

MEMORANDUM

*Town of Mansfield
Town Manager's Office
4 So. Eagleville Rd., Mansfield, CT 06268
860-429-3336 x5
townmanager@mansfieldct.org*



To: Town Council
From: John C. Carrington, Interim Town Manager
Cc: Town Employees
Date: November 25, 2019
Re: Town Manager's Report

Below, please find my report concerning various items of interest to the Town Council, staff, and the community:

Council Business

- New Council members - We need to schedule an orientation for new Council members. During orientation, we typically review our form of government, organization, ethics code, and freedom of information laws as they pertain to your work on the Council. We can also arrange a tour of Town Departments and associated facilities. Please contact my office with some available dates and times.
- New packet format - We are using a new program for Council packets, so you may have noticed a different format and numbering system. We would like to go paperless and can provide laptops at your seat for every council meeting. We are pricing tablets for next budget.

Departmental Reports

- Manager's Office - Beginning today Noelle Shepard is a permanent employee. She is our Senior Human Resources Specialist. Noelle graduated from the University of Connecticut with a Bachelor's Degree in History and Political Science with a minor in Economics and a Master's Degree in Public Administration. She has been working as a temporary Human Resources Specialist since August 12, 2019. Prior to this assignment, she completed her MPA Internship with the Town.
- Public Works - Since our Arborist Crew Leader started on October 15th, he and his crew have removed 69 trees.
- Fire and Emergency Services - The Department went through a routine evaluation of our ISO Public Protection Classification (PPC) survey rating. The process lasted about 6 months and resulted in the department maintaining its current classification of 4/4Y. For each fire protection area, ISO assigns a PPC code – a number from 1 to 10. Class 1 represents exemplary fire protection, and Class 10 indicates that the area's fire-suppression program does not meet ISO's minimum criteria. The 4 rating is for areas of town that have pressurized fire hydrants and the 4Y is for the remaining areas. This evaluation is an important process that helps property owners keep their insurance rates down.
- Parks & Recreation - The Lenard Hall Community School of the Arts will host two Open House events in December. Those wishing to see the new facility can stop in between 4:00PM - 7:00PM on Thursday, December 12, 2019 and Wednesday, December 18, 2019. These Open House events are free and open to the public.

- Town Clerk's Office - The Mansfield Town Clerk's Office will be closed on Wednesday, December 4, 2019 for required staff certification training. The Clerks look forward to assisting customers upon their return and appreciate the opportunity to work towards municipal clerk certification.

Upcoming Events

- Small Business Saturday - The Mansfield Downtown Partnership is once again serving as a "Neighborhood Champion" for the Town of Mansfield for Small Business Saturday. This year's celebration of small businesses will be Saturday, Nov. 30. Interested businesses can sign up via shopsmall.com. Please note this is a national program sponsored by AmericanExpress, and they set participation parameters. Once signed up, business owners should contact the Partnership to let staff know you are participating. We will list you on the Town's website (mansfieldct.gov/shopsmall) and include you in other promotional efforts specific to Mansfield. There is no cost to participate in the Partnership's promotional efforts. Please contact the Partnership office (860.429.2740 or mdp@mansfieldct.org) with any questions about Small Business Saturday
- 7th Annual Winter Welcome - Celebrate the start of the new season with the Mansfield Downtown Partnership on Saturday, December 7 at our 7th Annual [Winter Welcome!](#) Winter Welcome is free, open to everyone, and will take place from 3:00 PM to 6:00 PM in Downtown Storrs. Visitors will enjoy:
 - Sales, specials, and treats at participating downtown businesses
 - Seasonal music by strolling musicians and carolers
 - A chance to see a fire truck up-close and meet a fire fighter with the Mansfield Fire Department
 - A preview performance of The Nutcracker, A Community Performance presented by Mansfield Parks & Recreation and Miss Kelly Productions
 - An opportunity to help the Mansfield Resident State Troopers Stuff-a-Cruiser by bringing a donation of an unwrapped toy or gift card; donations will be given directly to families in need in Mansfield by the Town of Mansfield Human Services Department
 - An interactive performance by "The Snow Queen" with Wonderland Parties
 - Two performances of Peter and the Wolf by National Marionette Theatre at the Ballard Institute and Museum of Puppetry (ticketed event)
 - Hands-on activities at The Flower Pot and the Mansfield Library Express
 - A visit from a special jolly friend at Barnes & Noble UConn

The event culminates with a Community Sing-Along led by E. O. Smith Choirs at 5:00 PM on Betsy Paterson Square.
- Storrs Farmers Market - The Storrs Winter Market is open twice a month from December through April. The Market is held from 3:00PM - 5:00PM in the Buchanan Auditorium in the Mansfield Public Library. 2019 Winter Market dates are December 7 & 21, January 4 & 18, February 1 & 15, March 7 & 21, April 4 & 18. Learn more at: storrsfarmersmarket.org.

Upcoming Meetings *

All meetings are in Audrey P. Beck Building unless noted otherwise

CC - Council Chamber; CR B - Conference Room B; CR C - Conference Room C

- *Finance Committee **SPECIAL** Meeting, December 2, 2019, 6:00PM, CRA
- IWA/PZC Meeting, December 2, 2019, 6:00PM, CC
- Solid Waste Advisory Committee, December 3, 2019, 5:30PM, CRC
- Agriculture Committee, December 3, 2019, 6:00PM, CRB
- Mansfield Downtown Partnership Board Meeting, December 5, 2019, 4:30PM, CC
- *School Building Committee **SPECIAL** Meeting, December 5, 2019, 6:30PM, CC
- Regulatory Review Committee, December 6, 2019, 8:30AM, CRB
- Town Council, December 9, 2019, 7:00PM, CC

*Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.