

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/videoor> 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 4:00PM on the day of the meeting to receive instructions for how to phone in public comment.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A. [08.10.2020 Regular Meeting Draft Minutes](#)

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4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

5. REPORT OF THE TOWN MANAGER / COVID-19 UPDATE

6. REPORTS AND COMMENTS OF COUNCIL MEMBERS

7. OLD BUSINESS

None

8. NEW BUSINESS

A. **Mansfield Middle School Roof Building Project Referendum**

13 - 27

[AIS - Mansfield Middle School Roof Building Project Referendum Resolution](#)

[Project Cost Estimate](#)

[Pro Forma Bonds 2022 Debt Service Schedule](#)

[Project Mill Rate Impact](#)

[Planning and Zoning Commission 8-24 Referral: Mansfield Middle School Roof Replacement Project](#)

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GoToMeeting | Audrey P. Beck Municipal Building
4 So. Eagleville Road, Mansfield, CT

DRAFT MINUTES

1. CALL TO ORDER

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:01 p.m. on GoToMeeting.

2. ROLL CALL

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

Excused: Berthelot

3. APPROVAL OF MINUTES

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

4. PUBLIC HEARING

Director of Planning and Development Linda Painter gave a detailed presentation regarding the Small Cities Community Development Block Grant – COVID program and the Town’s application for grant funding to support rental assistance, food security/nutritional assistance, and childcare assistance.

Mr. Shaiken **moved** and Mr. Kochenburger seconded to waive the reading of the public hearing notice. Motion **passed** unanimously.

Anne Wiant Rudd, Middle Turnpike, school nurse at Goodwin, spoke in support of the grant and stated there are pockets of poverty in town that would benefit from the grant.

Hearing no further comments, the public hearing was closed. Letters of support will be attached to the minutes.

5. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

None.

6. REPORT OF THE TOWN MANAGER/COVID 19 UPDATE

Interim Town Manager John Carrington presented his written report. The report is available online at www.MansfieldCT.gov and is on file with the Town Clerk.

Additionally, Mr. Carrington and Councilors discussed Eversource's poor response to Tropical Storm Isaias.

7. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Moran reported that NBC interviewed her today about reducing public gathering numbers, though she has not received a response yet from the State regarding the request. She reported that she had conversations with UConn over the weekend and they are strongly supportive of the initiative.

Mr. Bruder reported his thanks to town staff and linemen for their work in the aftermath of Tropical Storm Isaias.

Mr. Ausburger reported that UConn students are already coming back and townspeople are concerned.

Mayor Moran noted her concern about a person not being able to call 911 when all digital communications go down simultaneously as they did during the recent storm.

8. OLD BUSINESS

A. Small Cities Program CDBG-CV: Authorization to Apply for Small Cities Funding CDBG-CV (Item #9B, 5-11-20 Agenda)

Ms. Painter presented a revised resolution to further specify the Town's intention with the following addition: "that would provide childcare assistance, food security/nutrition assistance, and rental assistance to low and moderate income residents impacted by the COVID-19 virus."

Mr. Bruder **moved** and Mr. Kochenburger seconded, effective August 21, 2020, to adopt the attached Resolution as revised Authorizing the Submission of a Small Cities Community Development Block Grant-COVID Application for up to \$500,000 dollars for rental assistance, food security/nutrition assistance, and childcare assistance for low and moderate income families impacted by the COVID-19 virus. Motion **passed** unanimously.

B. Town Manager Search (Item #8A, 1-27-20 Agenda)

Mayor Moran reported three finalists have been identified from the ongoing Town Manager search process.

C. UConn Fall Plan (Item #8A, 7-27-20 Agenda)

Mr. Shaiken **moved** and Mr. Ausburger seconded to adopt the following resolution:

Resolved, upon approval of the Town's request to further limit the size of gatherings during the State of Emergency, or when the Interim Town Manager deems it otherwise appropriate, and during the existence of the State of Emergency, the Interim Town Manager is authorized to issue such orders necessary to limit the size of gatherings as follows:

1. The maximum size of indoor gatherings in the Town of Mansfield shall be limited to 10 persons unrelated by blood or marriage; and
2. The maximum size of outdoor gatherings in the Town of Mansfield shall be limited to 20 persons unrelated by blood or marriage.

The Interim Town Manager is further authorized to establish an appropriate fine for violation of his order, and to designate one or more town officials empowered to take enforcement action or other action.

The above maximum limits may be increased to a higher level for a specific event or gathering but not more than permitted pursuant to Governor Lamont's Emergency Orders upon application to and approval by the Interim Town Manager. In determining whether to permit an increase in the maximum number of persons allowed, the Interim Town Manager shall take into consideration the following:

1. The sponsor, location, size and duration of the proposed gathering.
2. The plan for assuring proper social distancing among attendees.
3. Proposed signage, sanitary protocols including availability of hand sanitizers or other steps proposed to be taken to mitigate the possibility of the spread of COVID-19.
4. The proposed duration of the gathering.

In granting such permission the Interim Town Manager may condition the approval on such additional steps or procedures that he determines are necessary to protect the attendees and the general public.

If such permission is granted, and it is determined that the conditions approved are not being enforced or followed, the Interim Town Manager may immediately revoke said permission, and the gathering shall be limited to the maximum number of unrelated persons stated above.

The Interim Town Manager is also authorized to send notice by mail of the order limiting the size of gatherings to every household and property owner in Mansfield, and to make every other reasonable effort to inform residents of the order.

Mr. Schurin **moved** and Mr. Shaiken seconded to amend the motion to read that the Interim Town Manager is further authorized to establish a fine not in excess of \$250 for violation of his order. Motion to amend **passed** unanimously.

Main motion as amended **passed** unanimously.

9. NEW BUSINESS

A. Grant Award: Affordable Housing Plan Technical Assistance Program

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

Resolved, effective August 10, 2020, to authorize John Carrington, Interim Town Manager, to execute the Notice of Grant Award for the Affordable Housing Plan Grant Technical Assistance Program dated July 1, 2020; to execute amendments, rescissions, and revisions thereto; to implement project activities, if approved, and to act as the authorized representative of the Town of Mansfield and to execute any other agreement or contract relative to said project. Motion **passed** with all in favor except Mr. Ausburger, Mr. Fratoni, and Mr. Freudmann who voted against.

B. Wetlands Citation Ordinance

Mr. Kochenburger **moved** and Mr. Bruder seconded to schedule a public hearing on Tuesday, September 29, 2020 at 7:05 pm to receive comment on modifying the Section 40-6 of Mansfield Code of Ordinances Town's Wetland Citation Ordinance to be consistent with state statute. Motion **passed** with all in favor except Mr. Ausburger and Mr. Freudmann who voted against.

C. Conservation Easement Restrictions Related to Tree Removal

Mr. Bruder **moved** and Mr. Schurin seconded to authorize the Town Tree Warden in conjunction with Planning and Development staff to authorize removal of hazardous trees in Town owned conservation easements provided that the property owner provides documentation by a certified arborist that the subject tree(s) to be removed are deemed hazardous. Hazardous trees will be defined as dead or dying trees, dead parts of live trees, or unstable live trees (due to structural defects or other factors) that are within striking distance of people or property (a target). Hazard trees have the potential to cause property damage, personal injury or fatality in the event of a failure. To maintain the natural, scenic, ecological, and open space values of the Conservation Easement, no ground disturbance or stumping shall occur in association with the hazardous tree removal. Cost of the tree removal is the responsibility of the property owner.

Mr. Freudmann **moved** and Mr. Ausburger seconded to delete the first sentence of the motion and to substitute it with "authorize the Town Tree Warden in conjunction with Planning and Development staff to authorize removal of hazardous trees in Town owned conservation easements when the property owner has requested permission for the removal of subject trees. Motion to amend **passed** with all in favor.

Motion on the floor now reads:

Move, to authorize the Town Tree Warden in conjunction with Planning and Development staff to authorize removal of hazardous trees in Town owned conservation easements when the property owner has requested permission for the removal of subject trees. Hazardous trees will be defined as dead or dying trees, dead parts of live trees, or unstable live trees (due to structural defects or other factors) that are within striking distance of people or property (a target). Hazard trees have the potential to cause property damage, personal injury or fatality in the event of a failure. To maintain the natural, scenic, ecological, and open space values of the Conservation Easement, no ground disturbance or stumping shall occur in association with the hazardous tree removal. Cost of the tree removal is the responsibility of the property owner. Motion as amended **passed** with all in favor.

D. Proposed Land Swap with Joshua's Trust (Sawmill Brook and Wolf Rock Preserves)

Mr. Schurin **moved** and Mr. Bruder seconded to refer the proposed land swap between Joshua's Trust and the Town of Mansfield to the Planning and Zoning Commission pursuant to §8-24 of the Connecticut General Statutes, the Town Attorney, Conservation Commission, and Parks and Natural Resources Committee for review and comment and to schedule a public hearing at 7:00 p.m. on Tuesday, September 29, 2020. Motion **passed** with all in favor except Mr. Ausburger, Mr. Fratoni, and Mr. Freudmann who voted against.

10. REPORTS OF COUNCIL COMMITTEES

Finance Committee Chair Mr. Kochenburger reported that the Committee is meeting tomorrow.

Committee on Committees Chair Mr. Bruder reported that the Committee will meet next month.

11. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

12. PETITIONS, REQUESTS AND COMMUNICATIONS

A. Communications from the July 27, 2020 Town Council Packet

B. Sgt. K. Timme, Town of Mansfield Monthly Reports June 2020 & July 2020

C. C. Larsen (7.25.20)

D. C. Smith (7.25.20)

E. D. Javit (7.26.20)

F. J. Sidney (7.26.20)

G. The Chamber of Commerce Inc. Windham Region, letter re: Support of Mansfield 4 Corners (7.27.20)

H. Update from Congressman Courtney - GAO Report on Crumbling Foundations (7.30.20)

13. FUTURE AGENDAS

- Request for staff report regarding what town can do about litter/newspaper flyer distribution
- Town action regarding fraud: resources and education

14. ADJOURNMENT

Mr. Shaiken **moved** and Mr. Bruder seconded to adjourn the meeting at 10:00 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

Sara-Ann Chaine

Subject: FW: Application for Public Service Activities

From: Anne Willenborg <willenborg5@gmail.com>
Sent: Monday, August 10, 2020 8:48 PM
To: Linda M. Painter <PainterLM@mansfieldct.org>
Subject: Fwd: Application for Public Service Activities

Dear Linda,

I sent this email yesterday but I learned it was not received. Therefore I am sending it to you so that you are aware it was sent prior to the Town Council meeting this evening.

Thank you for your consideration.
Anne Willenborg

----- Forwarded message -----
From: **Anne Willenborg** <willenborg5@gmail.com>
Date: Sun, Aug 9, 2020 at 2:27 PM
Subject: Application for Public Service Activities
To: <TownMngr@mansfieldct.org>

Dear Town Council,

I urge the Town Council to authorize submission of an application for a COVID Small Cities Community Development Block Grant. As a local pediatrician, I am seeing an increased need by my patient's families for rental assistance, food security and child care assistance that has worsened since the Coronavirus pandemic.

Thank you for your consideration.

Anne Willenborg, MD

Sara-Ann Chaine

Subject: FW: support for Small Cities Community Development Block Grant-COVID

----- Forwarded message -----

From: **Shamim Patwa** <patwas@mansfieldct.org>

Date: Mon, Aug 10, 2020, 5:13 PM

Subject: support for Small Cities Community Development Block Grant-COVID

To: <TownCouncil@mansfieldct.org>

To the Members of the Town Council,

I am writing in support of pursuing the SC CDBG-CV program. I have witnessed an increased need for supports within our community in my role as Director of Student Services for the Mansfield Public Schools. Specifically, more families are struggling with meeting childcare needs. The recent news that UCONN Child Labs will be closing until January will place added strain for parents seeking childcare.

In addition to childcare, there is a continued need to address food insecurity. Families availing themselves of the school's meal assistance program have grown over the period of time since the schools closed for distance learning. Providing greater continuity of this service is warranted.

I encourage you to support the pursuit of this grant. Our families are in need and will benefit from additional programs.

Regards,
Shamim Patwa

--

Shamim S. Patwa, PhD

Director of Student Support Services

860.429.3353

patwas@mansfieldct.org

mansfieldct.gov/mps



TOWN OF MANSFIELD
RESOLUTION AUTHORIZING THE SUBMISSION OF A SMALL CITIES
COMMUNITY DEVELOPMENT BLOCK GRANT-COVID (SC CDBG-CV)
APPLICATION FOR PUBLIC SERVICE ACTIVITIES

- WHEREAS, Federal monies are available under the Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301, et. seq., as amended, also known as Public Law 93-383, and administered by the State of Connecticut, Department of Housing as the Connecticut Small Cities Community Development Block Grant Program; and
- WHEREAS, Pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of the State of Connecticut Department of Housing is authorized to disburse such federal monies to local municipalities; and
- WHEREAS, The Town as identified the need for additional public services to assist residents in responding to the impacts of the COVID-19 virus; and
- WHEREAS, The Town of Mansfield conducted a public hearing to receive citizen comments on community needs related to preventing, preparing for, and responding to the impact of the COVID-19 virus; and
- WHEREAS, It is desirable and in the public interest that the Town of Mansfield make application to the State for up to \$500,000 in order to undertake a Small Cities Community Development program that would provide childcare assistance, food security/nutrition assistance and rental assistance to low and moderate-income residents impacted by the COVID-19 virus and to execute an Assistance Agreement therefore, should one be offered;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MANSFIELD:

That it is cognizant of the conditions and prerequisites for the State financial assistance imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and,

That the filing of an application for State financial assistance by the Town of Mansfield in an amount not to exceed \$500,000 is hereby approved and that John Carrington, Interim Town Manager, is hereby authorized and directed to file such application with the Commissioner of the Department of Housing; to provide such additional information; to execute such other documents as may be required by the Commissioner; to execute an Assistance Agreement with the State of Connecticut for financial assistance if such an agreement is offered; to execute any amendments, rescissions, and revisions thereto; to implement project activities, if approved, and to act as the authorized representative of the Town of Mansfield and to execute any other agreement or contract relative to said project.

That it adopts or has adopted on behalf of the Town of Mansfield a policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(1) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Act 07-142, and for which purposes the "contractor" is the Town of Mansfield and "contract" is said Assistance Agreement:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract, such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

Antonia Moran
Mayor

Dated at Mansfield, Connecticut
this 10th day of August, 2020

Attest: I, Sara-Ann Chaine, Town Clerk of the Town of Mansfield, do hereby certify that the above is a true and correct copy of a resolution adopted by the Mansfield Town Council at its duly called and held meeting on August 10, 2020, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that John Carrington now holds the office of Interim Town Manager and that he has held that office since July 19, 2019.

Date
(Seal)

Sara-Ann Chaine, Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Kelly Lyman, Superintendent; Cherie Trahan, Director of Finance; Allen Corson, Director of Facilities
Date: August 24, 2020
Re: Mansfield Middle School Roof Building Project Referendum

Subject Matter/Background

On February 13, 2020, the Board of Education passed the following motion:
To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.

On February 24, 2020, the Town Council established, for an indefinite term, a five-member Mansfield Middle School Roof Building Committee to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels.

On March 9, 2020, the Town Council approved the charge for the Mansfield Middle School Roof Building Committee and approved the committee appointments of Paul Shapiro and John Fratiello. The Committee includes Mayor Moran, and Board of Education member David Litrico. The Town Manager and Superintendent of Schools serve as ex-officio members of the committee.

The Mansfield Middle School Roof Building Committee began meeting on March 19, 2020 and appointed Paul Shapiro as chair, adopted rules of procedure and a charge.

On March 23, 2020, the Town Council approved the committee appointment of Bill Briggs, retroactive to March 18th.

On June 30, 2020, the Mansfield Middle School Roof Building Committee voted unanimously to recommend to the Town Council a budget of \$2,800,000 to the Town Council for approval of the Mansfield Middle School Roof which includes a contingency of approximately 8% for the purposes of covering fluctuations in materials cost. The State of Connecticut will reimburse 75.35% of that cost.

On July 27, 2020, Allen Corson, Director of Facilities briefed the Council on the project. The Council referred the project to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels at the Mansfield Middle School

located at 205 Spring Hill Road, Mansfield to the Planning and Zoning Commission for a report in accordance with CGS §8-24.

On August 3, 2020 the Planning and Zoning Commission of the Town of Mansfield unanimously approved the project pursuant to Section 8-24 of the General Statutes of Connecticut. They stated the project is subject to and shall comply with all applicable zoning, site plan, subdivision, inland wetland and other laws, regulations and permit approvals, and this resolution shall not be a determination that any such project is in compliance with any such applicable laws, regulations or permit approvals.

The next step of the process in bringing the proposed project to fruition would be to have the Town Council act to put the questions to the residents as a referendum on the ballot this November.

At this meeting, the Town Council is asked to recommend the project and to set the referendum date for November.

Legal Review

Referendum resolution language has been recommended by bond counsel and reviewed by the town attorney. Bond counsel has also provided guidance regarding compliance with the State election laws' prohibition of municipal advocacy found in the provisions of Conn. Gen. Stat. Sec 9-369b. Public funds may not be used to influence anyone to vote for or against a pending referendum question.

Financial Impact

The not-to-exceed value of the project has been stated at \$2,800,000. This represents the full cost of the project. The Town anticipates receiving grants from the State of Connecticut in the estimated amount of approximately \$1,902,000 to reimburse in part the eligible costs of the projects and defray in part the appropriation, for an estimated net cost to the Town approximately \$898,000.

Further, the net cost to the taxpayer is expected to result in an annual debt service peak of approximately \$78,000. This represents approximately 0.07 mills, which for the median home value in Mansfield (\$227,900), the tax implication would be about \$11 per year.

Recommendation

Staff recommends the Town Council approve the resolution to appropriate the necessary funds to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels, authorize the issuance of bonds to finance a portion of the appropriation, and establish a referendum to be submitted to the voters on Tuesday, November 3, 2020.

If the Town Council supports this recommendation, a motion is in order that reads aloud the attached resolution in its entirety.

Attachments

- 1) Resolution
- 2) Project Cost Estimate
- 3) Pro Forma Bonds 2022 Debt Service Schedule
- 4) Project Mill Rate Impact
- 5) Planning and Zoning Commission 8-24 Referral: Mansfield Middle School Roof Replacement Project

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MANSFIELD
AUGUST 24, 2020**

Item 8B.

RESOLUTION APPROPRIATING \$2,800,000 FOR COSTS WITH RESPECT TO ROOF REPLACEMENT AND PHOTOVOLTAIC SYSTEM INSTALLATION AT MANSFIELD MIDDLE SCHOOL, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAYED FROM GRANTS.

RESOLVED,

(a) That the Town of Mansfield appropriate TWO MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$2,800,000) for costs related to various improvements to the Mansfield Middle School, consisting of: (1) design, construction and implementation of roof replacement and related improvements and work contemplated to include: (A) replacement of thermoplastic polyolefin roofing installed in 1989 with a new modified bituminous roofing membrane; (B) installation of sky lights, (C) removal and replacement of curbs, (D) provision of roof access on the first level of the school, (E) installation of proper primary and secondary water drainage, (F) addressing roof snow load and snow drift issues, and (G) provision for the installation of photovoltaic systems; and (2) design, acquisition and installation of a new, approximately 122 KW DC total system size, photovoltaic system to be installed on the school roof, contemplated to include: (A) the installation of new photovoltaic panels, associated wiring, conduit, disconnects, circuit breakers and meters, and (B) roof structure reinforcement as required. The appropriation may be spent for design, construction, demolition, acquisition, and installation costs; preparation of schematic drawings and outline specifications; equipment and materials; architectural, engineering, consultant, and other professional fees including legal fees; administrative costs, including costs related to the application for and acceptance of grants; the payment of net temporary interest and other financing costs; and other expenses related to the projects or their financing. The Mansfield Middle School Roof Building Committee shall determine the scope and particulars of the projects, and may reduce or modify the scope of the projects; and the entire appropriation may be spent on the reduced or modified projects. The Town anticipates receiving grants from the State of Connecticut in the estimated amount of approximately \$1,902,000 to reimburse in part the eligible costs of the projects and defray in part the appropriation, for an estimated net cost to the Town approximately \$898,000.

(b) That the Town issue its bonds or notes, in an amount not to exceed TWO MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$2,800,000) to finance the appropriation for the projects. The amount of bonds or notes authorized shall be reduced by the amount of grants received by the Town for the projects to the extent that such grants are not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or

notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the projects. The amount of the notes outstanding at any time shall not exceed TWO MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$2,800,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(d) The Town Manager, the Director of Finance and the Treasurer, or any two of them, shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes to provide for the keeping of a record of the bonds, notes or temporary notes; to designate a municipal advisor to the Town in connection with the sale of the bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the projects. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Mansfield Middle School Roof Building Committee is authorized to act as a school building committee for, and to carry out, the projects and is vested with the following powers and duties: (1) to recommend the approval of design and construction expenditures for the projects pursuant to project contracts entered into by the Town in accordance with its procurement regulations, including without limitation the costs of preparation of schematic drawings and outline specifications for the projects; and (2) to exercise such other powers as are necessary or appropriate to complete the projects. Necessary expenses of the Committee shall be included in the cost of the projects.

(h) That the Board of Education is authorized to apply to the Commissioner of Education for, and to accept or reject, state grants for the projects. The Board of Education is authorized to file notices and applications with the State Board of Education for the projects, to execute grant agreements for the projects, and to file such documents as may be required by the State Board of Education to obtain grants for the costs of financing the projects, and to take any other actions necessary to obtain such grants or to implement such grant agreements.

(i) That the Town Manager, the Director of Finance, the Treasurer, the Board of Education, the Mansfield School Building Committee, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the projects and to issue bonds or notes and temporary notes and obtain grants to finance the aforesaid appropriation.

Item 8B.

RESOLUTION ESTABLISHING A REFERENDUM FOR THE 2020 MANSFIELD MIDDLE SCHOOL ROOF REPLACEMENT/PHOTOVOLTAIC INSTALLATION PROJECT APPROPRIATION AND BORROWING AUTHORIZATION.

RESOLVED,

(a) That pursuant to Sections 406 and 407 of the Town Charter the resolution adopted by the Council under Item ___ of this meeting, appropriating \$2,800,000 for costs with respect to the 2020 Mansfield Middle School Roof Replacement/Photovoltaic Installation Project, and authorizing the issue of bonds, notes and temporary notes to finance the appropriation, shall be submitted to the voters at referendum to be held on Tuesday, November 3, 2020 in conjunction with the election to be held on that date, in the manner provided by said Charter and the Connecticut General Statutes, Revision of 1958, as amended, including the procedures set out in Section 9-369d(b)(2) of said Statutes, and in accordance with "Ordinance Regarding the Right of Voters Who Are Not Electors to Vote at Referenda Held in Conjunction with an Election," adopted by the Mansfield Town Council on August 25, 1997.

(b) That the aforesaid resolution shall be placed upon the ballots under the following heading:

“SHALL THE TOWN OF MANSFIELD APPROPRIATE \$2,800,000 FOR COSTS WITH RESPECT TO ROOF REPLACEMENT AND PHOTOVOLTAIC SYSTEM INSTALLATION AT MANSFIELD MIDDLE SCHOOL, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAID FROM GRANTS?”

Voters approving the resolution will vote “Yes” and those opposing said resolution shall vote “No”.

(c) That the Town Clerk shall publish notice of such referendum vote as part of the notice of the election to be held on November 3, 2020. Absentee ballots will be available from the Town Clerk’s office.

(d) That, in their discretion, the Town Clerk is authorized to prepare a concise explanatory text regarding the resolution and the Town Manager is authorized to prepare additional neutral explanatory materials regarding the resolution, such text and neutral explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.

Mansfield Middle School Roof Replacement & Photovoltaic Project

30-Jun-20

20 Spring Hill Road, Storrs, Connecticut 06268

JOB NO: 20.087

Owner: Town of Mansfield
SCHEMATIC DESIGN

OPINION OF PROBABLE CONSTRUCTION COST
90,516 (SQUARE FEET)

MOD. BIT ROOFING MEMBRANE

CT STATE PROJECT #

SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL COST		LABOR COST		ALLOWANCE	TOTAL \$	CT INELIGIBLE
				UNIT \$	TOTAL	UNIT \$	TOTAL			
OTHER COSTS										
	STATE PERMIT FEE (.26 PER 1,000)	1	LS					\$705.00	\$705	\$705
	INSURANCE	1	LS					\$18,000.00	\$18,000	\$18,000
OTHER SUB-TOTAL								\$18,705		TOTAL: \$18,705
DIVISION TWO										
	DUMPSTERS	10	EA	\$1,000.00	\$10,000				\$10,000	\$0
	EXISTING ROOF INSULATION	90,516	SF		\$0	\$1.50	\$135,774		\$135,774	\$0
	DEMO - WOOD BLOCKING	6,800	LF	\$0.00	\$0	\$5.00	\$34,000		\$34,000	\$0
	HAZ-MAT ABATEMENT	1	LS				\$20,000		\$20,000	\$0
	CRANE RENTAL (UNIT LIFTING)	1	LS				\$25,000		\$25,000	\$0
	DEMO - METAL FLASHING	6,800	LF			\$4.00	\$27,200		\$27,200	\$0
DIVISION TWO SUB-TOTAL								\$251,974		TOTAL: \$0
DIVISION FIVE										
	METAL FLASHING	6,800	LF	\$15.00	\$102,000	\$9.00	\$61,200		\$163,200	\$0
	STEEL CONNECTIONS & REINFORCING FOR PV SYSTEM	1	LS	\$10,000	\$10,000	\$40,000	\$40,000		\$50,000	\$0
	METAL WALL PANELS	1	LS				\$25,000		\$25,000	\$0
	SAW CUTTING FOR REGLETS & METAL	1,000	LF	\$4.45	\$4,450	\$4.00	\$4,000		\$8,450	\$0
	5% TOTAL DECK REPLACEMENT ALLOWANCE	1	EA				\$40,000	\$	\$40,000	\$40,000
DIVISION FIVE SUB-TOTAL								\$286,650		TOTAL: \$40,000
DIVISION SIX										
	PERIMETER WOOD BLOCKING	6,800	BF	\$3.00	\$20,400	\$2.00			\$20,400	\$0
	MECH. UNIT WOOD BLOCKING	1,500	BF	\$3.50	\$5,250	\$2.00	\$3,000		\$8,250	\$0
DIVISION SIX SUB-TOTAL								\$	28,650	TOTAL: \$0
DIVISION SEVEN										
	BASE LAYER INSULATION (5" THICK)	90,516	SF	\$2.50	\$226,290	\$1.10	\$99,568		\$325,858	\$0
	TAPERED INSULATION INSULATION (6" THICK)	20,000	SF	\$2.00	\$40,000	\$1.50	\$30,000		\$70,000	\$0
	COVERBOARD	90,516	SF	\$0.75	\$67,887	\$1.00	\$90,516		\$158,403	\$0
	MOD. BIT ROOFING MEMBRANE	90,516	SF	\$2.20	\$199,135	\$2.00	\$181,032		\$380,167	\$0
	VENT STACKS	40	EA	\$25.00	\$1,000	\$60.00	\$2,400		\$3,400	\$0
	PITCH POCKET	50	EA	\$25.00	\$1,250	\$25.00	\$1,250		\$2,500	\$0
	SLIP SHEETS & PITCH POCKETS FOR PV SYSTEM	1	LS				\$150,000		\$150,000	\$0
	WALKWAY PADS	5,000	SF	\$2.00	\$10,000	\$4.00	\$20,000		\$30,000	\$0
	SEALANTS	1	LS				\$12,000		\$12,000	\$0
	MISC ROOF ACCESSORIES	1	LS				\$15,000		\$15,000	\$0
	ADHESIVES	1	LS				\$10,000		\$10,000	\$0
DIVISION SEVEN SUB-TOTAL								\$1,157,328		TOTAL: \$0
DIVISION FIFTEEN										
	ROOF DRAIN & SUMP	29	EA	\$400.00	\$11,600	\$300.00	\$8,700		\$20,300	\$0
	ROOF SCUPPER	12	EA	\$1,000.00	\$12,000	\$600.00	\$7,200		\$19,200	\$0
DIVISION FIFTEEN SUB-TOTAL								\$39,500		TOTAL: \$0
DIVISION TWENTY SIX										
	PV PANELS	1	LS	\$65,000	\$65,000	\$0.00	\$0		\$65,000	\$0
	INVERTERS	1	LS	\$25,000	\$25,000	\$0.00	\$0		\$25,000	\$0
	RACKING	1	LS	\$25,000	\$25,000	\$0.00	\$0		\$25,000	\$0
	ELECTRICAL COMPONENTS	1	LS	\$40,000	\$40,000	\$0.00	\$0		\$40,000	\$0
	DIRECT INSTALL LABOR	1	LS	\$0	\$0	\$85,000	\$85,000		\$85,000	\$0
DIVISION TWENTY SIX SUB-TOTAL								\$240,000		TOTAL: \$0
CONSTRUCTION COST PER SQUARE FOOT = \$27.93										
SUBTOTAL =									\$2,022,807	TOTAL: \$58,705
GEN. CONDITIONS 10.00%									\$202,281	\$4,696
OVERHEAD & PROFIT 15.00%									\$303,421	\$7,045
Subtotal									\$2,528,509	
CONSTRUCTION TOTAL =									\$2,528,509	TOTAL: \$70,446
A/E FEES =									\$67,150	\$1,559
ENVIRONMENTAL FEE									\$0	\$0
CONTINGENCY = 8.00%									\$204,341	\$204,341
GRAND TOTAL									\$2,800,000	TOTAL: \$276,346

SILVER/PETRUCELLI + ASSOCIATES
Architects & Engineers

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Hamden, CT 06518
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Fax: 203 230 8247
www.silverpetrucelli.com



Town of Mansfield, Connecticut
 Pro Forma Bonds 2022 - \$898,000
 Mansfield Middle School Roof & PV

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
06/30/2022	-	-	-	-
06/30/2023	43,000.00	5.000%	35,000.00	78,000.00
06/30/2024	45,000.00	5.000%	32,850.00	77,850.00
06/30/2025	45,000.00	5.000%	30,600.00	75,600.00
06/30/2026	45,000.00	5.000%	28,350.00	73,350.00
06/30/2027	45,000.00	5.000%	26,100.00	71,100.00
06/30/2028	45,000.00	5.000%	23,850.00	68,850.00
06/30/2029	45,000.00	5.000%	21,600.00	66,600.00
06/30/2030	45,000.00	5.000%	19,350.00	64,350.00
06/30/2031	45,000.00	4.000%	17,100.00	62,100.00
06/30/2032	45,000.00	4.000%	15,300.00	60,300.00
06/30/2033	45,000.00	3.000%	13,500.00	58,500.00
06/30/2034	45,000.00	3.000%	12,150.00	57,150.00
06/30/2035	45,000.00	3.000%	10,800.00	55,800.00
06/30/2036	45,000.00	3.000%	9,450.00	54,450.00
06/30/2037	45,000.00	3.000%	8,100.00	53,100.00
06/30/2038	45,000.00	3.000%	6,750.00	51,750.00
06/30/2039	45,000.00	3.000%	5,400.00	50,400.00
06/30/2040	45,000.00	3.000%	4,050.00	49,050.00
06/30/2041	45,000.00	3.000%	2,700.00	47,700.00
06/30/2042	45,000.00	3.000%	1,350.00	46,350.00
Total	\$898,000.00	-	\$324,350.00	\$1,222,350.00

Yield Statistics

Bond Year Dollars	\$9,448.00
Average Life	10.521 Years
Average Coupon	3.4330017%
Net Interest Cost (NIC)	2.9327296%
True Interest Cost (TIC)	2.8697690%
Bond Yield for Arbitrage Purposes	2.6252124%
All Inclusive Cost (AIC)	2.8697690%

IRS Form 8038

Net Interest Cost	2.6273419%
Weighted Average Maturity	10.239 Years

TOWN OF MANSFIELD
MANSFIELD MIDDLE SCHOOL ROOF REPLACEMENT & PHOTOVOLTAIC
PROJECT MILL RATE IMPACT

Fiscal Year	Schools		Total Debt	Mill Rate Equivalent	Annual Impact Median Home
	Principal	Interest			
2021	\$ -	\$ -	\$ -		
2022			-	-	-
2023	43,000	35,000	78,000	0.07	11
2024	45,000	32,850	77,850	0.07	11
2025	45,000	30,600	75,600	0.07	11
2026	45,000	28,350	73,350	0.06	10
2027	45,000	26,100	71,100	0.06	10
2028	45,000	23,850	68,850	0.06	10
2029	45,000	21,600	66,600	0.06	9
2030	45,000	19,350	64,350	0.06	9
2031	45,000	17,100	62,100	0.05	9
2032	45,000	15,300	60,300	0.05	8
2033	45,000	13,500	58,500	0.05	8
2034	45,000	12,150	57,150	0.05	8
2035	45,000	10,800	55,800	0.05	8
2036	45,000	9,450	54,450	0.05	8
2037	45,000	8,100	53,100	0.05	7
2038	45,000	6,750	51,750	0.05	7
2039	45,000	5,400	50,400	0.04	7
2040	45,000	4,050	49,050	0.04	7
2041	45,000	2,700	47,700	0.04	7
2042	45,000	1,350	46,350	0.04	7
Total	\$ 898,000	\$ 324,350	\$ 1,222,350		172

10/1/19 Grand List \$ 1,133,261,177
Median Home Assessed Value \$ 159,500

MEMO

To: Town Council
CC: John C. Carrington, Interim Town Manager; Kelly Lyman, Superintendent of Mansfield Public Schools
From: Planning and Zoning Commission
Date: August 4, 2020
Re: 8-24 Referral: Mansfield Middle School Roof Replacement Project

At the meeting held on August 3, 2020, the Mansfield Planning and Zoning Commission unanimously adopted the following motion:

“RESOLVED, effective August 3, 2020, that the Planning and Zoning Commission of the Town of Mansfield approves the following project pursuant to Section 8-24 of the General Statutes of Connecticut provided that this resolution is for approval of conceptual plans only:

Design, construction and implementation of roof replacement and related improvements and work at the Mansfield Middle School, contemplated to include: (a) replacement of approximately 90,516 sq. ft. of thermoplastic polyolefin (TPO) installed in 1989, with a new modified bituminous roofing membrane; (b) installation of sky lights, (c) removal and replacement of curbs, (d) provision of roof access on first level of school, (e) installation of proper primary and secondary water drainage, (f) addressing roof snow load and snow drift issues, and (g) provision for the installation of photovoltaic systems.

Design, acquisition and installation of a new, approximately 122 KW DC total system size, photovoltaic system to be installed on the roof of the Mansfield Middle School, contemplated to include: (a) the installation of approximately 790 new photovoltaic panels, associated wiring, conduit, disconnects, circuit breakers and meters; (b) roof structure reinforcement as required.

The project is subject to and shall comply with all applicable zoning, site plan, subdivision, inland wetland and other laws, regulations and permit approvals, and this resolution shall not be a determination that any such project is in compliance with any such applicable laws, regulations or permit approvals.”

If you have any questions regarding this action, please contact Linda Painter, Director of Planning and Development



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Sergeant Keith Timme, Resident State Trooper
Date: August 24, 2020
Re: Connecticut State Police Response to Willington Incident

Subject Matter/Background

Representatives from Troop C of the Connecticut State Police will be present to discuss their response to the May 22, 2020 murder and home invasion in Willington. Many Mansfield residents were upset that the State Police never notified them of the incident that was nearby with a perpetrator that had connections to our community.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Kelly Lyman, Superintendent; Holly Schaefer, Director of Human Resources
Date: August 24, 2020
Re: Communications Specialist Position

Subject Matter/Background

In our proposed Fiscal Year 2020-2021 budgets, the Superintendent and I requested a full-time shared (50% each) Communications position to begin on July 1, 2020 with a salary of \$45,430. The Council approved the position with an effective date of January 1, 2021 (\$22,700) but only after a review of the current budget given the effect of the COVID-19 pandemic. It has become abundantly apparent that both the Town and Mansfield Board of Education (MBOE) need this position now. With the current pandemic and the recent tropical storm, our ability to get out effective and timely messages to residents has not been ideal. Residents have been requesting a plethora of information on school scheduling, UConn student returns, and EVERSOURCE's response to the recent storm. In addition, I receive almost daily calls from the media. The Mayor and Deputy Mayor have also seen an increase in media contact. The current staffing of the Superintendent's and the Town Manager's offices are not adequate to immediately respond to these and other requests.

We are requesting you approve this position for immediate hire.

Financial Impact

The position, if hired by October 1, 2020, will cost approximately \$34,000, not including benefits.

Legal Review

None

Recommendation

Staff recommends the Town Council authorize the position tonight, so we can begin the recruitment process and have the position filled as soon as possible. If the Town Council agrees the following motion is in order:

Move effective August 24, 2020, to authorize the Interim Town Manager to recruit and fill the proposed communications specialist position that will be shared (50%) with the Mansfield Board of Education.

Attachments

1) Job Description – Communications Specialist



Your place to grow

Job Description

Job Title:	Communications Specialist								
FLSA:	Exempt:		Non-Exempt:	X	Union Status:	Union:		Non-Union:	X
Supervision Received:	Town Manager/ Superintendent of Schools				Supervision Exercise:	None			
Last Revision:	8/12/2020								

General Summary

This is a shared position between the Town of Mansfield and the Mansfield Board of Education. Working under the general supervision of both the Town Manager and the Mansfield Superintendent of Schools, the Communications Specialist develops and edits communication materials that promote a positive public image of both the Town of Mansfield and the Mansfield Board of Education to various audiences. This position is responsible for performing a variety of moderate to complex administrative, analytical, technical, and professional work in the area of communications and collaborates with others in the organization to achieve brand consistency, content and message coordination, and the highest standards for internal and external communications.

Job Characteristics

Work assignments involve frequent direct contact with both the public and employees to answer a variety of questions that require an in-depth knowledge of both the Town of Mansfield and the Mansfield Board of Education. Duties to include, but are not limited to, town departments, school news, events and general information. To successfully perform the duties of this position the incumbent is expected to have substantial administrative and technical work experience. Work involves providing significant support services to others both within and outside of the department that substantially influences decision-making processes. Work activities are complex and others rely on the accuracy and reliability of the information, analysis, or advice to make decisions, and affect the overall image of the Town and its schools.

Essential Functions

Planning

1. Designs and implements communications programs and projects that promote the vision, goals, activities and positive image of the Town of Mansfield and the Mansfield Board of Education to its citizens, neighborhoods, business community and community leaders. Institutes a system to track projects so goals are achieved and customizes plans of action to meet desired outcomes.
2. Develops strategic public communication plans with staff from all town departments and schools, which requires researching, interviewing, organizing, scheduling and budgeting.



Marketing and Communications Activities

3. Develops marketing strategies to effectively promote town and school projects and programs while educating the public on issues.
4. Writes and edits key external communication materials, using a style that is engaging, concise and appropriate in tone for the organization/audience; ensures accuracy of information and quality control over outgoing products; develops messages appropriate for a wide variety of subjects and diverse audiences.
5. Assists the Town Manager and Mansfield Superintendent of Schools with reports, presentations, special projects and committees. Collaborates with town department heads and school principals to develop communication and marketing materials; coordinates cross departmental and school communications. Assists the Mayor with speech writing, presentations, and press statements.
6. Creates printed and electronic material by overseeing all of the Town's and Board of Education web sites and trains staff in each department and schools so they can maintain content and keep department information up to date. Maintains all of the social media platforms including Facebook, Twitter, and Instagram.
7. Develops/oversees web communication strategy and content that is sensitive, high priority, cross-departmental, and/or related to key initiatives; coordinates messaging for external websites; advises on tone, look and feel of websites.
8. Acts in an advisory role to Town and school staff on conveying messages to the public and/or media; explains the ethics of providing complete information in a timely manner and counsels on other professional ethics that govern public relations.

Media Relations

9. Maintains contact information with the news media to ensure accuracy of disseminated information. Provides assistance to Department Heads and Principals as requested.
10. Prepares and disseminates news releases regarding both town and school events, services and regulations in conjunctions with department, coordinate media conferences, and arranges media coverage for special events.
11. Promotes a positive and professional image of Mansfield by being knowledgeable about Town and school programs, news and events, appropriately answering questions and referring questions or issues beyond the scope of expertise to the appropriate Town or school official.

Administration

12. Responsible for and operates within the public communications program budget; makes recommendations and purchases of materials, equipment and training required to carry out tasks and goals.
13. Prepares cost estimates for recommendations; submits justification for requests. Develops requests for proposals and scopes of work parameters; administers and manages contract with vendors to provide services for communications, design, and other related services.
14. Prepares a variety of written reports, procedures, and other materials.



JOB FACTORS

Other Functions:

1. Serves as the Town and Board of Education's Public Information Officer (PIO) during times of emergency.
2. Perform other related duties as assigned

Education & Experience

- Minimum of a Bachelor's degree in Communications, Public Relations, Marketing, Journalism, Business Administration or a related field from an accredited college or university. Any equivalent combination of education, experience or training that has prepared the incumbent to perform the essential duties of the position.
- Minimum of four years' professional work experience in public relations, marketing and communications. National accreditation from the Public Relations Society of America preferred.

Knowledge of

- Communications and Media – media production, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral, and visual media.
- English Language – structure and content of the English language including word usage, grammar, spelling, vocabulary and punctuation.
- Sales and Marketing – principles and methods for marketing and promotions.
- Customer Service – principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Law and Government – Basic knowledge of relevant laws (e.g. copyright); basic principles and practices agency budgeting, financial recordkeeping and reporting; applicable Town and Board of Education policies and practices.

Skills

- Communication Skills – excellent verbal, written, graphic design and interpersonal communication skills, including an ability to effectively present information and engage diverse audiences.
- Strong proofreading and editing skills.
- Organizational, planning, and project management skills.
- Working knowledge of various software programs, including MS Office (Word, Excel, PowerPoint, etc.), Adobe software, e-mail marketing systems, social media platforms graphic design, web design, and other software and hardware.
- Communication and customer service skills sufficient to deal effectively with the public, vendors, and staff, using written and/or verbal communications.
- Time, project management and problem-solving skills.



Ability to

- Advise on marketing, communications management and public relations programs. Plan and prepare media releases and news conferences.
- Develop long-range and short-term strategic communication plans for the purpose of informing, entertaining, engaging or changing behavior/opinion of targeted audience. Exercises sound judgement in the release of information.
- Maintain composure during difficult situations; develop and implement a crisis communication plan, carry out the communication aspect of the town's emergency plan.
- Interpret, apply, and explain applicable policies, procedures, and laws. Act as the organization's conscience – to seek public opinion on issues, to inform senior management of findings and to take action to meet the public's expectation of a responsible government.
- Analyze situations and identify pertinent problems/issues; possess problem solving skills; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Understand and carry out complex oral and written instructions, write clearly, concisely and consistently; ability to edit material for clarity; has knowledge of grammar rules and language usage. Ability to speak to groups and give presentations on behalf of the organization.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Foster positive and harmonious working relationships with those contacted in the course of work. Work well independently as well as a cooperative environment.

Licenses, Certifications and Memberships Required

Licenses & Certifications:

National accreditation from the Public Relations Society of America preferred. Practitioners are expected to abide by the Society's code of ethics and professional standards.

Possess a valid driver's license.

Supervision Received

General supervision is exercised by both the Town Manager and Superintendent of Schools. After initial orientation, the incumbent is expected to work independently, developing procedures for performance of a variety of duties and performing complex duties within established policy guidelines.

Work Hours and Environment, Physical Requirements, and Additional Information

- Overtime, work hours beyond the regularly scheduled work-week in order to attend various commission, board and council meetings is required including flexibility for evening/weekend assignments.



Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			
<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places	X			



	Risk of electrical shock	X			
	Risk of radiation	X			
	Work in extreme weather conditions	X			
	Exposure to blood or other body fluids	X			
	Exposure to hazardous chemicals	X			
Special Vision Requirements					
X	Close vision	X	Distance vision		
	Color vision	X	Peripheral vision		
X	Depth perception	X	Ability to adjust focus		
Noise Level in the Environment					
	Very quiet	X	Quiet		
	Moderate noise		Loud noise		
	Very loud noise				

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.





**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance
Date: August 24, 2020
Re: Health Insurance Fund Reserve Policy

Subject Matter/Background

Upon review of the Health Insurance Fund Reserve Policy with the Regional School District 19 Finance Committee, a few minor changes were requested by them. These changes are for clarification purposes and do not change the intent of the policy in any way.

A red-lined version indicating the three proposed changes is attached. The Town Finance Committee reviewed the attached document at their meeting on August 11, 2020 and support the changes.

Financial Impact

There is no financial impact from the proposed changes.

Recommendation

If the Council supports the Finance Committee's recommendation, the following motion is in order:

Move, effective August 24, 2020 to approve the proposed changes to the Health Insurance Fund Reserve Policy.

Attachments

- 1) Redlined Health Insurance Fund: Reserve Policy, dated August 24, 2020



TOWN OF MANSFIELD
HEALTH INSURANCE FUND: RESERVE POLICY
~~November 25, 2019~~ August 24, 2020

I. HEALTH INSURANCE FUND

The Health Insurance Fund is an internal service fund used to account for the financial activity associated with providing health insurance to current and former employees for the Town of Mansfield, Mansfield School District, and Regional School District 19 (Partners). Related agencies, such as the Eastern Highlands Health District and the Mansfield Downtown Partnership may also participate in the health insurance pool. Employer, employee, and retiree payments for health insurance are recorded in this fund as well as disbursements for claims and administration expenses. The Town of Mansfield is considered “self-insured” for employee health insurance claims, but like most organizations, purchases “stop-loss” insurance that essentially caps the Town’s liability for an individual’s claims in a fiscal year (currently, our cap is \$175,000 per enrollee); above that amount, the stop-loss insurer takes over.

This Policy document is meant to guide Town staff, Partners and board and commission members on managing the necessary reserves for the Health Insurance Fund and to provide information to the public on the Fund and reserving policies.

II. PURPOSE

The Health Insurance Fund (Fund) maintains a reserve for two potential liabilities:

- A. The Town’s third party administrator, benefits consultant and the finance director estimates the likely cost of medical claims covered by the health insurance plans negotiated for the upcoming plan year and the health insurance premiums needed to cover these claims and plan administrative costs. While these projections are based on carefully calculated actuarial assumptions, they are not, and never can be, guaranties of future claim costs. Accordingly, the Town’s advisor recommends a reserve amount to cover claim costs that exceed the actuarial projections in a given year.
- B. The second potential liability is “Claims Incurred but not Reported” (IBNR). IBNR is a feature of all insurance plans and reflects the fact that after the conclusion of a policy year, there will have been claims that have occurred and will be owed under the insurance plan, but not yet reported to the insurer or benefits administrator. This second potential liability is estimated to be 25% of current claims and would be applied to IBNR claims as needed.

III. APPLICABILITY

This policy applies to the Town-administered shared Health Insurance Fund as defined in Section I, Policy and the Fund’s Partners. The related agencies, such as Eastern Highland Health District (EHHD) and the Mansfield Downtown Partnership purchase their insurance through the Health Insurance Fund, but are not considered partners and this policy is not applicable to them.

IV. FUND ADMINISTRATION

The Town of Mansfield administers a Health Insurance Fund to account for all financial activity associated with employee medical benefits for the Partners and related agencies.

- A. Revenue to this fund shall include employer contributions from the Partners and related agencies, employee premium share amounts, investment earnings, rebates and any other miscellaneous items relating to the administration of the health insurance benefits program.
- B. Expenditures from this fund will include expenses necessary for the maintenance and administration of the health insurance benefit program, including, but not limited to, covered employee medical, pharmaceutical and dental claims, administrative services fees, actuarial, consulting and legal fees, stop loss insurance and any other fees incurred on behalf of participating employees of the Partners and related agencies health insurance programs.

V. CONSIDERATIONS

There are two main costs to a self-insured plan: fixed annual costs and variable costs. The fixed annual costs include administrative fees, any stop-loss premiums, and any other set fees charged per employee. These costs are billed monthly by the plan administrator or carrier, and are charged based on plan enrollment. The variable costs are largely the payment of health care claims. These costs vary from month-to-month based on health care use by covered persons (e.g. employees and dependents) and the health care providers' billing practices.

VI. TARGET RANGE FOR FUND

The Town will maintain a reserve in the self-insured Health Insurance Fund equal to the greater of: (1) thirty percent (30%) of the most recent 36 month rolling 12-month average of claims experience, or (2) four times the monthly average of the most recent fiscal year claims experience. The purpose of the rolling average is to eliminate high or low claims experience in any given year and to provide for a longer-term calculation for a more accurate experience analysis. The Town's benefits consultant concurs, based on industry standards and experience, this is an appropriate reserve amount.

VII. PROCEDURE FOR USE

The Town Manager can approve the regular, routine, and anticipated expenditure from the Fund for Partners and related agencies. ~~The Town Manager will recommend to the Town Council, for approval by resolution, the use of the Fund for any non-health insurance-related use.~~

VIII. MAINTENANCE OF FUND BALANCE

If the fund falls below this policy-designated target level, the Town Manager or Finance Director will promptly notify the Town Council and Partners. Partners shall first use any prior year surplus or excess General Fund Unassigned Fund Balance (according to the Fund Balance Policy) in future years to replenish the Health Insurance Fund until it reaches the policy target level. The Town must be diligent in ensuring the replenishment of the Health Insurance Fund prior to expending the Health Insurance Fund for non-health insurance purposes.

Any deficiency or surplus will be prorated between the Partners based on each entity's current enrollment in the health insurance pool.

- A. Deficiencies. When the Health Insurance Fund falls below the required level, as stated in this policy, it will be replenished within the following time periods:

- Deficiency resulting in a year-ending fund balance between 25% and 30% percent of fund expenditures shall be replenished over a period not to exceed one (1) year
 - Deficiency resulting in a year-ending fund balance between 20% and 24.99% percent of fund expenditures shall be replenished over a period not to exceed three (3) years
 - Deficiency resulting in a year-ending fund balance less than 20% percent of fund expenditures shall be replenished over a period not to exceed five (5) years
- B. Surplus. When the Health Insurance Fund exceeds the required level, as stated in this policy, the excess may be used by each Partner for the following purposes:
- Maintenance of employee premiums for the following plan year
 - Supplement the Partner's annual retiree benefits obligation (OPEB - up to 100% funded)
 - **Non-health related uses, with approval by vote of the respective Partner's governing body.**

IX. ANNUAL REVIEW

Fund levels will be adjusted annually in accordance with this policy. Fund levels will be set at the end of each fiscal year in conjunction with the preparation of the Town's annual financial statements. Material changes to this policy will be given to the Partners 30 days in advance of implementation.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance
Date: August 24, 2020
Re: WPCA, FY 2020/21 Willimantic Sewer Budget

Subject Matter/Background

Attached is the proposed Willimantic Sewer Budget for 2020/21. Mansfield contracts with the Town of Windham for sewer service for those Mansfield residents connected to the Windham Water Pollution Control Facility (WPCF). In addition to customary sewer charges, Mansfield would make payments averaging \$23,380 per quarter to Windham for Mansfield's flow proportionate share of the WPCF plant upgrade. Mansfield bills Mansfield customers a fee that is appropriate to fund the budget. This budget was reviewed with the Council during the FY 20/21 budget workshops. .

Financial Impact

The proposed budget proposes no increase in user fees to fund the customary usage charges and Mansfield's share of the plant upgrades done by Windham. Estimated average gallons of flow is approximately 45M, at a cost of \$3,000.00 (per million gallons) for FY 2020/21. There are approximately 326 customers of the Willimantic sewer system, approximately 278 residential customers and 48 commercial customers.

Based on the proposed budget, we estimate that on June 30, 2021 retained earnings would be \$421,557. While Windham owns the treatment facility, Mansfield owns a segment of the sewer lines. The Fund Balance reserve is available to pay for major repairs and upgrades to those lines. The current estimate to repair the worst-case scenario for the largest pipe we own at the deepest location is approximately \$410,000.

Recommendation

Move, that the council recess as the Town Council and convene as the Mansfield Water Pollution Control Authority.

If the Town Council acting as the Water Pollution Control Authority (WPCA) approves the budget as proposed, the following motion would be in order:

Move, effective August 24, 2020, to adopt the FY 2020/21 Willimantic Sewer Budget as presented.

Attachments

- 1) Willimantic Sewer Enterprise Fund Estimated Budget
- 2) Willimantic Sewer Billing

TOWN OF MANSFIELD
WILLIMANTIC SEWER ENTERPRISE FUND ESTIMATED BUDGET

	2019/20	2020/21
	Adopted	Proposed
	<u> </u>	<u> </u>
OPERATING REVENUES:		
Sewer Charges	\$ 260,210	\$ 260,210
Other Revenues	1,500	500
	<u> </u>	<u> </u>
Total Operating Revenues	<u>261,710</u>	<u>260,710</u>
 OPERATING EXPENSES:		
Sewer Billings	152,500	135,000
Purchased Services & Supplies	3,300	8,300
Windham Sewage Treatment Plant Upgrade	91,610	93,520
Depreciation	14,300	14,300
	<u> </u>	<u> </u>
Total Operating Expenses	<u>261,710</u>	<u>251,120</u>
Operating Income/(Deficit)	-	9,590
Retained Earnings, July 1	<u>411,967</u>	<u>411,967</u>
Retained Earnings, June 30	<u>411,967</u>	<u>421,557</u>

Willimantic Sewer Billing

Period	Contractual Usage (53216)			(53233)	(53233)	New	Total Payment
	Gals. (M)	Cost per M	Cost	Construction Charge	Design Charge	Construction Charge	
Jul/Aug/Sept 2014	9.28	2649.24	\$ 24,584.95	\$ 16,369.21	\$ 718.88		\$ 41,673.04
Oct/Nov/Dec 2014	8.89	2649.24	23,551.74	11,692.29	513.49		38,415.65
Jan/Feb/Mar 2015	9.83	2649.24	26,042.03	11,692.29	513.49		40,906.88
Apr/May/June 2015	10.18	2649.24	26,969.26	11,692.29	513.49		41,834.46
FY 2014/15	38.18		101,147.98	51,446.08	2,259.35		154,891.59
Jul/Aug/Sept 2015	8.72	2991.68	\$ 26,077.88	\$ 15,363.67	\$ 674.72	\$ -	\$ 42,116.27
Oct/Nov/Dec 2015	7.83	2991.68	23,434.73	13,118.75	576.13	-	37,129.61
Jan/Feb/Mar 2016	11.42	2991.68	34,168.87	15,012.90	659.32	-	49,841.09
Apr/May/June 2016	9.63	2991.68	28,817.06	13,586.44	596.67	-	43,000.17
FY 2015/16	37.60		112,498.54	57,081.76	2,506.84	-	172,087.14
Jul/Aug/Sept 2016	8.38	3461.73	\$ 28,991.99	\$ 15,223.36	\$ 668.56	\$ 9,760.65	\$ 54,644.56
Oct/Nov/Dec 2016	9.16	3461.73	31,709.45	16,182.13	710.67	10,375.38	58,977.63
Jan/Feb/Mar 2017	11.84	3461.73	40,986.88	16,182.13	710.67	10,375.38	68,255.06
Apr/May/June 2017	12.88	3461.73	44,587.08	16,182.13	710.67	10,375.38	71,855.26
FY 2016/17	42.26		146,275.40	63,769.75	2,800.57	40,886.79	253,732.51
Jul/Aug/Sept 2017	9.06	3483.55	\$ 31,578.03	\$ 14,171.06	\$ 622.35	\$ 9,085.95	\$ 55,457.39
Oct/Nov/Dec 2017	9.41	3483.55	32,764.53	14,802.44	650.08	9,490.77	57,707.82
Jan/Feb/Mar 2018	*	3483.55	53,195.90	14,802.44	650.08	9,490.77	78,139.19
Apr/May/June 2018	*	3483.55	36,520.84	14,802.44	650.08	9,490.77	61,464.13
FY 2017/18	44.22		154,059.30	58,578.38	2,572.59	37,558.26	252,768.53
Jul/Aug/Sept 2018	6.70	3014.54	\$ 20,191.09	\$ 14,802.44	\$ 650.08	\$ 9,490.77	\$ 45,134.38
Oct/Nov/Dec 2018	12.92	3014.54	38,944.84	14,802.44	650.08	9,490.77	63,888.13
Jan/Feb/Mar 2019	14.11	3014.54	42,541.79	13,539.67	594.62	8,681.13	65,357.22
Apr/May/June 2019	12.39	3014.54	37,337.79	12,580.91	552.51	8,066.41	58,537.62
FY 2018/19	46.12		139,015.51	55,725.46	2,447.29	35,729.08	232,917.34
Jul/Aug/Sept 2019	8.75	2567.96	\$ 22,474.02	\$ 13,516.29	\$ 593.59	\$ 8,666.14	\$ 45,250.04



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance
Date: August 24, 2020
Re: WPCA, FY 2020/21 UConn Sewer Budget

Subject Matter/Background

Attached is the proposed UConn Sewer Fund budget for FY 2020/21. The revenue budget reflects the estimated charges to customers of the UConn sewer system based on their actual usage for the prior year. Estimated expenses include: pump station maintenance and operating costs, sewer charges from the University of Connecticut, utility and depreciation expense. In addition, the debt service payment for the portion of the Four Corners Sewer Project funded by assessments began in FY 2019/20.

Financial Impact

The proposed budget reflects a 5% increase in rates from FY 2020/21, from \$5.75 per ccf to \$6.04 per ccf. Even with this increase an operating deficit of \$330,310 is anticipated. We expect a majority of these funds will be replenished over time once the Four Corners project is complete and assessments are established. Since this deficit draws the Fund Balance down to \$471,287 it will be important to move forward with the assessments as soon as possible.

Recommendation

If the Town Council, acting as the Water Pollution Control Authority (WPCA) approves the budget as proposed, the following motion would be in order:

Move, effective August 24, 2020 to adopt the FY 2020/21 UConn Sewer budget as prepared by town staff.

After discussion and voting are complete:

Move, to reconvene as the Town Council.

Attachments

1) UConn Sewer Enterprise Fund Estimated Budget

**TOWN OF MANSFIELD
UCONN SEWER ENTERPRISE FUND ESTIMATED BUDGETS**

	<u>2019/20 Adopted</u>	<u>2020/21 Proposed</u>
OPERATING REVENUES:		
Interest and Lien Fees	\$ -	\$ -
Water/Sewer Charges	<u>270,000</u>	<u>273,000</u>
Total Operating Revenues	270,000	273,000
OPERATING EXPENSES:		
Pump Station Maintenance	22,000	21,000
Water/Sewer Billings	175,000	285,000
Purchased Services & Supplies	33,600	21,060
Debt Service Payment	257,542	251,250
Depreciation	<u>36,000</u>	<u>25,000</u>
Total Operating Expenses	<u>524,142</u>	<u>603,310</u>
Operating Income/(Deficit)	(254,142)	(330,310)
Retained Earnings, July 1	<u>1,055,739</u>	<u>801,597</u>
Retained Earnings, June 30	<u><u>\$ 801,597</u></u>	<u><u>\$ 471,287</u></u>

APPLICATION REFERRAL

August 5, 2020

- To:**
- | Departmental/Agency Review | Commission/Committee Review |
|---|---|
| <input 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 type="checkbox"/> Eastern Highlands Health District | <input checked="" type="checkbox"/> Economic Development Commission |
| <input type="checkbox"/> WRD | <input type="checkbox"/> Agriculture Committee |
| <input checked="" type="checkbox"/> Town Attorney | <input checked="" type="checkbox"/> Parks and Natural Resources |
| <input type="checkbox"/> Inland Wetlands Agent | <input type="checkbox"/> PZC Design Review Panel |
| | <input type="checkbox"/> Recreation Advisory Committee |
| | <input checked="" type="checkbox"/> Sustainability Committee |
| | <input type="checkbox"/> Traffic Authority |
| | <input checked="" type="checkbox"/> Transportation Advisory Committee |

From: Linda Painter, Director of Planning and Development

The Planning and Zoning Commission has proposed amendments to the Zoning Regulations related to Articles 4, 7, 8, and 10 of the Mansfield Zoning Regulations related to multi-family residential uses, group dwelling uses, density bonuses for affordable housing, and changes to the ARH, DMR, PVRA, and SER-HO districts. The proposed amendments would also change the way in which Articles are referenced throughout the entirety of the Zoning Regulations. .

The proposed changes will be considered at a **Public Hearing on Tuesday, September 8, 2020**. Please review the proposed amendments and reply with any comments to planzonedept@mansfieldct.org. Comments received by 12:00 noon on **Thursday, September 3, 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: P907-49
Location: Town-wide

A digital copy of the proposed amendments is provided for your use.

OVERVIEW OF PROPOSED CHANGES

ALL ARTICLES

Change all references to Article Numbers from Roman Numerals (I, II, III, etc.) to standard numerals (1, One, 2, Two, etc.)

AMENDMENTS TO ARTICLE 4, RULES AND DEFINITIONS

Three changes are proposed to Article 4, Section B, and Definitions:

- Eliminate numbering of definitions to allow for easier additions/deletions of terms to be defined.
- Add the term Multi-Family Dwelling, which is used interchangeably with multi-family residence.
- Add a definition for structured parking to clarify what is meant by the use of that term in relation to density bonuses for multi-family residential uses.

AMENDMENTS TO ARTICLE 7, PERMITTED USES

The proposed revisions to Article 7, Permitted Uses, are intended to:

- Reduce redundancy by consolidating standards related to multi-family residential uses in a single location (new Article 10, Section B); and
- Facilitate the development of single-family and two-family dwellings in the PVRA district by eliminating the requirement that such uses be directly associated with a multi-family housing development.

AMENDMENTS TO ARTICLE 8, DIMENSIONAL REQUIREMENTS/FLOOR AREA REQUIREMENTS

The revisions proposed to the Schedule of Dimensional Requirements, associated notes, and exceptions are intended to:

- Clarify that alternative dimensional requirements for single-family and two-family dwellings have been established in Article 10 for the ARH, DMR and PVRA districts.
- Expand applicability of Footnote 26 related to maximum height of multi-family dwellings to the ARH, DMR and PVRA districts.

AMENDMENTS TO ARTICLE 10, SPECIAL REGULATIONS

Article 10, Section A.2, Design Development Districts-Procedure

Proposed revisions restructure the section to provide clarity with regard to the special procedures associated with the ARH, DMR and SER-HO zones. The changes are organizational, not substantive, in nature.

Article 10, Section A.5, Special Provisions for the Age Restricted (ARH) Housing Zone

The proposed revisions are intended to:

- Reduce redundancy by consolidating standards related to multi-family residential uses in a single location (new Article 10, Section B);
- Eliminate development standards related to minimum building separation, setbacks of parking spaces from buildings, prohibition on enclosed courtyards, and minimum livable floor area of dwelling units as recent case law does not provide the Commission with any flexibility to vary/reduce these requirements. The Commission does have the ability pursuant to Article 5, Section B.6 to stipulate additional conditions and safeguards that are deemed necessary to protect and promote property values, the environment, better neighborhood compatibility and improved site development and could use this authority if needed to address design concerns associated with both building and site design.
- Facilitate the development of single-family and two-family dwellings in the ARH district by authorizing such uses at the same density as multi-family residential uses and establishing dimensional requirements specific to those uses (minimum lot size, frontage, setbacks, maximum building height and garage location)
- Limit applicability of district to properties on arterial and/or collector streets.

Article 10, Section A.6, Special Provisions for the Design Multiple Residence (DMR) Housing Zone

The proposed revisions are intended to:

- Reduce redundancy by consolidating standards related to multi-family residential uses in a single location (new Article 10, Section B);
- Eliminate development standards related to housing unit mix, minimum building separation, setbacks of parking spaces from buildings, prohibition on enclosed courtyards, and minimum livable floor area of dwelling units as recent case law does not provide the Commission with any flexibility to vary/reduce these requirements. The Commission does have the ability pursuant to Article 5, Section B.6 to stipulate additional conditions and safeguards that are deemed necessary to protect and promote property values, the environment, better neighborhood compatibility and improved site development and could use this authority if needed to address design concerns associated with both building and site design.
- Facilitate the development of single-family and two-family dwellings in the DMR district by authorizing such uses at the same density as multi-family residential uses and establishing dimensional requirements specific to those uses (minimum lot size, frontage, setbacks, maximum building height and garage location).
- Limit applicability of district to properties on arterial and/or collector streets.

Article 10, Section A.9, Special Provisions for the Pleasant Valley Residence/Agriculture (PVRA) Zone

The proposed revisions are intended to:

- Reduce redundancy by consolidating standards related to multi-family residential uses in a single location (new Article 10, Section B);
- Eliminate development standards related to housing unit mix, minimum building separation, setbacks of parking spaces from buildings, prohibition on enclosed courtyards, and minimum livable floor area of dwelling units as recent case law does not

provide the Commission with any flexibility to vary/reduce these requirements. The Commission does have the ability pursuant to Article 5, Section B.6 to stipulate additional conditions and safeguards that are deemed necessary to protect and promote property values, the environment, better neighborhood compatibility and improved site development and could use this authority if needed to address design concerns associated with both building and site design.

- Facilitate the development of single-family and two-family dwellings in the ARH district by authorizing such uses at the same density as multi-family residential uses and establishing dimensional requirements specific to those uses (minimum lot size, frontage, setbacks, maximum building height and garage location).

Article 10, Section A.12, Special Provisions for the South Eagleville Road Housing Opportunity (SER-HO) Zone

The proposed revision encourages developments in the SER-HO zone to follow the provisions of Article 10, Section B related to unit mix, site layout and design, community amenities, building design, unit design, bicycle parking, and recycling/solid waste disposal.

NEW Article 10, Section B, Special Provisions for Multi-Family and Group Dwelling Development

Section B is currently reserved for future use. The proposed amendments would establish a new Section B with standards for multi-family residential and group dwelling uses. The purpose of the standards is to ensure that new multi-family residential development provides housing options that meet the needs of all residents, including singles, families, seniors, students and individuals with special needs; promote vibrant neighborhoods comprised of residents of all ages, incomes and backgrounds; and encourage high-quality design of new multi-family residential and group dwelling developments. In addition to new standards highlighted below, the new section also consolidates and updates regulations related to density, density bonuses, infrastructure, property management, and open space/recreation that are currently located in other sections of the Zoning Regulations to reduce redundancy.

Proposed standards include:

- Unit mix requirements to promote multi-generational housing;
- Design standards and guidelines related to site layout and design; community amenities; building design; unit design; recycling and solid waste disposal; and bicycle parking;
- Sign standards;
- Submission requirements for both PZC and Zoning Permit applications; and
- Additional approval considerations.

Article 10, Section C, Sign Regulations

The proposed amendments direct readers to Article 10, Section B for free-standing identity sign regulations for multi-family housing and group dwelling developments and establish provisions for building-mounted signs that may be permitted in lieu of a free-standing sign in the PB and I districts.

Article 10, Section W, Affordable Housing Requirements

The proposed amendment would replace Section W.7, Density Bonuses, in its entirety. The purpose of the revised language is to:

- Update density bonus provisions to promote development of additional affordable units (80% of median income and below)
- Clarify bonuses in exchange for financial contributions to Housing Trust Fund or eligible entity.
- Exempt additional affordable and low income units provided from counting toward overall density.



PROPOSED AMENDMENTS TO ZONING REGULATIONS ARTICLE 4 ▪ RULES AND DEFINITIONS

Public Hearing Draft ▪ August 3, 2020

ARTICLE 4, SECTION B

The following revisions are proposed:

- Eliminate numbering of terms and definitions. Terms will continue to be listed alphabetically. Any references to specific definition numbers elsewhere in the Zoning Regulations will be revised to refer to Article 4, Section B.
- Add the following terms and definitions:
 - **Dwelling, Multi-Family.** See Residence, Multi-Family.
 - **Structured Parking.** A building used for the short or long-term storage of more than three registered motor vehicles that are owned by persons other than the owner of the premises.



PROPOSED AMENDMENTS TO ZONING REGULATIONS ARTICLE 7 ▪ PERMITTED USES

Public Hearing Draft ▪ August 3, 2020

ARTICLE 7, SECTION G, USES PERMITTED IN THE RAR-90 ZONE

Revise the first sentence of Section 16, delete Section 16.a, and renumber the following subsections accordingly.

- 16. Multi-family dwellings, in accordance with the ~~Design Multiple Residence (DMR) Zone standards of Article X, Section A.6~~Multi-Family Residential Standards of Article X, Section B and the Design Development District requirements of Article X, Section A.3 and A.4, provided that special permit approval is obtained in accordance with the provisions of Article V, Section B, and provided, further, that:
 - ~~a. The R-90/RAR-90 Zone dimensional requirements contained in Article 8 (Schedule of Dimensional Requirements) shall continue to apply, provided, however, the Commission may, pursuant to the special permit application made with respect to the use set forth in this subsection 16, approve proposed structures located in the RAR-90 Zone which are 3 stories in height and have a maximum height of up to 45 feet if:

 - ~~• the enclosed space of the proposed structure above 35 feet shall be limited for use as non-tenant storage and/or areas for accommodating equipment used to operate such proposed structures' utilities,~~
 - ~~• The proposed structure aesthetically conforms with the character of neighboring properties, and~~
 - ~~• The proposed structure will not adversely affect the character of neighboring properties or adversely affect the general health, welfare or safety of the Town;~~~~
 - b. 1.5 parking spaces shall be required for each dwelling unit for such multi-family dwelling development; and
 - c. No site location for multi-family dwelling residences pursuant to this subsection 16 shall be approved unless (a) the site (i) is located within the 2009 Four Corners Sewer Service Area and (ii) is not located within a Historic Village and (b) it complies with the affordable housing requirements of Article X, Section W.
 - d. The greater of (i) twenty (20) acres or (ii) forty percent (40%) of the land upon which a multi-family dwelling development parcel is proposed to be built shall be permanently dedicated as open space for conservation purposes. Such dedication may be effected through a permanent conservation easement or through the transfer of land to a government agency, land trust or other conservation organization. The actual land to be dedicated as open space shall be within the site proposed to be developed or on adjacent land owned or controlled by the developer. The land subject to such dedication shall be included for the purposes of calculating the amount of area, exclusive of watercourses, waterbodies, inland wetland soils or slopes of fifteen (15) percent or more, for which the density requirement set forth in Article X, Section ~~A-6.b~~B.5 would apply.
 - ~~e. On-site management shall be required for any multi-family residential development of 50 or more dwelling units.~~

* * * * *

ARTICLE 7, SECTION H, USES PERMITTED IN THE ARH (AGE-RESTRICTED HOUSING) ZONE

Revise the first sentence of subsection 2 as follows:

2. General

The uses listed below are permitted in the Age-Restricted Housing zones, provided: the site is developed and retained under single or common interest ownership; ~~provided on-site management shall be required for any multi-family residential development of 50 or more dwelling units, provided~~ special permit approval is obtained in accordance with the provisions of Article V, Section B; and ~~provided the all other applicable~~ provisions of ~~Article X, Section A these Regulations~~ are met:

* * * * *

ARTICLE 7, SECTION I, USES PERMITTED IN THE DMR (DESIGN MULTIPLE RESIDENCE) ZONE

Revise as follows:

The uses listed below in separate categories are permitted in the Design Multiple Residence Zones, provided the site is developed and retained under single or common interest ownership, provided special permit approval is obtained in accordance with the provisions of Article V, Section B and provided ~~the all other applicable~~ provisions of ~~Article X, Section A these Regulations~~ are met:

1. One-family, two-family and multi-family dwellings ~~provided on-site management shall be required for any multi-family residential development of 50 or more dwelling units.~~
2. State-licensed group day care homes or State-licensed child day care centers, as defined by the State Statutes, provided the facility is not in a dwelling unit and provided special permit approval is obtained in accordance with Article V, Section B. State-licensed family day care homes are specifically authorized in Article VII, Sec. D.

* * * * *

ARTICLE 7, SECTION K, USES PERMITTED IN THE PVRA (PLEASANT VALLEY RESIDENCE/AGRICULTURE) ZONE (LAND SOUTH OF PLEASANT VALLEY ROAD AND WEST OF MANSFIELD CITY ROAD)

Revise Subsections 3.a and 3.b (Categories of Permitted Uses in the Pleasant Valley Residence/Agriculture Zone Requiring Special Permit Approval), as follows:

- a. ~~Two family and multi~~Multi-family dwellings in accordance with the standards contained in Article X, Sections A and B. ~~provided on-site management shall be required for any multi-family residential development of 50 or more dwelling units.~~
- b. Single Family ~~and Two family~~ dwellings ~~provided, provided the dwellings are directly associated with a multi-family housing development and specifically authorized by the Commission due to specialized situations where site characteristics limit the ability to appropriately locate two-family or multi-family dwellings. All~~ applicable provisions of Article X, Section A ~~shall are~~ be met.

* * * * *

ARTICLE 7, SECTION L, USES PERMITTED IN THE PLANNED BUSINESS 1 ZONE (ROUTE 195/ROUTE 6 AREA)

Revise Category O as follows:

o. Category O

Multi-family dwellings provided ~~the requirements of Article 10, Section B are met and the following conditions are met:~~

- ~~1. **Nono** site location shall be approved unless it fronts on an arterial road and takes access from an arterial road.~~
- ~~2. Multi-family developments must be served by public water and sewer facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.~~
- ~~3. Residential density (not including density bonuses): Up to fifteen (15) dwelling units per acre of land exclusive of watercourses, waterbodies, inland wetland soils and slopes of fifteen (15) percent or more.~~
- ~~4. If any of the following improvements are provided, density bonuses of up to five (5) dwelling units per acre for multi-family dwellings may be awarded. These bonuses are separate and distinct from density bonuses awarded pursuant to Article 10, Section W.7 for affordable housing. All bonuses shall be calculated on a buildable acre basis as established pursuant to the maximum density calculations.~~
 - ~~a. Community Amenities Available to the Public. Projects that include community facilities that are available for use by the general public, such as recreational facilities, public parks or meeting space, shall be eligible for a density bonus of up to two (2) dwelling units per acre. Said amenities shall not be counted toward the community amenity requirements for the development.~~
 - ~~b. Off-Site Connections and Related Improvements. Projects that include pedestrian connections, such as public sidewalks and trails, to key employment, service and/or recreation areas, shall be eligible for a density bonus of up to two (2) dwelling units per acre. Sidewalks provided along the frontage of the subject property shall not be eligible for a density bonus under this provision.~~
 - ~~c. Structured Parking. Projects that provide structured parking to satisfy some or all of the required parking shall receive a density bonus of 2 dwelling units per buildable acre for every one hundred parking spaces provided in parking structures, up to a maximum of four (4) additional dwelling units per acre.~~
 - ~~d. Sustainability Provisions. Projects that include energy efficient design and building materials that satisfy the minimum requirements of Energy Star Certification shall receive a density bonus of two (2) dwelling units per acre.~~
- ~~5. On-site management shall be required for any multi-family residential development of 50 or more dwelling units.~~
- ~~6. Community amenities shall be provided at a level appropriate to the overall size of the project. Recreational amenities may include swimming pools, clubhouses, fitness rooms, recreational rooms, bicycle parking facilities, tennis courts, playgrounds and similar facilities. For smaller projects, trails, garden areas, and multi-use lawn areas~~

~~may be considered adequate to meet this requirement. Detailed plans and specifications for proposed recreational amenities shall be shown on project plans.~~

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ARTICLE 7, SECTION M, USES PERMITTED IN THE PLANNED BUSINESS 2 ZONE (ROUTE 195/DOG LANE AREA)

Revise Category N as follows:

n. Category N

Mixed-use projects consisting of one or more of the uses permitted in the Planned Business 2 zone and multi-family housing, provided ~~that the site is served by adequate public sewers and public water~~ the requirements of Article 10, Section B are met.

* * * * *

ARTICLE 7, SECTION N, USES PERMITTED IN THE PLANNED BUSINESS 3 ZONE (ROUTE 195/ROUTE 44 FOUR CORNERS AREA)

Revise Category N as follows:

n. Category N

Multi-family dwellings provided the requirements of Article 10, Section B are met and the following conditions are met:

- ~~1. No~~ no site location shall be approved unless it fronts on and takes access from an arterial road.
- ~~2. Multi-family developments must be served by public water and sewer facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.~~
- ~~3. Residential density (not including density bonuses): Up to fifteen (15) dwelling units per acre of land exclusive of watercourses, waterbodies, inland wetland soils and slopes of fifteen (15) percent or more, provided that the total number of bedrooms per acre does not exceed thirty (30).~~
- ~~4. If any of the following improvements are provided, density bonuses of up to eight (8) dwelling units per acre for multi-family dwellings may be awarded, provided that the total number of bedrooms per acre that are awarded for density bonuses does not exceed fifteen (15). These bonuses are separate and distinct from density bonuses awarded pursuant to Article 10, Section W.7 for affordable housing. All bonuses shall be calculated on a buildable acre basis as established pursuant to the maximum density calculations.~~
 - ~~a. Community Amenities Available to the Public. Projects that include community facilities that are available for use by the general public, such as recreational facilities, public parks or meeting space, shall be eligible for a density bonus of up to three (3) dwelling units per acre, provided that the total number of bedrooms per acre that are awarded for such density bonus does not exceed six (6). Said amenities shall not be counted toward the community amenity requirements for the development.~~

- ~~b. Off-Site Connections and Related Improvements. Projects that include pedestrian connections, such as public sidewalks and trails, to key employment, service and/or recreation areas, shall be eligible for a density bonus of up to three (3) dwelling units per acre, provided that the total number of bedrooms per acre that are awarded for such density bonus does not exceed six (6). Sidewalks provided along the frontage of the subject property shall not be eligible for a density bonus under this provision.~~
- ~~c. Structured Parking. Projects that provide structured parking to satisfy some or all of the required parking shall receive a density bonus of three (3) dwelling units per buildable acre for every one hundred parking spaces provided in parking structures, up to a maximum of six (6) additional dwelling units per acre provided that the total number of bedrooms per acre that are awarded for such density bonus does not exceed twelve (12).~~
- ~~d. Sustainability Provisions. Projects that include energy efficient design and building materials that satisfy the minimum requirements of Energy Star Certification shall receive a density bonus of three (3) dwelling units per acre, provided that the total number of bedrooms per acre that are awarded for such density bonus does not exceed six (6).~~
- ~~5. On-site management shall be required for any multi-family residential development of 50 or more dwelling units.~~
- ~~6. Community amenities shall be provided at a level appropriate to the overall size of the project. Recreational amenities may include swimming pools, clubhouses, fitness rooms, recreational rooms, bicycle parking facilities, tennis courts, playgrounds and similar facilities. For smaller projects, trails, garden areas, and multi-use lawn areas may be considered adequate to meet this requirement. Detailed plans and specifications for proposed recreational amenities shall be shown on project plans.~~

* * * * *

ARTICLE 7, SECTION O, USES PERMITTED IN THE PLANNED BUSINESS 4 ZONE (NORTH EAGLEVILLE RD./KING HILL RD. AREA)

Revise Category K as follows:

k. Category K

Multi-family dwellings and Group Dwellings provided the requirements of Article 10, Section B are met, the following conditions are met:

- ~~1. Multi-family and Group Dwelling developments must be served by public water and sewer facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.~~
- ~~2. Residential density (not including density bonuses) shall be as follows:~~
 - ~~a. Multi-family Dwellings: 100 dwelling units per acre of land exclusive of watercourses, waterbodies, inland wetland soils and slopes of fifteen (15) percent or more.~~

~~b. Group Dwellings: 400 bedrooms per acre of land exclusive of watercourses, waterbodies, inland wetland soils and slopes of fifteen (15) percent or more. Up to 25% of bedrooms may be occupied by two people.~~

~~3. If any of the following improvements are provided, density bonuses of up to ten (10) dwelling units per acre for multi-family dwellings or twenty (20) bedrooms per acre for Group Dwellings may be awarded. These bonuses are separate and distinct from density bonuses awarded pursuant to Article 10, Section W.7 for affordable housing. All bonuses shall be calculated on a buildable acre basis as established pursuant to the maximum density calculations.~~

~~a. Community Amenities Available to the Public. Projects that include community facilities that are available for use by the general public, such as recreational facilities, public parks or meeting space, shall be eligible for a density bonus of up to two (2) dwelling units per acre or four (4) bedrooms per acre. Said amenities shall not be counted toward the community amenity requirements for the development.~~

~~b. Off Site Connections and Related Improvements. Projects that include pedestrian connections, such as public sidewalks and trails, to key employment, service and/or recreation areas, shall be eligible for a density bonus of up to two (2) dwelling units per acre or four (4) bedrooms per acre. Sidewalks provided along the frontage of the subject property shall not be eligible for a density bonus under this provision.~~

~~c. Structured Parking. Projects that provide structured parking to satisfy some or all of the required parking shall receive a density bonus of 2 dwelling units per buildable acre or four (4) bedrooms per acre for every one hundred parking spaces provided in parking structures, up to a maximum of four (4) additional dwelling units per acre or eight (8) additional bedrooms per acre.~~

~~d. Sustainability Provisions. Projects that include energy efficient design and building materials that satisfy the minimum requirements of Energy Star Certification shall receive a density bonus of two (2) dwelling units per acre or four (4) bedrooms per acre.~~

~~4. On-site management shall be required for any multi-family residential development of 50 or more dwelling units and Group Dwelling developments of 100 or more bedrooms.~~

~~* * * * *~~

ARTICLE 7, SECTION X, USES PERMITTED IN THE INSTITUTIONAL ZONE

Revise subsection 4 as follows:

4. Single-family, two-family, multi-family housing and group dwellings provided the requirements of Article 10, Section B are met and ~~following conditions are met and provided~~ special permit approval is obtained in accordance with Article V, Section B.2:
 - ~~a. Multi-family and Group Dwelling developments must be served by public water and sewer facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.~~
 - ~~b. Residential density (not including density bonuses) shall be as follows:~~

- ~~▪ Multi-family Dwellings: 100 dwelling units per acre of land exclusive of watercourses, waterbodies, inland wetland soils and slopes of fifteen (15) percent or more.~~
 - ~~▪ Group Dwellings: 400 bedrooms per acre of land exclusive of watercourses, waterbodies, inland wetland soils and slopes of fifteen (15) percent or more. Up to 25% of bedrooms may be occupied by two people.~~
- ~~e. If any of the following improvements are provided, density bonuses of up to ten (10) dwelling units per acre for multi-family dwellings or twenty (20) bedrooms per acre for Group Dwellings may be awarded. These bonuses are separate and distinct from density bonuses awarded pursuant to Article 10, Section W.7 for affordable housing. All bonuses shall be calculated on a buildable acre basis as established pursuant to the maximum density calculations.~~
- ~~▪ Community Amenities Available to the Public. Projects that include community facilities that are available for use by the general public, such as recreational facilities, public parks or meeting space, shall be eligible for a density bonus of up to two (2) dwelling units per acre or four (4) bedrooms per acre. Said amenities shall not be counted toward the community amenity requirements for the development.~~
 - ~~▪ Off-Site Connections and Related Improvements. Projects that include pedestrian connections, such as public sidewalks and trails, to key employment, service and/or recreation areas, shall be eligible for a density bonus of up to two (2) dwelling units per acre or four (4) bedrooms per acre. Sidewalks provided along the frontage of the subject property shall not be eligible for a density bonus under this provision.~~
 - ~~▪ Structured Parking. Projects that provide structured parking to satisfy some or all of the required parking shall receive a density bonus of 2 dwelling units per buildable acre or four (4) bedrooms per acre for every one hundred parking spaces provided in parking structures, up to a maximum of four (4) additional dwelling units per acre or eight (8) additional bedrooms per acre.~~
 - ~~▪ Sustainability Provisions. Projects that include energy efficient design and building materials that satisfy the minimum requirements of Energy Star Certification shall receive a density bonus of two (2) dwelling units per acre or four (4) bedrooms per acre.~~
- ~~d. On-site management shall be required for any multi-family residential development of 50 or more dwelling units and Group Dwelling developments of 100 or more bedrooms.~~

~~* * * * *~~



PROPOSED AMENDMENTS TO ZONING REGULATIONS

ARTICLE 8 ▪ DIMENSIONAL REQUIREMENTS/FLOOR AREA REQUIREMENTS

Public Hearing Draft ▪ August 3, 2020

SCHEDULE OF DIMENSIONAL REQUIREMENTS AND ASSOCIATED NOTES

Revise the Schedule of Dimensional Requirements as shown below. Rows/notes that are not shown below will remain unchanged.

Unless specific exceptions are noted in other sections of these regulations, (particularly Article VIII, Section B, Article VII and Article X), this schedule of dimensional requirements shall apply to all lots, buildings, structures and site improvements, including parking, loading, outdoor recreational facilities such as tennis, volleyball or basketball courts that are distinct from driveway /parking areas or lawns, and outside storage areas. See other side of this page for notes included in this Schedule.

ZONE	MINIMUM LOT AREA/ACRES See Notes (1) (3) (4) (18)	MINIMUM LOT FRONTAGE/FT See Notes (4)(6)(7)(13)(16)	FRONT SETBACK LINE (MINIMUM UNLESS OTHERWISE NOTED) (IN FEET) See Notes (4)(8)(9)(15)(16) (17)(21) (22) (24)	MIN. SIDE SETBACK LINE (IN FEET) See Notes (4)(10)(11)(15)(16) (17)(21) (22)	MIN. REAR SETBACK LINE (IN FEET) See Note (4)(15)(16) (17)(21) (22)	MAXIMUM HEIGHT (IN FEET UNLESS OTHERWISE NOTED) See Note (14),(17) (19) (23) (26)	MAXIMUM BUILDING GROUND COVERAGE (17)

R-90/RAR-90	90,000	200	60	35	50	35 (SEE NOTE 26)	
AHR: SEE NOTE (1)	5 ACRES	50	50	50	50	40	25%
DMR: SEE NOTE (1)	5 ACRES	300	100	50	50	40	25%

PVRA, PVCA: SEE NOTE (1)	See Note 5	200	200	50	50	40	25%

FH SEE NOTE (2) FOR ALL CATEGORIES

NOTES SCHEDULE OF DIMENSIONAL REQUIREMENTS

1. See Article X, Section A for Special Design Development District requirements, including minimum acreage required to establish a new zone and alternate dimensional requirements for specific uses.
26. ~~The maximum height of a proposed structure of 45 feet may be authorized for multi family dwellings in the RAR-90 Zone pursuant to the provisions of Article 7, G.16 (a) of the Regulations. See Article 10, Section B.10 for special provisions related to maximum height of multi-family buildings in the RAR-90, ARH, DMR and PVRA zones.~~



PROPOSED AMENDMENTS TO ZONING REGULATIONS

ARTICLE 10 ▪ SPECIAL REGULATIONS

Public Hearing Draft ▪ August 3, 2020

ARTICLE 10, SECTION A.2, DESIGN DEVELOPMENT DISTRICTS-PROCEDURE

Revise Section A.2.c as follows:

c. Zone Change/Special Application Requirements

(i) General Requirements. Where a development is proposed for property that is not appropriately designated as a Design Development District, a change in zone classification is required. In these situations a petition for zone change shall be submitted in accordance with the provisions of Article XIII. In addition to the application information required by Article XIII, all petitions to create a Design Development District shall include information supporting and justifying the zone change. Professionally prepared traffic studies, comprehensive environmental assessments and design information regarding the proposed development of the property shall be required for all applications to create or expand a Research and Development/Limited Industrial Zone. Depending on the nature of the proposed zone change, traffic studies, environmental assessments and other special reports may also be necessary components of an application to create or expand any of the other Design Development Districts. ~~Furthermore, due to the special nature of the Age Restricted Housing, and Designed Multiple Residence zones and its potential impact on neighboring properties and the Town, the concurrent submission of a special permit application for the proposed development of the subject property is necessary for the Commission to receive a petition to create an ARH or DMR or Zone. Due to the special nature of the SER-HO Zone, the concurrent submission of a site plan application for the proposed development of the subject property is necessary for the Commission to receive a petition to create an SER-HO Zone.~~

In reviewing a petition for a zone change to a Design Development District, the Commission shall evaluate, with respect to the approval criteria contained in Article XIII, all information presented during the Public Hearing process by the applicant, the public and staff members.

(ii) Special Provisions for creation of ARH, DMR and SER-HO Zones.

- Due to the special nature of the Age-Restricted Housing, and Design Multiple Residence zones and its potential impact on neighboring properties and the Town, the concurrent submission of a special permit application for the proposed development of the subject property is necessary for the Commission to receive a petition to create an ARH or DMR or Zone.
- Due to the special nature of the SER-HO Zone, the concurrent submission of a site plan application for the proposed development of the subject property is necessary for the Commission to receive a petition to create an SER-HO Zone.
- No zone change to create an Age-Restricted Housing Zone or Design Multiple Residence Zone shall be approved unless the concurrently submitted special permit application complies with all applicable standards and is therefore also approved by the Commission.

- Any zone change approval to an Age-Restricted Housing or Design Multiple Residence District shall be voided if the associated special permit approval expires due to a failure to commence construction. (See Article V, Section B.7.E.)
- No zone change to create an SER-HO Zone shall be approved unless the concurrently submitted site plan application complies with all applicable standards and is therefore also approved by the Commission. Any zone change approval to an SER-HO Zone shall be voided if the associated site plan approval expires due to a failure to commence construction.

ARTICLE 10, SECTION A.5, SPECIAL PROVISIONS FOR THE AGE RESTRICTED HOUSING (ARH) ZONE

Revise as follows:

a. Water and Sewer Facilities

All proposed developments in the ARH zone must be served by public water and sewer ~~infrastructure pursuant to the requirements established in Article 10, Section B.4 facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.~~

~~For the purposes of this requirement, community well water supply systems authorized, constructed and operated pursuant to the Connecticut Department of Public Health regulations are considered public water facilities.~~

b. Density Requirements

~~The proposed ARH site shall at least 5,000 square feet of area exclusive of water courses, waterbodies, inland wetland soils and slopes of fifteen (15) percent or more for each proposed dwelling unit. All residential developments in an ARH district shall meet the density requirements established for multi-family dwellings in Article 10, Section B.5.~~

c. Location

No site location for multi-family residences shall be approved unless it is on ~~or within 300 feet of~~ an arterial or collector street as set forth in these Zoning Regulations.

~~d. Building Height~~

~~No building shall exceed three stories or a height of 40 feet~~

~~e. Distance Between Structures~~

~~Except as noted below, the distance between any two structures shall be no less than the average height of both, but in no case less than fifty (50) feet. The Commission may vary this spacing requirement when it determines that such variations will enhance the design of the project without significantly affecting either emergency or solar access.~~

~~f. Parking~~

~~Required parking spaces shall not be allowed on any street or internal roadway and shall be set back a minimum of 10 feet from principal buildings. All spaces shall comply with the parking provisions of Article X, Section D and other dimensional requirements of these Regulations.~~

~~gd. Open Space/Recreational Facilities~~

All residential developments shall provide appropriate open space and recreation facilities as determined by the Commission pursuant to the community amenity provisions of Article 10, Section B. ~~At least 600 or more square feet of open space and/or recreational area shall be required for each dwelling unit in the proposed development. The appropriateness of the proposed open space and the degree of required improvement shall be tied to the size and nature of the development. For example, for projects with fifty (50) or more dwelling units, swimming pools, club houses, multi-use ball fields, tennis courts, and/or playgrounds may be required by the Commission. For smaller projects, trails, garden areas, and multi-use lawn areas may be considered adequate to meet this requirement. Detailed plans and specifications for proposed or required open space and recreational improvements shall be shown on project plans. Whenever possible and appropriate, active recreational facilities shall be screened from residences, driveways, streets, and parking areas.~~

~~h. Courtyards~~

~~Except as noted below, courts enclosed on all sides shall not be permitted and no open court shall have a length or width less than fifty (50) feet. The Commission may vary these requirements when it determines that such variations will enhance the design of the project without significantly affecting either emergency or solar access.~~

~~i. Floor Area~~

- ~~1. No dwelling unit shall contain less than the following minimum livable floor area:
 - ~~a. Single family dwellings—800 square feet~~
 - ~~b. Two family dwellings—800 square feet~~
 - ~~c. Multi family units—800 square feet~~~~
- ~~2. At least twenty (20) percent of the dwelling units shall be 1,400 square feet or smaller.~~
- ~~3. The maximum size of a unit in an Age Restricted Housing zone shall be 2,400 square feet.~~

e. One-Family and Two-Family Dwellings.

- a. The maximum residential density for one-family and two-family dwellings shall be the same as authorized in Article 10, Section B for multi-family dwellings in the ARH District.
- b. Minimum lot size: 5,000 square feet
- c. Minimum lot frontage: 50 feet
- d. Minimum front setback: 60 feet for lots fronting on existing streets or abutting properties zoned RAR-90 or R-90; 25 feet all other lots.
- e. Minimum side setback: 35 feet abutting properties zoned RAR-90 or R-90; 10 feet
- f. Minimum rear setback: 60 feet for lots backing up to existing streets or abutting properties zoned RAR-90 or R-90; 25 feet all other lots.
- g. Maximum Building Height: 2 ½ stories; provided:
 - Stories shall be a minimum of 9 feet and a maximum of 12 feet as measured between the floor of a story to the floor of the story above it.

- Half stories shall be calculated as the space under a sloping roof where the line of intersection of roof decking and exterior wall face is no more than five feet above the top floor level.
 - When a lot slopes downward from the front lot line, an additional story may be permitted on the lower rear portion of the building. See Illustration in Article 8, Section B.8.
- h. Garages: Garages shall be located at least 10 feet behind the front plane of the house. Rear alley access is encouraged.

ARTICLE 10, SECTION A.6, SPECIAL PROVISIONS FOR THE DESIGN MULTIPLE RESIDENCE (DMR) ZONE

Revise as follows:

a. Water and Sewer Facilities

~~All proposed developments in the DMR Zone must be served by public water and sewer infrastructure pursuant to the requirements established in Article 10, Section B.4. facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.~~

~~For the purposes of this requirement, community well water supply systems authorized, constructed and operated pursuant to the Connecticut Department of Public Health regulations are considered public water facilities.~~

b. Density Requirements

~~All residential developments in a DMR district shall meet the density requirements established for multi-family dwellings in Article 10, Section B.5. The proposed DMR site shall contain at least at least 5,000 square feet of area; exclusive of watercourses, waterbodies, inland wetland soils and slopes of fifteen (15) percent or more for each proposed dwelling unit.~~

c. Location

~~No site location for multi-family residences shall be approved unless it is on or within 300 feet of an arterial or collector street as set forth in these Zoning Regulations. Locations that serve as buffers between Business or Industrial zones and Residence zones are preferable sites.~~

~~d. Building Height~~

~~No building shall exceed three stories or a height of 40 feet.~~

~~e. Floor Area~~

~~No dwelling unit shall contain less than the following minimum livable floor area:~~

~~For three rooms or less — 475 square feet~~

~~For each additional room — 125 square feet~~

~~f. Distance Between Structures~~

~~Except as noted below, the distance between any two structures shall be no less than the average height of both, but in no case less than fifty (50) feet. The Commission may vary this spacing requirement when it determines that such variations will enhance the design of the project without significantly affecting either emergency or solar access.~~

~~g. Parking~~

~~Required parking spaces shall not be allowed on any street or internal roadway and shall be set back a minimum of 10 feet from principal buildings. All spaces shall comply with the parking provisions of Article X, Section D. and other dimensional requirements of these Regulations.~~

~~hd. Open Space/Recreational Facilities~~

~~All residential developments shall provide appropriate open space and recreation facilities as determined by the Commission pursuant to the community amenity provisions of Article 10, Section B. At least 600 or more square feet of open space and/or recreational area shall be required for each dwelling unit in the proposed development. The appropriateness of the proposed open space and the degree of required improvement shall be tied to the size and nature of the development. For example, for projects with fifty (50) or more dwelling units, swimming pools, club houses, multi-use ball fields, tennis courts, and/or playgrounds may be required by the Commission. For smaller projects, trails, garden areas, and multi-use lawn areas may be considered adequate to meet this requirement. Detailed plans and specifications for proposed or required open space and recreational improvements shall be shown on project plans. Whenever possible and appropriate, active recreational facilities shall be screened from residences, driveways, streets, and parking areas.~~

~~i. Courtyards~~

~~Except as noted below, courts enclosed on all sides shall not be permitted and no open court shall have a length or width less than fifty (50) feet. The Commission may vary these requirements when it determines that such variations will enhance the design of the project without significantly affecting either emergency or solar access.~~

~~j. Housing Unit Mix Requirements~~

~~In addition to addressing the design standards of Article X, Section R, all residential development subject to this provision are encouraged to provide for a mix of housing types, sizes, and designs. Although, two-family, multi-family and a limited number of single-family dwellings may be authorized within any development or sub-phase thereof due to Mansfield's limited availability of public sewer and water service, no more than twenty (20) percent of the units shall be in two-family and single-family dwellings. Row houses or townhouses with more than two dwelling units per structure shall be considered multi-family dwellings. In addition, no more than twenty-five (25) percent of the dwelling units shall exceed 2,400 square feet of livable floor area.~~

~~e. One-Family and Two-Family Dwellings.~~

- ~~a. The maximum residential density for one-family and two-family dwellings shall be the same as authorized in Article 10, Section B for multi-family dwellings in the DMR District.~~
- ~~b. Minimum lot size: 5,000 square feet~~
- ~~c. Minimum lot frontage: 50 feet~~
- ~~d. Minimum front setback: 60 feet for lots fronting on existing streets or abutting properties zoned RAR-90 or R-90; 25 feet all other lots.~~

- e. Minimum side setback: 35 feet abutting properties zoned RAR-90 or R-90; 10 feet
- f. Minimum rear setback: 60 feet for lots backing up to existing streets or abutting properties zoned RAR-90 or R-90; 25 feet all other lots.
- g. Maximum Building Height: 2 ½ stories; provided:
 - Stories shall be a minimum of 9 feet and a maximum of 12 feet as measured between the floor of a story to the floor of the story above it.
 - Half stories shall be calculated as the space under a sloping roof where the line of intersection of roof decking and exterior wall face is no more than five feet above the top floor level.
 - When a lot slopes downward from the front lot line, an additional story may be permitted on the lower rear portion of the building. See Illustration in Article 8, Section B.8.
- h. Garages: Garages shall be located at least 10 feet behind the front plane of the house. Rear alley access is encouraged.

ARTICLE 10, SECTION A.9, SPECIAL PROVISIONS FOR THE PLEASANT VALLEY RESIDENCE/AGRICULTURE (PVRA) ZONE

Revise Subsections a through c as follows:

a. Water and Sewer Facilities

~~Except as noted below, all proposed All~~ developments in the PVRA zone must be served by public water and sewer facilities infrastructure pursuant to the requirements established in Article 10, Section B.4 or must be readily connected to such services. ~~“Readily connected” is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities. Article VII Section K.2.b. authorizes the commission to waive this requirement.~~

~~For the purposes of this requirement, community well water supply systems authorized, constructed and operated pursuant to the Connecticut Department of Public Health regulations are considered public water facilities.~~

b. Agricultural Land Preservation Requirements

Pursuant to the Plan of Conservation and Development recommendations, the Commission shall have the authority to require up to thirty-five (35) percent of the prime agricultural acreage on a subject property to be permanently preserved for agricultural use. This agricultural dedication provision may be addressed prior to any development, in association with an initial development phase or incrementally, over a series of phases or developments. However, in applying this provision, cumulatively no more than forty (40) percent of the prime agriculture acreage of a property in existence at the time this regulation is adopted shall be required to be permanently preserved for agricultural use.

As utilized in this provision, prime agricultural acreage shall be those areas that have been cultivated or otherwise used for agricultural purposes and/or those areas with soils that are classified as “prime agricultural” by the Natural Resources Conservation Service. The Commission shall have final approval of the location of the agricultural acreage to be preserved. All property owners and prospective developers are encouraged to work with the Commission to

identify an appropriate location(s) for preserved agricultural land, including other land in the Pleasant Valley area under the control of the applicant.

In identifying agricultural land for preservation, the Applicant and Commission shall consider whether:

- the land will retain agricultural value;
- the agricultural use of the land would complement existing and proposed land uses;
- the agricultural use of the land would enhance adjacent and nearby agricultural land; and
- the agricultural use of the land would conflict with existing and planned uses on adjacent properties .

Based on information reviewed prior to the adoption of this regulation, the following area should be considered a priority for agricultural land preservation:

- Land immediately south of Pleasant Valley Road between Mansfield City Road and the Flood Hazard Zone containing Conantville Brook.

To ensure the permanent preservation of designated agricultural land, conservation easements, approved by the Commission, shall be filed on the Land Records. While not required, the Commission shall have the authority to recommend and facilitate the transfer of agricultural land to the Town of Mansfield or an acceptable organization dedicated to agricultural preservation. Agricultural easement areas shall be monumented with iron pins and Town Conservations easement markers shall be placed every 50 to 100 feet around the perimeter boundary of the easement area. The Town Markers shall be placed on trees, fences, four (4) inch cedar posts or other structures acceptable to the Commission.

c. ~~Residential Developments. Compliance with provisions for the Design Multiple Residence Zone (See Article X, Section A.6)~~

1. Single-Family and Two-Family Dwellings.

- a. The maximum residential density for single-family and two-family dwellings shall be the same as authorized in Article 10, Section B for multi-family dwellings in the PVRA District.
- b. Minimum lot size: 5,000 square feet
- c. Minimum lot frontage: 50 feet
- d. Minimum front setback: 60 feet for lots fronting on Pleasant Valley Road and Mansfield City Road; 25 feet all other lots.
- e. Minimum side setback: 10 feet
- f. Minimum rear setback: 60 feet for lots backing up to Pleasant Valley Road and Mansfield City Road; 25 feet all other lots.
- g. Maximum Building Height: 2 ½ stories; ; provided:
 - Stories shall be a minimum of 9 feet and a maximum of 12 feet as measured between the floor of a story to the floor of the story above it.

- Half stories shall be calculated as the space under a sloping roof where the line of intersection of roof decking and exterior wall face is no more than five feet above the top floor level.
- When a lot slopes downward from the front lot line, an additional story may be permitted on the lower rear portion of the building. See Illustration in Article 8, Section B.8.

h. Garages: Garages shall be located at least 10 feet behind the front plane of the house. Rear alley access is encouraged.

2. Multi-family ~~All proposed residential~~ developments in the PVRA zone shall comply with the requirements of Article 10, Section B, ~~comply with the density, building height, floor area, distance between structures, parking, courtyards, and housing unit mix provisions for the Design Multiple Residence Zone (see Article X, Section A.6.). Additional density will be considered based on the proposed development plan and provision of affordable housing in excess of minimum requirements established pursuant to Article X, Section W.~~

43. Student Housing Restrictions

Housing designed primarily for student occupancy shall not be authorized in this district due to potential neighborhood compatibility issues.

24. Age Restricted Housing

Due to the proximity of commercial and health care services in southern Mansfield and the adjacent Town of Windham and due to the physical characteristics of the Pleasant Valley Residence Agriculture Zone, Age Restricted Housing developments are specifically encouraged and allowed within this district. ~~For age restricted developments the special floor area provisions for the Age Restricted Housing Zone shall apply (see Article X, Section A.5. i) in addition to the requirements for the DMR zone noted in subsection (c), above.~~

35. Open Space/Recreation Facilities

~~At least 600 square feet of open space and/or recreational area shall be required for each dwelling unit in the proposed development. This~~The open space and community amenity requirements of Article 10, Section B and the Subdivision Regulations requirement may be satisfied through the preservation of agricultural land pursuant to subsection 9(b). If the area preserved for agricultural use meets or exceeds the minimum open space requirement per dwelling unit, no additional open space or recreational facilities shall be required other than the open space provided through building separation and site landscaping ~~regulations.~~

* * * * *

ARTICLE 10, SECTION A.12, SPECIAL PROVISIONS FOR THE SOUTH EAGLEVILLE ROAD HOUSING OPPORTUNITY (SER-HO) ZONE

Add new subsection (k) and renumber existing subsections (k) and (l):

* * * * *

k. Multi-family developments in the SER-HO district are encouraged to follow the provisions of Article 10, Section B related to unit mix, site layout and design; community amenities, building design, unit design, bicycle parking, and recycling/solid waste disposal.

* * * * *

ARTICLE 10, SECTION B

Current Section B is currently reserved for future use. Establish new Section B as follows:

B. Special Provisions for Multi-Family and Group Dwelling Development

1. Intent. These provisions are intended to:

- a. Ensure that new multi-family residential development provides housing options that meet the needs of all residents, including singles, families, seniors, students and individuals with special needs;
- b. Promote vibrant neighborhoods comprised of residents of all ages, incomes and backgrounds; and
- c. Encourage high-quality design of new multi-family residential and group dwelling developments when combined with the Architectural and Design Standards of Article 10, Section R.

2. Applicability

- a. The requirements of this Section shall apply to multi-family developments and group dwelling developments in all districts with the exception of the SER-HO district.
- b. The requirements of this Section shall apply to:
 - All new multi-family dwelling developments of 10 or more units
 - All new construction of 10 or more units in existing multi-family dwelling developments
 - Renovation of existing multi-family developments to the extent practicable given the extent of proposed renovations.
- b. Where any provision of this Section conflicts with other provisions of the Zoning Regulations, the provisions of this Section shall govern.

3. Definitions. For the purpose of this Section, the following definitions shall apply.

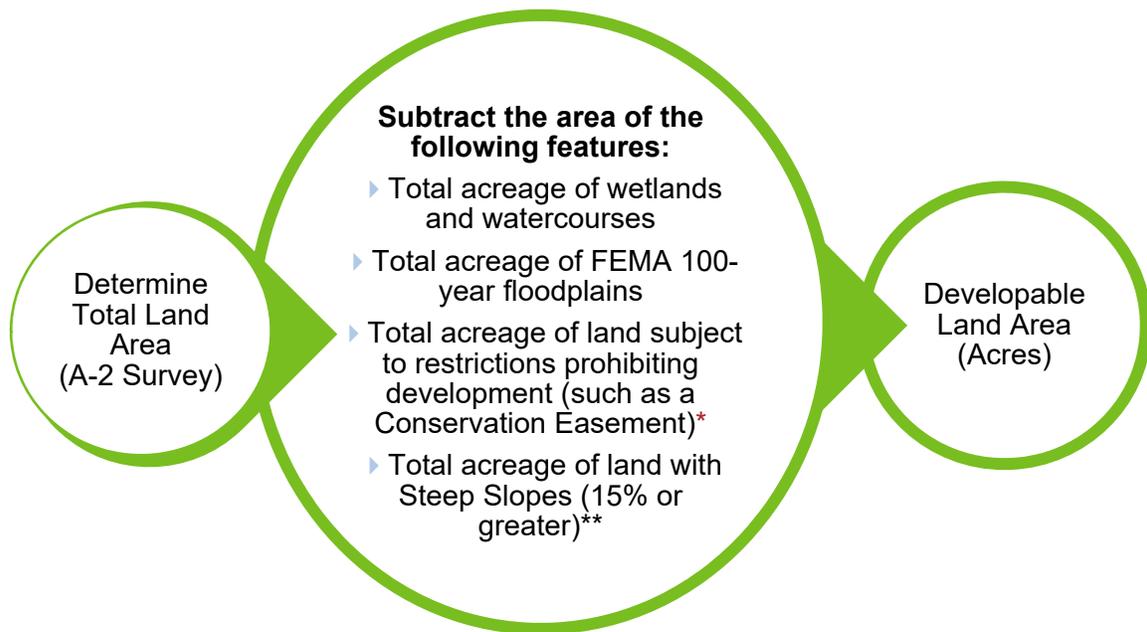
- a. *Design Guidelines.* Guidelines are not mandatory requirements, but provide a defined framework of the design principles that supplement the development standards. The guidelines provide direction on the more qualitative aspects of a development project and may be interpreted with some flexibility. The guidelines are utilized during the review process to encourage the highest level of design quality, while providing flexibility to encourage creativity on the part of project designers. Applicants may propose alternatives that meet the intent of the design guideline.
- b. *Design Standards.* Standards are specific development requirements that must be satisfied by all development to which the standards apply.
- c. *Multi-Generational Housing.* Housing designed to accommodate the needs of individuals at all stages of the life cycle.
- d. *Special Needs Housing.* Housing designed specifically to support individuals with special needs, such as the elderly or individuals with physical or mental disabilities.

4. Infrastructure. Multi-family and group dwelling developments must be served by public water and sewer facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.

5. Residential Density

a. *Developable Land Area.* Allowable density of residential development shall be calculated based on the area of developable land. The acreage of developable land shall be calculated pursuant to Figure 10.B-1: Calculation of Developable Land Area.

FIGURE 10.B-1: CALCULATION OF DEVELOPABLE LAND AREA



* For the purposes of this calculation, only areas subject to easements or restrictions that completely prohibit development shall be deducted from the total land area. Areas subject to utility easements, access easements and other similar restrictions may be counted toward developable land area and do not need to be deducted from total land area.

** For the purposes of this calculation, only areas of 2,000 square feet or more of continuously sloped area at least 10 feet in width shall be counted.

b. *Calculation of Allowable Density.* Multiply the developable land area by the number of units allowed per acre pursuant to Figure 10.B-2, Column A. Fractional units of less than 0.5 shall be rounded down and 0.5 or more shall be rounded up.

c. *Lots in More than One Zoning District.* For lots in more than one district, the allowable unit count (excluding bonuses) shall be computed separately first. These totals shall be added together and the allowable maximum bonus and transfer of development rights for the entire development shall be calculated based on this combined total number of units and the acreage of the property in the higher density district. The permitted location of the units shall be wherever the Commission determines best fits the characteristics of the land and surrounding area, based on the Development Impact Statement.

Figure 10.B-2: Multi-Family Dwelling Residential Density by District

	A	B	C	D
	Maximum Base Residential Density		Maximum Density Bonus Available	
District	Dwelling Units Per Acre	Not to Exceed Bedrooms Per Acre	Dwelling Units Per Acre	Not to Exceed Bedrooms Per Acre
ARH	8.7	NA	NA	NA
DMR	8.7	NA	NA	NA
PVRA	8.7	NA	NA	NA
I	100	NA	10	NA
PB-1	15	30	8	15
PB-2	35	70	10	20
PB-3	15	30	8	15
PB-4	100	NA	10	NA
RAR-90*	8.7	NA	NA	NA
SC-SDD	As established in the approved Master Plan		NA	NA

*This density applies only to properties in the RAR-90 district that meet the eligibility requirements for multi-family dwellings. Existing non-conforming multi-family residential developments are subject to the provisions of Article 10, Section D.

Figure 10.B-3: Group Dwelling Residential Density by District

District	Base Maximum Density (Bedrooms Per Acre*)	Maximum Density Bonus (Bedrooms Per Acre)
I	400	20
PB-4	400	20

*Up to 25% of bedrooms may be occupied by two people; all other bedrooms shall be single-occupancy.

d. *Density Bonuses.* The Commission may award density bonuses pursuant to Figure 10.B-4 up to the maximum identified in Figures 10.B-2 and 10.B-3. These bonuses are separate and distinct from density bonuses awarded pursuant to Article 10, Section W.7 for affordable housing. Bonuses for affordable housing may be awarded above the maximum density bonus established in this Section. Bonuses shall be calculated in the same manner as base maximum density.

Figure 10.B-4: Available Density Bonuses

Bonus	PB-1, PB-2 & PB-3	PB-4 & I
Community Amenities Available to the Public. Projects that include community facilities that are available for use by the general public, such as recreational facilities, public parks or meeting space. Said amenities shall not be counted toward the community amenity requirements for the development. The bonus awarded shall be at the sole discretion of the Commission based on the type of amenity proposed and the overall community need/demand for such a facility. In making its determination, the Commission shall consider input from relevant Town	Up to 3 du/acre, not to exceed 6 bedrooms per acre	Multi-Family: Up to 2 du/ac Group Dwelling: Up to 4 bedrooms/ac

Bonus	PB-1, PB-2 & PB-3	PB-4 & I
<p>departments and advisory committees with regard to how the proposed amenity responds to community needs.</p>		
<p>Off-Site Connections and Related Improvements. Projects that include pedestrian connections, such as public sidewalks and trails, to key employment, service and/or recreation areas. Sidewalks provided along the frontage of the subject property shall not be eligible for a density bonus under this provision. The bonus awarded shall be at the sole discretion of the Commission based on the type of improvement proposed and the overall community need/demand for such a facility. In making its determination, the Commission shall consider input from relevant Town departments and advisory committees with regard to how the proposed improvement responds to community needs. Improvements that would complete a project on the Town's Priority Walkway/Bikeway Project list shall be awarded the highest bonus.</p>	<p>Up to 3 du/acre, not to exceed 6 bedrooms/acre.</p>	<p>Multi-Family: Up to 2 du/ac</p> <p>Group Dwelling: Up to 4 bedrooms/ac</p>
<p>Structured Parking. Projects that provide structured parking to satisfy some or all of the required parking. To qualify for this bonus, a minimum of 50 structured parking spaces shall be provided. Fractional credit may be applied. For example, in the PB-1, 2 and 3 zones, a parking structure with 150 spaces would be eligible for a bonus of 4.5 dwelling units per acre.</p>	<p>3 du/acre for every 100 parking spaces provided in parking structures, not to exceed 12 bedrooms per acre.</p>	<p>Multi-Family: 2 du/ac for every 100 structured parking spaces, not to exceed 4 du/ac</p> <p>Group Dwelling: 4 bedrooms/ac for every 100 structured parking spaces, not to exceed 8 du/ac</p>
<p>Sustainability Provisions. Projects that include energy efficient design and building materials that satisfy the minimum requirements of Energy Star Certification. Projects that receive this bonus shall submit documentation that the certification has been obtained/renewed by December 31 of each year. Failure to annually attain Energy Star Certification and provide associated documentation shall be considered a zoning violation and subject to penalties as further described in Article 11, Section F and Chapter 189 of the Code of Ordinances.</p>	<p>3 du/acre, not to exceed 6 bedrooms/acre</p>	<p>Multi-Family: 2 du/ac</p> <p>Group Dwelling: 4 bedrooms/ac</p>

Bonus	PB-1, PB-2 & PB-3	PB-4 & I
Family-Friendly Units. Multi-Family residential projects with at least the following percentages of two- and three-bedroom units with family-friendly features specified in Section B.11.a.6.		
• 50% of units		2 du/ac
• 75% of units		3 du/ac
• 100% of units		4 du/ac

6. Unit Mix. Multi-family residential developments shall comply with the following requirements to promote multi-generational housing unless the applicant establishes a demonstrated need for special needs housing pursuant to Section B.16:

- a. At least 20% of units shall be studio or one-bedroom units.
- b. At least 50% of all units in the development shall have two or more bedrooms.
- c. At least 15% of all units in the development shall have three bedrooms.
- d. A minimum number of units that meet the following requirements shall be provided pursuant to Figure 10.B.5. Examples of unit types that would meet these requirements include but are not limited to townhouses, cottages, and small multi-unit buildings.
 1. The unit shall have a dedicated entrance on the exterior of the building.
 2. The unit shall include at least 50 square feet of outdoor space dedicated to use of unit occupants, including but not limited to front porches, patios, decks, fenced yard areas, balconies and rooftop terraces. The space provided shall be counted toward community amenity requirements established in Section 9.a.3.

Figure 10.B.5: Minimum Multi-Family Unit Types by Developable Land Area

Minimum units meeting provisions of 10.B.6.d	Developable Land Area			
	5-10 acres	10-15 acres	15-20 acres	20+ acres
ARH, DMR, PVRA, RAR-90 Districts	10%	15%	20%	25%
PB, I and SC-SDD Districts	5%	7.5%	10%	12.5%

7. Property Management Plan. The applicant shall submit a property management plan that addresses the following requirements:

- a. **Type of Management.** The plan shall include the type of management proposed and identify how resident and neighbor concerns will be addressed. On-site management is required for any multi-family residential development of 50 or more dwelling units and group dwelling developments of 100 or more bedrooms.
- b. **Nuisance Prevention.** Identify strategies to reduce potential for neighborhood nuisances, including but not limited to:
 1. Lease provisions related to nuisance behavior and guests
 2. Perimeter security measures

- C. Maintenance and Upkeep. Proposed schedule for exterior maintenance (landscaping, power washing, painting/repairs, etc.)

8. Site Layout and Design.

- a. Standards. The site plan shall:
 1. Designate parking for accessible units near entrances and elevators.
 2. Provide physical separation between exterior activity areas and vehicular use areas.
 3. Provide parking, loading, and service areas to support non-residential uses in mixed-use projects.
- b. Guidelines
 1. Incorporate natural features of site into design as amenities.
 2. Integrate surface stormwater features into the site design as an amenity feature.
 3. Provide focal points for units such as a central green.
 4. Wherever possible, arrange parking, pedestrian circulation and building entrances so that residents and visitors are encouraged to access residential units from a street or greenway.
 5. Wherever possible, locate and design surface parking areas to be secondary to buildings and open spaces. Examples include use of internal driveways that are designed to look and function like streets with travel ways and parallel or angled parking; placing parking to the rear of buildings; and breaking up large parking areas with buildings and open space.
 6. Landscape pedestrian walkways to provide attractive spaces as well as privacy while avoiding blind corners and heavy landscaping which can obstruct sightlines along pedestrian routes.
 7. Provide visual privacy between units. Where units face each other across a narrow distance, windows should be off set.
 8. Locate and design entrances, lobbies, corridors, stairwells and elevators to maximize potential for casual surveillance from units, semi-private and public areas.
 9. Design pedestrian circulation routes that can easily be used for moving furniture and household possessions as well as circulation of people with mobility aids (wheelchairs, scooters, walkers, etc.), strollers, tricycles, bicycles and wheeled toys.
 10. In large projects (over 100 units) consider dividing the project into smaller communities centered around open space, where residents have access to common and circulation areas.

9. Community Amenities

- a. Standards
 1. Community amenities shall be provided at a level appropriate to the overall size of the project that are safe and visible from dwelling units and building common spaces. The type and nature of recreational amenities shall be based on the size, nature and location of the development. For smaller projects, trails, garden areas, and multi-use lawn areas may be considered adequate to meet this requirement. Detailed plans

and specifications for proposed recreational amenities shall be shown on project plans.

2. Provide exterior activity areas that are safe and visible from major spaces in units.
 3. Developments in the ARH, DMR, PVRA, and RAR-90 districts shall provide a minimum of 600 square feet of open space and/or recreational areas per unit. See Article 10, Section A.9 and Article 7, Section G.16 for additional provisions related to open space provisions in the PVRA and RAR-90 districts, respectively.
 4. In projects with 30 or more dwelling units / 100 or more group dwelling bedrooms, a community multi-purpose room shall be provided that meets the following criteria: minimum 500 square feet of space for resident activities including but not limited to parties, meetings, and clubs; internet access; and computer access.
 5. Additional amenity spaces shall be provided for projects of 100 dwelling units / 300 group dwelling bedrooms or greater. Amenities shall be designed to provide a variety of options for residents. Examples include but are not limited to: passive recreation such as picnic areas and trails; playgrounds, active recreation such as swimming pools, tennis/basketball courts, workshop/hobby spaces, libraries, play rooms with toys for children of varying ages, teen lounge, additional community multi-purpose rooms, and communal kitchens and dining areas. The Commission may authorize use of off-site recreational facilities to meet some or all of the additional amenity requirements when the off-site recreational facility meets the following criteria:
 - a. The facility is located within ¼ mile of the project site as measured by the shortest pedestrian path to such facility and is connected to the project site by continuous off-site walkways; OR, the project provides regular transportation to the facility during its hours of operation free of charge to residents.
 - b. Membership fees to the facility are provided free of charge to residents.
 6. Provide in-unit or common laundry areas. Common laundry areas shall be ADA accessible and be located on each floor or near a common gathering space. See “Aging in Place Design Guidelines for Independent Living in Multifamily Buildings,” Enterprise Green Communities, 2016. (<https://www.enterprisecommunity.org/download?fid=6623&nid=3496>) for additional guidance on how to improve accessibility of common laundry areas.
 5. Where provided, communal storage rooms shall be on an ADA accessible path and have sturdy, lockable, individual, storage areas.
- b. Guidelines
1. Where property includes significant natural features, consider incorporating walkways and trails with features and overlooks. Trails should be designed to connect to other properties wherever possible.
 2. Provide outdoor communal gathering areas including quiet passive spaces as well as active gathering spaces such as playgrounds with equipment for children of different ages, barbeque/ picnic areas and community gardens.

10. Building Design

a. Standards.

1. **RAR-90, ARH, DMR and PVRA Zones.** Maximum building height shall be three (3) stories up to 40 feet; provided the Commission may approve a maximum height of up to 45 feet as part of the special permit for the development provided all of the following criteria are met:
 - the enclosed space of the proposed structure above 35 feet shall be limited for use as non-tenant storage and/or areas for accommodating equipment used to operate such proposed structures' utilities,
 - The proposed structure aesthetically conforms with the character of neighboring properties, and
 - The proposed structure will not adversely affect the character of neighboring properties or adversely affect the general health, welfare or safety of the Town.
2. **All Zones.** The architectural plans shall provide ADA accessible access from each building to exterior amenities that minimize the need to cross a parking area or driveway. Where such crossing is required, use pavement type, markings and signage to demarcate a pedestrian crossing area, and signs alerting drivers to the presence of children in areas where the crossing leads to an exterior play area.

b. Guidelines

1. Incorporate multiple building types in the overall design.
2. Where structured parking is used, wrap structures with buildings.
3. Design a portion of the ground level frontage to be residential units or other active uses with direct unit entries to the street. Alternatively, articulate ground-floor residential building facades to differentiate individual residential units from each other and from the overall massing of the building in order to express a rhythm of individual units along the street.
4. Design ground floor units to maximize views of the street from the interiors of units while minimizing views into units from the street.
5. Provide visual interest and improve quality of life for inhabitants through the use of features such as stoops, porches, recessed windows, bay windows and balconies.
6. Incorporate architectural features and materials that ensure high-quality, human-scale, distinctive design that is comfortable and attractive to residents. Consider vaulted ceilings; arches; corner treatments; window, façade and roof proportions.
7. In buildings with double-loaded corridors, unit doorways should be offset to avoid visual and acoustical intrusion whenever possible.
8. In corridors serving six or more units, define entries through lighting and recessed spaces.
9. Provide ADA accessible access from units to exterior common open space and wherever possible, provide for natural light into corridors and stairs with views to the exterior.

10. Corridors should be wide enough to allow for people to circulate past each other with mobility aids as well as allow for circulation around items temporarily left in the hall (such as tricycles, wheeled toys).
11. Situate as many units as possible adjacent to open spaces designed and landscaped to create active areas and opportunities for gathering and quiet respite.

11. Multi-Family Dwelling Unit Design

a. Design Standards

1. A variety of unit types and designs shall be provided. Multi-story units can be included in a larger building with single-story units for greater diversity.
2. Bulk storage shall be provided for each unit in accordance with Figure 10.B-6. Linen, utility, clothing and pantry closets may be counted as bulk storage spaces for the purpose of this requirement. Up to 30% of the bulk storage requirement may be provided in a communal storage area.

Figure 10.B-6: Bulk Storage Requirements

Unit Type	Minimum Bulk Storage Area
Studio	100 cubic feet
One Bedroom	150 cubic feet
Two Bedroom	300 cubic feet
Three Bedroom	450 cubic feet

3. A minimum of two full bathrooms shall be provided in three-bedroom units.
4. A minimum of 25% of two and three-bedroom units shall include the following features unless the development is designated as special needs housing as defined in Section B.3:
 - An entry closet or indoor space near the entry for furniture, shelves, and storage of mobility aids where such items will not obstruct circulation.
 - Two-bedroom units: a dining area sized to accommodate a table and four chairs.
 - Three-bedroom units: a dining area sized to accommodate a table and 6 chairs.
 - A living room with sufficient space for seating plus other furniture and circulation.
 - A hierarchy of bedroom size, where one bedroom is larger than the others.
 - Bedrooms separated from living areas and sized to accommodate a bed, dresser, and desk or table.
 - Each bedroom shall have access to a full bathroom without going through the living room, dining room or kitchen.
 - At least one bathroom shall be equipped with a bathtub and shall be of sufficient size to accommodate a parent and child at the same time.

b. Design Guidelines

1. Provide kitchens and appliances sized appropriately for the unit type. Figure 10.B-7 identifies sample kitchen features based on unit size.

Figure 10.B-7: Sample Kitchen Feature Guidelines by Unit Size

Unit Type	Studio	One Bedroom	Two-Bedroom	Three-Bedroom
Clear Countertop Area Square feet of countertop area excluding sink.	10 square feet	14 square feet	20 square feet	
Linear Feet of Base Cabinets	5 feet	10 feet	15 feet	
Linear Feet of Wall Mounted Storage	2.5 feet	5 feet	7.5 feet	
Refrigerator Size	14 cubic feet	16 cubic feet	18 cubic feet	20 cubic feet
Stovetop/ Oven Size	30 inch wide			
Pantry Storage	NA	15 cubic feet	24 cubic feet	30 cubic feet

2. Units should be located and designed to minimize noise intrusion from surrounding development while maximizing natural light and ventilation.
3. Design units to allow residents to age in place. See “Aging in Place Design Guidelines for Independent Living in Multifamily Buildings,” Enterprise Green Communities, 2016. (<https://www.enterprisecommunity.org/download?fid=6623&nid=3496>) for additional guidance.
4. Maximize ventilation and sunlight by providing multiple exposures and shallow unit depths as much as possible. Place living areas along exterior walls and place bath and storage along interior walls.
5. Take advantage of views and natural light, particularly for living areas, by providing areas of glazing looking onto streets, yards and other exterior spaces. Provide shading on south and west exposures.
6. Maintain a sense of privacy from within housing units while allowing views onto streets and exterior courtyards.
7. Consider the layouts of adjacent units to ensure that bedrooms are not adversely impacted by proximity to neighboring living areas.
8. Bulk storage space should include at least one area with sufficient dimensions to accommodate large household items such as mobility aids (wheelchairs, scooters, walkers, etc.) strollers, wheeled toys, suitcases, sports equipment and holiday decorations.
9. Hallways should be well-lit and wide enough to accommodate those with mobility aids.

10. Spaces should be designed to accommodate multiple activities and be able to adapt to the needs of the resident.
11. Where possible, provide access to private outdoor space that is a minimum of 6 feet deep and 9 feet wide. The private open space should be designed to maximize sunlight access, safety and adaptability.
12. Design units that can easily adapt to needs of occupants, including families with children, seniors and individuals with physical disabilities.

12. Recycling and Solid Waste Disposal. Recycling and refuse collection service, including exterior recycle containers, shall be provided pursuant to Sections A196-5, A196-6 and A196-9 of the Solid Waste Regulations and the following provisions.

a. *Number and Size of Containers.*

- The number and size of refuse and recycling containers shall be approved by the Town's Recycling Coordinator after consultation with the Town's contracted hauler.
- Recycling containers shall be provided in an appropriate size and number for anticipated recyclables at the property. For design purposes, it should be assumed that the recycle containers will need to accommodate approximately 30-40% of the total waste generated on site.

b. *Location of Recycling Containers.* Recycling collection service shall be as convenient to residents and tenants as refuse collection service.

- Should a development offer interior refuse collection containers in a centralized location, recycle containers shall be located in the same location.
- Should a development offer door-to-door valet refuse collection service, recycling collection shall be provided in the same manner.
- Should a building have a designated chute for refuse collection service, designated recycling chutes shall be provided adjacent to the refuse chute.
- Should a development offer dumpster service, a complementary recycle dumpster shall be placed next to the waste dumpster.
- Should a development opt for compactor service, a split compactor shall be used or a separate recycle container shall be placed next to the compactor.

c. *Screening of Solid Waste/Recycling Containers.* All solid waste and recycling containers shall be screened by a solid fence with gate that is at least 1 foot taller than the containers. Enclosure and gate size requirements will be determined based on the size of containers and must provide for clearance around the containers for users and the collection vehicle. Chain link fencing with vinyl slats is not an acceptable screening type.

d. *Tenant and Resident Information.* Information, including the types of recyclable materials accepted and the location of recycling containers shall be distributed to all occupants upon move-in along with a container for interior collection of recyclables that is clearly marked with the universal recycling symbol.

- All occupants shall be provided with updated information and instructions when recycling services are changed.

- Educational materials should also be posted in common areas such as laundry rooms, mail areas and the main lobby or leasing office.
 - Copies of educational materials shall be provided to the Recycling Coordinator annually on a date established in the Refuse and Recycling Plan.
- d. *Refuse and Recycling Plan.* To demonstrate compliance with this Section, a preliminary Refuse and Recycling Plan shall be submitted with any Site Plan or Special Permit Application required by these Regulations. The Refuse and Recycling Plan must be finalized and approved by the Town's Recycling Coordinator prior to issuance of a Zoning Permit. At minimum, the Recycling Plan shall contain the following information:
- Property owner and manager information
 - Description of proposed waste disposal and recycling services to serve the development, including interior collection set-up, container types and sizes, and sample labeling.
 - Map identifying locations of refuse and recycling collection containers.
 - Calculations to support proposed container sizes.
- e. *Plan Updates.* Upon any change in ownership, management, or recycling collection service, an updated Recycling Plan shall be submitted to the Recycling Coordinator.

13. Bicycle Parking. At least one bicycle parking space shall be provided for every five dwelling units pursuant to the following requirements.

- a. Bicycle parking spaces shall be a minimum of six feet long and two feet wide or as designed by the provided bicycle rack system with an ADA accessible access aisle at the side or rear of the bike.
- b. Areas used for bicycle parking must be well-lit and drained to be reasonably free of mud and standing water.
- c. All bicycle racks must be:
 - Securely anchored;
 - Able to support the bicycle frame in at least two places to prevent the bicycle from falling over;
 - Configured to allow locking of the frame and at least one wheel with a U-lock; and
 - Constructed of materials that resist cutting, rusting, bending or deformation.
- d. A minimum of 90% of bicycle parking spaces shall meet the following requirements for long-term bicycle parking for building tenants:
 - Be provided in a secure location within 50 feet of a public entrance, building lobby or other common area, such as a parking deck. The minimum lighting level for bicycle parking areas shall be 0.5 footcandles.
 - Be designed to provide continuous overhead shelter from the elements. Examples of long-term parking design include: bicycle lockers, racks, lockable cage or other enclosure; or a lockable bicycle room.
 - Be located within 50 feet of or in the building for which such spaces are required.

- Include space for storage of larger bicycles and accessories, including but not limited to tandem bicycles and adaptive bicycles for individuals with special needs.
- e. A maximum of 10% of required bicycle parking shall meet the following requirements for short-term bicycle parking:
- Be placed within 50 feet of, and clearly visible from, the main entrance to the use served.
 - Installed a minimum of two (2) feet from any wall or other obstruction with the exception of wall mounted bicycle racks.
 - Installed on a surface designed and maintained to be mud and dust free. The use of rock or gravel areas for bicycle parking is permitted provided edging materials are used to demarcate the bicycle parking area and contain the gravel material.
 - If required bicycle parking is not visible from the street or public entrance, a sign must be posted at the public entrance indicating the location of the parking. The D4-3 sign of the Manual on Uniform Traffic Control Devices (MUTCD) is recommended.
- f. Any required short-term bicycle parking provided in a structure or under-cover must be:
- Provided at ground level
 - Provided free of charge
 - Clearly marked as bicycle parking
 - Separated from vehicle parking by a physical barrier to minimize the possibility of parked bicycles being hit by a vehicle.
- g. The number of required spaces shall be reduced by 50% for special needs housing developments whose primary occupants are seniors or individuals with physical or mental disabilities.
- 14. Signs.** One free-standing identity sign per street frontage is permitted pursuant to the requirements of Figures 10.B-8.

Figure 10.B-8 Types of Permitted Free Standing Identity Signs and Associated Standards

Sign Type	Residential (RAR-90, ARH, DMR and PVRA) Districts	Planned Business & Institutional Districts
Monument Sign		
A one or two-sided sign attached to a pedestal or perimeter wall.		
Maximum Sign Area	16 square feet	32 square feet
Maximum Height	5 feet	5 feet
Other Dimensional Requirements	<ul style="list-style-type: none"> The width of the top of the sign structure may be no more than 125% of the width of the pedestal. If attached to the perimeter wall, the sign may not exceed 75% of the width of the face of the perimeter wall. 	
Minimum Setback from Front Property Line	10 feet	Per district requirements provided adequate site distance is maintained.
Materials	<ul style="list-style-type: none"> Monument signs shall be constructed of wood, metal, or masonry. The use of plastic and other synthetic materials for separate alphanumeric characters or logos is only permitted in Planned Business Districts. 	
Landscaping	<ul style="list-style-type: none"> When a pedestal is used, the area surrounding the pedestal shall be landscaped with ground cover and ornamental plantings. 	
Illumination	<ul style="list-style-type: none"> Internal Illumination is prohibited. External light sources intended to illuminate the sign must be fully shielded and placed close to, and directed upon, the sign face. Any light sources intended to illuminate surfaces behind a sign to produce a halo effect must be fully concealed from view. 	
Yard Sign		
A two-sided sign that is located on either one or two posts within a front yard.		
Maximum Sign Area	16 square feet	32 square feet
Maximum Height	5 feet	5 feet
Maximum width (not including posts)	8 feet	
Minimum Setback from Front Property Line	10 feet	Per district requirements provided adequate site distance is maintained.
Materials	<ul style="list-style-type: none"> Monument signs shall be constructed of wood or metal. The use of plastic and other synthetic materials for separate alphanumeric characters or logos is only permitted in Planned Business Districts. 	
Landscaping	<ul style="list-style-type: none"> The area surrounding the base of the sign shall be landscaped with ground cover and ornamental plantings. 	
Illumination	<ul style="list-style-type: none"> Internal Illumination is prohibited. External light sources intended to illuminate the sign must be fully shielded and placed close to, and directed upon, the sign face. Any light sources intended to illuminate surfaces behind a sign to produce a halo effect must be fully concealed from view. 	

15. Housing Plan

- a. **Submission of Housing Plan.** Any applicant for a project subject to the requirements of this Section shall submit a Housing Plan as part of the Site Plan or Special Permit application for the development in addition to the submission requirements of Article 5.
- b. **Contents of Housing Plan.**
 1. Narrative description of the type of housing proposed. Where a special needs housing project is proposed, the applicant shall document the demand for such housing and how the specific needs of that population will be supported through the proposed design.
 2. Description of how the proposed development conforms to the design standards and guidelines of this Section. Where a proposed design does not meet recommended guideline(s) of this Section, the applicant shall articulate the reasons for deviation and identify the alternative design approach used to meet the intent of the guideline.
 3. Conceptual floor plans and building elevations.
 4. Density calculations, including any requested density bonuses and how the project meets the requirements for awarding of such a bonus; including affordable/workforce housing bonuses authorized by Article 10, Section W.
 5. Additional requirements for multi-family dwelling developments:
 - a. Proposed multi-family dwelling unit mix.
 - b. Narrative description identifying how the project intends to meet the multi-family unit design requirements of Section B.11. The description shall include minimum specifications for each unit type.
- c. **Modifications.** Modifications to an approved housing plan may only be approved by the PZC.

16. Approval Considerations. In approving any Site Plan or Special Permit application that is subject to the requirements of this Section, the Commission must make the following findings, in addition to the findings required by Article 5, Section B:

- a. **Overall Project Design.** The proposed development complies with all development standards identified in this Section and substantially complies with the intent of the design guidelines.
- b. **Adaptability (Multi-Family Dwellings Only).** The proposed multi-family dwelling units can be easily adapted to accommodate a different target market if needed in the future; and
- c. **Multi-Generational Housing (Multi-Family Dwellings Only).** The Commission must make one of the following findings:
 - The Housing Plan sufficiently addresses the design standards and guidelines established in this Section and will result in housing options that meet the needs of all residents, including singles, families, seniors and students; or
 - The applicant has established a demonstrated demand for special needs housing and the need for such housing outweighs the need for housing that supports multiple generations. If such a finding is made, the unit mix requirements of Section B.6 shall not apply.

17. Zoning Permit Requirements. Zoning Permit applications shall include the following in addition to the requirements of Article 11:

- a. A signed and sealed certification from the architect that all buildings and units that are the subject of the permit comply with the approved Housing Plan.
- b. A signed and sealed certification from the project engineer and landscape architect that the site, stormwater and landscaping plans comply with the plan approved by the PZC. If a plan has been revised, a narrative description of changes shall be provided to determine whether a formal modification is required to pursuant to Article 5, Section B.9.
- b. Floorplans including appropriately sized furniture in floorplans to demonstrate compliance with design standards and guidelines.
- c. Detailed plans and specifications demonstrating compliance with bicycle parking requirements.
- d. Final Refuse and Recycling Plan.

* * * * *

ARTICLE 10, SECTION C, SIGN REGULATIONS

Revise Article 10, Section C.5.c, Identity Signs for Multi-Family Housing Developments, Mobile Home Parks and Churches, add a new Section C.5.d, and renumber subsequent sections accordingly:

* * * * *

c. **Identity Signs for Multi-family Residential Housing Developments and Group Dwelling Uses.**

- 1. *Freestanding Signs.* See Article 10, Section B for free-standing identity sign provisions.
- 2. *Building Mounted Signs.* In the PB and I Districts, one building mounted identity sign per frontage is permitted in lieu of a free-standing sign, provided said sign does not exceed one (1) square foot of area for each linear foot of the front façade of the building on which the subject sign is located. Illumination of building mounted identity signs shall comply with the provisions of Figure 10.B-8.

d. **Identity Signs for Mobile Home Parks and Churches:** One free-standing identity sign per site, provided the sign is no larger than twelve (12) square feet in area (see subsection 6 for possible variations of this provision).

de. **Offsite Directional Signs** (See Sections C.4.h.2 and 3 for directional signs associated with public, charitable, educational or religious special events or agricultural/horticultural sale sites) Offsite directional signs may be permitted for an authorized use that is on a site difficult to locate, provided other provisions of these Regulations are complied with and provided the following conditions are met:

- 1. The Planning and Zoning Commission determines that the site will promote traffic safety, the public convenience and general welfare and good aesthetic design (see Article X, Section C, subsections 10 through 12)
- 2. The size of each directional sign is no greater than two (2) square feet in area.

3. Any sign on State or Town property is approved by the State Dep't. of Transportation or other State agency having jurisdiction, or by the Mansfield Traffic Authority.
4. Where a directional sign is on private property, a letter authorizing the use from the subject property owner shall be submitted with the Zoning Permit application.

* * * * *

ARTICLE 10, SECTION W, AFFORDABLE HOUSING REQUIREMENTS

Proposed Amendments to Article 10, Section W.7 (Density Bonuses)

Delete existing Section 7, Density Bonuses and replace with the following:

* * * * *

7. Density Bonuses

Density bonuses up to five (5) dwelling units per acre shall be awarded to incentivize the development of low income and workforce housing units. All bonuses shall be calculated on a buildable acre basis as established pursuant to the allowable residential density calculations. Additional market-rate units/bedrooms authorized pursuant to this Section shall not be included in the calculation of required affordable/workforce housing units pursuant to Section 4.b. For group dwelling uses, multiply the number of additional market-rate dwelling units by four (4) to determine the additional number of bedrooms.

- a. **Fee-in-Lieu.** A bonus of 1 dwelling unit per acre shall be provided in exchange for each donation to the Town's Housing Trust Fund (or other entity as described in Section W.5.c) equivalent to 1% of the construction cost as calculated pursuant to Figure 10.W-1.
- b. **Additional income restricted units provided within the development.** Figure 10.W-2 identifies density bonuses for income-restricted units that are provided in addition to the minimum requirements of Section W.4. These units may be provided within the development or through conversion of existing market rate units pursuant to Section W.5. In calculating these bonuses, additional income-restricted units shall not be counted toward overall density as illustrated in the sample calculation provided in Figure 10.W-3.

Figure 10.W-2: Density Bonuses for Income-Restricted Units

Type of Income-Restricted Unit Provided	Bonus Per Income-Restricted Unit Created
Low-Income Housing Unit	Three (3) market-rate units
Affordable Housing Unit	Two (2) market-rate units
Workforce Housing Unit	One Half (0.5) market-rate unit

Figure 10.W-3: Sample Bonus Calculation for Additional Income-Restricted Units

The following example assumes:

- The maximum density allowed prior to density bonuses for affordable units is 10 units per acre (identified at the bottom of Column A in table below).
- The project site contains 10 buildable acres, for a total maximum density of 100 units.
- Maximum bonus available is 5 dwelling units/acre

Unit Type	A No Affordable Housing Bonus	B Additional Income- Restricted Units Provided	C Bonus Market Rate Units by Unit Type	D Total Units
Market Rate	85			135
Workforce	5	10	5	15
Affordable	10	15	30	25
Low Income	0	5	15	5
Total Units	100	30	50	180
Dwelling Units Per Acre	10 du/ac	3 du/acre	5 du/acre	18 du/ac

* * * * *

From: [Shamim Patwa](#)
To: [Town Council](#)
Subject: support for Small Cities Community Development Block Grant-COVID
Date: Monday, August 10, 2020 5:13:55 PM

To the Members of the Town Council,

I am writing in support of pursuing the SC CDBG-CV program. I have witnessed an increased need for supports within our community in my role as Director of Student Services for the Mansfield Public Schools. Specifically, more families are struggling with meeting childcare needs. The recent news that UCONN Child Labs will be closing until January will place added strain for parents seeking childcare.

In addition to childcare, there is a continued need to address food insecurity. Families availing themselves of the school's meal assistance program have grown over the period of time since the schools closed for distance learning. Providing greater continuity of this service is warranted.

I encourage you to support the pursuit of this grant. Our families are in need and will benefit from additional programs.

Regards,
Shamim Patwa

--

Shamim S. Patwa, PhD

Director of Student Support Services

860.429.3353

patwas@mansfieldct.org

mansfieldct.gov/mps

From: [Chrobak, James](#)
To: [Town Clerk](#)
Subject: Providing Information to town residents
Date: Tuesday, August 11, 2020 1:46:15 PM

All,

Recently I had to deal with having a dead tree removed near the road, learned it was not a town tree, but the town tree warden contacted Eversource and the tree was removed. I thanked him for that.

With the recent storm, many residents have been commenting on the deficiencies in response by Eversource (on FB) and well others have commented that while true, the town could make an effort to either cut more trees and/or COMMUNICATE better with town residents re: procedures/responsibilities.

A flyer explaining the town's, Eversources and the homeowners responsibility would not be a difficult undertaking.

The information on the town website (see below) is less than informative and not particularly inviting (or even polite).

I now have a vague idea of what a town tree is; but does every resident need to measure their road and determine for themselves what a "TOWN Tree" is?

The town, town council, could do "better" as could Eversource as could homeowners.

Thanks for your attention,

James chrobak

Trees (860.429.3676)

All trees are protected by *Connecticut State Statutes* and may not be removed or damaged in any way without the permission of the Town's Tree Warden. Before any tree along a Town Road can be pruned or removed, the following procedures must be followed:

1. Contact the Town's Engineering Division (860.429.3397) to determine if the tree belongs to the Town;
2. If the tree belongs to the Town, contact the Town Garage (860.429.3676) to request that the tree be posted for removal;
3. A Town decision will normally be given after 5 days or after a public hearing if a hearing is required. (Hearings are required if anyone protests the tree removal.)

No work can be done on a Town tree without the Town's permission through its Tree Warden. When in doubt, CALL FIRST!

Professor
Associate Head and Coordinator of Undergraduate Studies
Psychological Sciences
University of Connecticut

Communication to the Town Council

August 18, 2020

From: David Freudmann, Town Council Member

Re: SROs at E.O. Smith High School, 2020-21
Memo to Town Manager dated June 14, 2020

Mr. John C. Carrington, Town Manager (6-14-2020)

Good afternoon John,

An agreement is being drafted between the Town and Regional School District #19 (and the State Police) concerning two School Resource Officers (SRO) at the high school, both of whom would be classified as town employees. I want to ensure that the Town does not exclusively incur expenses that should be shared by all three of the sending towns. While it is expected that the agreement will include the requirement for the costs of equipment, training, and salaries to be borne by the high school, in which case they are shared, there are three other items I would urge be included: insurance, benefits, and administrative costs.

1. Insurance -- It is estimated that the addition of two SROs would add approximately \$2000 per year to the town's insurance costs.
2. Benefits -- These were omitted on the basis that since the SROs are part-time employees, there are no benefits. That is not true. There is an *employer* match to the Social Security and Medicare taxes, in addition to those paid by the employee. Furthermore, it is my understanding that payments to the state's Unemployment Insurance fund are employer-paid, as a percentage of total payroll, regardless of whether an employee is full-time or part-time, regardless of whether a particular employee would even qualify to collect unemployment payments if laid off.
3. Administrative costs -- It is our Finance department which will get the bills for say, equipment and training, our employees who have to enter these in our system, our accounts payable office personnel to cut the checks, record, reconcile, etc. It is our offices (Human Resources, Finance) that makes sure the SROs get their paychecks, proper deductions for taxes made and documented, W2s sent with proper tabulations, etc. Much involves our very expensive software for financial services and payroll support. And regarding the two SROs, none of those administrative costs would be included in the 9-9-19 agreement with the high school for financial and payroll services, as that agreement only applies to Region 19 employees, not town employees.

If these three items are not included in the agreement, Mansfield will wind up "eating" all of it, not just the 50%-60% of the costs Mansfield incurs as the largest sending town.

In conclusion, and to not be accused of being disingenuous, I admit I will oppose an agreement no matter how it's written, as I oppose the SRO program. But in the likely event that a draft agreement is brought to the Council and is approved, I would hope that it be one that protect the town's interest to the fullest extent possible.

Thank you.

--David

August 17, 2020

Dear UConn Water System Users:

UConn is issuing a Stage IA Water Conservation Alert because seasonally dry conditions have reduced area streamflows. We are enlisting your cooperation to conserve water until further notice.

The University's water supply remains adequate to meet current and forecasted system demands and any emergency needs such as firefighting. Per UConn's Water Supply Plan, we are committed to operating an environmentally sustainable water supply system. Given current streamflow conditions and rainfall forecast, we are asking our students, faculty, staff and our off campus municipal, commercial, and residential users to be conscientious of their daily water use and to conserve water voluntarily by:

- Taking shorter showers
- Running dishwashers and clothes washing machines with full loads
- Shutting off water while washing dishes, shaving, brushing teeth, and lathering up to wash hands, rather than running the water continuously
- Avoiding vehicle washing or power-washing homes and other buildings
- Not using water to clean sidewalks, driveways and roads
- Reducing, to the extent possible, the watering of lawns, recreational and athletic fields, gardens, or other landscaped areas (if watering is essential, late-evening hours are best)
- Not using public water to fill residential swimming pools

By issuing the Stage IA Water Conservation Alert, we encourage you to reduce how much water you use. Thank you for your help. We appreciate your cooperation. UConn is actively monitoring conditions and will continue to provide updates as conditions change.

Sincerely,

Stanley L. Nolan
Director of Utility Operations and Energy Management

August 19, 2020

Mr. Miguel Rivera
Housing and Community Development Manager
State of Connecticut Department of Housing
505 Hudson Street
Hartford, Connecticut 06106-7106

Submitted via email: sccv.applications@ct.gov

Subject: Small Cities Community Development Block Grant-COVID (SC-CDBG-CV)
Tranche 1 Application for Funding

Dear Mr. Rivera:

I am pleased to submit an application for funding under the Small Cities Community Development Block Grant-COVID program (SC-CDBG-CV) on behalf of the Town of Mansfield. As in many communities, our low and moderate-income residents are struggling with the impacts of the COVID-19 pandemic.

Proposed Public Service Activities

As further described in the attached Statement of Need and Project Description, the Town is requesting **\$500,000 in Small Cities CDBG-CV funding** to establish a COVID-19 Resident Assistance Program. The proposed program would provide the following services to residents at or below 80% of Median Income who have been impacted by the COVID-19 pandemic. These services are intended to bridge the gap between existing state and federal assistance that is provided to households of lower incomes and households that qualify for assistance through the CDBG program.

- **Childcare Assistance.** The Town would provide up to three (3) months of assistance with childcare costs. For the duration of the assistance period, the participant would be responsible for paying 7% of their income toward childcare costs, and the Town would pay the balance to the childcare provider up to a pre-established maximum amount.
- **Food Security/Nutrition Assistance.** The Town would provide food security/nutrition assistance to households through a weekly distribution of grocery staples, prepared meals and meal kits. Food would be distributed through a contactless pickup system at the Mansfield Senior Center or contactless delivery for households that are unable to get to the Senior Center due to lack of transportation or other vulnerabilities.
- **Rental Assistance.** The Town would provide rental assistance pursuant to the program guidelines being established by the Department for SC-CDBG-CV funds.

We estimate that **100 Mansfield low and moderate income households** will receive assistance through these programs; however, the actual number served could be greater or smaller depending on the types of assistance needed by each participating household. For example, high demand for direct assistance payments provided to landlords and childcare providers could reduce the number of households served. In contrast, if the strongest demand is for food security/nutrition assistance, we expect that more than 100 households could be served as the estimated cost of providing that service is significantly less than the direct assistance programs.

The proposed services are consistent with the State's 2019-2020 Action Plan Amendment for Housing and Community Development CARES Act funding as follows:

- 100% of the beneficiaries of the proposed services will be low-moderate income residents
- These new public services will only be provided to residents that demonstrate an impact from the COVID-19 pandemic.

Availability of Funding

While the need for these services exists, the Town is unable to provide funding for these new services given the economic toll the pandemic is taking on state and local resources. As home to the main campus of the University of Connecticut, Mansfield has one of the highest percentages of state-owned, tax-exempt property in the State of Connecticut; the value of State-owned properties comprises 60% of total real estate value in Mansfield. Accordingly, approximately 34% of our annual revenues are provided through PILOT and other municipal aid/intergovernmental funds. With the State incurring unprecedented costs in controlling the pandemic, we are anticipating that municipal aid may be significantly reduced in the coming year. This anticipated revenue shortfall combined with increased expenses associated with responding to the pandemic limit the ability of the Town to initiate any new services.

Regionalization

I understand that the Department of Housing is very interested in seeing these types of services offered on a regional basis. As these are new services for the Town of Mansfield, we need to establish the program before we can contemplate the possibility of extending service to residents of nearby municipalities. Depending on the success of the program and the capacity of Town staff, we could explore the potential of expanding services to surrounding communities as part of the second round of funding.

Required Documentation

Mansfield DUNS Number: 0833458840000

Mansfield FEIN Number: 06-6002032

In accordance with the requirements identified for the Special Funding Round, the following documents are enclosed with this letter of application:

- Statement of Need and Project Description
- Town Council resolution authorizing submission of the application

- Notices of public hearing and associated Affidavits of Publication from the Hartford Courant and The Chronicle. The public hearing notice was also posted in the Legal Notices section of the Town's website on July 30, 2020 (<http://www.mansfieldct.gov/DocumentCenter/View/8930/07-30-2020-Public-Hearing-Notice-of-CDBG-Grant-Application>). The public hearing notices were published at least five days in advance of the virtual public hearing pursuant to the Town's Citizen Participation Plan, which was amended on July 27, 2020.
- Minutes of the virtual public hearing conducted by the Town Council on August 10, 2020, which can be viewed at https://townhallstreams.com/stream.php?location_id=69&id=25978.
- Copy of the power point presentation made at the public hearing
- Emails submitted in support of the application
- Environmental Review Determination
- Fair Housing Action Plan
- Citizen Participation Plan Amended July 27, 2020

Thank you for your consideration of this application. If you have any questions or need additional information, please contact one of the following individuals:

- John Carrington, Interim Town Manager, at 860.429.3336 or carringtonjc@mansfieldct.org
- Linda Painter, Director of Planning and Development, at 860.429.3329 or painterlm@mansfieldct.org
- Jillene Woodmansee, Planner I, at 860.429.3341 or woodmanseejb@mansfieldct.org

Sincerely,



John C. Carrington
Interim Town Manager

c: Town Council
Linda Painter, Director of Planning and Development
Jillene Woodmansee, Planner I

SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT-COVID (SC CDBG-CV)

Proposed New Public Service Activities to Respond to the Impacts of the COVID-19 Virus on Mansfield Residents

STATEMENT OF NEED

Like many communities, many Mansfield residents have been impacted by the COVID-19 virus, both through loss of income as well as rising expenses. Prior to COVID-19, there were 89 Mansfield households approved for Mansfield's fee waiver program based on income eligibility (capped at 50% of median income), 79 households using Section 8 vouchers for affordable housing, and 23% of Mansfield K-8 students qualified for free and reduced price meals.

Our Department of Human Services works with our most vulnerable residents, providing services to children, families and seniors. This work provides them with tremendous insight into the challenges these residents are facing because of the COVID-19 virus. They estimate there are between 100-200 households struggling to meet their basic needs for food, housing, and health care. Based on their knowledge, staff has identified three main needs that are not being fully met by existing services available through the Town and State: childcare, housing costs, and food security/nutrition assistance.

Childcare

One of the most critical elements that can limit a parent's ability to work during the COVID-19 crisis is the availability and affordability of childcare. The availability of childcare is further complicated by the capacity limits imposed by social distancing guidelines and uncertainty as to whether schools will reopen full-time for in-person learning. Mansfield Public Schools has decided to start the school year with a hybrid learning model, which will have children doing remote learning three days each week. Furthermore, costs associated with providing before and after school care at the each school instead of at the Mansfield Community Center have resulted in the elimination of before-school care as well as limits on capacity of after-school care programs, forcing working parents to seek alternative childcare arrangements.

In terms of demand, we know that one of the town's private childcare centers that remained open in the spring when public schools had transitioned to full remote learning still had several children attending. Other private childcare facilities were at 50% capacity within one week of re-opening this summer.

Assistance Gap

While the Connecticut Office of Early Childhood provides assistance with childcare costs through the Care 4 Kids program, that assistance is limited to families whose incomes are below 50% of the State Median, or \$57,966 for a family of four. Additionally, to qualify for Care 4 Kids, the parent must be employed or attending an approved Jobs First training or education activity.

The limits on eligibility for Care 4 Kids creates an assistance gap for low and moderate-income families with childcare needs. These limits also present a larger problem for University of

Connecticut graduate student staff who are only employed for a few months at a time and have gaps in employment.

Affordability

Even before COVID-19, Connecticut families experienced a significant cost burden for childcare. According to the Economic Policy Institute (<https://www.epi.org/child-care-costs-in-the-united-states/#/CT>), the average cost of childcare for an infant is \$1,292 per month; average cost of childcare for a four-year old is \$1,061 per month, ranking Connecticut fifth in the nation in terms of most expensive childcare. The U.S. Department of Health and Human Services affordability standard is that childcare should cost no more than 7% of a family’s income.

Using the average childcare costs for Connecticut, staff calculated the estimated cost burden for families that would qualify for assistance under the proposed CDBG program. The maximum income limit for CDBG program participation is 80% of median income. As shown in the table below, families that would qualify for assistance through CDBG pay well over 7% of their income toward childcare.

Estimated Cost of Childcare as Percentage of Median Income

	Household Size						
	2	3	4	5	6	7	8
80% Median Income	\$60,400	\$67,950	\$75,500	\$81,500	\$87,600	\$93,650	\$99,700
One Infant	26%	23%	21%	19%	18%	17%	16%
One Four Year Old	21%	19%	17%	16%	15%	14%	13%
One Infant and One Four Year Old	NA	42%	37%	35%	32%	30%	28%

Food Security/Nutrition Assistance

Another area in which residents struggled prior to the pandemic is food security. The impact of the pandemic on household income and expenses has only served to highlight the ongoing struggle many residents have with meeting basic needs.

Assistance Gap

According to data from Feeding America (<http://map.feedingamerica.org/county/2018/overall/connecticut/county/tolland>), 9.2% of Tolland County residents are considered to be food insecure, and of those residents, 54% have incomes that exceed 185% of the federal poverty level, making them ineligible for SNAP and other nutrition program benefits. As shown in the table below, that leaves a significant gap in nutrition assistance coverage for households between 185% of the poverty level and 80% of median income:

Household Size	1	2	3	4	5	6	7	8
185% Federal Poverty	\$23,606	\$31,894	\$40,182	\$48,470	\$56,758	\$65,046	\$73,334	\$81,622
80% Median Income	\$52,850	\$60,400	\$67,950	\$75,500	\$81,500	\$87,600	\$93,650	\$99,700

Demand

The need for food security and nutrition assistance among Mansfield residents is also documented through participation in local assistance programs:

- **Free and Reduced Lunch.** 32% of children enrolled in Mansfield Public Schools (K-8th grade) qualified for free or reduced lunch in March 2020.
- **Mansfield Public Schools Family Food Distributions.** To meet the nutritional needs of families during the pandemic, Mansfield Public Schools provided meal and food distributions after schools had closed:
 - From March through the end of June, Mansfield Public Schools provided meal distributions (breakfast and lunch, 5 days per week) for 90-100 families.
 - Mansfield Public Schools summer food distributions (breakfast/lunch 7-days per week) had a peak sign-up of 94 families, with 75-80% actually picking up food
 - The Mansfield Public School meal distributions were provided to any family with a child in the schools and was not limited to families that qualified for free and reduced lunch.

With the planned partial reopening of school on September 2, the summer meal distribution ended the week of August 10th, eliminating this source of assistance for families with children.

- **Mansfield Senior Center-Meal Deliveries.** Prior to the pandemic, the Mansfield Senior Center provided approximately 27 lunches for seniors each weekday and 18-20 lunches two days per week at the Maple Road Café, which is located in the Senior Center. While the primary customers of the Café are seniors, it is open to the public. Due to the vulnerability of the senior population, the Senior Center remains closed during the pandemic. However, the Senior Center has continued food assistance to vulnerable seniors through a temporary meal delivery program, which provided 511 meals from April to June to seniors that do not qualify for the Meals on Wheels program, which is limited to residents age 60 and older that are homebound. The Meals on Wheels program distributed 1,192 meals during that same time period.
- **USDA The Emergency Food Assistance Program (TEFAP).** While demand fluctuates from month to month, distribution of food and meals through the TEFAP program has also increased since the start of the pandemic. While there is a mixture of households that received TEFAP assistance, the majority of recipients are Mansfield residents:

- July: 2,028 pounds of food/1,690 meals to 48 households
- June: 1,346 pounds of food/1,615 meals to 48 households
- May: 759 pounds of food/911 meals to 56 households
- April: 2,766 pounds of food/3,319 meals to 54 households
- March: 743 pounds of food/891 meals to 50 households
- February: 501 pounds of food/693 meals to 52 households
- January: 1,002 pounds of food.693 meals to 49 households
- **Hartford/Tolland County Mobile Foodshare.** 522 households received assistance during three (3) distribution days in July as compared to 225 households across two days in April.

Rental Assistance

According to the 2018 American Communities Survey Selected Housing Characteristics, the median gross rent for Tolland County is \$1,183. Additionally, the ACS estimates that 45.4% of Tolland County residents are housing cost-burdened, meaning that they spend more 30% or more of their income on housing costs. The COVID-19 virus has further burdened already struggling households due to a combination of reduced incomes from layoffs and reduced hours as well as increased costs related to food and childcare.

The Department of Housing is developing a rental assistance program for low and moderate-income households that would be funded by CDBG-CV funds. While details on program eligibility and maximum assistance requirements are not yet available, we expect that any assistance provided will be capped at three months due to current CDBG limitations.

Assistance Gap

The Temporary Rental Housing Assistance Program (TRHAP) established by the State of Connecticut to assist residents impacted by COVID-19 limits eligibility to residents that are current in rent at the date of application or are under a voluntary or court-ordered repayment agreement with the landlord for all past-due rent. Furthermore, the program prioritizes applicants based on income and denial of unemployment benefits/Pandemic Unemployment Assistance.

The total amount of assistance available through TRHAP is \$10,000,000, with a cap of \$4,000 per household. Assuming each household participating in TRHAP receives the maximum \$4,000 benefit, the maximum households assisted would be 2,500 statewide. According to the Connecticut Department of Labor website, approximately 565,000 unemployment claim applications have been received since the start of the pandemic. The number of unemployment claims compared to the number of households that may be served by the TRHAP program indicates that additional rental assistance may be needed for those who do not receive TRHAP assistance.

Demand

In the month of July, the Department of Human Services had five (5) referrals for rental assistance and three (3) referral for mortgage assistance.

PROJECT DESCRIPTION: ESTABLISHMENT OF A COVID-19 RESIDENT ASSISTANCE PROGRAM

Mansfield proposes to offer the following public service activities to assist low and moderate-income residents that have been impacted by the COVID-19 virus. It is estimated that services would be provided to **100 households**; however, the number of households served could increase or decrease based on the types of services needed by each household. It is anticipated that the cost of childcare and rental assistance will be much greater than the cost of the proposed food security/nutrition assistance. For example, should each participating household request and receive rental, childcare, and food security/nutrition assistance, the number of households that we serve would likely be reduced due to the amount of assistance provided. Based on proposed program eligibility requirements, **100% of program beneficiaries would be low-moderate income households.**

Program Eligibility

Residents would apply for assistance through a single, consolidated application, enabling them to apply for childcare, rental, and/or food security assistance based on their needs. As part of the application, residents would need to document the following:

- Experience of a financial impact due to the COVID-19 virus. Examples include, but are not limited to:
 - Reduction in income due to layoff/furlough, reduction in hours, pay cut, etc.
 - Reduction in income due to lack of childcare options and associated inability to work;
 - Reduction in income due to contraction of or exposure to COVID-19 virus;
 - Increase in costs/expenses, such as food and childcare. For example, an increase in childcare costs due to the closure of schools; need to use private summer camps/childcare providers due to cancellation of Town summer day camp and before/after school childcare; etc.
 - Increase in costs/expenses due to contraction of or exposure to COVID-19 virus
- Qualifying income (80% of median) pursuant to HUD CDBG program eligibility rules for low-moderate income households.

Once approved, residents will be required to certify on a monthly basis that there have been no changes to their income, or if there has been a change, provide documentation of their new income for staff to determine eligibility and assistance amounts.

Childcare Assistance

This program would provide financial assistance for childcare expenses to qualifying low and moderate-income households that have been impacted by COVID-19. This assistance may be used for full-day childcare as well as before-after school care. The following criteria would apply:

Eligibility

In addition to the general eligibility requirements described above, applicants for childcare assistance will also be required to:

- Provide documentation that they have applied for and were denied assistance from the Cares 4 Kids program.

- Provide documentation that they are using a licensed childcare provider (including licensed family child care providers) or a license-exempt program administered by a private school, the Mansfield Board of Education, or the Town of Mansfield.
- If they are using a childcare program provided by the Mansfield Board of Education or the Town of Mansfield, the applicant will also be required to demonstrate:
 - They are not eligible for the Town's fee waiver program, which provides reduced fees for Town services to families at 30% and 50% of median income; or
 - They have reached the annual household cap for fee reductions.

Amount of Assistance

Assistance with childcare costs would be provided for up to three months consistent with HUD CDBG requirements. The assistance provided by the Town would cover the gap between the actual cost of childcare and the affordable childcare standard of 7% of household income established by the U.S. Department of Health and Human Services up to a pre-established maximum benefit per household.

For example, the breakdown in monthly childcare costs for a family of four with a monthly household income of \$5,833 (annual household income of \$70,000) and monthly childcare costs of \$2,000 would be as follows:

- **Family Share of Childcare Costs (7% of Household Income):** \$408.31
- **Town Share of Childcare Costs:** \$1,591.69

Failure of the applicant to pay their share of childcare costs to the provider would be grounds for termination of the assistance.

Payment

Payment of the Town's share of childcare costs would be made directly to the childcare provider.

Food/Nutrition Assistance

Based on the increase in demand for food security and nutrition assistance services, the Department of Human Services is proposing to provide food security and nutrition assistance to income-qualifying households that have been impacted by the pandemic using a contactless pickup and delivery system. This food security service would be operated from the Senior Center's Maple Road Café. Participants would be eligible for a weekly pick-up of bulk grocery staple items as well as pre-prepared meals and meal kits. Weekly distributions will be delivered to residents that are unable to pick-up their food to transportation issues or other vulnerabilities.

Additionally, as part of a recent Farm-Viability grant awarded by the Connecticut Department of Agriculture, we will be including distribution of locally grown products in four of the distributions. Each 10-12 pound box of local products will include easy-to-prepare vegetables and fruit plus 1 gallon of local milk. (Estimated value: \$8,200). We will also explore use of current bulk purchase agreements between the Mansfield Public Schools and local farms to further increase access of residents participating in the program to fresh, locally grown foods.

Based on current service levels and staff capacity, the initial program would be limited to 100 households. If the program is successful, additional funding could be requested through the

second tranche of CDBG-CV funds to expand the number of households served as well as consider regional services.

Rental Assistance

The rental assistance program would be administered using the program rules established by the Connecticut Department of Housing for rental assistance programs provided with CDBG-CV funds. The program framework and detailed provisions were not available as of the date of this application.

Eligibility

Eligibility will be determined by the program rules established by the Connecticut Department of Housing; however, it is anticipated that participation will be limited to residents at or below 80% of median income.

Amount of Assistance

The amount of the assistance provided will be pursuant to the program rules established by the Department of Housing. It is anticipated that assistance will be limited to a maximum of three months to be consistent with CDBG program rules. Based on TRHAP program guidelines, it is also anticipated that the applicant will be responsible for paying rent costs up to 30% of household income, with assistance from the Town providing the difference between that amount and actual rent cost.

Payment

Payment of rental assistance would be made directly to the applicant's housing provider/landlord. Failure of the applicant to pay their share of rent to the provider would be grounds for termination of the assistance.

PROGRAM DELIVERY

Outreach/Marketing

The Department of Planning and Development will work with other Town Departments, including but not limited to the Department of Human Services, Department of Parks and Recreation, Mansfield Public Schools and the Mansfield Public Library to publicize the availability of assistance to residents impacted by the COVID-19 virus.

Applications/Eligibility Determinations

The Department of Planning and Development will be responsible for the intake and evaluation of applications for COVID-19 assistance. To supplement current staff capacity, staff from other departments that have experience in income verification (such as Human Services) and/or capacity to take on additional tasks (due to reduced workload from limited facility operations) will be trained to review applications and issue eligibility determinations based on HUD income limit guidance. If additional capacity beyond that of Town staff is needed to assist in review of applications, the Town will expand its current contract with the Town of Killingly for CDBG services to include eligibility review for COVID-19 assistance applicants or retain temporary staff to assist with eligibility determinations.

The Department of Human Services will take the lead on implementation of the food security program. The food service coordinator position at the Mansfield Senior Center is currently 25 hours per week. We anticipate that this position need to be full-time for the duration of the food security program. We also anticipate the need for additional food service staff to implement the program.

Rental and Childcare Assistance Payments

Once an applicant has been approved for assistance, the Department of Planning and Development will process payments to housing and childcare providers through the Department of Finance.

Food Security/Nutrition Assistance

Procedures will be established to ensure that participants picking up food are program participants and that only one pick-up is authorized per household per week.

AMOUNT OF FUNDING REQUESTED

Based on the above assessment of community needs, the Town is requesting **\$500,000** in grant funding as part of the first tranche of Small Cities CDBG-CV funds that are currently available. The funding would be used to deliver the public services identified herein, including associated staffing and administration costs.

Program Costs to be Reimbursed by CDBG Grant

Direct Assistance

Value of payments to housing and childcare providers.

Program Delivery

Anticipated program delivery costs include but are not limited to:

- Salaries/benefits for staff time spent on program delivery activities such as outreach, applicant assistance, application review/eligibility, payment processing, and Maple Road Drive-Up Café operations. Time spent on program delivery activities will be tracked by each employee for reimbursement through the grant.
- Training costs for food service staff.
- Consultant services (if needed to supplement staff capacity) for application review/eligibility determinations.
- Translation services for outreach materials and client assistance.
- Specialized equipment and software associated with program delivery.
- Commodities such as food and food packaging supplies for the Maple Road Drive-Up Café.
- Other program delivery costs such as printing/mailing of marketing materials

Program Administration

Anticipated program administration costs include:

- Advertising costs associated with required public hearings
- Salaries/benefits for time spent developing general CDBG program policies and procedures, monitoring overall program performance, and program oversight

Town Contribution

It is anticipated that the following costs will be part of the Town's contribution to the proposed COVID-19 Resident Assistance Program:

- Farms-to-Families Food Boxes (estimated value of \$8,200) provided through Farm Viability Grant

- General office supplies (paper, pens, etc.) and equipment (copiers, etc.) used in delivering program activities and administering the grant.
- Information Technology support and services, including software that allows for filing of assistance applications on-line.
- Finance Department staff salaries and benefits for time spent processing assistance and vendor payments.
- Utility costs and maintenance costs associated with spaces used for program delivery such as the Senior Center kitchen.