas in the winter, and it is often necessary when driving on the road to cross the center line to avoid severe problems on the road edge. Additionally, this portion of Maple road is one of the more highly trafficked roads in town; it is used by many residents who live on the road as well as on the side streets, it is used as a

thoroughfare by many, and it is one of the main routes to the Mansfield Middle School. If nothing else, safety concerns should readily demonstrate the need to fix this portion of Maple now, not later.

This is not the first time I have asked about repairing this portion of Maple. The normal response is always that the Town is seeking funds to do this work. Yet, during recent years roads in better condition, with far less traffic, are repaired. This makes absolutely no sense! The Town Council needs to do a better job allocating road repair funds so that the most critical roads, those in the worst condition are taken care of first.

John DeWolf
48 Maxfelix Drive
Storrs, CT 06268

From: [Anne Rash](#)
To: [Pub_Comm](#)
Subject: Community Center
Date: Wednesday, April 15, 2020 4:49:17 PM

The Mansfield Community Center is vital to many community residents of all ages.

It is important that it opens for activities as soon as it is safe.

I believe that the Town of Mansfield has an obligation to support the health and well being of their residents and keep the Center available for all.

Anne Rash
35 Samuel Lane
Mansfield
Sent from my iPad

From: [Caroline Dyer](#)
To: [Pub Comm](#)
Subject: PARKS AND RECREATION BUDGET
Date: Thursday, April 16, 2020 10:29:11 AM

I recommend that the Town Council approve the budget recommendations of the Parks and recreation department and the Recreation Advisory Committee.
Sheldon L Dyer

To: Mansfield Town Council

From: Maggie Ferron

Date: April 17, 2020

Re: Funding for the Community Center/Parks & Recreation

When my husband and I purchased our house in Mansfield, our realtor's eyes brightened when he mentioned the Community Center and its offerings. We were both working in Hartford at the time, and didn't know much about Mansfield. The fact that the Community Center was raised as a prime selling point has stayed with me, as it has proven prophetic.

Before our son was born, we joined the Community Center for the gym. It wasn't long at all before we joined a Saturday morning running group and met our first friends in Mansfield. In fact, many of the people we first met are still our friends; one assisted me greatly in a job search.

When our son was born, the Community Center and Parks & Rec programs became my primary connection to friends, peers, parenting advice, and fitness. George and I did seemingly endless rounds of mom and baby swim lessons to get out of the house and get some exercise at the end of those interminable dark winter days stuck indoors with a restless baby. I met other parents and joked about diapers and onesies at tot time; George crawled all over another baby who is now a friend in his second-grade class. I learned from other parents and shared my experiences at an African drumming class that allowed us some cultural exposure in our somewhat homogenous corner of the world.

The Community Center was a lifesaver as a parent during this time. When my husband came home from work, I would escape to work out at the gym and talk to some other adults. I took an evening boot camp class with Jerry that got out after George's bedtime- truly a luxury. Until he aged out, I made heavy use of the child care offered so that I could take some time during the day and stay in shape. The break for me and ability to work out made parenting and working much easier for everyone involved. I made mom friends and commiserated with them; I had someone to talk me down off of the ledge a few times.

The next revelation of the value of the Community Center came when my parents moved to Mansfield from Glastonbury. My father had been attending the same gym since the 90s and had made friends and connections there; I was worried that he would be untethered here. However, the Community Center has provided him with camaraderie and friendship just as it has for me. He works out every morning with me and the rest of the 5:30 crowd- when he missed a few days for an illness, I was touched by the number of people who inquired as to his wellbeing and sent their regards.

My son, who is now 8, has been the beneficiary of Parks & Rec programs since he was a baby. Aside from tot time, African drumming, and swim lessons, he participated in a toddler sports camp, piano lessons, and tumbling, to name just a few activities. He attends Camp Mansfield each summer, and the whole family is thrilled with it. He has had the opportunity to participate in summer activities and make friends from different school districts, and maybe most importantly, has had the opportunity to interact with the counselors. They have consistently set a great example and occasionally pull a leech off of him.

My most direct experience with Parks & Rec, however, was from my time as the General Coordinator of the Community Playground project. In this role, I got an inside look at Parks and Rec's operations. I was

impressed by the staff and Curt Vincente in particular. The Department is (rightly) constrained somewhat by the rules governing how public entities function, but Curt was able to think creatively and assist us as volunteers in completing a difficult and complicated project. His guidance and leadership has stayed with me as an example of professionalism and competence in my own career.

As we pass from one role to another, changing careers and moving up in school, my family has consistently enjoyed and indeed relied on these benefits. Just this past January, I swam 50 miles in one month to see if I could do it. My friends from the gym provided coaching and encouragement and I had a pool party to celebrate. I look forward to seeing Janet or Kelsey each morning, and if I can catch Louis or Nina or Ariel at the front desk it makes my day.

Ideally, a Community Center of this type should be free to residents. I realize that this is unlikely, especially at this financially challenging time. **However, given the range of services that the Community Center and Parks & Rec provides to Mansfield- in particular, its seniors, children, and disabled residents- I believe that funding should be at the very least maintained.** Even leaving aside the human service-type benefits conferred by this type of institution, the economic benefits are undeniable: these are the type of services that people look for when choosing a place to buy a house and spend money. During the summer, my son has a safe and enjoyable place to go while I work. I have access to a full service fitness facility complete with a pool. I can easily find and use well-maintained parks and trails. I can participate in fulfilling artistic and musical activities.

While it's only anecdotal, it should be noted that in family discussions about whether it might be nice to live somewhere else, the Community Center always weighs heavily on the side of "Stay in Mansfield."

APPLICATION REFERRAL

April 21, 2020

- To:**
- | | |
|--|---|
| Departmental/Agency Review | Commission/Committee Review |
| <input checked="" type="checkbox"/> Public Works (Asst. Town Engineer) | <input checked="" type="checkbox"/> Town Council |
| <input type="checkbox"/> Fire (Fire Marshal) | <input checked="" type="checkbox"/> Conservation Commission |
| <input checked="" type="checkbox"/> Eastern Highlands Health District | <input checked="" type="checkbox"/> Economic Development Commission |
| <input type="checkbox"/> WRTD | <input type="checkbox"/> Agriculture Committee |
| <input checked="" type="checkbox"/> Town Attorney | <input type="checkbox"/> Parks and Natural Resources |
| <input type="checkbox"/> Inland Wetlands Agent | <input type="checkbox"/> PZC Design Review Panel |
| <input checked="" type="checkbox"/> Town Clerk (for public posting) | <input type="checkbox"/> Recreation Advisory Committee |
| | <input type="checkbox"/> Sustainability Committee |
| | <input type="checkbox"/> Traffic Authority |
| | <input type="checkbox"/> Transportation Advisory Committee |

From: Linda Painter, Director of Planning and Development

The Planning and Zoning Commission has initiated amendment(s) to the **Zoning Regulations**. A public hearing on the proposed amendment(s) will be held on **Monday, June 1, 2020**. Please review the application and reply with any comments to planzonedept@mansfieldct.org. Comments received by 12:00 noon on **Wednesday, May 27, 2020** will be included in the agenda packet. Comments received after this date and time will be provided to the Commission upon receipt provided the comments are received prior to the close of the public hearing. For more information, please contact the Planning Office at 429-3330.

Application Information

PZC File Number: 907-48

Description of Proposed Amendments:

Amendments to Articles 4, 6, 7, 8, 10 and 11 of the Mansfield Zoning Regulations related to efficiency dwelling units, home occupations, accessory structures, parking, historic villages and stormwater management.

Digital copies of application materials are attached for your use; hard copies are available in the Planning Office if needed.

OVERVIEW

This package contains proposed amendments to the Zoning Regulations related to the following uses and activities. A description of each amendment is provided in *italicized text* immediately preceding the proposed revisions, which are shown in ~~strike-through~~ and underline format.

- **Efficiency Dwelling Units** (Article 4, Rules and Definitions; Article 7, Permitting Uses in R-20, R-90, and RAR-90; Article 8, Dimensional Requirements; Article 10, Specific Requirements for Efficiency Dwelling Units)
- **Home Occupations** (Article 4, Rules and Definitions; Article 10, Specific Requirements for Home Occupations)
- **Accessory Structures** (Article 8, Dimensional Requirements; Article 11, Administration and Enforcement)
- **Parking** (Article 8, Dimensional Requirements, Article 10, Specific Requirements for Parking and Loading)
- **Historic Villages** (Article 10, Special Provisions for designated Historic Villages)
- **Stormwater Management** (Article 6, Aquifer Protection provisions and Stormwater Management provisions)

EFFICIENCY DWELLING UNITS

The following amendments are proposed to:

- *Update terminology to current usage (changing “efficiency unit” to “accessory dwelling unit”)*
- *Facilitate the addition of accessory dwelling units on owner-occupied properties by changing the review process from special permit to a zoning permit and allowing accessory dwelling units to be located in detached structures*
- *Adding specific design standards to ensure compatibility with residential neighborhoods.*
- *Strengthening owner-occupancy requirements by requiring owners to record a declaration of restrictions on the land records that cannot be modified without the consent of the Planning and Zoning Commission.*

Proposed Changes to Article 4, Rules and Definitions

Add definition for Accessory Dwelling Unit as follows and renumber subsequent definitions accordingly.

Dwelling Unit, Accessory (ADU). A dwelling unit that is associated with and incidental to a single-family dwelling on the same lot that serves as the lot’s principal use.

Proposed Changes to Article 7, Section E (Uses Permitted in the R-20 Zone)

Revise Section E.2 as follows:

2. One single-family dwelling with one ~~efficiency unit accessory dwelling unit per 30,000 square foot lot, provided municipal water and/or sewer service is utilized or one single family dwelling with one efficiency unit per 40,000 square foot lot if municipal services are not available,~~ provided the requirements of Article X, Section L are met ~~and provided, special permit approval is obtained in accordance with Article V, Section B;~~

Proposed Changes to Article 7, Section F (Uses Permitted in the R-90 Zone)

Revise Section F.2 as follows:

2. One single-family dwelling with one ~~efficiency accessory~~ dwelling unit, provided the requirements of Article X, Section L are met ~~and provided special permit approval is obtained in accordance with Article V, Section B;~~

Proposed Changes to Article 7, Section G (Uses Permitted in the RAR-90 Zone)

Revise Section G.3 as follows:

3. One single-family dwelling with one ~~efficiency accessory~~ dwelling unit, provided the requirements of Article X, Section L are met ~~and provided special permit approval is obtained in accordance with Article V, Section B;~~

Proposed Changes to Article 8, Dimensional Requirements/Floor Area Requirements

Revise Section C.1.c as follows:

"See specific provisions for DMR, ARH, PVRA, and SC-SDD zones and for multi-family housing, conversions, accessory dwelling units and efficiency units allowed in other zones.

Proposed Changes to Article 10, Section L (Efficiency Units)

Delete existing section in its entirety and replace with the following:

1. Unit Types and Design Standards. Accessory Dwelling Units shall comply with the following requirements:

a. Accessory Dwelling Unit Types. An accessory dwelling unit may be created only through the following methods:

- Converting existing living area within a principal dwelling, such as basement or attic space.
- Adding floor area (i.e. addition).
- Constructing a new principal dwelling with an internal or detached accessory dwelling unit.
- Converting or adding onto an existing accessory structure on a lot, such as a garage or other outbuilding.
- Constructing a new accessory dwelling unit within a separate detached structure.

- b. Prohibition on Use of Recreational Vehicles as ADU. Recreational vehicles, travel trailers and any other wheeled or transportable structure shall not be used as an accessory dwelling unit.
- c. Maximum Size. The ADU shall not exceed 50% of the livable floor area of the principal dwelling or 1,000 square feet, whichever is less.
- d. Floorplan. The ADU shall include a distinct kitchen or kitchen area containing a sink, refrigerator, stove or stovetop, oven, cabinets, and adequate counter space for food preparation and serving; and a bathroom containing toilet, sink and shower or bathtub.
- e. Entrances.
 - The ADU must have an entrance separate and distinct from any entrance used to access portions of the building that are not part of the ADU.
 - No new entrances for an accessory dwelling unit may be added to the front façade of a principal dwelling.
- f. Nonconforming Structures. Accessory dwelling units may be located in existing principal or accessory structures that are nonconforming to height and/or setback requirements provided the structure is not altered in any manner that would increase the degree of noncompliance.
- g. Parking
 - A minimum of three off-street parking spaces shall be provided to serve the single-family dwelling and accessory dwelling unit.
 - Unobstructed access from the street to each required parking space shall be provided and no parking space shall be located on lawn areas.
- h. Utilities. Accessory dwelling units may be connected to the water, wastewater, electric, gas, and other utilities of the principal dwelling or may have separate services. No ADU shall be approved for a property with an on-site wastewater disposal system until the applicant has demonstrated to the satisfaction of the local health department that the septic system can accommodate the additional flow and a code complying area identified that complies with DPH requirements.

2. Owner Occupancy Required.

- a. Declaration of Restrictions. The property owner shall file a declaration of restrictions on the land records stating:
 - Either the principal dwelling unit or accessory dwelling unit shall be occupied as a primary residence by a record owner of the property at least six months per calendar year. "Owner" shall be as defined in Article 7, Section G.2.a.
 - Occupancy of the accessory dwelling unit is limited to two adult persons. Children under the age of 18 that are the legal responsibility of an adult occupant may also reside in the ADU, provided that total maximum occupancy of the unit shall be not exceed 1 occupant per 100 square feet of combined living room and dining room space. For example, if the combined size of the accessory dwelling unit's living and dining areas is 400 square

feet, occupancy would be limited to a total of two adults and up to two children, or 1 adult and three children.

- The accessory dwelling unit shall not be sold separately from the principal dwelling unit, nor shall the lot be subdivided to provide a separate lot for the accessory dwelling unit.
- These restrictions shall run with the land and are binding upon any successor owner of the property.
- These restrictions shall not be modified or removed without the consent of the Town of Mansfield.

b. *Modification of Restrictions.* No deed restriction shall be modified unless approved by the PZC.

c. *Release of Restrictions.* Upon verification that an accessory dwelling unit established pursuant to this Section has been removed, the Zoning Enforcement Officer shall record appropriate documentation to release the encumbrance. Any fees associated with such release shall be borne by the property owner.

d. *Certification of Owner Occupancy.* The property owner shall submit a notarized statement by the first of January of each year ending in a zero or five, certifying that:

- One of the units is the primary residence of the owner;
- The owner meets the requirements of an owner-occupant as required by this section; and
- The accessory dwelling unit continues to comply with all applicable requirements.

A certification of owner occupancy shall also be required upon property transfer to a new owner.

3. **Application Requirements.** The following documentation shall be submitted with applications for an ADU:

- a. A draft declaration of deed restrictions pursuant to Section 10.L.2 in a form acceptable to the Town Attorney.
- b. Any other documents needed to determine compliance with the Regulations.
- c. A Zoning Permit shall not be issued until the declaration has been approved by the Zoning Enforcement Officer and Town Attorney and recorded on the land records by the property owner.

4. **Violations.** In addition to penalties for violation identified in Chapter 11 of these Regulations and Chapters 134 and 189 of the Mansfield Code of Ordinances, the Certificate of Compliance for an Accessory Dwelling Unit may be revoked for non-compliance with these Regulations or if there are two or more noise and/or nuisance violations associated with the property on which such unit is located within a 12 month period. Special Permit approval shall be required for reinstatement of any Accessory Dwelling Unit permit that has been revoked.

HOME OCCUPATIONS

The following amendments are proposed to:

- Codify a previous interpretation that applied home occupancy requirements to Airbnb uses as well as bed and breakfast operations
- Extend the period for which a home occupation permit is granted by changing the renewal deadline from January 1 of even numbered years to January 1 of years ending in 0 or 5.

Proposed Changes to Article 4, Rules and Definitions

Add definition for Transient Overnight Accommodations as follows and renumber subsequent definitions accordingly.

Transient Overnight Accommodations. Property that offers overnight lodging to guests for periods of less than 30 days, either as a principal or accessory use. Overnight lodging uses include but are not limited to hotels, motels, tourist homes, bed and breakfasts, inns, and other short-term rentals.

Proposed Changes to Article 10, Section N.1 (Home Occupations-Permitted Uses)

Revise Section N.1 as follows:

1. Permitted Uses

A home occupation may include, but not be limited to, the following uses for the zones indicated:

- a. R-20 and R-90 residential zones: Art studios, barber shops, beauty salons limited to one operator, dressmaking, teaching, ~~bed and breakfast operation~~transient overnight accommodations -provided no more than 3 bedrooms are utilized for guests, office of a recognized profession, such as physician, lawyer, engineer, architect, real estate or insurance agent, contractor or tradesman and similar such uses, but specifically excluding the sale of any goods on the premises.
- b. All other zones: All the uses permitted in 1.a. above and in addition, the sale of antiques, the sale of handcrafted items produced on the premises, the assembly, repair and sale of small retail goods, home baking and limited food preparation/catering operations, and the limited storage or parking of vehicles, equipment and/or materials associated with a contractor, tradesman or other home occupation use.

Proposed Changes to Article 10, Section N.3 (Home Occupations-Permit)

Revise Section N.3 as follows:

3. Permit

- a. A Home Occupation Permit, issued by the Zoning Agent, shall be valid for a period ending January 1 of ~~an even-numbered year~~the next year ending in a zero or five and may, upon application by the holder of such permit, be renewed for additional periods of ~~two-five~~ years each, provided the requirements and intent of this Section are continually met. Such permit shall not be transferable.

* * * * *

- d. A Home Occupation Permit shall not be renewed and an outstanding Permit may be revoked if, in the opinion of the Zoning Agent and the Commission:
1. The use has clearly altered the residential character of the premises and neighborhood through the generation of traffic or noise substantially in excess of that normally generated by a residential dwelling unit;
 2. Changes in the lot or the occupied building have been made altering the residential character of same, or
 3. Other conditions prohibited in subsection N.2 above have been created.
- e. Any uncertainty regarding the issuance or renewal of a Home Occupation Permit shall be resolved by the Mansfield Planning and Zoning Commission.
- 4f. The granting of a permit for a home occupation shall not constitute the establishment of a legal non-conforming use.
- 5g. Prohibited Uses - A home occupation shall not be construed to include restaurants, or other eating and drinking places, kennel, animal hospital, automotive repairs, small engine repair, or any other use which in the opinion of the Zoning Agent or the Commission would create conditions prohibited in Section N.2 above.

ACCESSORY STRUCTURES

The following amendments are proposed to:

- *Authorize 10 foot side and rear yard setbacks for all small accessory structures (current regulations limit use of this setback to storage sheds)*
- *Exempt one-story sheds that are 200 square feet or smaller from zoning permit requirements, consistent with the current building permit exemption for such structures established in the state building code.*
- *Exempt swimming pools that are accessory to one-family dwellings and are no more than 24 inches deep from zoning permit requirements. This exemption would be consistent with the current building permit exemption for such structures established in the state building code.*

Proposed Changes to Article 8, Section B.1.d (General Provisions-Storage Sheds)

Revise Section 1.d as follows:

- d. ~~Storage sheds~~**Accessory Structures** - Accessory ~~storage sheds~~structures shall meet applicable setbacks from front lot lines but setbacks from side or rear lot lines may be reduced to ten feet provided the ~~storage shed~~structure does not exceed 10 feet in height or 200 square feet in area; ~~provided the shed is not utilized as a garage for motor vehicles and provided the shed is not utilized to house animals or humans. This exception provision~~The setback reduction shall not apply to:
- Accessory structures for which more specific setback requirements are established elsewhere in these Regulations.
 - Accessory structures for which a larger setback was required by the PZC as part of a Site Plan or Special Permit approval.
 - ~~-S~~ubdivision lots and associated building area envelopes approved after February 20, 2002. On a subdivision lot approved after February 20, 2002, the Commission may grant an exception for a storage shed that is not within an approved building area envelope, provided the standards cited above in this subsection are met, the shed is within a Commission-approved development area envelope, and the shed location is consistent with subdivision standards regarding the protection of significant natural and manmade features and/or scenic views and vistas. See Article VIII, Section B.5 and applicable provisions of Mansfield's Subdivision Regulations.

Proposed Changes to Article 11, Section C.1 (Zoning Permits-Applicability)

Revise Section 1.b as follows:

- b. A Zoning Permit is not required for:
- ~~-R~~epairs or alterations to existing buildings or structures, provided the repairs or alterations are for maintenance purposes and will not alter the square footage of the subject building or structure, and provided the repairs or alterations will not conflict with any associated Planning and Zoning Commission or Zoning Board of Appeals actions.
 - One-story storage sheds that are 200 square feet or smaller in size. Such sheds shall comply with the setback provisions of Article 8.
 - Aboveground swimming pools accessory to single-family dwellings provided said pool is no deeper than 24 inches. Such pools shall comply with the setback provisions of Article 8.

PARKING

The following amendments are proposed to exempt school parking lots from front setback requirements and to make the Town's accessible parking space requirements consistent with state requirements.

Proposed Changes to Article 8, Section B.1 (Exceptions to the Schedule of Dimensional Requirements)

Revise Section B.1 to add new section j and renumber subsequent section accordingly:

- j. Schools. Parking areas for schools shall be exempt from the minimum front yard setback requirements of the Schedule of Dimensional requirements provided the following conditions are met:

- This exemption shall only apply to existing school facilities and those that are constructed through redevelopment of a previously developed site.
- A landscape strip shall be provided between the parking area and the abutting street to screen the parking lot from view using plantings and/or physical elements such as a low fence or wall. Wherever possible based on existing conditions, minimum depth of the required landscape area shall be 25 feet on arterial roads, 30 feet on collector roads, and 35 feet on local roads as measured from the edge of pavement. Landscape and screening elements shall not be located within the right-of-way unless authorization is granted by the agency controlling the right-of-way.

Proposed Changes to Article 10, Section D.11 (Required Off-Street Parking and Loading-Accessible Parking Spaces)

Revise Section D.11 as follows:

11. **Accessible Parking Spaces** - All proposed commercial, industrial, governmental and multi-family residential land uses shall provide accessible parking spaces for ~~handicapped individuals~~persons with disabilities. At minimum, Ssaid spaces shall conform with Section 14-253a(h) of the State Statutes and the State Building Code in number, location and design. ~~At a minimum, accessible parking spaces shall be provided in the number required by the State Building Code.~~ However, additional handicap spaces may, depending on the number of entrances and the nature of the population served, be required by the Commission. ~~Wherever feasible, the parking spaces located closest to a primary entrance shall be designated as accessible parking spaces. Appropriate access ways to and from the adjacent primary entrance shall be developed in association with all accessible parking spaces. All accessible parking spaces shall be clearly designated with signs situated approximately 5 feet above grade and, wherever possible, with pavement markings. The required crosshatch area shall be located on the right hand side of each accessible space.~~

HISTORIC VILLAGES

The proposed amendments would retain the historic village design guidelines for any project requiring site plan/special permit approval, but eliminate the need for PZC review for alterations to properties that only require a Zoning Permit.

Proposed Changes to Article 10, Section J (Special Provisions for Plan of Conservation and Development Designated Historic Village Areas)

Revise the first paragraph of Section J.2, Special Historic Village Area Review Criteria, as follows:

All exterior construction within the ten (10) historic village areas noted above in Section 1, including but not limited to new primary or accessory structures, building additions, swimming pools, signs and site work or site improvements, that require site plan or special permit approval pursuant to Article V, Sections A or B of these regulations and/or Zoning Permit approval pursuant to Article XI, Section C of these regulations shall comply with the following provisions:

* * * * *

STORMWATER MANAGEMENT

The following amendments are proposed to:

- Update requirements related to deicing materials in aquifer areas as the current language promotes the use of sand, which conflicts with other stormwater management provisions that encourage the use of low impact development practices such as natural infiltration.
- Update stormwater management plan requirements to address conformance with the CTDEEP Water Quality Manual.¹
- Establish maintenance requirements for stormwater systems

PROPOSED CHANGES TO ARTICLE 6, PROHIBITED USES, PERFORMANCE STANDARDS, AND BONDING

Proposed Amendments to Article 6, Section B.4.m (Aquifer Areas)

Revise Section B.4.m.5 as follows:

5. All ~~commercial, industrial or multi-family~~ developments ~~and other land uses with cumulatively more than 1/2 acre of impervious surface shall incorporate best management practices for storm water controls in accordance with State Department of Environmental Protection Best Management Guidelines, and shall prohibit or restrict the use of salts and chemicals for ice removal in order to minimize the risks of ground water contamination. A required to submit a storm water management plan detailing proposed provisions shall be submitted for Commission approval pursuant to Article 6, Section B.4.t.3 and B.4.t.4 shall identify specific methods that will be used for snow and ice removal. Such methods shall be designed to minimize potential for ground water contamination from salts and other deicing chemicals. Refer to the CT DEEP Best Management Practices for Disposal of Snow Accumulations from Roadways and Parking Lots (https://www.ct.gov/deep/cwp/view.asp?a=2721&q=325692&deepNav_GID=1654%20) and the 2018 Pass the Salt: Efficient Snow and Ice Management publication prepared by Axiomatic (https://www.uvm.edu/seagrants/sites/default/files/uploads/Santoso_GreenSnowProHandouts_sm.pdf) for additional guidance on Best Management Practices.~~

Proposed Amendments to Article 6, Section B.4.t (Stormwater Management)

Revise Section B.4.t.4 to include new bullet regarding how the stormwater management plan conforms to the CT Stormwater Quality Manual Add new Section B.4.t.5 as follows and renumber existing Section 5 (Conflicts) to Section 6:

4. **Stormwater Management Plan.** A Stormwater Management Plan (SWM) shall be included in any application that requires the submission and approval of a Site Plan or Subdivision Plan and shall be consistent with the purpose set forth in subsection 2 above, the Mansfield Standards and Specifications, and the principles set forth in the Manual.

* * * * *

- b. The design report shall include:
-

- Description of existing site and relevant off-site conditions that may be affected by the selection of water quality measures;
- Rainfall data for the design storms as identified by the NOAA Atlas 14, as amended;
- An evaluation of existing on-site and off-site hydrology including estimates of preconstruction and post-construction development from the 1-, 2-, 10-, 25-, and 100-year, 24-hour storm events;
- A discussion of the function for the stormwater management system during typical operation and during a possible failure of a component; ~~and~~
- A discussion of the proposed treatment and control measures and their estimated effect on improving the quality; and
- A description of how the stormwater management plan conforms to the 2004 Connecticut Stormwater Quality Manual, as amended. Where the SWMP does not conform to the Manual the applicant shall articulate the reasons for deviation.

* * * * *

5. Stormwater Management Plan Implementation.

- a. Developers, Construction Site Operators, Contractors and sub-Contractors shall implement the approved SWM in accordance with all applicable stormwater discharge permits issued by the Connecticut Department of Energy and Environmental Protection (CTDEEP) in Mansfield.
- b. Prior to issuance of a Zoning Permit, the owner of any property for which a SWM has been prepared and approved in accordance with the requirements of this Section shall execute a Stormwater Management/BMP Facilities Maintenance Agreement with the Town and record said Agreement on the Land Records. Such Agreement shall at minimum:
 1. Be applicable to the property owner as well as any successors and assigns;
 2. Assign responsibility for maintenance of stormwater management/BMP facilities constructed in accordance with the SWM to the property owner;
 3. Require regular inspection of the stormwater management/BMP facilities to ensure the safe and proper functioning of such facilities.
 4. Require submission of an annual inspection report that identifies inspection activities and results. If deficiencies are identified, the inspection report shall also include a schedule and plan to correct such deficiencies.
 5. Authorize agents of the Town to enter the property and inspect stormwater management/BMP facilities whenever the Town deems necessary for compliance with the approved SWM. The Town shall provide the property owner with copies of inspection findings and if necessary, directive to commence with repairs.
 6. Authorize the Town to correct identified deficiencies if the property owner fails to maintain the stormwater management/BMP facilities in good working condition as acceptable to the Town and charge the costs of such repairs to the property owner at a rate of 150% of the total costs incurred by the Town.
 7. Acknowledge that the Town is not responsible to routinely repair or maintain the stormwater management/BMP facilities;

8. Require the property owner to perform the work necessary to keep the facilities in good working order, including following any maintenance schedule approved as part of the SWM.
9. Require reimbursement of the Town within 30 days of receipt for all costs incurred by the Town pursuant to the Agreement; and
10. Hold the Town harmless from any liability should the stormwater management/BMP facilities fail to operate properly.