

Town of Mansfield, Connecticut Annual Report

Fiscal Year 2007-2008



Mansfield 2020 Unified Vision

Mansfield is a vibrant, diverse and caring community that offers its residents and the region unique cultural, recreational and educational opportunities. Known for its excellent public schools, community-wide events, inclusive and efficient government, working farms and protected open spaces, the town is home to the main campus of the University of Connecticut. Principles of sustainability guide zoning and development, preserving the town's historic character and providing for economic vitality. Mansfield is a proud historic community: A great place to live, work and play.

www.MansfieldCT.org



Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

HOURS

M/T/W...8:15am to 4:30pm
Thursday...8:15am to 6:30pm
Friday...8:00am to 12:00pm

The Audrey P. Beck Municipal Building is located at the junction of Route 195 and Route 275, one-quarter mile south of the University of Connecticut campus.

The Mansfield Public Library, the Mansfield Board of Education, the Mansfield Community Center, the Animal shelter, the Mansfield Senior Center and the Mansfield Public Works Garage follow their own established schedule of operations.

MANSFIELD FACTS

Area: Mansfield is 45.5 square miles.

Population: In 2008, Mansfield had a population of 24,779.

Registered Voters: As of December 2008, Mansfield had 12,994 registered voters: Democrats - 5,452; Republicans - 1,638; Unaffiliated - 5,854; Other - 50.

Form of Government: Mansfield has a Town Council -Town Manager form of government, in addition to an annual town meeting. (The 2009 Annual Meeting will be held on May 12, 2009 in the Mansfield Middle School Auditorium.)

Tax Rate: The mill rate for Fiscal Year 2007/08 was 25.24 mills.

Net Grand List: In Fiscal Year 2007/08 Mansfield's net grand list was \$921,775,314.

Fire Protection: Mansfield has 3 fire stations with a combination of volunteer and paid personnel.

Police Services: Mansfield provides police services with eight state troopers and three part-time town officers.

Schools: Mansfield has 3 elementary schools (PK-4), Goodwin, Southeast and Vinton; one middle school (5-8), Mansfield Middle School; and one regional high school (9-12), E.O. Smith High School.

Student Enrollment: In 07/08, Mansfield had a total enrollment of 1,278 in grades PK-8 and 1,172 in grades 9-12 (657 Mansfield residents).

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- **Tune into Cable Channel 13**
- **Check out our website www.MansfieldCT.org**
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TOWN COUNCIL

Elizabeth C. Paterson, Mayor
429-3336



The Town of Mansfield operates under the Council-Manager form of local government, with the Town Council acting as the legislative and policy-making body and exercising all powers of the Town except those specifically vested elsewhere by town charter or state statutes. The nine-member Town Council is elected biennially on an at-large basis. Council members serve without pay and elect one of their fellow members to serve as Mayor. The Town Council conducts its regular meetings on the second and fourth Monday of each month, and holds special meetings as needed. The Council also has three standing committees - Committee on Committees, Finance and Personnel. Ad hoc committees are appointed to review particular issues and submit recommendations to the full Council. The Town of Mansfield is a member of the Connecticut Conference of Municipalities, the Council of Small Towns, the Eastern Highlands Health District, the Mansfield Downtown Partnership, the National League of Cities, and the Windham Region Council of Governments.

Accomplishments for FY 2007-2008

- Initiated a comprehensive strategic planning process (*Mansfield 2020: A Unified Vision*);
- Maintained active involvement with the Mansfield Downtown Partnership (three council members currently sit on the Partnership's Board of Directors);
- Continued to lead Mansfield's participation in Connecticut's *20% by 2010 Clean Energy Campaign*, designed to promote conservation and clean, renewable energy, and to help preserve and protect the environment;
- Reviewed report issued by Charter Revision Commission, and submitted revised Town Charter to the voters, who approved the revision at the November 2007 referendum;
- In collaboration with the Mansfield Downtown Partnership, co-sponsored several successful community events, including the *Tour de Mansfield* (bike tour), *Festival on the Green* and *Winter Fun Day*;
- Continued to help lead the Mansfield Community-Campus Partnership (MCCP). The MCCP's mission is to improve the quality of life for all members of the community, and to pursue objectives such as reducing irresponsible behavior under the influence of alcohol and other drugs;
- Monitored various community developments and issues affecting Mansfield residents such as water/wastewater infrastructure;
- Established a communications advisory committee;
- Created a policy index to codify Town Council policy.

Plans for FY 2008-2009

- Maintain active involvement with the Mansfield Downtown Partnership (three council members currently sit on the Partnership's Board of Directors);
- Review work of Strategic Planning Steering Committee, *Mansfield 2020: A Unified Vision*. Sought input on the plan from a number of advisory committees and elected boards;
- Establish ad hoc advisory committee to assist with Four Corners sewer project and create new Sustainability Advisory Committee to help lead Town's efforts to promote environmental and economic sustainability and quality of life;
- Purchase three key open space parcels: 55-acre Dorwart property; 69-acre Mansfield recreation Park (Lions Club); and 135-acre Moss Sanctuary. Also contribute to Joshua Trust's acquisition of 5.9-acre Luce property adjacent to Coney Rock Preserve;
- Work with Town Manager and staff to implement deficit mitigation plan to address economic downtown and loss of non-tax revenue;
- In collaboration with the Mansfield Downtown Partnership, co-sponsor several successful community events, including the *Tour de Mansfield* (bike tour), *Festival on the Green* and *Winter Fun Day*;
- Continue to help lead the Mansfield Community-Campus Partnership (MCCP). The MCCP's mission is to improve the quality of life for all members of the community, and to promote positive community-campus relations;
- Monitor various community developments and issues affecting Mansfield residents such as UConn Landfill, proposed UConn compost facility and water/wastewater issues;
- Designate preferred developer for assisted/independent living project.

TOWN MANAGER'S OFFICE

Matthew W. Hart, Town Manager
429-3336

The Town Manager is appointed by the Town Council to serve as the chief executive officer of the Town, and is charged with implementing Council policy and overseeing the work of all town departments. In addition, the Town Manager serves as the Director of Public Safety, the Personnel Officer and the legal Traffic Authority. The Town Manager's staff is directly responsible for the human resources, risk management and capital improvement programs, and provides staff support to the Town Council and various advisory boards and committees.

Accomplishments for FY 2007-2008

- Collaborated with the steering committee and other key stakeholders to bring *Mansfield 2020: A Unified Vision* (Strategic Plan), to fruition.
- Assisted Mansfield Downtown Partnership with development of Storrs Center Special Design District; coordinated effort to peer review and study public components of the Storrs Center project, including parking facilities, Storrs Road improvements and the Dog Lane 1 commercial building.
- Collaborated with Mansfield Public Schools and Region 19 to establish new Department of Information Technology; conducted media upgrade study to identify improvements for public information services and the broadcast of public meetings; implemented new web-based citizen request management system and citizen communications webpage.
- Commissioned a management study to analyze operations at the Mansfield Community Center and oversaw the development of a new accounting structure for the Recreation Fund. Completed Community Center air conditioning project.
- Installed solar panels at Community Center to provide approximately one-third of the electricity needed for the facility. Received Council approval to install a small cogeneration facility to provide the rest of the electricity needs at the Community Center while also heating the pool.
- As member of advisory committee, issued a request for qualifications and a request for proposals to identify a potential developer to construct an assisted living/independent living facility in Mansfield.
- Completed an ordinance to establish municipal departments, pursuant to a recent Town Charter revision.
- Partnered with public safety, university and landlord representatives to mitigate the impact of parties and related activity at student housing complexes adjacent to campus; provided support to new University Office for Off-Campus Student Services.
- As member of UConn Water and Wastewater Policy Advisory Committee, closely monitored drought conditions experienced during the fall of 2007 and directed implementation of various small-scale infrastructure improvements to reduce water consumption in municipal facilities; presented Four Corners Sewer Study to Town Council for review and consideration.
- Received \$500,000 in funding under small cities community development program for the installation of sprinklers at Juniper Hill Village (senior housing).

Plans for FY 2008-2009

- Gather feedback from a number of advisory committees and elected boards regarding *Mansfield 2020: A Unified Vision* (Strategic Plan); continued to assist Council with prioritization and implementation of plan.
- Conduct peer review of public elements of the Storrs Center project, including the fiscal impact analysis and planned parking facilities; continued work on a comprehensive development agreement between the Town and the preferred developer; continued research to develop a parking management plan for the project.
- Work with department heads and Mansfield Superintendent of Schools to prepare and implement a deficit mitigation plan in response to economic slowdown and loss of various non-tax revenues; implemented various staffing changes at Mansfield Community Center to address a potential deficit and promote long-term stability in the Recreation Fund.
- Install a small cogeneration facility at the Community and re-bid the Mansfield Middle School fuel conversion project. Both projects will allow the Town to realize significant cost savings while using a cleaner source of energy.
- Initiate the Hunting Lodge Road Bikeway project; extended rental housing certification zone at no additional cost.
- Receive authorization to purchase three key open space parcels: 55-acre Dorwart property; 69-acre Mansfield recreation Park (Lions Club); and 135-acre Moss Sanctuary. Also contribute to Joshua Trust's acquisition of 5.9-acre Luce property adjacent to Coney Rock Preserve.

TOWN MANAGER'S OFFICE continued...

- Participate in UConn Board of Trustee's review of spring weekend; continued to work with public safety, university and landlord representatives to mitigate the impact of parties and related activity at student housing complexes adjacent to campus .
- Continue to oversee a \$500,000 small cities community development grant for the installation of sprinklers and fire safety improvements at Juniper Hill Village (senior housing).
- Assist with coordination of WINCOG region economic development program; participated in Government Finance Officers Association pilot performance measures study.
- Work cooperatively with Town Clerk's Office to develop a Freedom of Information (FOI) policy and set of procedures for processing requests.
- Complete Assisted/Independent Living Advisory Committee review of responses to RFP and recommended a preferred developer to Town Council.

ANIMAL CONTROL

Noranne Nielsen, Animal Control Officer

487-0137

The Animal Control Department consists of a full-time Animal Control Officer, a part-time Assistant Animal Control Officer and one seasonal part-time kennel cleaner. The department is responsible for the enforcement of State Statutes concerning canines, felines and sick wildlife, and for managing the Animal Control Facility. Animal Control responds to complaints from residents concerning dog problems, any animal bites and/or scratches to humans and impounding of stray dogs. The department also issues infractions, misdemeanors, written warnings, notices to license dogs, notices to vaccinate animals against rabies, notices to spay or neuter cats, strict confinement orders, close observation orders, quarantine orders, restraining orders, and disposal orders. In addition, Animal Control is responsible for the redemption of impounded animals, the adoption or disposal of unclaimed animals. Each year a door-to-door canvas covering one-fifth of the town is conducted in search of unlicensed dogs and unvaccinated and unaltered cats. The main purpose of this survey is to get as many pets as possible vaccinated for rabies. Vaccinating pets places a barrier against rabies between wildlife and humans.

Accomplishments for FY 2007-2008

- Responded to approximately 2200 complaints, issued 370 warnings, 80 notices to license and 29 infractions;
- Quarantined 14 dogs and 6 cats. Impounded 288 animals of which 67 were reclaimed, 205 were adopted out to new owners, 13 were struck by vehicles, and 16 were too sick or aggressive to place;
- Partnered with the towns of Scotland and Hampton, regarding the impoundment of their stray dogs. 16 dogs from Scotland and Hampton were impounded, which brings our total impoundments to 304;
- The town of Mansfield adopted a mandatory cat spay neuter ordinance effective June 16 2006 to decrease the cat overpopulation. The ordinance is successfully enforced. 18 notices to spay/neuter were issued.

Plans for FY 2008-2009

- Continue with the volunteer and community service program on a time available basis;
- Find software to file the State and financial reports electronically;
- Continue education to the public and school children. School topics include: dog bite prevention, dangers of rabies and humane treatment of animals;
- Conduct the door-to-door canvas for unlicensed and unvaccinated pets and unaltered cats;
- Sell shelter services to the towns of Scotland and Hampton, regarding the impoundment of their stray dogs;
- Collect information about the feasibility of a new shelter.

MANSFIELD BOARD OF EDUCATION

Frederick A. Baruzzi, Superintendent

429-3350

The public schools of Mansfield value the important contributions of students and teachers from diverse racial, ethnic and economic backgrounds. As a culturally and socio-economically diverse school district, the Mansfield Public Schools make every effort to provide equal opportunity for all students. We are dedicated to ensuring that all students have access to every program through heterogeneously-grouped classes and multiple levels of access.

Accomplishments for FY 2007-2008

- The Board of Education funded a minority assistantship from local funds for a Masters student from UConn;
- Our elementary schools offer the Spanish language in grades 2 through 4, placing strong instructional emphasis on the cultures of the Hispanic world;
- At Goodwin School, a Student Backpack Brigade fills backpacks and donates them to area shelters and the PTO organizes Diversity Mixers culminating in an International Potluck Dinner;
- At Southeast School, there are enrichment clusters focusing on the cultures of other countries and cultural, musical, and artistic assemblies;
- At Vinton School, activities such as on-site museum programs and "Reach for the World – Read", a literacy-exchange partnership with Sweeney School in Willimantic, brings third graders from diverse backgrounds together to help the school community to celebrate cultures from different parts of the world;
- Mansfield Middle School (designated by the Connecticut Association of Schools as the 2007 Middle School of the Year) is unique in offering four different world languages (French, Spanish, German and Latin), a German and Chinese student exchange program and all students and staff participated in the bi-annual One School/One Read experience;

MANSFIELD BOARD OF EDUCATION continued...

All schools participate in integrated art and dance programs, all schools participate in an inter-district summer Academy of International Arts and Science Studies, a ten-school-district summer camp program that has helped to reduce racial, ethnic and economic isolation;

- Our elementary and middle school students perform well on the Connecticut Mastery Test. We continue to analyze any changes in student performance data, as well as individual student longitudinal test results, to identify needs for program adjustments;
- On the 2008 CMT, Mansfield Public Schools students achieved State Goal at the following rate:
 - Mathematics: Grade 8 – 74.5%, Grade 7 – 79.7%, Grade 6 – 75.7%, Grade 5 – 81.6%, Grade 4 – 69.7%, Grade 3 – 78.7%
 - Reading: Grade 8 – 83.9%, Grade 7 – 86%, Grade 6 – 78.5%, Grade 5 – 77.3%, Grade 4 – 68.5%, Grade 3 – 68%
 - Writing: Grade 8 – 78.5%, Grade 7 – 78.6%, Grade 6 – 67.6%, Grade 5 – 84.1%, Grade 4 – 73.1%, Grade 3 – 77.9%
 - Science: Grade 8 – 84.7%, Grade 5 – 85.8%
- Improvement plans for all four schools include a new assessment protocol being implemented this year to more closely monitor student achievement. Specific goals focus on moving more students from Level 3 to Level 4 (State Goal) in all four areas of the Connecticut Mastery Test, by intervening early through increased instructional time (through full-day kindergarten), to differentiated instruction, more efficient use of support services, and align instruction with curricular goals for greater student achievement.

Plans for FY 2008-2009

- Help every student to be a confident and successful learner;
 - Improve the reading, writing, and math achievement of every student;
 - Motivate and engage every student; increase student safety, health, and well-being.
- Enhance both professional development opportunities and the benefit of evaluation for staff;
- Monitor and regularly assess the district's facilities in terms of space, security needs, and maintenance;
- Foster and increase communication between the Board of Education and the community it serves;
- Reduce energy consumption and minimize the district's environmental impact.

The Mansfield Board of Education has a long-established tradition of equitable distribution of resources to ensure that each school in the district receives the same level of material and financial resources. Assurance that resources are equally shared is fundamental to the purpose of American public education and the Mansfield Public Schools are proud stewards of this national commitment to equity.

DEPARTMENT OF BUILDING AND HOUSING INSPECTION

Michael Ninteau, Director
429-3324

The Department of Building and Housing Inspection is responsible for the administration and enforcement of the Connecticut Building and Demolition Codes as well as the Mansfield Housing Code. The Building division accepts and reviews construction documents for all construction projects within the town with the exception of those on state and federal property. Documents are reviewed to determine compliance with the State Building Code. The department also coordinates and directs applicants to all other applicable town departments. Periodic site inspections are conducted to confirm compliance with the submitted documents and the Building Code. Reports are issued if violations are noted and follow-up inspections are conducted to assure code compliance. Upon completion of projects a certificate of occupancy or approval is issued pursuant to state statutes. The department is also on call 24 hours a day to inspect structures and equipment damaged by fire or accident to determine what if any action is necessary. The Housing division enforces the Property Maintenance Code as adopted for rental dwelling units within town. The department responds to complaints on a town wide basis and inspects approximately 1150 units within the overlay zone that includes 75% of the rental dwelling units in Mansfield. Complaints are investigated and if violations are observed proper action is taken to assure the abatement of the violation(s) pursuant to the provisions of the Property Maintenance Code. The rental units within the overlay zone are inspected once every 2 years as determined by the implementation schedule of inspection. If the unit is in compliance a certificate is issued when the \$150 fee has been paid. If violations are found proper action is taken pursuant to the code.

DEPARTMENT OF BUILDING AND HOUSING INSPECTION continued...

Accomplishments for FY 2007-2008

- All inspectors attended required educational seminars to maintain state licenses;
- Continued daily department activity of permitting, plan review and inspection;
- Expanded Housing code rental zone;
- Maintained Landlord Registry;
- Implemented use of town-wide ticket for ordinance infractions;
- Expanded blight patrols to enforce Litter ordinance;
- Director worked as co-chair of state-wide task force reviewing possible implementation of a State Housing code;
- Prepared for implementation of increased educational fee charged on all building permits;
- Monitored compliance with the Town' FOG ordinance.

Plans for FY 2008-2009

- Continue to implement enforcement of the Housing code;
- Continue normal Building Department functions i.e. permitting, plan review, inspections etc.;
- Continue to explore state-wide legislation aiding in enforcement of regulations for storable pools;
- Prepare plan to increase building permit fees;
- Incorporate changes to the State Building code if adopted as expected;
- Work with the Community Quality of Life committee as directed to explore implementation of new regulations and changes to the current Housing code;
- Explore providing energy audits to citizens in conjunction with the Department of Public Works.

MANSFIELD DOWNTOWN PARTNERSHIP, INC.

Cynthia van Zelm, Executive Director

429-2740

The Mansfield Downtown Partnership, Inc. is an independent, non-profit organization. Its mission is to strengthen and revitalize the three commercial areas of Storrs Center, Mansfield Four Corners, and King Hill Road by retaining and improving existing businesses, attracting new business, and initiating real estate development and public improvements that are consistent with physical master plans. In addition, the Partnership holds special events and acts as an advocate for the three commercial areas. As a public-private partnership, the organization is composed of representatives from the community, business, Town of Mansfield, and the University of Connecticut.

Accomplishments for FY 2007-2008

- Received approval from the Mansfield Inland Wetlands Agency for a wetlands license in October 2007;
- Received \$10 million from CT Bond Commission for funding for a parking garage for Storrs Center;
- Received \$2.5 million for Storrs Rd. improvements (brings Storrs Road grant funding to a total of over \$6 million);
- Monitored permits submitted by master developer LeylandAlliance to the CT Department of Environmental Protection for stormwater master plan, the US Army Corps of Engineers for a federal wetlands license, and to the CT Department of Transportation for State Traffic Commission approval for Storrs Road changes;
- Completed and officially opened the Pedestrian Walkway/Downtown Connector leading from Storrs Road (and the future downtown) to the Town Hall, and to the Mansfield Community Center, and purchased winter banners to line the walkway;
- Received statewide Connecticut Main Street Award for Excellence for Community Consensus-Building Award for Storrs Center downtown project;
- Held 4th Annual *Festival on the Green*, featuring the Mohegan Sun All-Stars band, children's events, a juried art show, and food – with over 3,000 attendees;
- Created a DVD of Storrs Center that documents and markets the Storrs Center project;
- Produced fall 2007 and spring 2008 Partnership newsletters;
- Hosted second annual Winter Fun Day in partnership with the Town of Mansfield in February;
- Hosted Earth Day event with Town of Mansfield in April;
- Assisted the Town with the 2nd Annual Tour de Mansfield: Village to Village Bike Tour in July;
- Continued membership outreach efforts resulting in over 400 Partnership members as of June 30, 2008;
- Continued public outreach to the community through meetings, presentations, and media including print, website, radio, and TV, about plans to revitalize downtown Mansfield.

MANSFIELD DOWNTOWN PARTNERSHIP continued...

Plans for FY 2008-2009

- Implement plans for development of Storrs Center including streetscape improvements along Storrs Rd./Rte. 195;
- Secure remaining state and federal permits for the Storrs Center development project;
- Begin construction of first building for project;
- Implement updated communications plan for Storrs Center;
- Produce and implement Partnership strategic plan;
- Hold Fifth Annual *Festival on the Green* in Storrs Center in September 2008;
- Work with the Town of Mansfield to hold Third Annual Winter Fun Day in February 2009;
- Work with Town of Mansfield to hold Fourth Annual Tour de Mansfield in July 2009;
- Produce newsletter in September 2008 and Spring 2009;
- Pursue local, state, federal, and private grant opportunities for planning and construction at Storrs Center, as well as planning at Four Corners and King Hill Road;
- Continue outreach through publications, electronic mail, speaking engagements, involvement on Town of Mansfield, University of Connecticut, and other organizational committees.

EASTERN HIGHLANDS HEALTH DISTRICT

Robert Miller, Director

429-3325

The Towns of Bolton, Coventry, and Mansfield established the Eastern Highlands Health District on June 6, 1997 as a cooperative effort to pool their resources and create a regional full-time professional health department. Reducing costs and improving both the scope and quality of public health services in the community were the objectives of establishing the District. Seven more towns joined between 2000 and 2005. They are Andover, Ashford, Chaplin, Columbia, Scotland, Tolland and Willington. The mission of the Eastern Highlands Health District is to prevent illness and promote wellness in the communities it serves. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region and by providing specific public health services directly. The services directly provided include a communicable disease control program, public health education, community assessment and public health planning, emergency preparedness and a comprehensive environmental health program. The main components of the environmental health program include on-site subsurface sewage disposal permitting, complaint investigation program, food establishment licensing and inspection, and environmental monitoring program.

Accomplishments for FY 2007-2008

- Board of Directors adoption of an operating budget of \$791,310 for FY 08/09;
- Appointed new staff to the positions of Environmental Health Inspector and Sanitarian II, and Chief Sanitarian;
- Retained an IT consultant and completed an Information Technology Study and IT 'road map' for the EHHD;
- Provided technical and communications support to Willington and Ashford regarding the Cradle Rock property site contamination;
- Procured \$244,000 in grant funds from the State Department of Public Health to support programs in three program areas that include healthy behaviors in women over 55 and school aged children, and public health emergency planning and preparedness;
- Provided technical support to the Scotland Planning and Zoning Commission regarding a proposed age-restricted housing project;
- Provided technical and communications support to Mansfield regarding citizens concerns over a proposed irrigation wells at Uconn's Agronomy Farm;
- Provided technical support and ongoing participation in Tolland's Facilities Plan development;
- Provided technical support and ongoing participation in Columbia's efforts to adopt a septic tank pumping ordinance in the Columbia lake watershed;
- Important emergency preparedness activities this fiscal year include extensive updates to the EHHD emergency response plan, extensive participation in regional planning efforts for DEMHS Regions 3 & 4, planning and conducting table top exercises and field drills addressing pandemic influenza, and staff training in applicable areas of emergency preparedness;

EASTERN HIGHLANDS HEALTH DISTRICT continued...

- Health promotion activities this fiscal year included the reinvigoration of the “Matters of the Heart” Partnership funded by grants from the State Department of Public Health, the completion of the Safe Routes to School program targeting selected Tolland schools, the completion of another successful year targeting school aged children regarding the risk of skin cancer, the implementation of an in-home assessment program to identify and correct childhood asthma triggers, and the continued administration of the BeWell employee wellness program;
- The main FY 07/08 indicators for environmental health district activity in Mansfield include: 235 site inspections for septic systems; 48 septic permits issued; 50 well permits issued; 45 complaints investigated; 133 environmental samples taken for lab analysis; 208 food establishment inspections and other health inspections; 129 B100a building permit reviews; and, 248 test pits and/or perk tests.

Plans for FY 2008-2009

- Continue to update and exercise local emergency response plans. Develop a funding strategy for long-term program continuation in anticipation of federal funding reductions;
- Engage IT consultant to implement IT upgrades for EHHD consistent with IT ‘road map’ developed this year;
- Continue to pursue other funding sources to maintain and possibly expand health promotion programs;
- Expand BeWell employee wellness program to other employers in the community;
- Address the individual public health needs of member towns as they arise.

OFFICE OF EMERGENCY MANAGEMENT

John Jackman, Director

429-3324

The goals of the Office of Emergency Management are to: prevent and minimize the loss of life and property due to a natural or technical disaster; reduce the amount of personal hardship; ensure that essential services are provided to all residents during and after an emergency or disaster; and encourage the use of preplanning and preparedness to mitigate the effects of disasters and emergencies. To accomplish these goals the Office of Emergency Management reviews plans and seeks guidance from the Emergency Management Advisory Council, holds drills, develops Emergency Operations Plans, and coordinates the Town’s response to emergencies or disasters. In addition the Office of Emergency Management administers the Town’s Hazardous Materials Right To Know Program & Chemical Emergency Plans, and Voice Communications Fund.

Accomplishments for FY 2007-2008

- The Mansfield EOP (Emergency Operations Plan) was reviewed and audited by the DEMHS (Department of Emergency Management and Homeland Security). The audit found the Mansfield EOP to be current and consistent with State and Federal guidance;
- Several Emergency Management Advisory Council were held;
- Staff completed several emergency management training programs (National Incident Management System, National Response Plan and responding to and recovering from terrorism incidents);
- Staff worked with DEMHS Region IV Regional Emergency Planning Team to develop a regional spending plan;
- Staff continued to assist and support the Eastern Highlands Health District with planning for health emergencies;
- Staff participated in the DEMHS Region IV all hazard, multi discipline regional EOP planning initiative;
- Staff participated in the DEHMS Region IV first regional emergency operations drill;
- Prepared for and assisted with the Town’s response to UConn’s Spring Weekend;
- Conducted CPR and AED training for staff;
- Administer the U.S. Department of Homeland Security Fiscal Year 2006 and 2007 Grant Programs;
- Conducted an inventory and audit of the Town’s communications systems.

Plans for FY 2008-2009

- Work with the DEMHS Region IV Regional Emergency Planning Team to implement the regional spending plan and to finalize the regional Emergency Operations Plan;
- Revise and update the Town’s Emergency Operations Plan and Annexes to ensure that the EOP is consistent with the newly developed regional plans;
- Conduct an Emergency Management table-top exercise;
- Continue to administer the U.S. Department of Homeland Security Fiscal Year Grant Programs;
- Continue to seek funding opportunities.

FACILITIES MANAGEMENT DEPARTMENT

William Hammon, Facilities Management Director

429-3320

The department is responsible for the maintenance and repair of Town buildings and equipment, including the Audrey Beck Municipal Building, Mansfield Public Library, three Fire Stations, Senior Center, Wellness Center, Public Works buildings, Bicentennial Pond buildings, Dog Pound, Landfill buildings, Mansfield Discovery Depot, Mansfield Downtown Partnership, Eagleville School House, Joshua's Trust, Maintenance Shop, Old Town Hall, School Bus Garage, Lion's Park Concession building and the former Town Office building, along with the four schools. Specific duties include septic tank maintenance; boiler and oil burner maintenance and repairs; well maintenance; electrical, plumbing and roof repairs; general building repairs; and vandalism and building equipment repairs. The department is staffed with full and part-time custodial personnel and skilled maintenance personnel. The department also maintains contracts with various vendors to provide annual service on fire and burglar alarms, hood systems, emergency generators, boiler cleaning and fire extinguishers, as well as providing exterminator service. The department has established an in-house preventative maintenance program to ensure that all buildings and related equipment are kept in good repair. Adequate maintenance parts and custodial supplies are kept on hand to guarantee uninterrupted use of the facilities.

Accomplishments for FY 2007-2008

- Installed a small number of solar panels at E.O. Smith High School;
- Completed an asbestos abatement and floor replacement at Mansfield Middle School;
- The gym at Mansfield Community Center is now air conditioned;
- The Siemens Corporation energy saving project has been completed;
- The school water well project has been approved by the State Health Department;
- Solar panels have been installed at Mansfield Community Center providing 30% of the electrical needs of the building when the sun shines;
- Installed new furnace at Fire Station #207;
- Installation of access system by Sonitrol Communications for improved security at all schools;
- Completed OSHA mandated training for all staff;
- Rebuilt a 55kw generator and installed it on a trailer to make it portable;
- Installed swimming pool cover at Mansfield Community Center for energy savings;
- Installed a new rubber coated roof at the Dog Pound;
- Completed plans for the Mansfield Middle School heating system;
- Modified Town Hall for an improved Information Technology Department office;
- Installed more energy efficient air conditioning for server room at Town Hall;
- Continued to improve our work order response time.

Plans for FY 2008-2009

- Continue to work on Mansfield Middle School heating project;
- Work with School Building Committee on four-school modernization project;
- Finally get co-gen at Mansfield Community Center up and running;
- Find ways to reduce overtime;
- Complete improved security at all schools;
- Reduce the number of open work orders;
- Complete energy use graphs at all major town owned buildings;
- Ensure MSDS (Material Safety Data Sheets) system is up-to-date based on OSHA regulations.

FINANCE DEPARTMENT

Jeffrey Smith, Finance Director

429-3343

The Department of Finance provides centralized financial management services for the Town of Mansfield, the Mansfield Board of Education, the Mansfield Discovery Depot daycare center, the Mansfield Downtown Partnership and by contract for the Region 19 School District and the Eastern Highlands Health District. The Director of Finance oversees, directs, and coordinates the activities of the Departments of Accounting and Disbursements, Revenue Collection, Property Assessment, Central Services, and Treasury Management.

Accomplishments for FY 2007-2008:

- Received Certificate of Achievement for Excellence in Financial Reporting for both the Town and Region 19 and received the Distinguished Budget Award for the Town;
- Prepared the fiscal year 2006-2007 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District;
- Completed the establishment of a new IT Department with a new Director, completing the rollout of a wireless network, allowing remote access to the computer system by employees, and completing the installation of VOIP at the Town Hall and E.O. Smith High School;
- Completed a full financial review and restructure of the Parks and Recreation Fund accounting system;
- Utilized Pitney Bowes Smart Mailer system for taxes, dog licenses and refuse mailings to reduce postage costs;
- Updated delinquent notices to include vertical billing (i.e. billing all years outstanding for property on one notice);
- Implemented collection agency process, sending all motor vehicle tax bills to collection agency upon delinquency;
- Continued incorporating digital photos into the property record system;
- Provided ongoing assistance to the Engineering Office in identifying mismatched parcels for the GIS mapping system, now available online.

Expenditures 2007-2008	Amount	% of Total
General Government	\$1,458,106	3.5%
Public Safety	2,737,287	6.6%
Public Works	2,904,636	7.0%
Community Services	1,459,030	3.5%
Community Development	233,171	0.6%
Town-wide	2,197,117	5.3%
Transfers to Other Funds	1,417,420	3.4%
Education	28,897,419	70.0%
Total	41,304,186	100.0%

Revenues 2007-2008	Amount	% of Total
Property Taxes	\$21,811,968	52.7%
Federal/State	\$18,070,401	43.7%
Investments	\$454,890	1.1%
Other Local	\$1,028,005	2.5%
Total	\$41,365,264	100.0%

FINANCE DEPARTMENT continued...

Plans for FY 2008-2009:

- Work with our State Representative to restore funding to Mansfield for capital projects;
- Research additional energy efficiency initiatives that will be self-funding;
- Prepare the fiscal year 2007-2008 Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District;
- Apply for Certificate of Achievement for Excellence in Financial Reporting and for Distinguished Budget Presentation Award;
- Provide financial reporting and monitoring for the various state and federal grants received by the Downtown Partnership;
- Set up a Taxpayer Information Area outside the Revenue Collector’s office and on the Town’s website;
- Continue to update UConn building information onto the Assessor’s CAMA (Computer Assisted Mass Appraisal) system;
- Continue effective cash management and provide accurate and timely financial reporting for all entities;
- Provide various reports, analysis and schedules for the 2009-2010 proposed budget.

**Top Ten Taxpayers
October 1, 2007 Grand List**

The list percentages are calculated by dividing the individual property assessment by the October 1, 2007 Net Grand List Total of \$921,609,133.

Property Owner	Description	Assessment	% of Taxable Grand List
Connecticut Light & Power	Public Utility	\$ 11,094,336	1.20%
Mansfield-Eastbrook Dev Corp LLC	Eastbrook Mall	7,000,000	0.76%
ING US Students No 8 LLC	Apartments	6,525,960	0.71%
Celeron Square Associates	Apartments	6,496,280	0.70%
New Samaritan Corp	Nursing Home	5,332,180	0.58%
Colonial BT LLC	Apartments	5,141,430	0.56%
ING US Students No 1 LLC	Apartments	4,960,340	0.76%
Storrs Polo Run LTD Prtnrshp.	Apartments	3,956,470	0.43%
Hayes-Kaufman Mansfield Assoc.	Shopping Plaza	3,713,920	0.40%
Glen Ridge Co-operative, Inc.	Housing Co-Op	3,502,380	0.38%
Total Top Ten Assessments		\$ 57,723,296	6.26%

General Fund
Schedule of Changes in Fund Balance—Legal Basis
For the Year Ended June 30, 2008

Designated for 2007/2008 Budget					\$ 1,769,124
Undesignated					\$ 1,769,124
<hr/>					
Fund Balance, July 1, 2008					
Total revenues and transfers in	Original Budget \$ 40,923,342	Amend- ment \$ 644,000	Final Budget \$ 41,567,342	Estimated Actual \$ 41,365,264	Budget Comparison \$ (202,078)
Appropriation of fund balance					
Total appropriation, transfers in	40,923,342	644,000	41,567,342	41,365,264	(202,078)
<hr/>					
Total expenditures and transfers out:					
Town	11,773,910	644,000	12,417,910	12,406,767	(11,143)
Mansfield Board of Education	19,839,620		19,839,620	19,587,607	(252,013)
Contribution to Reg. #19 Board of Ed	9,309,812		9,309,812	9,309,812	-
Total expenditures	40,923,342		41,567,342	41,304,186	(263,156)
<hr/>					
Results from budgetary operations	-	(644,000)	-	61,078	61,078
<hr/>					
Fund balance, June 30, 2008					\$ 1,830,202
Fund balance:					
Unreserved:					
Designated for 2008/09 budget					1,830,202
Undesignated					
Total Fund Balance					\$ 1,830,202
<hr/>					

FIRE AND EMERGENCY SERVICES

David Dagon, Fire Chief
429-3364

The Town of Mansfield Division of Fire and Emergency Services provide Fire, Rescue, and Emergency Medical Services (EMS) to the Town of Mansfield. Mansfield Fire and Emergency Services is a municipal department with a combination workforce; a combination workforce consists of both career and volunteer firefighters. The Mansfield Firefighters Association is the organization made up of dedicated firefighters that provide support to the municipal fire department. This year the Division of Fire and Emergency Services initiated an EMS Duty Crew program and completed the merit based appointment process for its officer ranks. Fire and Life Safety education programs delivered to the community were enhanced and an EMS continuing medical education program was introduced.

Accomplishments for FY 2007-2008

- The fire departments responded to a total of 2,109 calls for service. The breakdown of incidents is as follows: Fires in structures 43; Vehicle fires 3; Brush/Wildland 16; Rubbish/Dumpster 41; Rescue/EMS 1346; False Alarms 112; Mutual Aid 224; Hazardous Materials 23; Other Hazardous Responses 49; All Other Responses 252;
- Conducted an officer appointment process for the positions of Deputy Fire Chief and Assistant Fire Chief to fill department officer positions;
- Conducted an entry-level hiring process for career firefighters to fill existing staff vacancies; appointed three new full time career firefighter/EMTs to the department;
- An Emergency Medical Service (EMS) has been initiated with the department's Sponsor Hospital. The sessions address issues or topics that occur in the course of providing EMS to the community;
- Members participated in fire prevention and life safety education for students in grades K – 4, and the fifth grade level at the middle school. Mansfield Discovery Depot and Day Care Centers also received a visit by the department to emphasize fire safety. The department continues to enhance its fire and life safety presentations;
- Upgraded sixty (60) sets of Personal Protective Equipment (PPE) and installed a Self Contained Breathing Apparatus (SCBA) charging station. The Personal Protective Equipment improves the safety of firefighters when they are performing their duties. The SCBA charging station provides a fixed location from which to refill airpaks and improves the department's effort to comply with OSHA regulations and standards;
- Fire and EMS were provided during UConn's annual "Spring Weekend." Department members commit to providing a significant amount of time to deliver services to off campus housing complexes and surrounding areas. Spring Weekend continues to challenge the fire departments' capabilities, making the coordination of resources to maintain an effective operational response to the rest of the community essential.

Plans for FY 2008-2009

- Continue to support the development of an EMS Duty Crew program that utilizes the department's group of dedicated volunteers to staff the second ambulance and respond to Emergency Medical Service calls;
- Conduct an entry-level hiring process for Part Time Firefighters to improve shift staffing of department positions;
- Conduct an officer appointment process for the positions of Assistant Fire Chief, Captain, and Lieutenant to complete the staffing of department officer positions;
- Institute an annual new member/entry-level training academy for all prospective members of the Mansfield Firefighters Association;
- Improve emergency response notification through equipment purchases, standardized programming, and policy and procedure development;
- Review department response assignments to determine the most efficient use of apparatus and personnel when responding to emergencies;
- Continue to evaluate and improve where possible the response to UConn "Spring Weekend", work with Town and State Police to make "Spring Weekend" 2009 as safe as possible;
- Continue to enhance and expand fire and life safety education throughout the year with school visits as well as participation in community events such as "Know Your Towns Fair".

OFFICE OF THE FIRE MARSHAL

John Jackman, Fire Marshal

429-3324

The goals of the Office of the Fire Marshal are to: prevent hostile fires and if a fire starts to reduce its impact; enforce the fire codes; develop fire safe behavior in our population; encourage the use of built-in fire protection devices; and provide fire protection resources and expertise to the community. To accomplish these goals the Office of the Fire Marshal inspects public buildings, provides Fire Prevention and Safety Education Programs, investigates fires, investigates complaints, and provides voluntary home safety surveys to residents. In addition, the Office of the Fire Marshal administers the Town's Open Burning Program, and Underground Petroleum Storage Tank Program.

Accomplishments for FY 2007-2008

- Three fire department shift Captains and one volunteer firefighter successfully completed the State of Connecticut Deputy Fire Marshal pre-certification program and were appointed as Deputy Fire Marshals;
- Staff completely revised the public fire prevention and life safety education curriculum and program;
- Staff performed 1,046 fire code inspections;
- Staff performed 41 fire investigations;
- Staff issued 85 Open Burning Permits;
- Staff performed 103 plan reviews;
- Continued to serve on the State of Connecticut Fire Prevention Code Advisory Committee;
- Staff delivered the Fire Prevention and Life Safety Education Programs to the elementary schools, middle school, and daycare providers;
- Continued to administer the Fire Department Records Management System;
- Updated E911 system and related database.

Plans for FY 2008-2009

- Continue to enhance and expand the fire and life safety education programs that are offered to the community;
- Certify an additional fire department shift Captain to the deputy fire marshal level to assist with code enforcement;
- Monitor fire safety laws and regulations;
- Continue to serve on the Connecticut Fire Prevention Code Advisory Committee;
- Prepare to enforce the proposed 2009 Connecticut Fire Prevention Code;
- Continue to administer the fire service records management system.

MANSFIELD HOUSING AUTHORITY

Rebecca Fields, Executive Director

487-0693

Serving the towns of Mansfield, Coventry, Ashford, Willington and Chaplin, the Housing Authority of the Town of Mansfield provides housing assistance to its residents through three programs. It administers a federal housing assistance program through the Department of Housing and Urban Development and owns and manages two state financed housing communities: a moderate income housing community designed for families; and a low income senior housing community designed for those over 62 years of age or disabled.

Section 8 Housing Assistance Program

The federal Section 8 Housing Choice Voucher Program can assist a monthly average of 149 low-income families by sharing in the cost of their rental payments to private landlords. This program requires annual inspections of each unit to ensure that both families and owners are keeping the unit in good repair and complying with HUD regulations. The Housing Authority assists the towns with the collection of taxes from delinquent landlords, as HUD requires all landlords receiving federal monies to be current with their property taxes.

The utilization rate (number of monthly units under contract verses number of monthly units available for contract) for the fiscal year ending December 2008 is expected to be 93.40%. This represents an increase over the 2007 utilization rate which was 81.82%. The waiting list was opened in October 2007. 250 families were placed on the list and the list was exhausted by October 2008. The list was reopened for three days in November and a new list of 250 families has been created via a lottery. 529 qualified applications were received. Currently, there are 142 families participating in the program and receiving an average of \$577 per month. The Housing Authority will make approximately \$963,568 in rental assistance payments, on behalf of our participants, by the end of 2008. More federal funding or lower costs per family would have to be realized to utilize all 149 available vouchers.

MANSFIELD HOUSING AUTHORITY continued...

Holinko Estates

Holinko Estates is a state financed housing community for moderate income families. It consists of 35 rental units for moderate income families which include 21 two (2) bedroom units, 13 three (3) bedroom units and 1 four (4) bedroom unit. Eight of the two (2) bedroom units and one of the three (3) bedroom unit are single floor apartments with the remaining units being two floor apartments. Through a small cities grant received from the town, we replaced 17 of the oldest hot water heaters which will be more energy efficient and reduce costs for the tenants. When units turn over, stoves and refrigerators are being purchased and will part of the leased unit. Previously, tenants had to bring their own stoves and refrigerators when moving in and that does not reflect the market. The waiting list was closed in February 2008 and reopened in July 2008 and closed again in September 2008. It will remain closed until the list is reduced to less than 20 families. The average turn over rate for this housing community is 5 to 6 units per year. The last two years were significantly above average, turning over 12 units in each year. The Housing Authority Board of Commissioners continues to discuss, in association with the University of Connecticut and the Town of Mansfield, building additional affordable housing and/or workforce housing. Currently, 68% of the tenants are graduate students.

Wright's Village

Wright's Village is a state financed housing community for low income senior and disabled individuals consisting of 40 one (1) bedroom units. Thirty units were built in 1978 and ten were built in 1985. There have been considerable upgrades and repairs or replacements made to this community over the past fourteen (14) years including new roofs and gutters, siding replacement, sidewalk replacement, interior and exterior lighting replacement, bathtub conversions to walk-in showers in 13 units, kitchen cabinets and countertop replacement, new fire alarm system installation and refrigerator and stove replacement. The Housing Authority takes advantage of two grants provided by the Department of Economic and Community Development. One grant funds an eight hour per week Resident Service Coordinator position and the second grant funds a Rental Assistance Program which supplements the monthly rental costs for residents that would otherwise be required to pay more than 30% of their monthly adjusted income in rent. The waiting list was opened for most of the year and closed in November 2008. It will remain closed until the list is reduced to less than 20 people. The average turn over rate for this housing community is 3 to 4 units per year. This was an above average year with 8 units turning over.

DEPARTMENT OF HUMAN SERVICES

Kevin Grunwald, Human Services Director

429-3315

The Department of Social Services assists residents through three service divisions - Adult Services, Senior Services and Youth Services. Citizen guidance is provided by the Youth Service Bureau Advisory Committee, Mansfield Senior Association, Commission on Aging, Mansfield Advisory Committee on the Needs of Persons with Disabilities and Mansfield Advocates for Children (formerly the Mansfield School Readiness Council). General fund expenditures are supplemented by grants and contributions from many public and private sources that provide support for several programs as well as individuals with emergency financial needs.

ADULT SERVICES

Adult services include information, referral and counseling relating to a wide range of concerns and problems. Emergency financial assistance is provided from the Special Needs Fund, which is supported by private donations. Staff serve as the Municipal Agent for the Elderly, Fair Housing Officer, Tenant/Landlord Advisor and the Salvation Army Service Unit.

Accomplishments for FY 2007-2008

- Assisted 192 persons who are elderly or disabled to apply for State tax relief programs;
- Coordinated volunteer community holiday giving programs involving 29 individual or group donors and 165 recipients from 46 households;
- Provided referral, short or longer-term counseling services to 302 residents;
- Provided emergency financial assistance and food pantry assistance for a total of 121 incidents;
- Utilized funding from the State Department of Transportation to continue to expand transportation services to elderly and disabled residents, including the addition of a weekly trip to the library;
- Worked with the Department of Parks & Recreation to start a social activities group for adults with developmental disabilities;
- Created a strategic plan with funding from the State Department of Mental Health and Addiction Services to develop a strategic prevention framework to address problems associated with underage drinking;

DEPARTMENT OF HUMAN SERVICES continued...

- Worked with the Assisted/Independent Living committee to release an RFP to identify a preferred developer for a new senior residence in Mansfield;
- Secured funding to host a Town Hall forum on underage drinking entitled "Take It Back";
- Awarded a local capacity building grant to develop a community plan for young children and families in Mansfield.

Plans for FY 2008-2009

- Work with the Town's "preferred developer" to facilitate the building of an independent/assisted living facility for seniors;
- Participate in the community planning initiative for young children, and ensure that it is integrated with the priorities identified in Mansfield 2020;
- Work with the Town Manager and the Town Council to explore the potential for affordable housing options in Mansfield;
- Implement the iParentNetwork; an interactive website to assist parents in acquiring the skills and resources needed to prevent high-risk behaviors by their children.

SENIOR SERVICES

Senior Services provides opportunities for seniors aged fifty-five and over to maintain and improve their physical, mental, social and emotional well-being so that life is stimulating, full and enjoyable. Seniors are involved in various creative, educational, recreational and social activities at the Mansfield Senior Center. The Center offers a wide range of activities including support groups, computer classes, health programs, exercise classes, bingo, art classes, chorus, meals, trips and volunteer opportunities. The Wellness Center also offers health screenings, immunization, social services, case management and medical services through a variety of programs.

Accomplishments for FY 2007-2008

- Fifty-eight seniors became members of the Mansfield Senior Center Association during this year. There are 1227 registered members of the Mansfield Senior Center Association. The Center has an average attendance of 81 seniors per day;
- Five hundred twenty-seven people receive the monthly Sparks newsletter in the mail through bulk and first class mail. Others access the newsletter through the Town's website or receive a copy from various sites throughout Mansfield;
- Over 180 senior volunteers assist in various operations of the Senior Center;
- The Senior Center served 6706 congregate subsidized meals to seniors through Thames Valley Community Council. An alternate food program, offered by Windham Hospital on Wednesdays through the Mansfield Senior Center Association, Inc. served 520 noon meals. 279 meals were provided by outside sources. 4914 meals were delivered to homebound seniors through the meals-on-wheels program;
- Sponsored intergenerational activities were held in cooperation with E.O. Smith High School, Mansfield Middle Schools and The University of Connecticut. The fourth Grandchildren's Day was held with 47 adults and 25 children in attendance;
- Sponsored a Veterans' Day Program with 115 in attendance;
- The Second Celebration of Life was offered in collaboration with VNA East to remember seniors who passed away over the course of the year;
- Three hundred twenty-nine seniors received assistance with tax preparation;
- 489 seniors received flu shots;
- Offered health assessments, screenings and preventative care at the Wellness Center. The VNA East provided care to 253 patients; the podiatrist treated 295 patients; our reflexologist saw 68 patients. Many seniors took advantage of several free screenings: hearing, balance and skin cancer;
- Interim Healthcare funded blood pressure screenings twice a month. On average, 25 seniors receive blood pressure checks at each clinic;
- The American Red Cross offered its second blood drive at the Senior Center. Forty-two people gave blood;
- Senior volunteers have been tutoring individuals who speak English as a second language to help them with their English conversational skills;
- Five new classes were offered on a regular basis: a Saturday Tai chi Class, Wii Bowling, Line Dancing, Brain Aerobics and Evening jazz;

DEPARTMENT OF SOCIAL SERVICES: SENIOR SERVICES

continued...

- Students from area universities interned at the Mansfield Senior Center: a Graduate University of Connecticut School of Social Work Intern; one undergraduate intern from Eastern CT University; and two undergraduate students from the University of Connecticut;
- The Mansfield Senior Center received a \$5,000 grant from the Department of Social Services. Funds were used to provide services on Saturday from 8:30-1:00 beginning May 3, 2008. This grant ends April 30, 2009. The Department of Social Services also received a \$3,000 grant to provide case management services for the same grant period.

Plans for FY 2008-2009

- Work with the Commission on Aging to implement the Long Range Plan for seniors, focusing on identified priorities of transportation, information dissemination, access to public meetings, and senior center space needs;
- Promote increased health by offering health screening clinics to detect early signs of disease processes, such as hearing, vision and osteoporosis screenings and by presentations of health promotion talks;
- Support the Town of Mansfield in facilitating the development of a new independent/assisted living facility;
- Continue to offer resource information and improved access to financial information by updating the resource manual, "At Your Fingertips" with the Commission on Aging;
- Improve efficiency and accuracy to track program utilization by installing a software program to manage these processes;
- Begin the process of accreditation with the National Council on the Aging.

YOUTH SERVICES

The Youth Service Bureau's mission is to promote and support the social and emotional well-being of our town's youth and their families. We provide clinical services that including psychiatric assessment, treatment and referral. Our services are offered to all children and families and our objective is the development of youth as responsible contributing members of our community. We accomplish this working in close collaboration with the public schools and community agencies. Our professional staff consists of master's level therapists with degrees in social work and psychology and a board certified child psychiatrist. All of our staff have years of experience working with children and families. Several initiatives also focus specifically on the needs of families with young children including school readiness, information and referral and community planning.

Accomplishments for FY 2007-2008

- Participated in the Town's Strategic Planning Initiative, Mansfield 2020;
- Developed and implemented two new programs (LEAP and JUMP). These programs promote the successful transition of at-risk students from grade to middle school and from middle to high school, respectively;
- Hosted a Legislative Breakfast with fourteen Eastern Region Youth Service Bureaus in attendance;
- Facilitated the planning and development of the Annual Regional Peer Leadership Conference, attended by 250 middle school students;
- Established new collaborative relationships residents and businesses in the community and recognized their contributions at our first town wide volunteer recognition night;
- Provided clinical services to youth, including psychiatric assessment, consultation, and positive youth development activities. Activities include, intergenerational groups, youth work employment, challenge wilderness program, peer leadership and job bank;
- Offered various therapy groups include psychiatric medication management, divorce counseling and coping strategies for children and psycho-educational groups for children and families experiences the death of an immediate family member;
- Expanded membership in the YSB advisory board;
- Coordinated the Big Friends mentoring program with area colleges and Mansfield youth;
- Continued active partnership with (JOY) Jorgensen's Out-reach to Youth Program established to provide opportunities for underprivileged youth to attend professional theater productions;
- Established a partnership with Psychological Services Clinic at the University of Connecticut. This partnership allows Mansfield residents to receive out-patient psychological services for a minimal charge;
- Continued active involvement of the Grandparent's Raising Grandchildren Group;
- Facilitated camperships to local summer camps through the Noah Farland Fund and other donors;

DEPARTMENT OF SOCIAL SERVICES: YOUTH SERVICES continued...

- Coordinated the eleventh year of the Mansfield School Readiness Program, supporting sixteen children receiving care at one of three nationally accredited centers;
- Worked with the Mansfield Public Schools and Mansfield Advocates for Children on the eighth year of the Discovery Grant from the William C. Graustein Memorial Fund;
- Family Information Packets were distributed to more than 100 families, providing information on a variety of issues related to early care and education;
- Coordinated Mansfield's second celebration of the Week of the Young Child.

Plans for FY 2008-2009

- Continue to develop collaborative relationships with community resources to expand the capacity to meet the needs of the youth of Mansfield;
- Continue to provide assistance to Mansfield Board of Education staff and students through clinical and psychiatric services;
- Continue to identify, follow and support at-risk students;
- Promote program initiatives through a public information campaign including articles, presentations and community events that recognize key volunteers;
- Continue to support the work of the underage drinking initiative through participation in efforts to create a prevention infrastructure;
- Offer training and education on parent leadership and engagement;
- Continue to review, collect, and analyze data about the status of infant and toddler care in Mansfield;
- Coordinate efforts of the Leadership Work Group to develop a Blueprint for Mansfield's Children as part of the Local Capacity Building grant;
- Continue to enhance and strengthen the relationship between local early care centers and the Mansfield public schools with meetings for principals, directors and superintendent, as well as visits between kindergarten teachers and center teachers.

DEPARTMENT OF INFORMATION TECHNOLOGY

Jaime L. Russell, Director
429-3383

The mission of the Information Technology Department is to develop and maintain efficient and cost effective information systems for the Town and Schools, and to develop and provide customer-centric support services to its user base to assure the successful utilization of town owned equipment. These technologies include computer hardware and software, computer network services spread across fifteen Town and School buildings, and our Internet website presence. In total, this encompasses 1,500 computers and the associated network and peripherals attached to that equipment. The network includes over 3,000 staff and student users, as well as certain computer services used by the citizens in our community.

Accomplishments for FY 2007-2008

- Completed implementation of a joint I.T. department between the Town, the Mansfield Board of Education, and the Region 19 Board of Education to share expertise and resources, expand common services to citizens, staff, and students, and benefit from common purchasing;
- Expanded the Wide Area Network to include the new Reynolds School;
- Created public wireless hotspots covering the Town Hall and Community Center and their surrounding outdoor grounds, as well as certain school locations;
- Installed a remote access controller to increase staff productivity by expanding technology access from remote locations;
- Partnered with the Connecticut State Police to provide access to the State Police Network inside the Mansfield Police Office at the Town Hall;
- Expanded the Town's online communication with citizens by deploying a citizen request management system and a new e-mail notification system, improving the SPAM filtering for staff e-mail accounts and adopting an easier e-mail account naming convention (FirstName.LastName@mansfieldct.org), and regularly updating the Town's website;

DEPARTMENT OF INFORMATION TECHNOLOGY continued...

- Deployed replacement hardware to continue the Town's ongoing computer replacement cycle. Selected replacement hardware that met the environmentally sensitive EPEAT national standards (promoted by the Federal Environmental Protection Agency);
- Installed a FileMaker Pro server to host electronic information, most notably the Health District databases and the Mansfield School databases;
- Assisted with implementing voice over internet protocol (VOIP) at the Town Hall, High School, and Reynolds School.

Plans for FY 2008-2009

- Expand the network of public wireless hotspots to include additional municipal and school locations;
- Implement a State of Connecticut School Security Grant awarded to Mansfield. This is a \$83,345 grant for door access security and video security technologies that integrate with the computer network;
- Improve technology business continuity and reliability by developing redundancies and expanded contingency planning through the use of a storage area network (SAN) and virtualization;
- Expand the use of our FileMaker database system to further support efficient and effective processing of municipal data storage;
- Continue to provide information technology support to all departments including software and hardware troubleshooting and maintenance, new installations, and direct support of users' questions and needs.

MANSFIELD PUBLIC LIBRARY

Louise Bailey, Director
423-2501

Mansfield Public Library serves as the popular materials library for the Town of Mansfield, providing recreational reading materials and information resources in a wide variety of formats. The Library is open Monday through Saturday; available 24 hours a day is our website, www.biblio.org/mansfield. The goals of the Mansfield Public Library are to provide a broad range of materials in a variety of formats, to make Library materials available throughout the community, to offer programs and services that promote lifelong learning, and to provide qualified staff to both assist patrons and promote the active use of the full range of library resources.

Total number of items in the Mansfield Public Library Collection is 88,461: books 75,259; audio format 5,819; visual format 4,895; miscellaneous (toys, museum passes, backpacks, etc) 211; Chinese language collection 2,277.

Accomplishments for FY 2007-2008

- Work measurements increased significantly in all major categories when compared to the last fiscal year:
 - Answered 7,489 reference and/or reader's advisory questions, a 66% increase;
 - Processed 10,939 loans of materials to and from Mansfield Public Library, an 18% increase;
 - Presented 436 library programs for people of all ages, with a total annual attendance of 10,086, a 12% increase;
 - Participation in our Summer Reading program for children and teens increased by 8%;
 - According to the counter, 94,906 people entered the building, a 7% increase;
 - Over 254,470 items were circulated, a 5% increase.
- Completed a major revision of our web site:
 - Distinguished services available only to Mansfield residents (BookFlix, Magill Literature, World Book encyclopedia, EBSCO magazine articles, and downloadable audiobooks);
 - Highlighted internet and catalog searching at the top of the screen;
 - Services for age groups were more clearly defined: kids, teens, adults, seniors;
 - Emphasized the availability of museum passes.
- Four public computers were installed by Bibliomation and library staff, replacing the 2003 computers purchased with Gates Foundation grant funding;
- Implemented activities to support some of the goals of our Long Range Plan, with no increase in staff or funding:
 - *Young children will enter school with a firm grasp of the concept that books bring pleasure.* provided 291 programs for 6305 children under 5 years old;

MANSFIELD PUBLIC LIBRARY continued...

- *People of all ages will come together in Mansfield Public Library to find information presented in a variety of formats and methods about the diverse cultural heritages present in the Mansfield community:* An estimated three hundred people attended the “Day of the Dead” program; activities included crafts, displays, traditional foods, and music which served to inform people about this Mexican holiday and to let them experience a bit of the holiday as well.

Plans for FY 2008-2009

- Maintain current activities and again try to implement new programs/services that support our Long Range Plan.

PARKS AND RECREATION

Curt Vincente, Parks and Recreation Director

429-3015

The mission of the Parks and Recreation department is to enhance the quality of life of the total community by providing a variety of leisure opportunities, promoting health and wellness, increasing cultural awareness, protecting natural resources and developing the recreational needs and interests of area residents. The Parks and Recreation Department provides Mansfield residents the opportunity to participate in a wide variety of active and passive activities for pre-school age through senior citizens. Program information is available four times per year in July, November, March and May via program brochures distributed to area residents. Programs and publicity are greatly enhanced by the generous commitment and support of local businesses.

Accomplishments for FY 2007-2008

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program;
- Held 5th Anniversary Celebration of the Community Center on November 1, 2008;
- Community Center visitations, July 1, 2007-June 30, 2008, totaled 253,050, an average of 21,088 per month and an increase of 1.88% from the prior year;
- Continued popular “Family Fun Night” activity at the Community Center;
- The 2007-08 year included a total of 2,054 programs with 16,755 participants;
- Administered comprehensive Youth Basketball and Youth Baseball programs and required local volunteer coaches to be certified in the National Youth Sports Coaches Association in order to provide a positive experience for all participants;
- Continued a back-ground check procedure for volunteer coaches;
- Continued emphasis on quality daytime programs for children of working parents. In addition to the popular summer day camp, day-long programs are offered on school common curriculum days and vacation weeks;
- Major special events included the Know Your Town Fair, Halloween Party, Member Appreciation Week, Nut-cracker Performance, Winter Fun Day, Annual Egg Hunt and Celebration, Kids Health and Safety Fair, Hershey Track and Field Program, Bike Tour, and a series of four summer concerts;
- Many residents enjoyed a successful season at Bicentennial Pond;
- Continue to administer community and adult education program offering a variety of enrichment courses on a seasonal basis.

Plans for FY 2008-2009

- Continue Community Center facility supervision; oversee program development, facility planning, staff hiring and training and marketing;
- Provide staff support for Agriculture, Arts Advisory, Open Space Preservation, Parks Advisory, and Recreation Advisory Committees; continue support for co-sponsored organizations;
- Conduct comprehensive youth sports program and training clinics to certify youth sport coaches in the National Youth Sports Coaches Association program;
- Conduct background check procedure for all youth sport coaches;
- Operate comprehensive summer day camp program and Bicentennial Pond facility;
- Provide a variety of special events and programs, activities and courses for all age groups, including an extensive community and adult education program;
- Apply for open space and/or trail grants when available.

PLANNING AND ZONING DEPARTMENT

Gregory Padick, Director of Planning
429-3330

Curt Hirsch, Zoning Agent
429-3341

The Director of Planning and Zoning Agent play key roles in stimulating, coordinating and administering the responsibilities of the Town's planning and development functions.

Accomplishments for FY 2007-2008

- Assisted the Planning and Zoning Commission with its review of new land use applications, regulation and zone classification revisions, modifications, bonding issues and enforcement issues. During this reporting period regulation revisions were prepared and presented at public hearing on the following issues: potential rezonings south of Pleasant Valley Road, stormwater management, affordable housing, pedestrian and public transit improvements and density provisions for multi-family housing development;
- The Zoning Agent issued Zoning Permits for 15 new single-family homes and 11 new multi-family units. A total of 183 Zoning Permits were issued. Additionally, 149 zoning enforcement letters, 45 violation notices, and 28 Zoning Citations were issued;
- The Director of Planning served as Mansfield's representative on five UConn advisory committees: the Capital Projects Advisory Committee, which helps plan and monitor new development on the Storrs campus; the Water and Wastewater System Committee, which reviews operational and service request issues and recommends actions as appropriate; the Willimantic River/Wellfield Technical Advisory Committee, which is overseeing a comprehensive study of the wellfield to determine environmentally appropriate withdrawals; the Composting Siting Committee which is evaluating potential sites for a new composting facility for animal wastes and potentially food service wastes; and the Hazardous Materials Short Term Storage Siting Committee, which is working to appropriately relocate an existing facility off of Horsebarn Hill Road. When evaluating UConn projects particular attention is given to infrastructure issues and potential traffic, drainage and neighborhood impact issues;
- The Director of Planning participated in various facets of Mansfield's Open Space Acquisition and Management programs, including the review of draft management plans and potential property acquisitions;
- The Director of Planning participated in various aspects of the ongoing Storrs Center Downtown project. During this period, particular attention has been given to reviewing fiscal impacts on Town services and parking and parking garage issues;
- The Director of Planning and Zoning Agent provided information and assistance to town and State officials, property-owners and their representatives on a wide range of land use issues, including the recently completed Strategic Plan, Mansfield's Assisted Living Initiative, the Four Corners Sewer Project and student housing issues.

Plans for FY 2008-2009

- Assisting the Planning and Zoning Commission with application-related responsibilities and the continued implementation of Plan of Conservation and Development recommendations. Implementation will require the analysis and drafting of revisions to Mansfield's Zoning Map and land use regulations. Priority continues to be given to rezoning areas south of Pleasant Valley Road between Mansfield City Road and Mansfield Avenue and updating Mansfield's Inland Wetland Regulations;
- Enforcement of existing land use regulations with particular attention on student occupancy violations;
- Assisting town officials with an ongoing Four Corners Sewer Study and the review of recent, ongoing and potential UConn projects and studies including proposed facilities for composting and for hazardous materials storage, the potential use of wastewater to cool campus generators and a low flow Willimantic River analysis which will help determine potable water supply capacity for the Willimantic River wellfield;
- Assisting town officials with the implementation of various elements of the Storrs Center Downtown including phasing and parking elements and the approval of specific construction plans;
- Assisting town officials and a recently designated preferred developer with the siting and design of an assisted living and age-restricted housing project in Mansfield;
- Assisting town officials with the implementation of Mansfield's recently completed Strategic Plan and new initiatives to address student housing issues, particularly in areas proximate to the UConn campus.

POLICE SERVICES

Sergeant James Kodzis, Resident State Trooper's Office
429-6024

Troop C: (860) 896-3200 or 1-800-318-7633

The Town of Mansfield contracts with the State Police for services of eight Resident State Troopers, one of whom is a State Police Sergeant. The town also employs three part-time Mansfield Police Officers. Police coverage is also augmented by State Police patrols working out of the Troop C barracks in Tolland.

Accomplishments for FY 2007-2008

- There were 8,911 total calls for police service in the town of Mansfield. Conducted 641 criminal investigations and 430 motor vehicle accident investigations. Issued 2083 motor vehicle citations and 1149 motor vehicle warnings. Responded to 4,462 non-emergency calls for service;
- Administered the "Good Decisions" program at the Mansfield Middle School;
- Four Resident Troopers and two Town Police Officers initiated bicycle patrols. These patrols have been very effective in Mansfield Hollow Park, the business block on Rte. 195, and in area apartment complexes;
- Prepared and provided police coverage during UConn's annual Spring Weekend event. This office along with the Commanding Officer of Troop C, was instrumental in the planning and execution of State Police operations at this event;
- Continued to work with the owners of the various Apartment complexes including Carriage House in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Participated in community policing efforts such as the Mansfield Community Campus Partnership, Fireworks / Festival on the Green, "Know Your Town Fair", Child Safety Fairs, and speaking engagements at local organizations;
- Obtained \$38,599 grant to fund directed patrols and "sobriety checkpoints" targeting intoxicated motorists;
- Worked with the department of Liquor Control in joint operations targeting the illegal sale of alcohol to minors;
- Conducted multiple "undercover" operations targeting private residences practicing in the illegal sale of alcohol;
- Expanded the hours of dedicated coverage from office personnel from 11:00pm until 2:00am in an attempt to address the increased volume and severity of call received during this time period.

Plans for FY 2008-2009

- Continue to participate in the "Good Decisions" program at the Mansfield Middle School;
- Obtained \$24,750 grant funding for DUI patrols, of which \$9,600 has been approved for additional DWI patrols during Spring Weekend 09;
- Continue to apply for grant funding to address issues such as speed enforcement, as well as, equipment purchases;
- Continue to work with the owners of the Carriage House Apartment Complex in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Prepare and provide police coverage during UConn's annual Spring Weekend event;
- Continue in a coordinated effort with UConn, Town Government, area business leaders, and community leaders to address substance abuse and quality of life issues on and around the UConn campus;
- Continue to develop new and innovative efforts to combat and eventually curtail spontaneous large gatherings at off-campus apartment complexes. These efforts will include, but are not limited to: undercover operations, DUI enforcement operations, increased efforts to enforce town ordinances and liquor violations;
- Continue to work with the UConn Dean of Students to address quality of life issues that arise from off campus housing;
- The Town of Mansfield will be utilizing an independent research firm to evaluate the present policing model as well as the projected police needs of the town. The evaluation will help the town to effectively address the policing needs of a growing community;
- The Mansfield Resident Troopers office will conduct a feasibility study to evaluate the need and associated costs of providing 24 hour dedicated coverage by office personnel;
- Continue to provide the most professional and effective police coverage possible, within our current economic climate, to meet the needs of this rapidly growing community.

DEPARTMENT OF PUBLIC WORKS

Lon Hultgren, Director

429-3331

The Department of Public Works provides for the operation, maintenance and repair of the Town's infrastructure -- directly for the roads, bridges, solid waste facilities, park and recreation areas, sewers and pump station, and indirectly (through the Board of Education) for the maintenance of Town buildings. Road maintenance is the principal activity of the department, followed by building maintenance, waste management, equipment maintenance, grounds maintenance, engineering and building inspection.

Accomplishments for FY 2007-2008

- Received a “project of the year” award from the American Public Works Association for the construction of the Separatist Road bikeway;
- Completed design work and easement acquisition for the section of bikeway/walkway on Hunting Lodge Road between North Eagleville and Carriage House Drive;
- Completed construction of the Town’s first “mini-roundabout” at the intersection of Birch and Hunting Lodge Roads;
- Completed the final grading of the 4th and last soccer field at the Lions Club “Ward Cornell” memorial field complex off Route 89 in Mansfield Center;
- Assisted with the engineering review and grant administration for the Mansfield Downtown Partnership’s Storrs Center project;
- Converted a full-time engineering technician position to a part-time engineering student intern position;
- Converted the Town’s road map to an electronic document for easier updating, modifying and printing at different scales;
- Continued work to bring sewer and water systems to the four corners area – completed a facilities plan for sewers;
- Received a “clean diesel” grant from the EPA to outfit all of the school busses used in Mansfield with high-efficiency particulate filters;
- Helped coordinate the continuation of the WRTD Storrs to Willimantic “fare free” bus system (which due to the price of gas set all-time records for ridership);
- Implemented a new vehicle maintenance software system to track the repair work done on Town vehicles;
- Installed “welcome to Mansfield” signs at the State Highway entrances to Mansfield; installed scenic road signs on the Towns seven scenic roads;
- Coordinated the “low-waste” aspect of the Town’s Festival on the Green;
- Rebid the Town’s refuse disposal contract – refuse will now be hauled to Willimantic Waste Paper instead of the Preston incinerator.

Plans for FY 2008-2009

- Construct the section of bikeway/walkway on Hunting Lodge Road between North Eagleville and Carriage House Drive;
- Complete the final seeding and site work around the last soccer field at the Lions Club soccer complex;
- Continue design support for the Storrs Center project; complete the design of the adjoining walking facilities on Route 195 south of the project area;
- Continue engineering work on the four corners sewer and water projects; work with the Town’s advisory committee to involve stakeholders in this project; begin design;
- Complete the EPA clean-diesel grant work on the Mansfield school busses;
- Resurface 10 to 15 miles of improved road surfaces in accordance with good pavement maintenance practices; continue routine maintenance of all Town roads;
- Complete the design work for the new Stone Mill Road bridge; obtain all necessary permits for construction;
- Continue semi-organic turf care fertilization program using natural “bridge” products rather than petrochemical fertilizers.

REGISTRARS OF VOTERS

Bev Miela and Andrea Epling, Registrars
429-3368

The Registrars of Voters, under 9-32 of the Connecticut General Statutes, are mandated to maintain the voting registration records for the Town of Mansfield. Their duties include conducting the annual canvass of registered voters, managing elections, primaries and referenda, securing and training poll workers, responding to requests for voter registration and education, and processing mail-in and cross town registrations. The Registrars of Voters work to further ensure the accuracy of the official registry list. They also expanded voter outreach in the local schools.

Accomplishments for FY 2007-2008

- Conducted the annual canvass of voters using the National Change of Address System;
- Conducted the Democratic and Republican Primaries in February 2008, the Region 19 Budget Referendum in May 2008, the Town Budget Referendum in June 2008 and the Federal Election in November 2008;
- Conducted and will continue to conduct training sessions and informational sessions for the OpticalScan Voting system. Attended mandatory instructional meetings conducted by the Secretary of the State's office concerning the voting system. Attended the Spring Registrar of Voters Association of Connecticut Conference;
- Registered new Mansfield voters and new UConn voters:
 - As of November 2008 there are 12,994 registered voters in town: Democrats 5452; Republican 1638; Unaffiliated 5854; Other 50.

Plans for FY 2008-2009

- Anticipating an E.O. Smith Budget Referendum in May 2009, a Town Budget Referendum in June 2009 and the Municipal Election in November 2009;
- Conduct the annual canvass;
- Continue implementation of statewide voter registration computer system Continue training on new approved voting system;
- Continuation of registration, education and participation in voter outreach efforts;
- Attend the ROVAC Spring and Fall Conferences.

TOWN CLERK

Mary Stanton, Town Clerk
429-3303

The Town Clerk's office records all land records, maps, vital statistics, and maintains all minutes for the major boards and committees. All game licenses for fishing, hunting, trapping, pheasant tags, migratory bird stamps, and hip permits are sold from this office. In June of each year all dogs must be licensed from the Clerk's office. This office has staff who are notary publics and will notarize documents as authorized by the town. Certified copies of records recorded in the office may be purchased in the office according to Freedom of Information charges. Veterans' Discharges are recorded in the office as well as notary publics, liquor permits, trade names and a current list of Justices of the Peace. The Town Clerk assists town organizations in setting up raffles and games of chance. All notices of town meetings, committee meetings and public hearings are posted on the signpost outside the Clerk's office within time limits set by the Freedom of Information Commission. All election materials and procedures for holding elections are arranged in collaboration with the Registrar of Voters. Absentee ballots are issued from this office. The Town Clerk serves as clerk to the Town Council and as staff support for the Committees on Committees. An Assistant Town Clerk serves as secretary to the Zoning Board of Appeals. The Clerk's office approves the scheduling of most meeting rooms in the Audrey P. Beck Municipal Building.

Accomplishments for FY 2007-2008

- Total Land Records recorded 2548: Maps recorded 61; Marriage Licenses issued 55; Civil Union Licenses issued 2; Deaths recorded 88; Births of residents recorded 95;
- Dog Licenses issued July 1, 2007-June 30,2008 1,464 and 3 Kennels;
- Sport Licenses sold 601;
- The Municipal Election was held on November 6, 2007. Persons voting were 2305. The Democratic and Republican Presidential Primaries were held on February 8, 2008. Democrats voting were 2755 and Republicans voting were 498. The Region 19 Budget Referendum was held on May 26, 2008. Persons voting were 563;

TOWN CLERK continued...

- The Annual Town Meeting was held on May 13, 2008. The motion to approve the budget as presented passed with 282 in favor and 187 opposed. A petition to request the repeal of the adopted budget garnered a sufficient number of signatures and was certified to the Town Council. A Budget Referendum was held on June 24, 2008. A total of 2267 voters participated in the referendum. The budget passed with 1169 in favor and 1094 opposed;
- Prepared all legal notices and distributed absentee ballots for all primaries, elections and referenda;
- Began the implementation of the Historic Documents Preservation Grant received from the Connecticut State Library. The grant provided funds for the hiring of a records management consultant, the installation of mobile compact storage units in the vault and the purchase of necessary archival supplies;
- Worked with all town departments and the Board of Education to evaluate and determine the record retention requirements of all material stored in the vault. Boxed, labeled, and properly filed record information. Gathered documents from a variety of sources in an effort to compile a complete record of all the minutes of all the boards and commissions in Town;
- Prepared and submitted a Historic Preservation Grant for the 2008/2009 fiscal year. This grant will continue the work on indexing and organizing the remaining records that still require attention;
- Prepared the recommended Charter revisions for publication of the legal notice. In conjunction with the Town Attorney, developed the charter revision questions for the ballot and the explanatory text for distribution to all citizens;
- Instituted procedures for the filing of new candidate registration forms distributed by the State Election Enforcement Commission;
- Compiled a list of surviving World War II veterans using filed veteran discharge papers, assessor records and information from the Senior Center staff. The list of 141 World War II veterans who still live in Mansfield was forwarded to the Secretary of the State, who is planning to honor them at an upcoming event;
- Worked with the Personnel Committee to assist in the development of Rules of Procedure for Town Council approval;
- Reviewed the preservation needs of the Town's permanent records and sent Volume 4 of the land records (1741-1748) for deacidification, mending and reinforcement of paper as necessary, resewing and rebinding.

Plans for FY 2008-2009

- To continue to work with the Registrars of Voters as new election legislation is enacted and to gain access to the voter files on a read-only basis. To organize and distribute military and civilian absentee ballots, overseas ballots for citizens who permanently live out of the country and Presidential ballots for citizens who are not registered to vote;
- To continue to investigate the implementation of the land record scanning component of the Point of Service system;
- To continue to work on the record management project by sorting and organizing materials currently stored in the basement. To create an inventory and index of all Town records material;
- To monitor the humidity and temperature levels in the vault using an electronic data logger;
- To create a confidential file for vital statistics.

Committees, Boards and Commissions

AMERICANS WITH DISABILITIES ACT GRIEVANCE COMMITTEE

The purpose of the ADA Grievance Committee is to hear and to investigate grievances and other concerns filed against the town under the Americans with Disabilities Act (ADA). Upon completing its investigation of a particular case or incident, the committee renders a decision regarding its findings and may provide a recommendation to resolve the matter. The committee only hears claims filed with the town, and does not get involved with claims filed in a court or another outside forum.

ADVISORY COMMITTEE ON THE NEEDS OF PERSONS WITH DISABILITIES

The Committee on the Needs of Persons with Disabilities was founded in 1976 and became an official town committee in 1982. The Committee has been instrumental in improving conditions related to accessibility and inclusion for all residents of Mansfield.

Accomplishments for FY 2007-2008

- Reviewed and made recommendations to the Planning and Zoning Commission for new construction projects;
- Advocated for improved accessibility to local businesses;
- Participated in the Know Your Towns Fair to promote the purpose and community awareness of the Committee;
- Responded to accessibility issues brought to the Committee by residents.

Plans for FY 2008-2009

- Continue to provide advocacy and oversight regarding the needs of residents with disabilities, focusing on access to buildings and services, transportation and overall quality of life;
- Focus on the issue of accessible parking spaces as an item requiring increased public awareness and enforcement efforts;
- Develop a web page on the Town's website that can be used as a resource for people with disabilities.

AGRICULTURE COMMITTEE

The Agriculture Committee advises the Town Council and other bodies on matters related to preserving farmland and agricultural activity in Mansfield.

Accomplishments for FY 2007-2008

- Produced the 2008 "Mansfield Country Agricultural Products and Services" brochure;
- Provided information to farm community about farm grant programs;
- Reviewed zoning proposals;
- Co-sponsored a Mansfield historic barn inventory and exhibit with the Mansfield Historical Society;
- Reviewed zoning regulations for keeping farm animals.

Plans for FY 2008-2009

- Produce the 2009 "Mansfield Country Agricultural Products and Services" brochure;
- Provide information to farm community about farm grant programs;
- Review zoning proposals;
- Review Mansfield agriculture leases on Town-owned property.

ARTS ADVISORY COMMITTEE

The Arts Advisory Committee is charged with advising the Town Council and Manager on issues related to the arts. The committee looks to promote and encourage interest and participation in the arts and may work to compliment activities and events sponsored by private organizations having the same purpose and goal.

ARTS ADVISORY COMMITTEE continued...

Accomplishments for FY 2007-2008

- Completed work on a draft art display policy for the Mansfield Community Center (MCC) and other Town buildings, which was adopted with slight changes by the Town Council on 02/25/08;
- Arranged rotating art displays at the Mansfield Community Center (MCC);
- Posted the MCC exhibit calendar and artist information on the Town's website (www.mansfieldct.org/town/current/recreation/art_online/);
- Developed tighter procedures governing display and removal of art at the MCC;
- Continued to speak for an arts presence in the new Storrs Center development.

Plans for FY 2008-2009

- Continue to arrange rotating art displays at MCC;
- Advertise opportunities to display art at the MCC and other venues to local artists;
- Continue to advocate an arts presence in the Storrs Center development;
- Broaden arts activities at the MCC by arranging a series of quarterly readings by local authors.

BEAUTIFICATION COMMITTEE

The purpose of the Beautification Committee is to improve the aesthetic appearance of Mansfield by reducing unattractive areas. The Committee places flowering plants in key locations and recognizes individuals and businesses that contribute to the beautification of Mansfield.

BOARD OF ASSESSMENT APPEALS

The Board of Assessment Appeals hears appeals related to the assessment of motor vehicles and other property. The Board adjusts the assessment, valuation, etc. of personal property when appropriate and adds taxable property to the grand list when it has been wrongly omitted.

BOARD OF ETHICS

The Board of Ethics issues guidelines on matters related to ethics (i.e. ex parte communication) and establishes procedures for the public to initiate complaints alleging violations of Mansfield's Code of Ethics. The Board holds hearings concerning the application of the Code and its violation and makes recommendations for action to the Council when the Code has been violated.

BUILDING BOARD OF APPEALS

The Building Board of Appeals hears appeals regarding decisions made by the Building Official and renders decisions upon the appeal.

CATV ADVISORY COMMITTEE

The CATV Advisory Committee intervenes in any contested case before the department involving the CATV company which the Council is advising. The Committee reviews all community access programming that has been the subject of a complaint.

CEMETERY COMMITTEE

The Cemetery Committee advises the Town Manager in the management, care and maintenance of public cemeteries and provides assistance in the maintenance and care of cemeteries controlled by private associations, if such help is requested. The Committee, within the framework of an approved Town budget, advises the Town Manager in the expenditure of Town funds to have burial grounds cleared of weeds, briars and brush, grass mowed, fences and walls repaired and monuments straightened and repaired. The Committee also studies the need for and makes recommendations to the Town Manager for the enlargement of present cemeteries and for the acquisition of land for new cemeteries as permitted under the Town's ordinances and advises the Town Manager in the development of a budget for implementing the above programs.

CEMETERY COMMITTEE continued...

Accomplishments for FY 2007-2008

- Surveyed the Old Burial Grounds in Mansfield Center, identifying monuments that need attention;
- Arranged for the restoration of a large brownstone monolith in Mansfield Center;
- Began work on a plan to develop a “cremation only” burial ground adjacent to the Gurleyville Cemetery;
- Continued turf and tree maintenance programs.

Plans for FY 2008-2009

- Continue efforts to restore and maintain town owned cemeteries;
- Complete a wooded “cremation only” area adjacent to the Gurleyville Cemetery;
- Support the Riverside Burying Ground Association’s transfer of the Gurleyville Cemetery to the Town.

COMMISSION ON AGING

The Commission on Aging (COA) studies the conditions and needs of elderly persons in the Town in relation to housing, economics, employment, health and nutrition, recreation, transportation and other matters. The Commission recommends and evaluates programs to meet the needs of the elderly and suggests priorities for action. Members serve as a resource group to which Mansfield citizens can turn either individually or as groups when they have problems or questions about programs or needs of the elderly. The Commission then furnishes information outlining needs to agencies and groups who are interested in, or who provide services for, the elderly.

Accomplishments for FY 2007-2008

- The Commission made its annual evaluation and recommendation to the Town Council on the budget requests of five area agencies that provide services to local aged residents;
- Monitored municipal programs offering services to the elderly, such as the Senior Center, Wellness Programs, and Housing units, by hearing regular reports of their activities;
- Developed action items from the Town’s Long-Range Plan For the Elderly that will be used to guide the Commission’s work over the next three years;
- Continued to support the development of an assisted living facility in Mansfield;
- Participated in Mansfield 2020, the Town’s strategic planning initiative.

Plans for FY 2008-2009

- Ensure that the needs of seniors continue to be represented in the Town’s strategic planning initiative;
- Implement recommendations from the long-range plan, focusing on the priority issues of transportation, information dissemination, senior center space needs, and access to public meetings;
- Identify areas of legislative concern for seniors, including proposed changes to Social Security, and educate seniors regarding these issues;
- Partner with the Mansfield Senior Center Association to effectively function as a “voice” for the needs of seniors in Mansfield.

COMMUNICATIONS ADVISORY COMMITTEE

The Communications Advisory Committee is a seven member committee composed of Mansfield citizens. Additionally, guest speakers, elected officials, staff, and citizens may attend meetings as well. The Communications Advisory Committee advises the Town and elected officials on communications efforts. The Committee was formed by the action of the Town Council in 2008. The Committee organized soon after its first formal meeting in late April by determining a regular meeting schedule, electing a chairperson, and conducting thoughtful discussions. The Committee was active in providing advisory input prior to the annual Town Meeting to improve communications as well as recommendations for publicizing the first Town budget referendum. Additionally, the Committee has been active reviewing current and past Town communications efforts.

CONSERVATION COMMISSION

The Mansfield Conservation Commission is charged with advising the Town Council, the Planning and Zoning Commission, and other Town agencies and officials on policies and issues relating to the development, conservation, supervision, and regulation of natural resources (including water resources) within the Town of Mansfield.

CONSERVATION COMMISSION continued...

Accomplishments for FY 2007-2008

- Assisted with open space and parks management issues;
- Commented on Inland Wetland Agency and Planning and Zoning Commission Applications;
- Reviewed and provided input to the Town Council regarding significant UConn projects, the proposed use of Town land for White Oak Condominium septic system repairs and the proposed CL&P Interstate Reliability Project which would impact Mansfield and other Eastern Connecticut municipalities;
- Continued to provide input to the municipal aquifer protection agency;
- Recognized, in association with the Town Council, the founding members of the Mansfield Conservation Commission with a reception and the presentation of certificates of appreciation.

Plans for FY 2008-2009

- Assist with open space and parks management issues;
- Comment on Inland Wetland Agency and Planning and Zoning Commission Applications;
- Review and provide input to the Town Council regarding significant UConn projects and other projects that would impact Mansfield;
- Provide input to the municipal aquifer protection agency;
- Monitor Town-owned conservation easements.

CONSTABLES

Mansfield Town Constables serve under State statutes. They have the power to serve and execute all lawful process legally directed to them.

DAY CARE CENTER BOARD OF DIRECTORS

The Day Care Center Board of Directors is responsible for the administration of the Mansfield Discovery Depot. The purpose of the Board is to maintain, regulate, manage and operate a high-quality day care center in the Town of Mansfield primarily for the residents of and those who work in Mansfield.

DESIGN REVIEW PANEL

The five person Design Review Panel is appointed by the Planning and Zoning Commission (PZC) to provide independent citizen review comments on Site Plan and Special Permit applications pending before the PZC. Members serve two year terms and are selected based on backgrounds in landscape architecture, engineering, historic preservation, architecture/design, business/construction or a related field.

EASTERN HIGHLANDS HEALTH DISTRICT BOARD OF DIRECTORS

The Eastern Highlands Health District Board of Directors is the governing body for the Health District, which is an independent entity of local government. The individual members are appointed by the legislative body of each member town. The Board appoints and supervises the local Director of Health, subsequent to a public hearing approves an annual budget, sets Health District policy and promulgates local rules and regulations for the promotion of local public health.

EMERGENCY MANAGEMENT ADVISORY COUNCIL

Elizabeth Paterson, Chair

The Emergency Management Committee is established by Ordinance and is consistent with CGS § 24-7. The Committee's charge is to offer advice to the Town Manager and the Director of Emergency Management on emergency management issues.

HISTORIC DISTRICT COMMISSION

The Mansfield Historic District Commission was established by ordinance to promote the educational, cultural, economic and general welfare of the Town of Mansfield through the preservation and protection of buildings and places of historic interest by maintenance of such landmarks in the history of architecture and of the Town of Mansfield, and through the development of appropriate settings for such buildings, places and districts.

HOUSING AUTHORITY BOARD OF DIRECTORS

The Housing Authority Board of Directors is comprised of commissioners that serve as governing officers or directors of the Housing Authority. Once appointed by the Town Council, commissioners are independent, non-partisan public servants. They are responsible for major policy and leadership decisions. The Executive Director they hire is responsible for the day-to-day administration of the Housing Authority and its programs. A commissioner may, and commonly does, serve many terms in providing this service.

HOUSING CODE BOARD OF APPEALS

The Housing Code Board of Appeals consists of 3 electors of the community that serve overlapping 3 year terms. The members must, in the view of the Town Council, possess the experience, capability and judgment to pass on matters pertaining to the code. There are 2 alternates which must have the same qualifications of the full board members. It is the board's duty to hear appeals from an aggrieved party, when in the appellant's opinion, the code has been misinterpreted by the Code Official. A written appeal must be filed with the Housing secretary who also acts as secretary of the appeals board. An application fee of \$100 is due upon filing. The board must meet within 20 days of the appeal being filed. The board will consider evidence at the hearing and render a decision to either modify or reverse the inspector's decision upon a concurring majority vote. The appellant may request review by the Superior Court if they do not agree with the board's decision.

HUMAN SERVICES ADVISORY COMMITTEE

The Human Services Advisory Committee meets with the Director of Human Services to review and provide guidance regarding department programs and budgets.

JUDGE OF PROBATE

Claire Twerdy, Judge
429-3313

Connecticut's probate courts have jurisdiction to hear and decide the following matters: adoptions (minors and adults); appointment of a temporary guardian of a minor child; award of temporary custody of a minor and appointment of guardian of a minor (following removal); termination of parental rights of a minor; emancipation of a minor; determination of paternity; appointment of a guardian of a person with mental retardation; appointment of trustee for property of mission person; involuntary commitment of a person with psychiatric disabilities to a mental hospital and related matters (adults and minors); change of name (minors and adults); custody of remains of a deceased; decedents estates; trusts and certain accounts; conservatorships; and, estates of minors. The court also processes passport applications.

LIBRARY ADVISORY BOARD

The Library Advisory Board provides advice in formulating policies and objectives, publicizing and recommending new programs, reviewing the proposed budget, enlisting public cooperation and understanding for programs, assisting with cultural activities associated with the library and making recommendations concerning acceptance of any bequest, devise, gift or endowment.

Accomplishments for FY 2007-2008

- Reviewed and provided feedback on the proposed library budget for FY 2008-09;
- Previewed web site revisions;
- Discussed the process for reviewing library policies and minimum standards for CT public libraries.

MANSFIELD ADVOCATES FOR CHILDREN

Mansfield Advocates for Children-MAC, (formerly the Mansfield School Readiness Council) is an advisory committee composed of volunteers who are appointed by the Town Council and Mayor of Mansfield. The mission of this body is: "To contribute to the positive development of all young children in Mansfield." MAC maintains a relationship with the Mansfield Board of Education, the Town Council and the Mayor. These relationships are important to sanction the work and vision of this group. The connections between Town leadership and MAC represent a clear and valuable commitment to the issues of early care and education by the Town and school district leadership. Regular communication between MAC and these entities is a priority for MAC.

Accomplishments for FY 2007-2008

- Applied for and received \$107,000, for the Mansfield School Readiness Program to enter its eleventh year of operation, supporting sixteen 3 and 4-year olds enrolled in one of 4 nationally accredited early care centers;
- Worked with the Mansfield Public Schools on the tenth year of the William C. Graustein Memorial Fund;

MANSFIELD ADVOCATES FOR CHILDREN continued...

- Designed, collated and distributed 150 “Mansfield Family Information Packets” for use by newcomers or new parents in Town;
- Coordinated events as part of a week-long celebration in April for the “Week of the Young Child”;
- Coordinated efforts to establish a Blueprint (plan) for Mansfield’s Children with a \$40,000 grant acquired from the William C. Graustein Memorial Foundation;
- Coordinated training for CT Parent Power 1-on-1 Parent Interviews;
- Conducted 27 1-on-1 Parent Interviews with local parents;
- Collected, reviewed and analyzed data about the status of adequate access to quality infant/toddler care in Mansfield using a TA grant from Graustein C. Memorial Foundation;
- Met with UCONN Work/Life Council to share data results on infant/toddler care access in Mansfield;
- Met with UCONN President Assistant Tom Callahan and Mansfield Town Manager Matt Hart to share infant/toddler care findings and request recommendations for future proposals;
- Offered a Children’s Trust Fund sexual abuse prevention program for parents;
- Offered a program for families called “Healthy Celebrations” about health and nutrition.

Plans for FY 2008-2009

- Continue to develop Week of the Young Child activities;
- Offer parent leadership curriculum on a regular basis using the CT Parent Power 1-on-1 Interview process;
- Continue to provide outreach to underserved members of the community for early care and education;
- Using relevant data about the status of infant and toddler care in Mansfield, make a proposal for a feasibility study;
- Plan and deliver presentation of the findings of the MAC Parent’s Committee of the 1-on-1 interviews to the BOE and the Town Council;
- Plan and deliver presentation of the progress of the Leadership Work Group on the “Blueprint for Mansfield’s Children” plan;
- By July 31, 2009 present Town Council with completed plan called “Blueprint for Mansfield’s Children”;
- Develop and maintain regular connections between the early care providers and the public school system.

MANSFIELD DOWNTOWN PARTNERSHIP BOARD OF DIRECTORS

The MDP Board of Directors is made up of 18 representatives from the Town of Mansfield, surrounding communities, and the University of Connecticut. The Board of Directors establishes policy for the Partnership, oversees the development of the Storrs Center downtown project, and develops projects to promote the Town of Mansfield.

OPEN SPACE PRESERVATION COMMITTEE

The Open Space Preservation Committee serves as a resource to the Town Council concerning open space issues. Following guidelines in the Town Plan of Conservation and Development, the committee evaluates various properties, reports on their suitability for preservation and makes contact and works with landowners and developers in order to suggest and discuss ways in which open space can be preserved.

Accomplishments for FY 2007-2008

- Reviewed properties and made recommendations to the Town Council;
- Reviewed subdivision and zoning proposals.

Plans for 2008-2009

- Continue to review properties for their suitability for preservation according to the Mansfield Plan of Conservation and Development;
- Continue to review subdivision and zoning proposals;
- Provide input to Planning and Zoning Commission regarding the subdivision regulations.

PARKS ADVISORY COMMITTEE

The Parks Advisory Committee (PAC) is charged with identifying and evaluating park needs as well as making recommendations for the acquisition and operation of parks and community gardens. The Committee also reviews annual budget requests concerning parks and makes recommendations thereon.

PARKS ADVISORY COMMITTEE continued...

Accomplishments for FY 2007-2008

- Involved the community in Mansfield Parks by continuing to offer environmental education programming and an organized, supervised natural areas volunteers program, many co-sponsored with Joshua's Tract Conservation and Historic Trust;
- Continued the annual land management review process;
- Provided input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure.

Plans for FY 2008-2009

- Continue to offer environmental education programs co-sponsored with Joshua's Tract Conservation and Historic Trust;
- Continue annual land management review process;
- Provide input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure;
- Continue to improve public information about Mansfield Parks and Preserves;
- Assist with the opening of River Park;
- Prepare, in conjunction with staff, management plans for Town-owned properties.

PERSONNEL APPEALS BOARD

The Personnel Appeals Board assures that the employment system of the town is fair and equitable and serves the interest of the Town while respecting the proper claims of the employees.

PLANNING & ZONING COMMISSION AND INLAND WETLAND AGENCY

The Planning and Zoning Commission (PZC) and Inland Wetland Agency (IWA) take pride in trying to ensure the future of Mansfield as a desirable place to reside and visit. In reviewing all aspects of development, the PZC and IWA consider impacts on traffic, neighborhood compatibility, natural and historic resources, inland wetland areas, water supply, waste disposal, fire safety and aesthetics such as landscaping and architecture. The sites of all pending applications are visited by members to observe these factors in the field.

Accomplishments for FY 2007-2008

- Held twenty-three PZC meetings, nineteen IWA meetings, seven joint field trips, held numerous committee meetings;
- Reviewed over thirty applications or enforcement actions involving activities within regulated inland wetland/watercourse areas;
- Reviewed fifteen Special Permits, seven subdivision applications (sixteen lots approved), five zone changes and numerous associated regulation revisions, five Town Council referrals and thirty-nine modification/bonding requests;
- Approved three subdivisions with seven new lots, additions to Natchaug Hospital, a new retail store in the Staple Center now occupied by the "Hoot," two efficiency units, two rezonings in the Four Corners area, six live music renewals, one new and three renewals for material deposition or removal permits, modifications for the Paideia Amphitheatre project, a re-use of the former Ledgecrest Garden Center, occupancy changes at the Thirsty Dog Pub and Restaurant and new Zoning Regulations for table umbrella signs;
- Denied an Inland Wetland license for a seven-lot subdivision on Separatist and N. Eagleville Roads and denied an efficiency unit on Gurleyville Road;
- Prepared a revised fee schedule for land use applications that subsequently was adopted by the Town Council. The new schedule includes provisions for consultant assistance that would be paid for by applicants;
- Presented at Public Hearings, proposals to rezone land south of Pleasant Valley Road between Mansfield City Road and Mansfield Avenue and incorporate over 25 revisions to the Zoning Regulations. The rezonings and regulation revisions were not acted upon during this reporting period;
- As Mansfield's designated Aquifer Protection Agency, adopted new Aquifer Regulations for Level A Aquifers associated with UConn's Fenton River and Willimantic River wellfields.

PZC & IWA continued...

Plans for FY 2008-2009

- Continued thorough review of all land use applications and enforcement of existing regulations;
- Continued review and updating of Mansfield's Zoning Map and land use regulations;
- Continued monitoring of University of Connecticut land use activities.

PUBLIC SAFETY COMMITTEE

As set out within statute, the mission of Mansfield's Public Safety Committee is to review safety and security concerns related to our local correctional facility, the Donald T. Bergin Correctional Institution. The membership of the Committee is comprised of Warden Eileen Higgins of Bergin CI, as well as eleven citizen representatives appointed by the Mayor. The Committee meets quarterly during the months of January, April, July and October.

Accomplishments for FY 2007-2008

- Notified citizens that the emergency notification phone system would be tested;
- Tested the emergency notification system;
- Toured the DBCI facility to observe programming and interact with staff and inmates; heard presentation on gang activities and behavior;
- Maintained a good working relationship between the community and DBCI; the Committee appreciates and supports the outreach program;
- Town and Bergin staff worked cooperatively to provide inmate work crews to the Town to help with litter pick-up;
- Streamlined meetings by having Public Safety Committee absorb agenda topics previously conducted during Correctional Facility Liaison Committee meetings;
- No escapes occurred from DBCI.

Plans for FY 2008-2009

- Touring the DBCI facility;
- Re-testing the emergency notification phone system;
- Drafting an interest article for town residents, to be published in the "Mansfield Record Online";
- Introducing new DBCI command staff to the Public Safety Committee.

QUIET CORNER COMMITTEE

The purpose of the Quiet Corner Committee is to promote tourism in the North East section of Connecticut. Twenty-one towns in North Eastern Connecticut make up the Quiet Corner tourism region. A wide variety of informational pamphlets are published and distributed as part of this Committee's duties.

RECREATION ADVISORY COMMITTEE

The Recreation Advisory Committee (RAC) is charged with identifying and evaluating recreational needs as well as making recommendations for the institution and operation of programs. RAC continues to support the implementation, development and expansion of program offerings in order to meet the recreational needs of the community.

Accomplishments for FY 2007-2008

- Continued the annual review of co-sponsored organizations;
- Endorsed National Youth Sports Coaches Association (NYSCA) Certification Program;
- Made on-going recommendations to the Parks and Recreation Department on policies and programs;
- Continued review of and support for Community Center operations.

Plans for FY 2008-2009

- Annual review of co-sponsored organizations, including Mansfield Junior Soccer Association, Mansfield Little League, and Tri-Town Youth Football and Cheerleading Association;
- Advise on Community Center operations and other department programs;
- Implement Management Plans for Lion's Club Memorial Park, Southeast Park, and Sunny Acres Park;
- Support Community Center membership initiatives.

REGIONAL SCHOOL DISTRICT #19

The Constitution of the State of Connecticut requires that free public education be made available to all citizens. The state's legislature has delegated this responsibility to local and regional school boards. The Regional School District #19 Board of Education accepts this obligation. Its mission is to represent the interests of all residents of the district in providing for the educational needs of young men and women of senior high school age. The board seeks to accomplish this by securing community support, providing for the employment of competent faculty and staff and developing effective policy. In accomplishing its mission, the board intends to meet all legal requirements and to efficiently utilize the resources made available to the district.

SOLID WASTE MANAGEMENT/ RECYCLING COMMITTEE

The Solid Waste Advisory Committee acts as a community sounding board for the Town's solid waste policies. These policies include issues relating to residential refuse and recycling service, transfer station operations, promotion of recycling and waste prevention, hazardous waste disposal, and bulky waste disposal. This is the eighteenth year that user fees have funded the Town's volume-based waste collection (pay-per-bag of garbage). Over the year, 35% of all residential waste was recycled- single-family residences recycled 40% of their waste and multi-family residences recycled 13% of their wastes. Multi-family residences are those that have dumpster service and their recycling rate remains low in spite of efforts to reverse this trend. Trash and recycling service is contracted to Mayo & Sons for single-family residences and Willimantic Waste Paper, Inc. for multi-family residences.

Accomplishments for FY 2007-2008

- Offered a series of three organic land care workshops for homeowners – organic lawns, alternatives to lawns and invasive plants;
- Continued to monitor the development of the green building guidelines for the Storrs Center development;
- The Mid Northeast Recycling Operating Committee (Mid-NEROC), of which Mansfield is a member town, continued its operations of the Regional Household Chemical Waste Drop-Off Facility;
- Managed the Mansfield schools' composting programs for the tenth year;
- Worked with the Festival on the Green to create a low-waste Festival event. Reduced waste by 72%;
- Worked with UConn student outreach to regularly collect litter along the Hunting Lodge/North Eagleville Road corridor;
- Continued to enforce the litter ordinance;
- Presented classes on waste issues (toxic household products, green building design and recycling) in the schools;
- Conducted a composting workshop for the twelfth year;
- Advocated for recycling-related state legislation;
- Staffed a clean energy group in order to expand residential support for renewable energy and move the Town forward on its 20% by 2010 commitment;
- Worked with the Clean Energy Team to put on an Earth Day Event at the Mansfield Community Center.

Plans for FY 2008-2009

- Sustain school wide composting programs and manage refuse contracts;
- Continue working with the Festival on the Green committee to create a low-waste Festival event;
- Continue enforcing the litter ordinance in problem areas of Town;
- Continue offering classes to the schools on waste issues;
- Continue residential home composting program;
- Continue advocating for recycling-related state legislation;
- Continue organic land care workshops and programs;
- Improve elementary school composting operations by converting to a different composter at Southeast School, and start Vinton and Goodwin with their own compost bins;
- Educate and disseminate information to residents on sustainability-related issues;
- Continue work with the clean energy group.

TOWN HISTORIAN

The Town Historian is an invaluable resource. The voluntary position was created in August 1991 to provide information and advice on the Town's history to the community, historical societies and local government. All books and materials published by the Mansfield Historical Society are reviewed and worked on by the Town Historian. The position is a labor of love and is research intensive. Those interested in serving as the next Town Historian are asked to call 429-3336.

TOWN/UNIVERSITY RELATIONS COMMITTEE

The Town/University Relations Committee was established in 1992 with a mission to promote and sustain positive relations between the University of Connecticut and the larger Mansfield community. The committee is comprised of representatives from both the town and the university, and is co-chaired by the Mayor and a university representative. The committee meets the second Tuesday of every month at 4:00 p.m. Members of the public are encouraged to attend, and the committee provides an opportunity for public comment at each meeting.

TRANSPORTATION ADVISORY COMMITTEE

The Transportation Advisory Committee is composed of Town Council members, Planning and Zoning staff members, and citizens at large. The Committee helps direct staff in Town and Regional transportation matters.

In fiscal year 2007-2008 the Transportation Advisory Committee reprioritized its walkway and bikeway project priority listing to move the walkway project on Route 195 near the proposed Storrs Center project to a higher priority and to account for the completion of the Separatist Road bikeway. Committee members continued to work with UConn representatives to share with the Town the cost of the prepaid fares program on the WRTD bus system between Storrs and Willimantic in future years (this was successful and the "fare-free" program will run at least through FY 08-09). The committee also supported efforts to bring Hartford commuter bus service to Storrs and a modern roundabout to the intersection of Routes 195 and 275.

YOUTH SERVICES ADVISORY BOARD

The Youth Service Advisory Board was established in 1978 with a mission to provide advocacy, leadership and direction. The Committee meets monthly with staff of the Youth Service Bureau and the Director of Human Services to review and provide guidance regarding program activities. Membership of the Committee includes students, school administrators, Mansfield Police, and residents.

Accomplishments for FY 2007-2008

- Continued to advocate for increasingly necessary increases for YSB staff and funding to maintain current successful initiatives and develop new initiatives;
- Oversaw implementation of two new programs (LEAP and JUMP). These programs promote the successful transition of at-risk students from grade to middle school and from middle to high school, respectively;
- Supported YSB through planning and attendance at the first town-wide Volunteer Recognition Night;
- Met with the founder of the "Challenge Program" and participated in discussions which resulted in YSB having greater involvement and input into the selection process for student participants. The Mansfield Middle school Vice-Principal participated in this three-day program.

Plans for FY 2008-2009

- Continue to represent an increasingly diverse constituency in terms of voicing the emerging needs of Mansfield children and youth;
- Continue to support the YSB's increasing needs for additional staffing and funding.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is established by state statute to hear appeals and to vary the application of Zoning Regulations in cases where enforcement of the regulations would result in exceptional difficulty or unusual hardship. However, variances granted by the ZBA must always be in the "spirit" of the Zoning Regulations, and courts have ruled that the ZBA cannot consider economic hardship as a possible justification for granting a variance.

The ZBA has five members elected at-large to four-year staggered terms, as well as three alternatives appointed by the Town Council to serve two-year terms. Hearings are normally held once a month, and anyone needing a hearing must first obtain a referral from the Zoning Agent. Because of legal notice requirements, applications should be submitted at least 16 days prior to a scheduled meeting date.

Although the ZBA rules on appeals from the decisions of the Zoning Agent, appeals from decisions of the Planning and Zoning Commission (PZC) itself are not heard by the Board and are made directly to Connecticut Superior Court. As a quasi-judicial body, the ZBA must conduct public hearings before ruling on an application, and four of its five members must concur for most actions. Persons wishing to appeal a decision of the ZBA may take the appeal directly to Superior Court.

Members and Staff of Elected and Appointed Committees, Boards and Commissions

ADA Grievance Committee

Curtis Hoffman
Dr. Ralph LaGuardia
Steve Lofman
Matthew Hart (Staff)

Advisory Committee on

Persons with Disabilities

Gloria Bent
Michael Collins
Cristina Colon-Semenza
John DeWolf
Wade Gibbs
Jacqueline Kelleher
Joan Seliger Sidney
Kevin Grunwald (Staff)
Kathy Ann Easley (Staff)

Agriculture Committee

Al Cyr
Charles Galgowski
William Palmer
Robert Peters
Carolyn Stearns
Vicky Wetherell (OSPC)
Curt Vincente (Staff)

Arts Advisory Committee

Jay Ames (C)
Anita Bacon
Leon Bailey
Kim Bova Kaminsky
Scott Lehmann
Derri Owen
Joan Prugh
Blanche Serban
Jay O'Keefe (Staff)
Curt Vincente (Staff)

Board of Assessment Appeals

Eric Holinko
John Meyers
Carol Thomas

Beautification Committee

Isabelle Atwood
Brian Krystof
Patricia Maines
Carolanne Markowitz
Jennifer Thompson
Frank Trainor

Board of Education

Gary Bent
Mary Feathers
Dudley Hamlin
Martha Kelly
Christopher Kueffner
Mark Laplaca
Min Lin
Shamin Patwa
Katherine Paulhus
Fred Baruzzi (Staff)

Board of Ethics

Nancy Cox
David Ferraro
Eleanor Plank
Michael Sikoski
Winthrop Smith (Alt)
Nora Stevens

Building Board of Appeals

Leland Hawkins
Charles Lowe
James Silva
Gregory Zlotnick (C)
Mike Ninteanu (Staff)

Cemetery Committee

Isabelle Atwood (C)
Barry Burnham
Rudy Favretti
Winston Hawkins
Mary Landeck
Ethel Larkin
Joyce Passmore
Lon Hultgren (Staff)
Mary Stanton (Staff)

CATV Advisory Committee

Fred Baruzzi (BOE)
Grace Enggas
Ida Millman

Commission on Aging

Wilfred Bigl
Kenneth Doeg
Sam Gordon
Robert Gouldsbrough
April Holinko
Carol Pellegrine
Carol Phillips
Joan Quarto
Timothy Quinn
Mark Ross
Mary Thatcher
Kevin Grunwald (Staff)
Patricia Richardson (Staff)

Communication Advisory Committee

Jim Hintz (staff) (UConn)
Aline Booth
Joyce Crepeau
Leila Fecho
Patrick McGlamery
Toni Moran
Richard Pellegrine
William Powers
Jaime Russell (staff)

Community Quality of Life Cmte.

Michael Beal (P/ZC)
Joseph Briody
Jane Fried
Denise Keane
David Morse
Dana White
Helen Koehn (Council) (C)
Christopher Paulhus (Council)
Elizabeth Paterson (Mayor)
Bruce Clouette (Council)
Stephen Rhodes (UConn)
Matthew Hart (staff)
Maria Capriola (staff)
SGT James Kodzis (staff)
Gregory Padick (staff)
Curt Hirsch (staff)
David Dagon (staff)
John Jackman (staff)
Mike Ninteanu (staff)

Conservation Commission

Robert Dahn (C)
Peter Drzewiecki
Quentin Kessel
Scott Lehmann
Rachel Rosen (Alt)
Sherry Roy (Alt)
John Silander
Joan Stevenson
Frank Trainor
Grant Metzler (Staff)

Constables

Sheila Quinn Clark
Richard Pellegrine
Timothy Quinn
John Stanton
Carol Thomas
Dolly Whittham

Members and Staff of Elected and Appointed Committees, Boards and Commissions

Design Review Panel

Isabelle Atwood
Lee Forrest Cox
Robert Gillard
John Lenard
Peter Minutti

Discovery Depot

Board of Directors

Terry Berthelot
Blagoje Filipovic
Kim Girard
Jane Goldman
Gregory Haddad (IC)
Heather Hintz
Megan Nolan
Laura Scruggs
Bing Wang
Mei Wei
Mary Jane Newman (Staff)

Emergency Management

Advisory Council

Frederick Baruzzi
David Dagon
Matthew Hart
Lon Hultgren
John Jackman
Sgt. James Kodzis
Michael Kurland
Robert Miller
Elizabeth Paterson

Four Corners Sewer Study Advisory Cmte.

Pat Ferrigno
Lee Girard
Matthew Hart
Gene Nesbitt (C)
Peter Plante
Kenneth Rawn
Carl Schaefer
Phil Spak
Tim Tussing

Housing Code Board of Appeals

Francis Halle
Agatha Hoover
Robert Kremer (Alt)
Brian McCarthy (Alt)
Richard Pellegrine

Human Services Advisory

Committee

Marla Hauslaib
Judith Y. Heald
June S. Krisch
Kevin Grunwald (Staff)

Judge of Probate

Claire Twerdy

Memorial Day Committee

Matthew Hart
Tammie Meyers
Chris Paulhus

Eastern Highlands Health District

Board of Directors

Connie Anderson (Alt)
Doug Cameron
Susan Chance (Alt)
Donald Cianci (Alt)
Frederick Daniels
Louise Eldridge (Alt)
John Elssesser
Ralph Fletcher (Alt)
Matthew Hart
Michael Kurland
Johnathan Luiz
Elizabeth Paterson (C)
Paul Schur
Joyce Stille
Tierney Tully
Steve Werbner
Deb Walsh

Historic District Commission

Isabelle Atwood
Anita Bacon
Gail Bruhn (C)
Jason Andrew McGarry (Alt)
James Nardi (Alt)
Jody Newmyer
Richard Roberts (Alt)
David Spencer

Housing Authority

Board of Directors

Joan Christison-Lagay
Dexter Eddy
Gretchen Hall
Richard Long (C)
William Simonsen

MAC continued...

Kathleen A. Mahoney
Bethany Maines
Donna McLaughlin
Mary Jane Newman
Lisa Oransoff
Shamin Patwa
Katherine Paulhus
Jackie Soroka
Kristine Stone
Louise Bailey (Staff)
Sandy Baxter (Staff)

Open Space Preservation

Committee

Evangeline Abbott
Kenneth Feathers
James Hill
Quentin Kessel
Steve Lowry
James Morrow (C)
David Silsbee
Vicky Wetherell
Curt Vincente (Staff)

Mansfield DOWntown Partnership

Board of Directors

Stephen Bacon
Thomas Callahan
Bruce Clouette
Barry Feldman
Michael Gergler
Gregory Haddad
Matthew Hart
Janet Jones
Philip Lodewick
Frank McNabb
Peter Nicholls
Elizabeth Paterson
Steve Rogers
Kristin Schwab
Phil Spak
Elizabeth Treiber
Antoinette Webster
David Woods
Cynthia van Zelm (Staff)

Mansfield Advocates

For Children

Anne Bladen (Child Labs Rep)
Alison Whitham Blair
Ande Bloom
Joan Buck (C)
Susan Daley
Jane Goldman
Nancy Hovorka
Becky Lehmann

Members and Staff of Elected and Appointed Committees, Boards and Commissions

Parks Advisory Committee

Juliana Barrett
 Michelle Baughman
 Susan Harrington
 Tom Harrington
 Jean Haskell
 Eric Kruger
 Penny Potter
 David Silsbee
 Cindy Weiss
 Jennifer Kaufman (Staff)
 Curt Vincente (Staff)

Personnel Appeals Board

Donald Nolan
 Herbert Segar
 Crayton Walker
 Maria Capriola (Staff)

Planning and Zoning Commission

Michael Beal (Alt)
 Rudy Favretti (C)
 Betty Gardner
 Joann Goodwin
 Roswell Hall III
 Katherine Holt
 Peter Kochenburger
 Gregory Lewis
 Lawrence Lombard (Alt)
 Peter Plante
 Barry Pociask (Alt)
 Bonnie Ryan
 Gregory Padick (Staff)

Public Safety Committee

Audrey Barberet
 Major Ronald Blicher
 George Cole (Citiz)
 Raymond Gergler
 Warden Eileen Higgins
 Clate Lary
 Christopher Paulhus
 Richard Pellegrine (VC)
 Lieut. Walter Solenski, Jr. (Coventry)
 Wunderly Stauder (C)
 Vera Stearns

Public Safety Cmte. continued...

Susanna Thomas
 Maria Capriola (Staff)
 Matthew Hart (Staff)
 Sgt. James Kodzis (Staff)

Recreation Advisory Committee

Darren Cook
 Sheldon Dyer (C)
 Donald Field
 David Hoyle
 Mia John (Student Rep)
 Frank Musiek
 Howard Raphaelson
 Ann Rash
 Curt Vincente (Staff)

Quiet Corner Committee

Anne Smith

Regional Board of Education

Francis Archambault, Jr. (C)
 Herbert Arico
 Janice Chamberlain
 Robert Jellen
 Therese John
 Frank Krasicki
 Robert Kremer
 Elizabeth McCosh-Liite
 Elizabeth Peczuh
 Deborah Porvin
 William Ryan
 Michael Sibiga
 Bruce Silva (Staff)

Solid Waste Management/

Recycling Committee

Andrea Ames
 Maria Gogarten (C)
 Jane Knox
 Kevin McLaughlin
 Dennis Roberts
 Anne Smith
 Lon Hultgren (Staff)
 Virginia Walton (Staff)

Town Council

Alison Whitham Blair
 Bruce Clouette
 Leigh Duffy
 Gregory Haddad
 Helen Koehn
 Gene Nesbitt
 Elizabeth Paterson (Mayor)
 Christopher Paulhus
 Carl Schaefer
 Maria Capriola (Staff)
 Matthew Hart (Staff)

Town Historian

Roberta Smith

Town/University Relations

Committee

Philip Barry
 Michael Beal
 Thomas Callahan
 Bruce Clouette
 Julie Elkins
 Barry Feldman
 James Hintz
 Robert Hudd
 Richard Miller
 A.J. Pappanikou
 Elizabeth Paterson
 Stephen Rhodes
 William Simpson
 Maria Capriola (Staff)
 Matthew Hart (Staff)

Transportation Advisory

Committee

Greg Frantz
 Betty Gardner
 Ross Hall
 Helen Koehn
 Dennis Nash
 Michael Taylor
 Lon Hultgren (Staff)

Youth Service Advisory Board

Michael Collins
 Brittany Cushman (Student)
 Eileen Griffen
 Jake Hovanic (Student)
 Addie Johnson (Student)
 Rachel Leclerc
 Ethel Mantzaris
 Jerry Marchon
 Shawnee Mason (Student)
 Candace Morrell
 Christopher Murphy
 Frank Perrotti
 Kevin Grunwald (Staff)
 Pat Michalak (Staff)

Zoning Board of Appeals

Sarah Accorsi (Alt)
 Suzanne Singer-Bansal
 Jack Clauson (Alt)
 Martha Fraenkel
 Beverly Gotch (Alt)
 Shirley Katz
 Carol Pellegrine (C)
 Julie Wright
 Curt Hirsch (Staff)
 Sharon Tyler (Staff)

2009 Meeting Schedules: Committees, Boards and Commissions

Advisory Committee On The Needs Of Persons With Disabilities: 4th Tuesday of each month; 2:30pm; Town Hall, Conference Room B

Agriculture Committee: 1/7, 3/4, 5/6, 7/1, 9/2, 11/4; 7:30pm; Town Hall, Conference Room B

Arts Advisory Committee: 1st Tuesday of each month; 7:30pm; MCC Conference Room

Beautification Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Board of Education: 1/15, 1/22, 1/29, 2/5, 3/12, 4/16, 5/7, 6/11, 9/10, 10/8, 10/22, 11/12, 12/10; 7:30pm; Town Hall, Council Chambers

Cemetery Committee: 3/26, 6/25, 9/24; 3:30pm; Town Hall, Conference Room B

Commission On Aging: 2nd Monday of every month (except holidays); 9:30am; Mansfield Senior Center

Communications Advisory Committee: 1/26, 2/2, 2/23, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18, 6/1, 6/15, 7/20, 9/14, 9/21, 10/5, 10/19, 11/2, 11/16, 12/7; 7:00pm; Town Hall, Conference Room B or C.

Community Quality of Life Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Conservation Commission: 3rd Wednesday of each month; 7:30pm; Town Hall, Conference Room B

Day Care Center Board of Directors: 3rd Wednesday of every other month; 7:00pm, Discovery Depot

Eastern Highlands Health District Board of Directors: 1/15, 2/12, 4/16, 6/18, 8/20, 10/15, 12/17; 4:30pm; Coventry Town Hall Annex

Historic District Commission: 2nd Tuesday of each month; 8:00pm; Town Hall, Conference Room C

Housing Authority Board of Directors: 3rd Thursday of each month; 8:00am; Housing Authority

Housing Code Board of Appeals: 2nd Monday of each month; 5:00pm; Town Hall, Council Chambers

Human Services Advisory Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Library Advisory Board: 3/3, 6/2, 9/1, 12/1; 7:00pm; Mansfield Public Library

Mansfield Advocates for Children: 1/7, 2/4, 3/4, 4/1, 5/6, 6/3, 9/9, 10/14, 11/4, 12/9; 6:30pm; Town Hall, Council Chambers

Mansfield Downtown Partnership: 1st Tuesday of each month; 4:00pm; Mansfield Downtown Partnership Office 1244 Storrs Road

Open Space Preservation Committee: 3rd Tuesday of each month; 7:30pm; Town Hall, Conference Room B

Parks Advisory Committee: 1/7, 3/4, 5/6, 7/1, 9/2, 11/4; 7:30pm; MCC Conference Room

Planning & Zoning Commission and Inland Wetland Agency: 1st and 3rd Monday of each month; 7:00pm; Town Hall, Council Chambers

Public Safety Committee: 1/14, 4/15*, 7/15, 10/14; 3:00pm; Town Hall, Council Chambers; *Bergin Correctional Facility at 1:00pm

Recreation Advisory Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Regional School District #19: 1st Tuesday of each month; 7:30pm; E. O. Smith High School, Media Center

Solid Waste Management/Recycling Committee: 1/22, 3/26, 5/28, 7/23, 9/24, 11/19; 7:30pm; Town Hall, Conference Room B

Town Council: 2nd and 4th Monday of each month; 7:30pm; Town Hall, Council Chambers

Town/University Relations Committee: 2nd Tuesday of every month; 4:00pm; Town Hall, Council Chambers

Traffic Authority: 1st Thursday after the 1st Monday of each month; 10:30am; Town Hall, Conference Room B

Transportation Advisory Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Youth Services Advisory Board: 2nd Tuesday of each month; 12:00pm; location varies

Zoning Board of Appeals: 2nd Wednesday of each month; 7:00pm; Town Hall, Council Chambers

Meeting dates/times/locations subject to change. Call the Town Clerk's Office at 429-3303 to confirm.

Access the town meeting calendar at www.mansfieldct.org

UPCOMING TOWN EVENTS

Save the date!

ANNUAL TOWN MEETING

May 12, 2009

7:00 PM

Mansfield Middle School

Auditorium

REGION #19 BUDGET REFERENDUM

May 5, 2009

Polls open 6:00 AM—8:00 PM

Audrey P. Beck Municipal Building

Council Chambers

MEMORIAL DAY PARADE

May 25, 2009

9:00 AM

Bassetts Bridge Rd./Rt. 195 to

Mansfield Center Cemetery

TOUR de MANSFIELD: VILLAGE TO VILLAGE

July 2009

Mansfield Community Center

Join us for Mansfield's fourth annual bike tour
featuring five, twenty and forty mile routes.

Call the Mansfield Community Center at

429-3015 to register to ride!

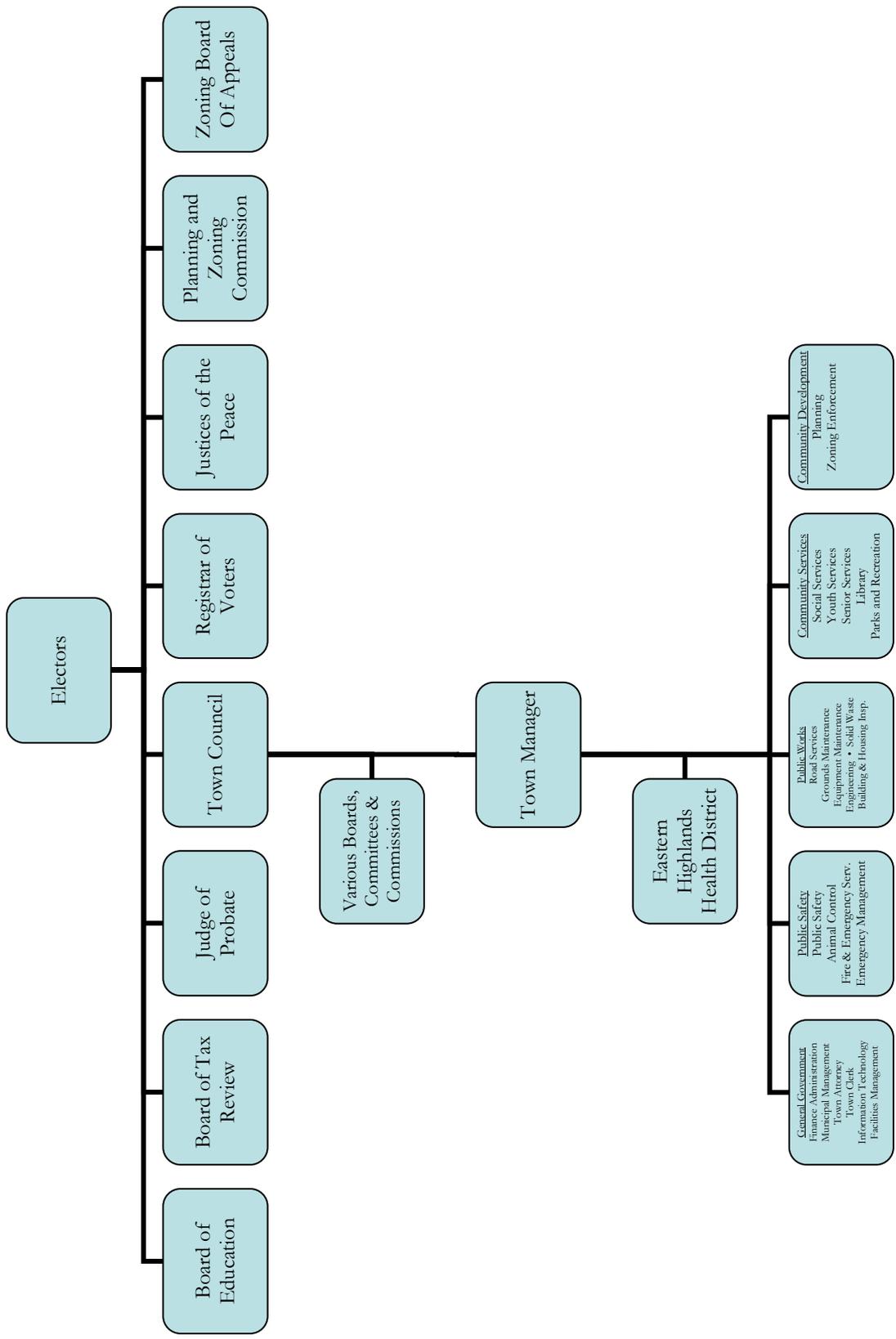
CELEBRATE MANSFIELD WEEKEND!

September 12 & 13, 2009

Mansfield Commercial District, Storrs Road

Food, Children's Activities, Live Music and More!

Town of Mansfield Organizational Chart



DIRECTORY

For Information On	Call	Phone	For Information On	Call	Phone
Accounts Payable	Finance	429-3345	Plumbing & Heat Permits	Building Office	429-3324
Administration	Town Manager	429-3336	Police - Non-Emergencies	Police Department	429-3357
Assessment	Assessor	429-3311	Police & Fire Emergencies	Police Department	911
Birth Certificates	Town Clerk	429-3302	Probate Court	Judge	429-3313
Building Permits	Building Office	429-3324	Purchasing	Finance	429-3345
Cemetery (Town)	Sexton	423-6881	Refuse & Recycling	Engineering	429-3333
Civil Preparedness	Civil Preparedness	429-3324	Registration of Voters	Registrar of Voters	429-3368
Community Center	Parks & Recreation	429-3015	Sanitary Inspection	Health Department	429-3325
Death Certificates	Town Clerk	429-3302	School Business Manager	Finance Director	429-3344
Deeds	Town Clerk	429-3302	Senior Center	Senior Center	429-0262
Demolition Permits	Building Office	429-3324	Snow Removal & Streets	Public Works Garage	429-3676
Dog Licenses	Town Clerk	429-3302	Taxes	Collector of Revenue	429-3306
Dog & Animal Problems	Animal Control Officer	487-0137	Town History	Town Historian	429-9789
Drainage Problems	Engineering	429-3334	Tree Warden	Public Works Dept.	429-3331
Electrical Permits	Building Office	429-3324	Voting	Registrar of Voters	429-3368
Elderly Dial-A-Ride	Dial-A-Ride	456-1462	Welfare	Human Services	429-3315
Elderly Municipal Agent	Senior Services	429-0262	Youth & Family Services	Youth Services	429-3317
Employment	Human Resources/Personnel	429-3336	Zoning Enforcement	Zoning Agent	429-3341
Engineering	Engineering	429-3334	BOARD OF EDUCATION		
Finance	Finance Director	429-3344	Central Office	Contact Person	Phone
Fire Marshal	Fire Marshal	429-3328	Superintendent of Schools	Fred Baruzzi	429-3350
Health Matters (Public)	Health Department	429-3325	Superintendent RSD #19	Bruce Silva	487-1862
Highways	Public Works Department	429-3331	Annie E. Vinton		
Housing Authority	Director of Housing Authority	487-0693	Principal	Dr. James Palmer	423-3086
Housing Inspection	Housing Inspection	487-4440	E.O. Smith High School		
Information Technology	Information Technology	429-3383	Principal	Louis F. DeLoreto	487-0877 x2434
Inland Wetlands	Engineering	429-3334	Goodwin School		
Landfill Permits	Engineering	429-3334	Principal	Debra Adamczyk	429-6316
Library	Mansfield Public Library	423-2501	Mansfield Middle School		
Marriage Licenses	Town Clerk	429-3302	Principal	Jeffrey Cryan	429-9341
Parking Tickets	Tax Collector	429-3374	Southeast School		
Passports	Probate	429-3313	Principal	Norma Fisher-Doiron	423-1611
Planning	Planning & Zoning Office	429-3330			

