

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: July 28, 2014
Re: Town Manager's Report

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

Council Business

- *Bond Commission approves \$100,000 for Community Playground Project* – On Friday, July 25, 2014, the state Bond Commission approved a grant of \$100,000 for the Mansfield Community Playground project, bringing the amount raised for the playground to over \$367,000. Town staff would like to thank State Senator Donald Williams, as well as State Representatives Gregory Haddad, Linda Orange and Mae Flexer for their support in obtaining this important state funding.
- *Reproduction of Council meeting DVD's and audio quality complaint* – In his letter dated July 15, 2014, Mr. Smith references “an on-going problem with the reproduction of CD's for town residents, coming out of the Town Manager's office.” The only problem of which staff has been made aware occurred in the spring of this year. Staff was asked to make copies of a Town Council meeting for the members of the Ethics Board. Four of the five Ethics Board members were unable to get their DVD to play on their home devices. When requested, copies of Town Council meeting DVD's are created on the computer of the Executive Assistant to the Town Manager. The process involves the insertion of the originally recorded meeting DVD into the computer. A program called Roxio Creator Business DVD is used to burn a temporary copy of the DVD onto the computer. Once this temporary copy is created, the original DVD is removed from the computer and replaced with a blank DVD. The temporary copy of the DVD is then burned on to the blank DVD. When the entire process is complete (an approximately 5-10 minute process per DVD), the Executive Assistant tests the new DVD on her computer using Windows Media Player to make sure the recording was successful.

Once staff was notified about the four Ethics Board members who were unable to get their DVD copy to play on their home devices, we promptly utilized older technology to create new DVD's for these Ethics Board members. This was accomplished by broadcasting the requested Town Council meeting on Channel 13 and recording that broadcast with a DVD recorder (an approximately 2 hour process per DVD depending on the length of the original DVD recording). The discs created from this process were able to be played on the home devices of the four Ethics Board members. Some copies of the first DVD that was provided to the Ethics Board members were returned to us. Our Director of Information Technology tested those original copies and was able to get them to play.

Shortly after staff first learned that four Ethics Board members were unable to get their first DVD copy to play on their home devices, Mr. Smith submitted an FOI request for a DVD copy of a Town Council meeting. Since at that time staff was unsure of whether or not there was a technological problem with the Town's equipment, our Town Clerk provided Mr. Smith with a conservative time estimate for delivery of his FOI request. Soon after, staff was able to confirm that Town equipment was properly functioning. Mr. Smith's requested DVD copy was made and he was informed of the early completion of this portion of his FOI request.

Concurrently, there were ongoing recording equipment failures in the media booth in Council Chambers during Town Council meetings. Together with Charter Communications staff, our Director of Information Technology systematically worked through all of the equipment in the media booth. All

the equipment was checked and tested and some was replaced entirely. As a failsafe for any potential future issues, an additional television and DVD recorder were added to the media booth. As a result of these new equipment additions, staff now makes two recordings of every Council meeting – one recording is of the broadcast and the other recording is of what is seen by Charter customers at home. The content of both recordings is identical and creates an important redundancy in the recording process.

Additionally, in his July 15, 2014 letter Mr. Smith states that recent Town Council meetings are “inaudible” on Channel 13. In his July 17, 2014 letter Mr. Smith says recent Town Council meetings are also inaudible on the Town’s website. Staff has reviewed the DVD recordings and online broadcasts of recent Council meetings and detected some reverberation in the DVD recordings. We presume that this limited reverberation can also be heard on a Charter customer’s television during live broadcasts and rebroadcasts. No reverberation was detected in the online broadcasts. Staff will work with Charter Communications to identify the cause and remedy to the reverberation heard during television broadcasts and in DVD recordings.

Lastly, I would like to respond to Mr. Smith’s concerns regarding the recording of a portion of the July 14, 2014 Finance Committee meeting. Councilor Ryan, Cherie Trahan and I were not aware of the fact that Ms. Stanton had recorded the public comment section of the Finance Committee meeting. As Town Clerk Mary Stanton has explained in her July 16th letter, she recorded the public comment portion of the meeting solely to assist her with taking the minutes. Town staff generally does not record council committee meetings unless specifically requested by the committee.

Major Projects and Initiatives

- *CL&P Interstate Reliability Project* – Construction activities in Mansfield this week include the delivery and installation of foundations and new transmission structures in the vicinity of Hawthorne Lane, Bassetts Bridge Road in the Mansfield Hollow State Park, Highland Road, Stone Ridge Lane, Mansfield City Road and Crane Hill Road. Weekly construction updates can be found at www.NEEWSprojects.com. Residents can also call 1-866-99NEEWS (1-866-996-3397) or email NEEWS@NU.com for more information.
- *CL&P tree trimming* – As part of the tree trimming and removal project being undertaken by CL&P for one of the circuits in the Storrs area of town, CL&P has submitted a request to remove 25 healthy trees on Dog Lane and Gurleyville Road, both of which are designated as scenic roads by the Town. Removal of healthy trees on scenic roads requires approval by the Town Council after the Planning and Zoning Commission (PZC) has held a public hearing. The PZC has scheduled a public hearing for August 4, 2014 on the removal of these trees. Additional information is available from the Department of Planning and Development.
- *Connecticut Water Company (CWC) Water System Advisory Committee* - The first meeting of the CWC Water System Advisory Committee will be held on Wednesday, July 30th at 7:00 PM in the Town Council Chamber. The agenda will be posted on the town’s website in advance of the meeting.
- *Storrs Center*
 - *Square Fair* – On Friday, July 25th, the Mansfield Downtown Partnership hosted the second Square Fair on the new Town Square. The Square Fair, an initiative of the Partnership’s Advertising and Promotion Committee, is a new monthly series of events that is free and open to the public. We do cancel the event with rain. The next Square Fair will be held on Friday, August 22nd. For more information, visit www.mansfieldct.gov/SquareFair. Be sure to “like” the [Square Fair](#) on Facebook and follow [@Square_Fair](#) on Twitter, too!

Upcoming Events

- *Storrs Farmers Market* – Storrs Farmers Market is open for its 20th season. The Market is open every Saturday from May through Thanksgiving, from 3:00 to 6:00 PM on the front lawn of the Beck Municipal Building. Everything sold at Storrs Farmers Market is grown or produced in Connecticut. In fact, the average distance from farm to market is just 12 miles! Visit www.storrsfarmersmarket.org for more information.

Upcoming Meetings*

- Connecticut Water Company (CWC) Water System Advisory Committee, July 30, 2014, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Inland Wetlands Agency/Planning and Zoning Commission, August 2, 2014, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Four Corners Water and Sewer Advisory Committee, August 5, 2014, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Agriculture Committee, August 5, 2014, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, August 6, 2014, 5:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, August 7, 2014, 4:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Committee on Committees, August 8, 2014, 8:10 AM, Conference Room C, Audrey P. Beck Municipal Building
- Responsible Contracting Committee, August 8, 2014, 9:00 AM, Council Chamber, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, August 11, 2014, 5:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Town/University Relations Committee, August 12, 2014, 4:00 PM, UConn Public Safety, Public Safety Training Room (126 North Eagleville Road)
- Mansfield Advocates for Children, August 13, 2014, 2:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Sustainability Committee, August 13, 2014, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, August 14, 2014, 4:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Four Corners Sewer Project Community Information Meeting, August 14, 2014, 6:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Playground Committee, August 14, 2014, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Personnel Committee, August 18, 2014, 4:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, August 18, 2014, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Conservation Commission, August 20, 2014, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Four Corners Sewer Project Public Hearing, August 21, 2014, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Town Council, August 25, 2014, 7:30 PM, Council Chamber, Audrey P. Beck Municipal Building

**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.*