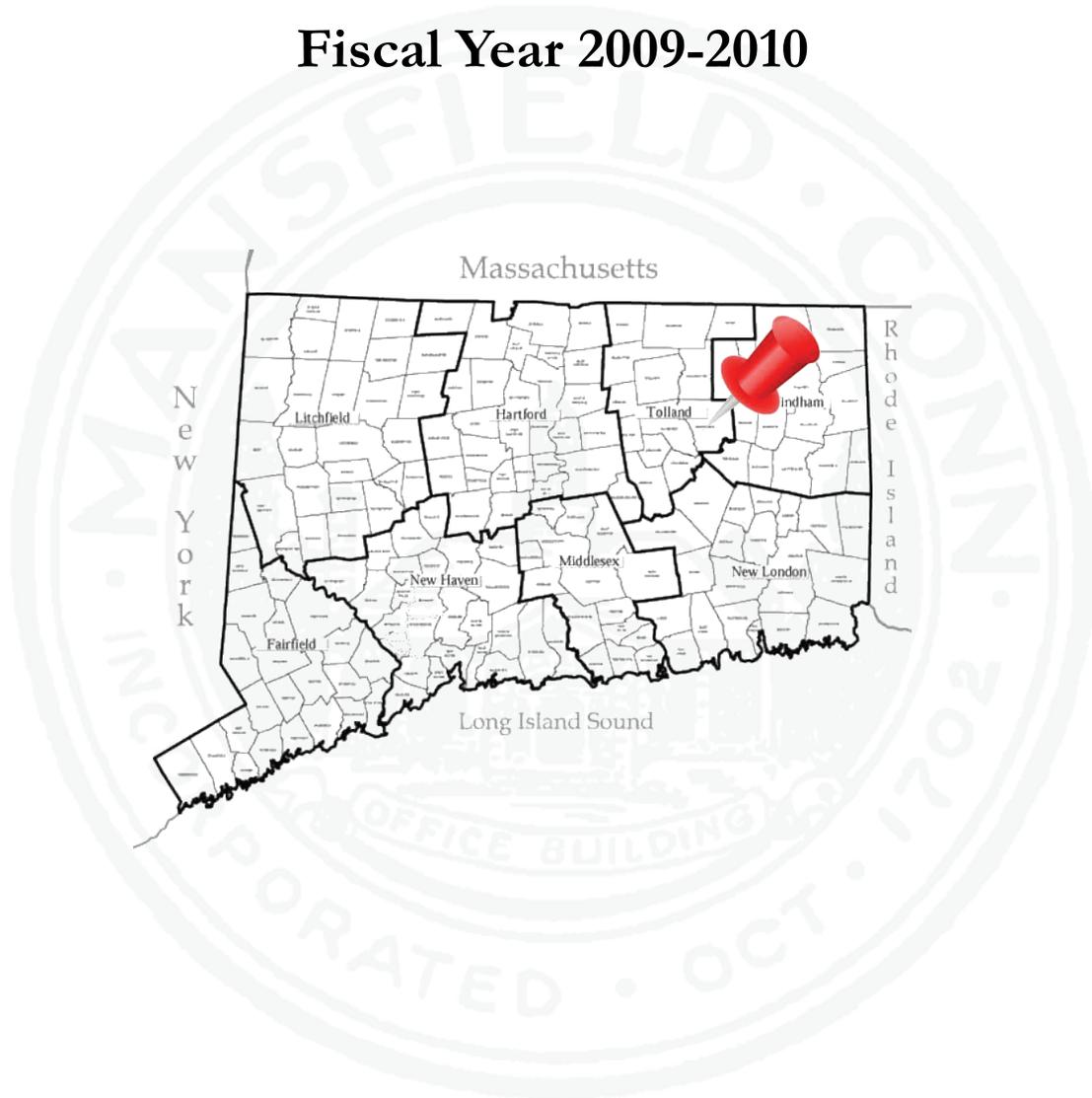


Town of Mansfield, Connecticut Annual Report

Fiscal Year 2009-2010



www.MansfieldCT.gov

TABLE OF CONTENTS

Mansfield Facts	3
Annual Reports	4
Animal Control.....	6
Board of Education.....	7
Building and Housing Inspection.....	8
Downtown Partnership.....	9
Eastern Highlands Health District.....	11
Emergency Management	12
Facilities Management.....	13
Finance.....	14
Fire and Emergency Services.....	18
Fire Marshal.....	19
Housing Authority.....	20
Human Services	21
Information Technology.....	25
Library.....	26
Parks and Recreation.....	27
Planning and Zoning.....	28
Police Services.....	29
Public Works.....	31
Registrars of Voters.....	32
Town Clerk	32
Town Council	4
Town Manager.....	5
Committees, Boards and Commissions.....	35
Members.....	49
Upcoming Town Events.....	52
Organizational Chart.....	53
Directory	54
Map of Mansfield.....	center

For current Town of Mansfield information, news and announcements:

- **Check us out on Facebook! (Town of Mansfield, Connecticut)**
- **Tune in to Cable Channel 13**
- **Check out our website www.MansfieldCT.gov**
- **Subscribe to QNotify Email Notice Lists**
(It's easy! Just go to our website to sign up and have the latest agendas, minutes, press releases etc. emailed directly to you!)



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 2010, Mansfield had an estimated population of 24,622.

Registered Voters: As of January 2011, Mansfield had 11,846 registered voters: Democrats - 4,846; Republicans - 1,495; Unaffiliated - 5,465; Other - 70.

Form of Government: Mansfield has a Town Council -Town Manager form of government, in addition to an annual town meeting. (The 2011 Annual Town Meeting will be held on May 10, 2011 at 7:00PM in the Mansfield Middle School Auditorium.)

Tax Rate: The mill rate for Fiscal Year 2009/10 was 25.71 mills.

Net Grand List: In Fiscal Year 2009/10 Mansfield's net grand list was \$968,670,393.

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

Police Services: Mansfield provides police services with nine 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 October 2010, Mansfield had a total enrollment of 1,325 in grades PK-8 and 1,135 in grades 9-12 (623 Mansfield residents).

TOWN COUNCIL

Elizabeth C. Paterson, Mayor

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 Eastern Highlands Health District, the Mansfield Downtown Partnership, the National League of Cities, and the Windham Region Council of Governments.

Accomplishments for FY 2009-2010

- Maintained active involvement with the Mansfield Downtown Partnership (three council members currently sit on the Partnership's Board of Directors)
- Established Ordinance Review Committee and the Parking Steering Committee. Continued to serve on a number of Council advisory committees
- 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 promote positive community-campus relations
- Revised the special police services ordinance. Reviewed the feasibility of adopting a parking ordinance and farm building tax exemption ordinance. Adopted the fire prevention fee structure
- Adopted revised *Planning, Acquisition and Management Guidelines* for Mansfield open space
- Purchased three key open space parcels: 55-acre Dorwart property; 69-acre Mansfield recreation Park (Lions Club); and 135-acre Moss Sanctuary
- Co-sponsored several successful community events, including the *Tour de Mansfield* (bike tour), *Festival on the Green* and *Winter Fun Day* in collaboration with the Mansfield Downtown Partnership
- Monitored various community developments and issues affecting Mansfield residents such as UConn Landfill, proposed UConn compost facility and water/wastewater issues
- Published a *Citizen's Guide to the Budget – 2010 Edition*. 2009 edition was awarded an Honorable Mention in the CABE Award of Excellence for Educational Communications

Plan for FY 2010-2011

- Embrace sustainability and use as a principle in decision making
- Make progress on the physical components of the Mansfield Downtown Partnership "Storrs Center" project
- Make a decision on the school renovation project that protects the quality of our educational system
- Improve active recreation facilities for youth
- Remediate environmental issues
- Continue to support and improve senior services
- Maintain core services despite declining revenues
- Improve quality of life for residents of neighborhoods close to the UCONN campus

- Improve tradition of open and transparent government
- Improve active recreation facilities for youth
- Remediate environmental issues
- Continue to support and improve senior services

TOWN MANAGER'S OFFICE

Matthew W. Hart, Town Manager

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 human resources and risk management and provides staff support to the Town Council and various advisory boards and committees.

Accomplishments for FY 2009-2010

- *Budget:* worked with Town Council and key stakeholders to prepare FY 2009/10 Budget designed to fund core and other important services while controlling expenditures to meet challenging economic conditions
- *Capital projects:* completed Hunting Lodge Road Bikeway project; completed base middle school fuel conversion project. Continued to serve as active member of school building committee and assisted in preparation of committee's report and recommendations. Served as member of Four Corners Water and Sewer Advisory Committee and prepared capital budget recommendation to finance design and permitting related to the project
- *Community-campus relations:* 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. Coordinated drafting and adoption of special public safety services ordinance. Worked with the President's Office at UCONN to coordinate restructuring of town-university relations committee to include spring weekend oversight duties; in fall of 2009, issued first joint town-university report on spring weekend. Worked cooperatively with UCONN to connect students with work experience opportunities in Mansfield; students completed a number of work assignments and projects for the Town at no (direct) cost to the Town.
- *Committee support:* assisted and supported the work of several new and reactivated committees such as the Storrs Center Parking Steering Committee, ad hoc Regionalization Committee, Ordinance Review Committee and the Ethics Board. Continued to support existing committees such as Public Safety, Personnel Committee, Mansfield Community Campus Partnership, and the Committee on Community Quality of Life
- *Community development:* completed the \$500,000 small cities community development grant for the installation of sprinklers and fire safety improvements at Juniper Hill Village (senior housing); utilized program income to initiate several small scale small cities community development projects
- *Economic development:* executed agreement with Department of Economic and Community Development to provide \$10 million in urban action grant funding to finance construction of Storrs Center intermodal center; assisted in establishment of Storrs Center parking steering committee; initiated design work for Storrs Road improvement project; continued negotiations with LeylandAlliance to prepare proposed Storrs Center development agreement. Assisted with coordination of WINCOG region economic development plan.

- *Freedom of Information*: worked cooperatively with Town Clerk's Office to implement a Freedom of Information (FOI) policy and set of procedures for processing and tracking requests. Developed and distributed a *Freedom of Information Guidelines* brochure to advisory committees and elected boards
- *Police study*: initiated a police services study to determine present and future needs as well as options for providing police services in Mansfield.
- *Regionalism*: provided staff support to new Council regionalism committee. Participated in various regional and state efforts to promote regional service delivery options
- *Senior services*: initiated hiring process to fill key vacancies; assist staff, commission on aging, senior center association and other key stakeholders to develop volunteer transportation program
- *Strategic planning*: continued to assist Council with prioritization and implementation of the strategic plan; completed work on developing the government vision point and action steps. Facilitated comprehensive orientation for new Town Council, including goal-setting to help shape future policy
- *Sustainability*: completed purchase of three key open space parcels - 55-acre Dorwart property, 69-acre Mansfield recreation Park (Lions Club) and 135-acre Moss Sanctuary. Participated as member of sustainability advisory committee and helped oversee preparation of greenhouse gas emissions inventory

Plans for FY 2010-2011

- *Budget*: develop proposed FY 2011/12 budget
- *Capital projects*: assist Town Council with its review of proposed school renovation project. Complete alternates to Mansfield Middle School fuel conversion project; complete Birch Road bikeway project. Assist advisory committee with Four Corners water and sewer project
- *Committee support*: continue to support the work of assigned advisory committees and the Town Council
- *Community-campus relations*: continue efforts to promote quality of life and positive community-campus relations, including the implementation of additional regulatory measures
- *Community development*: prepare application to Small Cities Community Development Block Grant Program
- *Economic development*: complete negotiation of proposed development agreement with Storrs Center preferred developer; continue preparation of Storrs Center parking management plan; continue Storrs Road improvements project. Assist in implementation of WINCOG region economic development plan. Work with staff committee and other key stakeholders to develop more comprehensive economic development program focused on business retention and recruitment
- *Police study*: complete the police services study
- *Senior services*: complete hiring process to fill key vacancies; assist staff, commission on aging, senior center association and other key stakeholders to develop volunteer transportation program
- *Strategic planning*: continue implementation of various aspects of the *Mansfield 2020: A Unified Vision* strategic plan

ANIMAL CONTROL

Noranne Nielsen, Animal Control Officer

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 Mansfield Animal Shelter. 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 and 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 2009-2010

- Responded to approximately 2,000 complaints, issued 409 warnings, 141 notices to license and 16 infractions
- Quarantined 8 dogs and 1 cat. Impounded 247 animals of which 69 were reclaimed, 150 were adopted out to new owners, 10 were struck by vehicles, and 20 were too sick or aggressive to place
- 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; 9 notices to spay/neuter were issued.

Plans for FY 2010-2011

- Continue with the volunteer and community service/senior projects program on a time available basis
- Design and implement software for financial reports
- 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

MANSFIELD BOARD OF EDUCATION

Frederick A. Baruzzi, Superintendent

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 2009-2010

- 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 cultural, musical, and artistic assemblies and community service projects to raise money and/or collect food, clothing, blankets and toys to donate to needy families.
- At Vinton School, the PTA provides monthly access to cultural, artistic, and musical assemblies and on-site museum programs bring enrichment opportunities to children regardless of economic background.
- Mansfield Middle School is unique in offering four different world languages (French, Spanish,

German and Latin), a German and Chinese student exchange program. Afterschool programs offer exploratory and enrichment opportunities outside the regular classroom.

- 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 2010 CMT, Mansfield Public Schools students achieved State Goal at the following rate:
 - o Mathematics: Grade 8 – 81.2%, Grade 7 – 80.4%, Grade 6 – 79.5%, Grade 5 – 81.5%, Grade 4 – 83.8%; Grade 3 – 75.9%
 - o Reading: Grade 8 – 84.2%, Grade 7 – 88.8%, Grade 6 – 83.6%, Grade 5 – 66.9%, Grade 4 – 81.5%, Grade 3 – 70.5%
 - o Writing: Grade 8 – 81.6%, Grade 7 – 79.7%, Grade 6 – 78.8%, Grade 5 – 77.2%, Grade 4 – 80.9%, Grade 3 – 59.8%
 - o Science: Grade 8 – 84.2%, Grade 5 – 78.1%

Improvement plans for all four schools include an assessment protocol being implemented for the third 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 2010-2011

- Help every student to be a confident and successful learner
- Attract, hire, and retain qualified and motivated professional staff
- Monitor and regularly assess the District's status and requirements with respect to the quality of facilities, sufficiency of space, level of security, adequacy of maintenance, and reliability of student transportation
- Continue to improve the effectiveness of the Board of Education
- 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 E. Nintean, Director

The Department is responsible for the administration and enforcement of the Connecticut Building Code, Demolition Code as well as the Town Housing Code, Litter ordinance and Residential Parking ordinance. 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. Staff 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 1190 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.

Accomplishments for FY 2009-2010

- All inspectors attended required educational seminars to maintain State licenses.
- Continued daily Department activity of permitting, plan review and inspection
- Maintained Landlord Registry & Rental Certification zone documentation
- Staff continued work with the MCCP committee including site visits and attendance at the annual Housing Fair.
- Worked on enactment of the Residential Parking Ordinance
- Implemented new “Microsoft Access” database to streamline administrative duties
- Continued blight patrols to enforce Litter ordinance
- Implemented the increased educational fee charged on all building permits
- Worked on selection committee to choose designers for the parking garage and intermodal facility

Plans for FY 2010-2011

- Continue to implement enforcement of the Housing Code
- Continue normal Building Department functions i.e. permitting, plan review, inspections etc
- Implement the Residential Parking Ordinance
- Work with the Community Quality of Life committee as directed to explore implementation of new regulations and changes to the current Housing Code and other quality of life issues
- Continue to work with MCCP committee
- Continue to work with staff to make new database run efficiently
- Continue to work on selection of designers for the parking garage and intermodal facility

MANSFIELD DOWNTOWN PARTNERSHIP, INC.

Cynthia van Zelm, Executive Director

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 will hold 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 2009-2010

- Worked with the Town and BL Companies on the design of improvements to Storrs Road

- Received third Small Town Economic Assistance Program (STEAP) Grant for \$200,000 for professional parking consultant and infrastructure for Phase 1A of Storrs Center
- Worked with the Town to develop and release a Request for Qualifications for design of the parking garage
- Worked with the Town to develop a Request for Qualifications for design of the intermodal center
- Worked with master developer LeylandAlliance to solicit businesses for Storrs Center. Ten letters of intent to be part of the first phase of Storrs Center were signed as of June 30, 2010
- Formed parking steering committee with the Town of Mansfield to develop comprehensive parking management plan for Storrs Center; meetings began in November 2009
- Received Connecticut Main Street Center 2010 Award of Excellence in the “Special Event” category for the *Festival on the Green*
- At the request of the owners of the Vanilla Bean Cafe and 85 Main restaurants, prepared and initiated a survey to determine dining preferences, hours of operation, and entertainment possibilities for their new restaurant (“Dog Lane Café”) in Storrs Center. Over 500 responses to the survey were received.
- With Joshua’s Trust, led second walk of Storrs Center as part of annual CT Trails Day in June
- Organized first annual “Celebrate Mansfield Weekend” which included the 6th Annual *Festival on the Green*, featuring the James Montgomery Band, children’s events, a juried art exhibit, and the Celebrate Mansfield Parade; a wine tasting benefit hosted by the Altnaveigh Inn and Restaurant; and the all-town community picnic, Picnicpalooza!, with musical entertainment by Bruce John and the Eagleville Band
- Held 4th annual Winter Fun Day in partnership with the Town of Mansfield and the Mansfield Community Center
- Produced ninth and tenth Partnership newsletters highlighting the *Festival on the Green*, the design of Storrs Road improvements and the tenanting for Storrs Center
- Assisted Town Manager’s Office with the 4th Annual Tour de Mansfield: Village to Village Bike Tour in July
- Continued public outreach to the community through meetings, presentations, and media including print, website, radio, and TV, about plans to revitalize downtown Mansfield. In 2010, added Mansfield Downtown Partnership Facebook page to promote the Partnership and Storrs Center.

Plans for FY 2010-2011

- Complete design and construction of Storrs Road
- Complete design and begin construction of parking garage
- Design and begin construction of infrastructure (roads, utilities) and buildings for first phase of Storrs Center
- Complete parking management plan for Storrs Center
- Pursue local, state, federal, and private grant opportunities for planning and construction at Storrs Center, and projects and events
- Monitor solicitation of commercial businesses by master developer LeylandAlliance; assist with marketing strategies
- Hold a focus group as next step in soliciting input for new Dog Lane Café restaurant in Storrs Center
- Work with Town of Mansfield to hold 5th Annual Tour de Mansfield in July 2010
- Coordinate Celebrate Mansfield Weekend events and publicity and hold 7th annual *Festival on the Green* in Storrs Center in September 2010
- Hold 5th annual Winter Fun Day in February 2011

- Prepare area-wide arts events brochure for spring 2011
- Produce newsletter in September 2010 and spring 2011
- Continue outreach through publications including continual update of website, electronic mail, speaking engagements, involvement on Town of Mansfield, University of Connecticut, and other organizational committees

EASTERN HIGHLANDS HEALTH DISTRICT

Robert Miller, Director

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 2009-2010

- Board of Directors adoption of an operating budget of \$719,290 for FY 10/11, which is a 1.3% reduction from the previous fiscal year
- Activated EHHD Pandemic Response Plan in response to the 2009 H1N1 Influenza A outbreak. Activities included risk and public health education communications, regular updates to community stakeholders, active surveillance, and the administration of 9,360 vaccinations (primarily to school aged children) in all ten health district communities
- Health promotion activities this fiscal year included the reinvigoration of the Matters of the Heart Partnership funded by grants from the National Association of Chronic Disease Directors, and the expansion of the employee wellness program, BeWell.
- Septic plan review and approval process was updated and streamlined
- The food protection program for non-profit entities was updated to provide greater options and improved ease for applicants.
- The fee schedule was expanded to accommodate farmers' market initiatives to include food service activities.
- Communicable disease control activities included review of and follow up (as needed) with 1,200 case reports; and conducting 10 outbreak, or individual case investigations.
- The main FY 09/10 indicators for environmental health district activity in Mansfield include: 160 site inspections for septic systems; 46 septic permits issued; 30 well permits issued; 46 complaints investigated; 15 environmental samples taken for lab analysis; 286 food establishment inspections and other health inspections; 121 B100a building permit reviews; and, 152 test pits and/or perk tests.

Plans for FY 2010-2011

- Continue to update and exercise local emergency response plans. Develop a funding strategy for long-term program continuation in anticipation of federal funding reductions

- Continue to pursue other funding sources to maintain existing scope of quality services and possibly expand health promotion programs
- Expand Be Well employee wellness program to other employers in the community
- Develop and implement policy and environmental changes that promote healthy behaviors
- Address the individual public health needs of member towns as they arise

OFFICE OF EMERGENCY MANAGEMENT

John Jackman, Director

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 2009-2010

- Received a FEMA (Federal Emergency Management Agency) SRL (Severe Repetitive Loss) Grant in the amount of \$159,752.25 to elevate a single family dwelling on Thornbush Road that had repeatedly been flooded by the Willimantic River
- 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
- Worked with the DEMHS Region IV Regional Emergency Planning Team to revise the regional spending plan and implement the regional spending plans for Federal FYs 08 and 09 and to update the regional Emergency Operations Plan
- Staff completed several emergency management training programs (National Incident Management System, National Response Plan and responding to and recovering from terrorism incidents).
- 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 annual DEHMS Region IV 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
- Closed out the U.S. Department of Homeland Security Fiscal 2007 Grant Program
- Conducted an inventory and audit of the Town's communications systems

Plans for FY 2010-2011

- Work with the DEMHS Region IV Regional Emergency Planning Team to implement the Federal FY 10 regional spending plan and to update the regional Emergency Operations Plan
- Close out the SRL Grant to elevate a single family dwelling on Thornbush Road above the 100 year flood plane of the Willimantic River
- Seek a new SLR Grant for an additional single family dwelling on Thornbush Road
- 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, Director

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, Mansfield Community Center, 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 2009-2010

- Co-gen at Mansfield Community Center has been fine tuned and is awaiting final approval.
- A/C equipment for Daycare has arrived. Installation is completed by our staff.
- Started work at Mansfield Middle School for heating project
- Gas line for MMS is completed
- Continued to complete work orders; approximately 150 per month
- Completed custodial handbook and delivered them to everyone
- Completed contract negotiations with new union
- Received OPM grant for energy efficient projects (\$97,000.00)
- Continued to work on 4 schools building project
- Received 35,000 dollars for energy efficient devices at MMS
- Completed projection room in Council chambers
- Received quotes for 97,000 energy efficiency grant
- Issued purchase orders for Office of Policy and Management Grant for energy efficient projects
- Received another \$15,000.00 in grant money for energy efficient devices at Mansfield Middle School
- Consolidated employees at Mansfield Community Center into the union
- Purchased one used utility truck for maintenance staff use
- Continued to support School Building Committee
- New roof on Senior Center building is complete
- Completed at Mansfield Community Center
 - New partitions in locker rooms
 - Co-gen finally operating as expected
 - Properly trained custodial staff on cleaning tasks

- Head custodian and maintenance staff trained as commercial pool certified operators
- New shower heads in locker rooms
- Major roof repair at Mansfield Daycare
- Completed April safety training of entire custodial/maintenance staff
- Roof at Fire Station #107 annex has been replaced
- Co-gen at Mansfield Middle School is operating at 75% power until we can determine demand.
- Installation for additional cooling and heating in Eastern highlands Health Dept. offices at Town Hall is complete.

Plans for FY 2009-2010

- Complete wiring for the Salt Shed at Public Works, saving the town \$10,000, which was the contractor quote. We will also be using the most energy efficient lights available for this application.
- Complete the engineering work necessary to install a new heating system at Fire Station #107. The existing system is old and inefficient. We will do this work in-house after the heating season.
- Continue towards the goal of maintaining ninety percent completion of all incoming work orders
- Continue to keep the town “green” in all ways possible
- Interested in having input into the town’s Sustainability Committee. Almost everything we do is to help the town reduce its carbon footprint. Our energy expertise might be a valuable asset to this committee.
- We will continue to work with and support the School Building Committee with the new school projects.
- We continue to look for energy saving projects, including additional free solar power installations and new energy efficient boilers.
- Keep our department under our present budget

DEPARTMENT OF FINANCE

Cherie Trahan, Director

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

Accomplishments for FY 2009-2010

- Received Certificate of Achievement for Excellence in Financial Reporting for both the Town and Regional School District 19
- Prepared the fiscal year 2008-2009 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District
- Provided fiscal analysis and guidance for 2010-11 budget in light of declining State revenues
- Assisted the Town Manager in negotiating the Storrs Center development agreement
- Continued the new collection agency process, sending all motor vehicle tax bills to the collection agency upon delinquency.
- Maintained a 98.4% overall collection rate during very difficult economic times
- Completed incorporating digital photos into the property record system
- Completed the 2009 Town-wide revaluation project

- Began the migration to a Window-based financial management system for more efficient and timely processing and reporting

Plans for FY 2010-2011

- Continue work with our State Representative to restore funding to Mansfield
- Issue General Obligation Bonds to fund various projects, including the Mansfield Middle School Heating Conversion Project and infrastructure improvements
- Prepare the fiscal year 2009-2010 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 for the Storrs Center Project
- Continue effective cash management and provide accurate and timely financial reporting for all entities
- Provide various reports, analysis and schedules for the 2011-2012 proposed budget again in light of declining State revenues
- Complete the migration to a Window-based financial management system for more efficient and timely processing and reporting
- Investigate an upgrade to the tax collection system to increase efficiency
- Continue to update UConn building information onto the Assessor’s database system

Expenditures 2009-2010	Amount	% of Total
General Government	\$2,238,254	5.4%
Public Safety	2,664,502	6.5%
Public Works	1,848,814	4.4%
Community Services	1,462,500	3.5%
Community Development	452,093	1.1%
Town-wide	2,425,180	5.8%
Transfers to Other Funds	1,699,660	4.0%
Education	28,963,231	69.4%
Total	41,754,234	100.0%

Revenues 2009-2010	Amount	% of Total
Property Taxes	\$23,926,632	57.2%
Federal/State	\$16,936,204	40.5%
Investments	\$28,601	0.1%
Other Local	\$903,988	2.2%
Total	\$41,795,425	100.0%

**Top Ten Taxpayers
October 1, 2009 Grand List**

The list percentages are calculated by dividing the individual property assessment by the October 1, 2009 Net Grand List Total of \$969,090,991.

Property Owner	Description	Assessment	% of Taxable Grand List
Connecticut Light & Power	Public Utility	\$ 11,611,354	1.20%
Eastbrook F LLC	Eastbrook Mall	9,242,310	0.95%
ING US Students No 8 LLC	Apartments	8,583,400	0.89%
Celeron Square Associates	Apartments	7,360,360	0.76%
Colonial BT LLC	Apartments	6,342,280	0.65%
New Samaritan Corp	Nursing Home	5,362,770	0.55%
Glenn Ridge Cooperative Inc	Housing Co-op	5,306,770	0.55%
Carriage Polo Run LLC	Apartments	4,895,240	0.51%
Hayes-Kaufman Mansfield Assoc.	Shopping Plaza	4,825,660	0.50%
ING US Students No 1 LLC	Apartments	4,606,910	0.48%
Total Top Ten Assessments		\$ 68,137,054	7.03%

General Fund
Schedule of Changes in Fund Balance—Legal Basis
For the Year Ended June 30, 2010

	<u>Original Budget</u>	<u>Amend- ment</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Budget Comparison</u>
Designated for 2009/2010 Budget Undesignated	\$ 43,010,137	\$ 350,000	\$ 43,360,137	\$ 43,232,158	\$ (127,979)
Fund Balance, July 1, 2009					
Total revenues and transfers in					
Appropriation of fund balance					
Total appropriation, transfers in	43,010,137	350,000	43,360,137	43,232,158	(127,979)
Total expenditures and transfers out:					
Town	12,489,750	350,000	12,839,750	12,791,003	(48,747)
Mansfield Board of Education	20,595,570		20,595,570	20,475,147	(120,423)
Contribution to Reg. #19 Board of Ed	9,924,817		9,924,817	9,924,817	-
Total expenditures	43,010,137	350,000	43,360,137	43,190,967	(169,170)
Results from budgetary operations	-	-	-	41,191	41,191
Fund balance, June 30, 2010					
Fund balance:					
Unreserved:					
Designated for 2010/11 budget					
Undesignated					
Total Fund Balance				\$ 1,865,928	\$ 1,865,928

FIRE AND EMERGENCY SERVICES

David J. Dagon, Fire Chief

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; consisting 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.

Accomplishments for FY 2009-2010

- The fire departments responded to a total of 1,869 calls for service. The breakdown of incidents is as follows: Fires 78; Rescue/EMS 1361; False Alarms 107; Hazardous Materials 74; Service Call 151; All Other Responses 98
- Conducted an entry-level hiring process for Full Time and Part Time Firefighters to improve shift staffing of department positions. Two Full Time Firefighters were hired to fill vacant positions.
- Willard Cornell was promoted to the position of fire captain. Captain Cornell successfully completed the State Department of Public Safety Deputy Fire Marshal certification program.
- An EMS Duty Crew program continues to be staffed during periods of anticipated peak demand for EMS services. The department's group of dedicated volunteers staffs the department's second ambulance.
- Initiated electronic patient care reporting. The new program will enable the department to more effectively evaluate quality of services being provided to patients and expedite revenue recovery from ambulance transport fees.
- Instituted a regular training schedule to provide consistency in the scheduling of program deliveries. The new member/entry-level training academy continues for all prospective members of the Mansfield Firefighters Association; the academy qualifies new members to respond to calls for service as soon as possible after being sworn in as new members.
- Standardization of two Engine Tanks (ET 207 and ET 307) enhanced the apparatus' capacity by adding hydraulic rescue equipment. The standardization allows the department to enhance the safety of accident victims and firefighters when it responds to motor vehicle accidents by providing additional rescue capability and firefighting foam.
- The department continues work on a GIS (Geographic Information System) mapping project being coordinated by Captain Lavitt. The project will provide information on infrastructure such as water sources, utilities, landing zones, etc... that will be important for planning and operational response purposes.
- Two members of the department's explorer program, Shane Enright and Mitch Vildavs, attended a week long Introduction to the Fire Service program at the Connecticut Fire Academy. The program is an intense introduction into firefighting techniques and evolutions that exposes attendees to what is involved in a fire service career.
- Fire and EMS were provided during UConn's annual "Spring Weekend". The department has partnered with the UConn Fire Department to utilize available resources. This year a Unified Command Post was established at the UConn Public Safety Complex. Spring Weekend continues to challenge the fire departments' capacity to deliver services to both off campus housing complexes and the rest of the town.

Plans for FY 2010-2011

- A study is underway to evaluate staffing levels and assignment of resources specific to the Division of Fire and Emergency Services.
- Replace Marine 307
- Conduct officer promotional processes to adequately staff the Division's rank structure
- Geographic Information System – work to create a number of basic map layers that identify a variety of fire department related features. This effort will assist in planning for future fire service related infrastructure improvements.
- Continue professional development of members through support for targeted training opportunities
- Continue the review and evaluation of Fire Department safety policies and procedures

OFFICE OF THE FIRE MARSHAL

John Jackman, Fire Marshal

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 2008-2009

- To date all of the fire department shift Captains have successfully completed the State of Connecticut Deputy Fire Marshal pre-certification program and were appointed as Deputy Fire Marshals.
- Developed a revision of the Fire Preventions Fees Ordinance for the Town Council's consideration
- Staff performed 909 fire code inspections.
- Staff performed 79 fire and complaint investigations.
- Staff issued 110 Open Burning Permits.
- Staff performed 34 plan reviews.
- Implemented an ePCR (electronic Patient Care Report) system as required by the Connecticut Department of Health and upgrade the Mansfield Fire Department Records Management System
- Staff received training on the 2010 Connecticut Fire Prevention Code. This is a new code for Connecticut.
- Staff continued to serve on the State of Connecticut Fire Prevention Code Advisory Committee.
- Staff was appointed to the Department of Public Safety Codes and Standards 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 2010/2011

- Continue to enhance and expand the fire and life safety education programs that are offered to the community

- Continue to provide field training for the newly certified Deputy Fire Marshals
- Monitor fire safety laws and regulations
- Continue to serve on the Connecticut Fire Prevention Code Advisory Committee and the Codes and Standards Committee
- Continue to provide training for the 2010 Connecticut Fire Prevention Code

MANSFIELD HOUSING AUTHORITY

Rebecca Fields, Executive Director

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 up to 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 is able to assist 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 of the vouchers (number of monthly vouchers under contract versus number of monthly vouchers available for contract) for the fiscal year ending December 2010 is expected to be 90.72%. This represents an increase over the 2009 utilization rate which was 89.49%. The waiting list was opened in November 2008. Approximately 1300 applications were received and 250 families were placed on the list via a lottery system. The list is expected to be exhausted by the end of 2010 at which time the waiting list will reopen.

The estimated average number of vouchers used this year is 135 per month. This year has been especially difficult due to unemployment and or underemployment of families. The estimated average amount of rental assistance per family this year is \$670 per month versus HUD funding of only \$557 per month. The Housing Authority will make approximately \$1,085,627 in rental assistance payments, on behalf of our participants, by the end of 2010. To utilize all 149 vouchers, more federal funding or lower costs per family would have to be realized.

Accomplishments for FY 2009-2010

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 units are flats with the remaining units being townhouse style apartments. Stoves and refrigerators continue to be purchased as units turn over and will part of the leased unit in the future. Previously, tenants were required to provide stoves and refrigerators which do not reflect the market.
- The waiting list was opened in July 2010 and is currently open. There are 27 families on the waiting list. The average turnover rate for this housing community is 7 to 8 units per year. It is

expected that the turnover rate for 2010 will be 9 units.

- The Housing Authority Board of Commissioners continues to discuss possible avenues to add additional moderate and low income housing to the community. In September, the Board placed an unsuccessful bid on 231 apartment units that, by a loan default, became available through the Department of Housing and Urban Development. There are continued discussions with the successful bidder regarding these properties.

Wright's Village

- Wright's Village is a state financed housing community for moderate and low income senior and younger disabled individuals. It consists of 40 one (1) bedroom units. Thirty units were built in 1979/1980 and ten were built in 1984/1985. There have been considerable upgrades and repairs or replacements made to this community over the past ten (10) years including, new roofs and gutters, interior and exterior lighting replacement, bathtub conversions to walk-in showers in 13 units, kitchen cabinets and countertop replacement, and refrigerator and stove replacement.
- The Housing Authority is the recipient of two grants provided by the Department of Economic and Community Development. The Resident Service Coordinator grant funds a 4-5 hour per week position. The Rental Assistance Program grant supplements the monthly rental costs for residents that would otherwise be required to pay more than 30% of their monthly adjusted income in rent. For the past two years, this grant has been restricted to those who were previous recipients and no new participants can be added to this program.
- The waiting list was opened in April of 2009 and remains open today. It will remain open until the list reaches 35. The average turn over rate for this housing community has been 4 to 5 units per year. This will be an above average year with an expectation of 7 units turning over.
- The Board of Commissioners submitted a Letter of Intent to Sunlight Solar along with an application to the Connecticut Clean Energy Fund (CCEF) in December of 2008 for the purchase and installation of solar panels to help control future electric costs for the office and the site lighting at Wright's Village. In January, the CCEF informed the Housing Authority that grant funds were available and the solar panel installation was completed at the end of August. The total project cost was approximately \$100,000 with the Housing Authority's portion of the project cost being approximately \$30,000. The solar panel project could not have been realized without the grant from the CCEF. The Housing Authority and its tenants are pleased to be part of the clean energy solution.

Plans for FY 2010-2011

- Evaluate Historic Preservation Grant funding and, if money is available in the FY2011/2012 cycle, prepare a grant submission for the next stage in the Record Management Plan
- Create additional inventories of record material to facilitate ease of filing and retrieving and continue to compile electronically available databases for staff reference
- Investigate options for Mylar map filings and plan for future storage needs in the vault
- Compile list of current and past members of Mansfield's volunteer boards and commissions for historic reference
- Continue to make customer service our highest priority

DEPARTMENT OF HUMAN SERVICES

Kevin Grunwald, Director

The Department of Human 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 2009-2010

- Assisted 254 persons who are elderly or disabled to apply for State tax relief programs; a 16% increase from last year
- Coordinated the following community giving programs:
 - 20 Thanksgiving baskets from Storrs Congregational Church; 26 sponsored by the Town of Mansfield; 7 sponsored by others
 - 20 Holiday dinners from Storrs Congregational Church
 - 64 Families sponsored for Holiday gifts by 58 sponsors
 - 22 families received Easter baskets
 - 19 families received summer baskets
 - 60 children received backpacks and Payless Shoe gift cards through this Salvation Army sponsored program
- Provided emergency financial assistance (Special Needs Fund) and food pantry assistance for a total of 181 incidents
- Provided counseling, referral and direct assistance to 308 residents
- Completed work on the DMHAS Strategic Prevention Framework-State Improvement Grant (SPF-SIG), which resulted in the formation of the Tri-Town Coalition to Reduce Underage Drinking
- The Adult Services Social Worker attained certification as a CHOICES counselor. CHOICES is a program that is designed to assist Medicare recipients to understand their Medicare coverage and healthcare options.

Plans for FY 2010-2011

- Continue to work with the Town's "preferred developer" to facilitate the building of an independent/assisted living facility for seniors
- Provide support for the implementation of Mansfield's Plan for Young Children, and ensure that it is integrated with the priorities identified in Mansfield 2020
- Convene an informational summit on the issue of affordable housing
- Explore the development of specialized services for families who are dealing with unemployment, eviction and foreclosure

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 2009-2010

- Seventy seniors became members of the Mansfield Senior Center Association during this year. There are 1336 registered members of the Mansfield Senior Center Association.
- The MySeniorCenter data system continues to be used for registration and client tracking allowing for improved efficiency and collection of accurate statistical information.
- Four hundred and fifty people subscribe to 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.
- Volunteers provided 6,124 hours of volunteer time from July to June 30, 2010.
- The Senior Center served 7814 congregate subsidized meals to seniors through Thames Valley Community Council. 173 additional meals were provided through other sources. 3722 meals were delivered to homebound seniors through the meals-on-wheels program.
- Intergenerational activities were held in cooperation with E.O. Smith High School, Mansfield Middle Schools and The University of Connecticut.
- Sponsored a Veterans' Day Celebration with 120 in attendance
- 128 seniors received assistance with tax preparation.
- Three hundred seventy seven seniors received flu shots.
- Offered health assessments, screenings and preventative care at the Wellness Center. The VNA East provided care to 151 patients; the podiatrist treated 223 patients; our reflexologist saw 49 clients; 8 clients received therapeutic massage; dental screenings numbered 7. Many seniors took advantage of free legal services and several free screenings: hearing, balance, cholesterol and skin cancer.
- Interim Healthcare funded blood pressure screenings twice a month. On average, 25 seniors receive blood pressure checks at each clinic.
- One undergraduate student interned at The Mansfield Senior Center and several students volunteered on a weekly basis.
- In addition, the Senior Social Worker has: received training as a facilitator to offer six-week "It's Your Life, Live It Well" program; obtained certification from the Alzheimer's Association to lead a support group; visited Glen Ridge and Jensen's Mobile Home to explain the job duties of the Senior Social Worker and to provide information on ConnPACE and Medicare Savings Program; assisted with Senior Center operations in the absence of a full-time Coordinator; and offered youth volunteers to seniors in the community to assist with a variety of chores.

Plans for FY 2010-2011

- Work with the Commission on Aging to implement the Long Range Plan for seniors, focusing on the 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 Town's website and with improved marketing and publicity
- Complete the implementation of a Volunteer Driver Program for seniors

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 include 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 2009-2010

- Services were provided to approximately 360 youth for over 3,100 units of service, which included counseling sessions, group programming, and case management. These individuals often participated in multiple programs and were supported throughout the year.
- Assisted elementary school students deal with losses through our COPE program and enhanced the program model with the addition of a Ph.D. candidate from UConn
- Extended transition programming for students entering middle school and high school
- Initiated a successful girl's group for girls living without their mothers. We used the Girls Circle Curriculum, and followed up the group with an overnight 4-H camp trip, which was a first-time experience for the girls.
- Weekly summer dinners were provided for single mothers during which group discussions helped to alleviate crises for these participants and their families and helped to provide support services and skill-building.
- Developed an ongoing graduate social work internship program and involved many volunteers from area colleges and high schools in programming
- Improved systems for data collection and outcome measures
- Received a \$50,000 grant from the William Caspar Graustein Memorial Fund and the Children's Fund of Connecticut to support implementation of Mansfield's Plan for Young Children
- Coordinated the twelfth year of the Mansfield School Readiness Program, supporting fourteen children receiving care at one of four nationally accredited centers
- Worked with the Mansfield Public Schools and Mansfield Advocates for Children on the ninth year of the Discovery Grant from the William C. Graustein Memorial Fund.
- Coordinated the fourth celebration of the Week of the Young Child in April of 2010.

Plans for FY 2010-2011

- Continue to develop systems for data collection, record-keeping, and grant-reporting.
- Develop a boy's group using the Boys Council: "For Boys and Young Men" program.
- Expand COPE's reach to involve family and school participation in order to help generalize skills taught in COPE beyond the group setting
- Explore the possibility of raising funds for students to attend the 4-H overnight camp
- Work together with the Willington, Ashford, and Coventry Youth Services to develop a regional approach to support families and youth.
- Explore the use of the Mansfield Middle School ropes course to help YSB clients develop increased confidence, cooperation, team work, and physical strength
- Continue implementation of the strategies contained in the Plan for Mansfield's Young Children, including conducting a survey on the issue of "community connectedness" and hosting a Community Conversation on the plan
- 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

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, software, and network services across eighteen Town and School buildings, as well as our website presence and telecommunications. In total, this encompasses 1,500 computers. 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 2009-2010

- Partnered with the Maintenance Department and the Town Manager's Office to implement the Council Media Project. The project included three major components: (1) Update the audio in the Council Chambers; (2) Enhance the video broadcast; and (3) Add assistive listening devices. Town Council meetings are now broadcast live on Channel 13 as well as on a recorded schedule. Additionally, the audio from the meeting can be accessed on-demand at anytime on the Town website and a copy of each meeting's DVD is available for borrowing from the Mansfield Public Library.
- Expanded the network of public wireless hotspots in Mansfield. New locations included the Mansfield Public Library, the Discovery Depot (funded separately by the Discovery Depot budget), and expanded coverage at the schools. The wireless network covers the Community Center (and outdoor grounds), Town Hall (and outdoor grounds), Senior Center, Public Library, Discovery Depot, and all Mansfield Schools (and some of their outdoor grounds).
- Implemented an enhanced website design and content management system to increase use of the website for communicating with citizens. The new website has been positively received and improves our communications effort through an intuitive interface that makes it easier for citizens to obtain municipal information. This effort was accomplished through the input of citizens and staff at formal meetings and via informal gatherings of input. In particular, the citizen Communications Advisory Committee and the staff Website Committee provided significant assistance and input. The Town's website is frequently updated with new information to support communication with citizens.
- Completed the required replacement cycle for the telephone system at the Mansfield Senior Center and Mansfield Wellness Center buildings. Both buildings' phone systems were installed 10 years prior and were at the end of their useable lifecycle. The deployment integrated VOIP (voice-over-Internet-protocol) technology to limit ongoing telephone costs while still maintaining reliable and effective phone service. VOIP allows us to route non-911 calls via our existing internal fiber connection and thereby better control ongoing costs incurred by telephone service providers.
- Collaborated with the Facilities Management Department to implement a school security project funded by the Connecticut Department of Homeland Security and the Connecticut Department of Education. The project included door access security and video security technologies that integrate with the computer network.
- Coded programming changes in each of our eleven phone systems to meet the requirements of ten digit dialing and the addition of two new area codes. The Department of Public Utility Control mandated this change in Connecticut to meet the growing need for additional phone numbers. Using in-house IT staff to code these programming changes in each building saved the cost of paying an outside vendor to complete the mandated work.
- Deployed technology while considering the impact on the environment. For example, selected

replacement hardware that met the environmentally sensitive EPEAT national standards (promoted by the Federal Environmental Protection Agency) and increased use of virtualization technology to decrease energy consumption and decrease raw material waste.

- Partnered with the Finance Department to implement the interface changes to the ADMINS financial database. The two Departments coordinated their efforts to ensure an effective process.

Plans for FY 2010-2011

- Design and implement website sub-templates for the Schools, Parks & Recreation / Community Center, Mansfield Downtown Partnership, and the Eastern Highlands Health District
- Enhance citizen access to online information by increasing posted content through department access to content management tools and improved search and access capabilities for citizen users
- Implement student academic assessment database at the schools to collect achievement data and use it to inform instruction and programs
- Partner with the Finance Department to implement year two of the capital budget project for the financial and management databases
- Integrate the eight main municipal and school HVAC systems to enhance energy efficiency and support maintenance staff direct access for repairs and monitoring

MANSFIELD PUBLIC LIBRARY

Louise Bailey, Director

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. Available 24 hours a day is the Library's website, www.mansfieldpubliclibraryct.org. Serving as an electronic branch library, people may reserve and renew items, apply online for Buchanan Auditorium reservations, and access information about Book Sales, reading recommendations, and a calendar of library programs for all ages. Mansfield residents with a valid library card can also access subscription resources unavailable to non-residents:

- **BookFlix** provides children from 3 – 8 years old with an animated film of a quality children's book plus related nonfiction eBooks.
- **e-Audiobooks** gives residents access to thousands of audiobooks, narrated by professional actors, which may be listened to on personal computers, mp3 players, or iPods.
- **Ebsco** MasterFILE Elite, a multidisciplinary database, provides full text for more than 1,050 magazines with coverage dating as far back as 1984. Also included are 52 full text reference books and an image collection of 341,655 photos, maps and flags.
- **Mango** is an easy-to-use online language-learning system with 22 foreign languages and 14 English as a Second Language (ESL) courses. Unique about Mango is the appreciation for cultural nuance and real-world application.

Accomplishments for FY 2009-2010

- Continued participation in the Mansfield Schools "Books on Buses" summer program by providing books and coordinating technical support for circulation, cataloguing and statistics. Funding for the public library books came from the Friends of the Mansfield Library.
- Revised library hours to meet the needs of library patrons, using surveys online and within the library to determine the most effective use of staff time
- Reinstated "Toddler Time" in September 2010, with an average attendance that equaled the number before the yearlong hiatus
- Mansfield Public Library provided great value for a community of voracious readers:

Quantity of Use	Library Services	Retail Value (estimated)	Based On	Value of Services
160,709	Books Borrowed	\$25.00	Baker & Taylor 2010	\$ 4,017,725.00
6,107	Magazines Borrowed	\$5.00	MA Library Association estimate	\$30,535.00
36,438	Entertainment DVD's Borrowed	\$4.00	Blockbuster average	\$145,752.00
27,779	Audiobooks Borrowed	\$10.00	Audible.com download average	\$ 277,790.00
603	Museum Passes Borrowed	\$26.00	Average savings for family of 4	\$15,678.00
12,984	Interlibrary Loan	\$25.00	Average mazon.com average price plus shipping	\$324,600.00
374	Programs Attended	\$10.00	Average museum admission fee	\$ 3,740.00
15,362	Hours of Computer Use	\$12.00	FedEx-Kinko's price	\$ 184,344.00
14,288	Reference Questions Asked	\$7.00	MA Library Association estimate	\$100,016.00
Total Value*				\$5,100,180.00

*Please note: does not include value from database subscriptions

Plans for FY 2010-2011

- Assist the Friends of the Mansfield Library in promoting membership, volunteerism, and donations to their Book Sales. About 50% of our materials budget was donated by the Friends of the Mansfield Library, compared to 15% in years before the economic downturn.

PARKS AND RECREATION

Curt Vincente, Director

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 preschool 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 2009-2010

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program
- Held 6th Anniversary Celebration of the Community Center on November 1, 2009
- Community Center visitations, July 1, 2009-June 30, 2010, totaled 225,817, an average of 18,818 per month.
- Continued popular "Family Fun Night" activity at the Community Center
- The 2009-10 year included a total of 2,302 programs with 15,734 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 Towns Fair, Halloween Party, Member Appreciation Week, Winter Fun Day, Kids Flea Market, Bike Tour, and a series of four summer concerts.
- Many residents enjoyed a successful season at Bicentennial Pond.
- Continued offering a successful year-round swim lesson program

Plans for FY 2010-11

- 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
- Apply for open space and/or trail grants when available
- Promote community health and wellness through quality programs
- Upgrade Department website for use as a more viable marketing tool

PLANNING AND ZONING DEPARTMENT

Gregory Padick, Director

Curt Hirsch, Zoning Agent

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 2009-2010

- Assisted the Planning and Zoning Commission and Inland Wetland Agency with their review of new land use applications, regulation and zone classification revisions, modifications, bonding issues and enforcement issues. Some specific projects are referred to in the PZC/IWA Annual Report.
- The Zoning Agent issued Zoning Permits for 13 new single-family homes. A total of 143 Zoning Permits were issued. Additionally, 134 zoning enforcement letters, 36 violation notices and 47 Zoning Citations were issued.
- The Director of Planning served as Mansfield's representative on three 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; and the Willimantic River/Wellfield Technical Advisory Committee, which monitored a comprehensive study of the wellfield to determine environmentally appropriate withdrawals. 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 Down-

town project. During this period, particular attention has been given to phasing, parking, streetscape and infrastructure 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 Town's Strategic Plan, Mansfield's Assisted Living Initiative, the Four Corners Sewer and Water Project and student housing issues. The Director of Planning provided assistance to the Community Quality of Life Committee, the School Building Committee, the Conservation Commission and the Town/University Relations Committee.
- During the fiscal year the Director of Planning has spent considerable time on the following projects or studies: The WINCOG Regional Economic Development Plan, the CL&P Interstate Reliability Project, the Natchaug River Basin Conservation Study, and EHHD's Action Communities for Health, Innovation and Environmental Change (ACHIEVE) project.

Plans for FY 2010-2011

- 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 will be given to refining existing agricultural regulations, updating Mansfield's Subdivision Regulations and refining Storm Water Management and Site Development Regulations.
- Enforcement of existing land use regulations with particular attention on student occupancy violations
- Assisting the Town Council, Planning and Zoning Commission and Community Quality of Life Committee with new initiatives to address student housing issues, particularly new student rentals in residential neighborhoods proximate to the UConn campus
- Assisting town officials with an ongoing Four Corners Sewer and Water Study and the review of recent, ongoing and potential UConn projects and studies including the potential use of wastewater to cool campus generators, UConn's Water Supply Plan update, a proposed USDA Animal Health Research Facility to be built on the Depot Campus and various Storm Water Management projects
- 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

POLICE SERVICES

Sergeant James Kodzis, Resident State Trooper's Office

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 2009-2010

- There have been: 10,515 total calls for police service in the Town of Mansfield; 561 criminal investigations conducted; 412 accident investigations conducted; 2,308 motor vehicle citations issued; 1,696 motor vehicle warnings issued. Responded to 5,638 non emergency calls for service. 57 DWI arrests have been made in town during the past fiscal year.
- Issued 184 town citations (to date in FY10/11) for town ordinance violations (primarily for alcohol and quality of life issues in the off campus housing areas)
- Conducted the "D.A.R.E" program at the Mansfield Middle School

- Seven Resident Troopers are currently certified for police bicycle patrols. These patrols have been very effective during special events such as “Fall and Spring weekends” as well as patrolling Mansfield Parks, the business along Rte 195, and off campus apartment complexes.
- This office, along with the Commanding Officer of Troop C, was instrumental in the planning and execution of State Police operations at UConn’s annual Spring Weekend 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 MCCP outreach visits, Festival on the Green, “Know Your Town Fair”, Child Safety Fairs, and speaking engagements at local organizations
- Obtained \$22,425 grant funding for DUI patrols
- Worked with the Department of Liquor and Tobacco Control in joint operations targeting the illegal sale of alcohol / tobacco to minors
- Conducted multiple “undercover” operations targeting the illegal possession and sale of alcohol and narcotics
- Expanded the hours of Resident Trooper coverage to include the midnight shift in an attempt to address the increased volume and severity of calls received during this time period

Plans for FY 2010-2011

- Continue to participate in the “D.A.R.E” program at the Mansfield Middle School
- Continue to apply for grant funding to address issues such as DWI, speed enforcement, as well as equipment purchases
- Continue to work with the owners of the various apartment complexes including Carriage House Apartment 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” and “Fall weekend” events
- 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 address and eventually curtail spontaneous large gatherings at off-campus locations. 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
- Continue to provide the most professional and effective police coverage possible, within our current economic climate, to meet the needs of this growing community
- Apply for a DOT funded grant for DUI enforcement
- Obtain a NECASA grant for alcohol compliance checks
- The Town of Mansfield is currently using 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. Proposed major Initiatives could be modified or adjusted depending on the findings of this study.

DEPARTMENT OF PUBLIC WORKS

Lon Hultgren, Director

The Department of Public Works provides for the maintenance and repair of the Town's infrastructure – the roads, bridges, solid waste and recycling facilities, park and recreation areas and its limited sewer and water facilities. The Engineering Division of the Department also assists other Town departments and residents in mapping and the development process through its work in reviewing site, subdivision and improvement plans. The administrative office also assists the Town in its energy conservation and sustainability efforts.

Accomplishments for FY 2009-2010

- Completed the construction of a bikeway/walkway on Hunting Lodge Road between North Eagleville Road and Carriage House Drive
- Completed the construction of a new burying ground (for cremations only) behind the existing cemetery on Gurleyville Road (the Riverside Burying Ground)
- Placed the newly constructed 4th and final soccer field at the Lions Club “Ward Cornell” memorial recreation complex in use
- Continued the engineering effort to bring sewer and water systems to the Four-Corners area in Northern Mansfield – hired consultants specializing in water and sewer work to assist with bringing water into the area and designing a sewage pump station
- Coordinated the low-waste efforts for the Town's fall Festival on the Green
- Coordinated the school lunch composting programs at all of the Town's schools
- Completed the EPA's clean diesel grant that retrofitted the school busses used in Mansfield with particulate filters and filter maintenance for the next 2 to 3 years
- Continued to assist the Mansfield Downtown Partnership with the engineering efforts for the public components of the Storrs Center project – after receiving an additional \$4.9M under the federal “livability grant program”, began the state and federal hiring procedures to select designers for the parking garage, intermodal center and transit pathways for the project
- Successfully submitted two projects for stimulus (ARRA) funding: the completion of the Birch Road Bikeway and paving the south end of Mansfield City Road
- Coordinated design efforts for priority Town walkways on North Eagleville Road and South Eagleville Road. (Established a funding program for North Eagleville with UConn; applied for Small Cities funds for South Eagleville)
- Continued the coordination of design efforts for the replacement Stone Mill Road and Laurel Lane bridges (federal grant projects). Construction is targeted for 2011.
- Resolved the dispute with Windham over Mansfield's share of their wastewater treatment plant upgrade. Negotiated and signed a new sewer agreement with Windham
- Installed a gas main within Davis Road to feed the Middle School fuel conversion project
- Plowed and sanded roads and parking lots; swept and resurfaced Town roads; mowed road-sides and trimmed vegetation at intersections; graded gravel roads; patched pot holes; repaired signs and guideposts; cleaned waterways, catch basins and culverts; repaired curbs and driveway lips; reconstructed the sand rack at the Town garage; removed fallen and hazardous trees from Town roads
- Mowed, striped, fertilized and overseeded Town and school soccer, baseball/softball, football and field hockey fields; weeded Town flower beds; hauled trash from Town parks and recreation areas
- Coordinated Town's mapping and parcel updates for the graphic information system (GIS)
Repaired Bassetts Bridge Road flooding damage caused in the filling of the Mansfield Hollow Reservoir in the spring of 2010

Plans for FY 2010-2011

- Construct the new salt shed at the Town garage (Town crew will complete the site work)
- Coordinate the consultants' work for water and sewer at the Four-Corners area; continue the staff's design work for the bulk of the design work for the sewer and water piping systems
- Begin construction of the Dodd Road bridge replacement project
- Complete the construction work for the Town's two ARRA projects: Oversee the construction of the remaining section of the Birch Road bikeway and the paving of Mansfield City Road
- Oversee the design work for Route 195 and Dog Lane in the Storrs Center project area; bid the road work for construction
- Bid the Stone Mill Road and Laurel Lane bridge replacement projects and coordinate the construction
- Perform the usual routine road and grounds maintenance work (as detailed above)
- Continue efforts to fund and construct walkways on North Eagleville and South Eagleville roads
- Continue to work with the Town's sustainability committee in coordinating the Town's multi-faceted sustainability efforts

REGISTRARS OF VOTERS

Bev Miela and Andrea Epling, Registrars

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 and university.

Accomplishments for FY 2009-2010

- Conducted the annual canvass of voters using the National Change of Address System
- Conducted the Region 19 Budget Referendum in May 2010, the Town Budget Referendum in June 2010, the Democratic Primary and the Republican Primary in August 2010, the EOSmith Athletic Facilities Referendum in September 2010 and the State Election in November 2010
- 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 and Fall ROVAC Conferences and the Regional County Meetings
- Registered new Mansfield and UConn voters

Plans for FY 2010-2011

- Anticipating an E.O. Smith Budget Referendum in May 2011, a Town Budget Referendum in June 2011 and a Municipal Election in November 2011

TOWN CLERK

Mary Stanton, Town Clerk

The Town Clerk's office records all land records, maps, vital statistics, and maintains all minutes for the major boards and committees. Marriage and Civil Union licenses are available in the office. All sport licenses for inland and marine fishing, hunting, trapping, pheasant tags, deer tags, migratory bird stamps, and hip permits are sold from this office. In June of each year all dogs must be

licensed by 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 and other Town records may be viewed in the office or copies purchased in accordance with the Freedom of Information Act. 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 and Presidential 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 and the Cemetery Committee. 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, processes the mail, and the staff serves as the Municipal Records Managers for the Town.

Accomplishments for FY 2009-2010

- Total Land Records recorded 2332: Maps recorded 101; Marriage Licenses issued 70; Civil Union Licenses issued 0; Deaths recorded 104; Births of residents recorded 94
- Dog Licenses issued July 1, 2009-June 30, 2010 were 1,690 and 2 Kennels
- Sport Licenses sold 519
- The Municipal Election was held on November 3, 2009 with 2356 (20%) of registered voters in Town voting. The Town Clerk's office distributed 93 absentee ballots. A vote on the E.O. Smith Budget was approved at referendum on May 3, 2010 with 488 (4.6%) citizens voting and a referendum on the Town's Budget was approved, as voted on at the Town Meeting, on June 22, 2010 with 1,032 (9.9%) citizens voting. In addition to the issuance of absentee ballots, the Town Clerk's office is responsible for certifying petitions, all legal notices, ballot preparation, and election data summaries. All newly elected members of Town boards and commissions were sworn into office.
- Conducted Town Clerks' responsibilities for the Annual Town Meeting for Budget Consideration and the Special Town Meeting for approval of the Hunting Lodge Road bikeway/walkway and the Public Work's salt shed. Duties include publication of all legal notices and warnings, coordinating the set up for the Town meetings and the recording and issuance of the minutes.
- Certified petition signatures calling for the repeal of An Ordinance Regarding Off Street Parking on Residential Rental Property. The Town Meeting held on July 12, 2010 voted to sustain the action of the Council by a vote of 218 in favor of the ordinance and 108 opposed.
- Worked with the Assistant to the Town Manager to address 123 Freedom of Information Requests and prepared and testified in 4 Freedom of Information cases that were filed against the Town
- Prepared, submitted and received a Historic Preservation Grant for the 2010/2011 fiscal year. This grant will begin to address the organization and management of capital project files. Achieved the goals and projects as outlined in the 2009/2010 Historic Preservation Grant
- Continued the process of re-indexing all filed boundary and subdivision maps currently in the Town in anticipation of changing our current laminated map filing system to a disk based one
- Created an electronic file of burial permits filed in the Town and cemetery deeds for Town owned cemeteries
- Included funds for the implementation of the land record scanning component of the POS system in the Capital Improvement Project Budget. This would allow citizens to review Town land records on line in our office.
- Designed and prepared a new brochure of the Cemetery rules and regulations as approved by

the Cemetery Committee including information on the new Riverside Burying Grounds. The Town Council approved the fees recommended by the Committee.

- Created an index for record material stored in the vault

Plans for FY 2010-2011

- Evaluate Historic Preservation Grant funding and, if money is available in the FY2011/2012 cycle, prepare a grant submission for the next stage in the Record Management Plan
- Create additional inventories of record material to facilitate ease of filing and retrieving and continue to compile electronically available databases for staff reference
- Investigate options for Mylar map filings and plan for future storage needs in the vault
- Compile list of current and past members of Mansfield's volunteer boards and commissions for historic reference
- Continue to make customer service our highest priority

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 2009-2010

- Advocated for improved accessibility to buildings and recognized two local businesses for their efforts to comply with accessibility issues related to parking
- Responded to accessibility issues brought to the Committee by residents
- Advocated successfully for creation of an additional accessible changing room at the Mansfield Community Center
- Assumed responsibility as the town's ADA Grievance Committee
- Increased awareness regarding the issue of accessible parking violations and successfully advocated for an increase in fines and signage for violations

Plans for FY 2010-2011

- 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
- Advocate for the development of the Storrs Downtown area as a fully accessible area
- Develop and distribute a brochure for the Committee to increase community awareness regarding role and accomplishments

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 2009-2010

- Produced the 2010 "Mansfield Grown" brochure
- Provided information to farm community about farm grant programs
- Provided Input to Mansfield's Zoning Related to Agriculture
- Began to develop an analysis of Tax Incentives to Protect Family Farms
- Developed a Presentation to the Town Council regarding agriculture in Mansfield and the work of the committee
- Reviewed Mansfield agriculture leases on Town-owned property
- Provided input to development proposals on or adjacent to prime farmland
- Revised committee charge
- Produce the 2011 "Mansfield Grown" brochure

Plans for FY 2010-2011

- Provide information to farm community about farm grant programs
- Provide input to development proposals on or adjacent to prime farmland
- Review Mansfield’s policy regarding agriculture leases on Town-owned property
- Work with the Planning and Zoning Commission on regulations regarding the keeping of farm animals and other agricultural issues and other regulations related to agriculture
- Host an input session and survey the agricultural community to better understand their needs so the committee can best serve them
- Present findings from Tax Incentives Analysis

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.

Accomplishments for FY 2009-2010

- Arranged rotating art displays at the Mansfield Community Center (MCC):

Dates	Entry-way display cases	Hanging art
07/15/09 – 10/14/09	Festival on the Green advertising & art show winners	Works in various media by Liviu Cupcenacu
10/15/08 – 01/14/10	Found-object sculpture by William Stallman	Paintings by Jay Ames; water media works by Sylvia Smith
01/15/10 – 04/14/10	Ceramics by Patty Vinsonhaler	Collage painting and drawing by Ashleigh Kay
04/15/10 – 05/31/10	Student art from Mansfield’s Elementary Schools	
06/01/10 – 08/15/10	Ballard Institute puppets	Paintings by Nancy Bergeron

- Posted the MCC exhibit calendar and artist information on the Town’s website (www.mansfieldct.org/town/current/recreation/art_online/)
- Sponsored a reception for Ashleigh Kay in conjunction with her MCC exhibit
- Approved art exhibits at the Mansfield Library by Martin Bloom, Ashleigh Kay, and Blanche Serban
- Assisted in setting up and taking down the 09/13/09 Festival on the Green’s Art Show and arranged for display of prize-winning works at the MCC
- Re-designed the “Opportunities for Mansfield Artists” brochure and printed copies for distribution
- Participated in Know Your Towns Fair at the MCC on 09/12/09
- Prepared a “Local Arts Directory” for distribution at the Fair and posting on Town’s website

Plans for FY 2010-2011

- Continue to arrange rotating art displays at MCC
- Advertise opportunities to display art at the MCC and other venues to local artists
- Pursue broadening arts activities at the MCC to include readings and performances by local writers and artists

- Continue to advocate an arts presence in the proposed Storrs Center development and to assist the Festival on the Green Committee in planning its Festival Art Show

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.

COMMISSION ON AGING

The Commission on Aging is charged with responsibility to study the conditions and needs of elderly residents and to evaluate and recommend programs to assist them, also to serve as a resource and to furnish information to those concerned with elderly services.

Accomplishments for FY 2009-2010

- Formed a committee to assist in developing a volunteer transportation program
- Advocated for the formation of a local chapter of TRIAD to focus on senior safety issues
- Advocated for the installation of a bus shelter at the Wright's Way bus stop
- Representatives participated in hiring panels for the Senior Service Social Worker and Senior Center Coordinator positions.

- Members reviewed applications for funding from non-profit agencies and made recommendations to the Town Manager.

Plans for FY 2010-2011

- Continue to ensure that the needs of seniors are represented in the Town's strategic planning initiative
- Promote the development of a new Senior Center as a future initiative for the Town Council to consider
- Update Mansfield's Long-Range Plan for Seniors, with a continued focus on priority issues of transportation, information dissemination, senior center space needs, and access to public meetings
- Ensure the implementation of the Volunteer Driver Program
- Continue to advocate for the installation of bus shelters at Wrights' Way and at the Rt. 275/Community Center bus stops

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 Committee was formed by the action of the Town Council in 2008 and advises the Town on communications efforts. The Committee meets regularly throughout the year and focuses its efforts on reviewing current and past Town communications efforts, as well as formulating advice for improving future communication practices.

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.

Accomplishments for FY 2009-2010

- Assisted with open space and parks management issues including revisions to the Town's Planning, Acquisition and Management Guidelines, and various grant applications
- Commented on numerous Inland Wetland Agency and Planning and Zoning Commission applications and violation issues
- Commented on proposed Zoning Map and Zoning and Subdivision Regulation revisions affecting aquifer protection, invasive species, pre-application reviews and land south of Pleasant Valley Road
- Commented on proposed revisions to the Mansfield Inland Wetlands Regulations
- Reviewed and provided input regarding the Eagleville Brook Total Maximum Daily Load (TMDL) Study and the Natchaug Basin Study Committee initiative
- Reviewed and provided input regarding various UConn land use projects including: a new compost facility, the University Drainage Master Plan and particularly, the proposed Swan Lake drainage outfall work, a proposed diversion to the Fenton River drainage basin and a proposed Mirror Lake dredging project; and the Agronomy Farm Irrigation project
- Continued to provide input to municipal and state officials regarding local and regional water supply issues and proposed stream flow standards

Plans for FY 2010-2011

- Assist with open space and parks management issues

- Comment on existing and potential Inland Wetland Agency and Planning and Zoning Commission applications and proposed regulation revisions
- 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

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.

ETHICS BOARD

The Ethics Board’s primary charge since it was reconstituted in 2008 has been to review the Ethics Code adopted by the Town Council in 1995 and provide recommendations for revisions to the Code. Meetings were often spent identifying articles of the Code that could be clarified, improved, and/or expanded. The Board also identified ways to make the Code more accessible to the public.

Accomplishments for FY 2009-2010

- Submitted recommended revisions to the Code to the Town Council. The Code is currently being reviewed by the Personnel Committee.
- Received and resolved three conflict of interest complaints
- Attended an accountability and conflict of interest workshop sponsored by the Connecticut Conference of Municipalities

- Participated in freedom of information hearings in Hartford
- Created a *Town of Mansfield Ethics Board Frequently Asked Questions* pamphlet, which now includes information needed to contact the Board directly
- Posted information about the Board and the Code on the Town's official website

Plans for FY 2010-2011

- Continue to work on revisions to the Code as directed by the Town Council and the Personnel Committee
- Provide assistance (if needed) to the Town Council with the adoption process of revisions to the Ethics Code (ordinance)
- If a revised Code is adopted, educate officials and employees on the changes to the Code.
- If a revised Code is adopted, update the Board's rules for complaint procedures.
- Address advisory opinion requests and complaints in a fair and timely manner

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

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. Mansfield's probate court office is now located in the Tolland Town Hall (21 Tolland Greed, Tolland, CT 06084).

LIBRARY ADVISORY BOARD

The Mansfield Public Library Board consists of nine members who serve without compensation for terms of three years, and as much as possible, represent a cross section of the Town of Mansfield. All members are residents of the town. The Town Manager and the Town Librarian are ex officio members of the Board. The Library Advisory Board met September 16, 2009, December 1, 2009, February 2, 2010, May 4, 2010, July 13, 2010 and November 9, 2010.

The Board provides advice "in formulating library policies and objectives, recommending new library programs and publicizing library programs, reviewing the proposed library budget, enlisting public cooperation and understanding for library programs, assisting with cultural activities associated with the library and making recommendations concerning acceptance of any bequest, devise, gift or endowment" (Code of the Town of Mansfield, Connecticut, Chapter 51).

Accomplishments for FY 2009-2010

- Reviewed and provided feedback on the proposed library budget for FY 2010 -11
- Appraised the effects of reduced staff hours with no concurrent change in library hours of operation (decreases in work measurements and reduction in programs for very young children)
- Appeared before the Town Council to recommend return to past practice in determining the library's hours of operation
- Re-examined options for reducing library hours based upon surveys and statistics, and recommended revised hours of operation

Plans for FY 2010-2011

- Review options for funding that are sustainable and that do not assume donations, or levels of donations, from private volunteer organizations
- Continue to receive reports and to advise and recommend various policies, procedures, and objectives as needed

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 2009-2010

- Served as the School Readiness Council for the Mansfield School Readiness Program in its

twelfth year of operation, supporting fourteen 3 and 4-year olds enrolled in one of four nationally accredited early care centers

- Worked with the William C. Graustein Memorial Fund in our ninth grant year as a Discovery Community
- Published the second edition of the Mansfield Family Resource Guide for use by newcomers or new parents in Town
- Coordinated events as part of week-long celebration in April for “Week of the Young Child”
- Worked with staff to implement “Mansfield’s Plan for Young Children”
- Supported efforts to institutionalize the position of School Readiness Coordinator in the Department of Human Services

Plans for FY 2010-2011

- Continue to implement strategies in “Mansfield’s Plan for Young Children” with support from the William Caspar Graustein Memorial Fund, the Town of Mansfield and the Mansfield Discovery Depot
- Continue to develop and implement activities during the Week of the Young Child
- Host a Community Conversation on “Mansfield’s Plan for Young Children” to update community members on the status of the plan and to solicit feedback
- Conduct a survey on the issue of “community connectedness” to generate baseline data to be utilized in the implementation of our plan
- Participate in an ad hoc committee focused on creation of a play space in the new Storrs Downtown development.

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 2009-2010

- Continued to review properties for their suitability for preservation according to the Mansfield Plan of Conservation and Development
- Continued to review subdivision and zoning proposals
- Provided input to Planning and Zoning Commission regarding the subdivision regulations
- Prepared and completed a presentation regarding Open Space Program to the Town Council

Plans for FY 2010-2011

- 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.

Accomplishments for FY 2009-2010

- Involved the community in Mansfield Parks by continuing to offer environmental education programming and an organized, supervised natural areas volunteers program, some co-sponsored with Joshua's Tract Conservation and Historic Trust
- Led several free parks programs in conjunction with Walktober and CT Trails Day
- 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 2010-2011

- Develop trail system for Dorwart Preserve, Lions Memorial Park, and Torrey Preserve
- Improve public awareness and accessibility of the Albert E. Moss Sanctuary
- Prepare trail guides for the Torrey Preserve, Dorwart Preserve, Lions Memorial Park, and the Moss Sanctuary
- Assist with the official dedication of the Torrey Preserve, Dorwart Preserve, Lions Memorial Park, and the Moss Sanctuary
- 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
- Prepare, in conjunction with staff, management plans for Town-owned properties
- Host an informational forum for the Town Council and other members of community regarding the work of the committee
- Continue to lead walks and parks awareness programs in conjunction with Walktober and CT Trails Day

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 2009-2010

- Held twenty-three PZC meetings, seventeen (18) IWA meetings, eleven (7) joint field trips,

held numerous committee meetings

- The IWA reviewed over twenty-two (22) applications or enforcement actions involving activities within regulated inland wetland/watercourse areas.
- The PZC approved over twenty (20) revisions to the Zoning and Subdivision Regulations. Revisions include new home occupation provisions for limited storage or parking of vehicles, equipment and/or materials; refined subdivision yield plan submission and approval requirements; a new limited live music permit; refinements of dimensional requirements for satellite dish antennae and wind turbines; and revisions to regulations regarding efficiency units, community wells, mobile home park expansions, travel trailers, bonding and lots located in more than one town.
- The IWA approved a comprehensive revision of Mansfield's Inland Wetland Regulations.
- The PZC presented at Public Hearings and subsequently approved potential zone and regulation revisions for an existing Industrial Park zone south of Pleasant Valley Road, revisions to the Town's Political Sign Regulations, revisions to the Zoning definitions of family and boarding house, revisions to prevent the use of invasive plant species and revisions to enhance the protection of aquifers and public drinking waters supplies.
- The PZC approved zone change and special permit applications for a thirty-two (32) unit condominium development off of Meadowbrook Lane (Whispering Glen). The subject project will include seven (7) affordable units for low/moderate income households. Construction has not yet started.
- The PZC reviewed and approved special permits for a new fitness center at the East Brook Mall; a new restaurant at Storrs Commons; a permanent farm stand on Browns Road; a new retail store on North Eagleville Road and a residential conversion on Storrs Road. In addition, special permit renewals were granted for three (3) gravel/rock removal operations and four (4) live music permits. The PZC/IWA also acted on numerous use and site improvement modifications, Town Council referrals and bonding arrangements.

Plans for FY 2010-11

- Continue thorough review of all land use applications and enforcement of existing regulations
- Continue review and updating of Mansfield's Zoning Map and land use regulations
- Continue 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 2009-2010

- Notified citizens that the emergency notification phone system would be tested
- Tested the emergency notification system; the test was a success with over 90% of calls completed
- Toured the DBCI facility including dormitory facilities, the job center, and programming space; observed programming and interacted with staff and inmates
- Maintained a good working relationship between the community and DBCI; the Committee appreciates and supports the outreach program
- Mansfield and Bergin staff worked cooperatively to provide inmate work crews to the Town to help with litter pick-up

- No escapes occurred from DBCI.

Plans for FY 2010-2011

- Monitoring the inmate population with regard to its impact upon the community and Bergin CI
- Touring the DBCI facility
- Re-testing the emergency notification phone system
- 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 2009-2010

- 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 2010-2011

- 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 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 nineteenth year that user fees have funded the Town's volume-based waste collection (pay-per-bag of garbage). In July 2009, the Town began single-stream recycling, where cans, plastic, glass containers are grouped with paper and cardboard. Over the year, 33% of all residential waste was recycled- single-family residences recycled 39% of their waste and multi-family residences recycled 11% 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 2009-2010

- 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 twelfth year with each school having their own compost bins. E O Smith High School began a composting program through a student group, The Green Teens.
- Worked with Festival on the Green to create low-waste Festival event. Reduced waste by 89%
- 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
- Staffed the Energy Education Team in order to expand residential support for renewable energy and move the Town forward on its 20% by 2010 commitment
- The Energy Education Team conducted a Mansfield Energy Challenge with fourteen households participating in energy audits, consultations and resources to improve energy efficiency.
- For the second year, worked with UConn to collect usable items during spring move-out, called "Give and Go". Collected 7 tons of material that were given to local charities
- Completed the EPA Clean School Bus grant. Twenty retrofitted buses had their first round of diesel particulate filter cleanings. Part of the grant included promoting "no-idling" to the school community. This promotion was done through parking lot signage, assemblies, school newsletters, staff meetings, open houses and fairs.
- Staffed the newly formed Sustainability Committee
- Educated and disseminated information to residents on sustainability-related issues
- Administered Dept. of Energy grant "Neighbor to Neighbor Energy Challenge"
- Continued work with the Energy Education Team and Sustainability Committee

Plans for FY 2010-2011

- Sustain school wide composting programs and manage refuse contracts
- Continue working with Festival on the Green committee to create a low-waste Festival event
- Continue working with Give and Go
- Continue enforcing the litter ordinance in problem areas of Town
- Continue offering classes to the schools on waste and energy issues
- Continue advocating for recycling-related state legislation

SUSTAINABILITY COMMITTEE

The Sustainability Committee is charged with maintaining a general overview of the sustainability of the Town, to specifically include the following responsibilities: provide guidance and proposals

to the Town Council regarding sustainability principles to be adopted by the Town Council or to be administratively implemented; monitor implementation of principles and policies as adopted by the Town Council and administrative programs, and report to the Town Council annually; coordinate and collaborate with Town boards and commissions, organizations, regional and state agencies to advance sustainability principles, plans, and policies established; and seek information from other organizations to aid in the development of strategies, programs and initiatives that will further the sustainability goals established by the Council by policy or budgetary support of administrative programs.

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 860-429-3336.

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 Commission members, staff members and citizens at large. The Committee helps advise the Council and staff in Town and Regional transportation matters.

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 2009-2010

- Provided advocacy, leadership and direction for YSB programs, activities and grants
- Advocated for an expanded budget and succeeded in having the Mansfield Board of Education provide matching funds for the Youth Work Employment Program
- Successfully engaged the Mansfield Board of Education and Region 19 superintendents in working together to financially support The Mansfield Challenge Program. The superintendents provided matching funds to meet the deficit from reductions made in the previous fiscal year.
- Assisted in the development of a now successfully established Graduate Social Work program
- Increased board membership, community input, and student representation
- As per the town manager's request, regional cooperation and participation of Willington, Ashford, and Coventry Youth Service Bureaus has been established.

Plans for FY 2010-2011

- Advocate for an expanded budget for programming for youth and families
- Reestablish police representation, as Jerry Marchon has retired from the police department. Mr. Marchon will continue to service on the board as a community member.
- Provide oversight to ensure that comprehensive services are provided to YSB clients through the human service department
- Support the mission of a Regional YSB with Willington, Ashford, and Coventry
- Explore the use of the Mansfield Middle School ropes course to help YSB clients develop increased confidence, cooperation, team work, and physical strength

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 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

Advisory Committee on Persons with Disabilities

Gloria Bent
Jane Blanshard
Michael Collins
Cristina Colon-Semenza
John DeWolf
Wade Gibbs
Denise Hounman
Joan Seliger Sidney
Jennifer Tanner
Kevin Grunwald (Staff)

Agriculture Committee

Wesley Bell
Al Cyr
Chrissy Dittrich
Charles Galgowski
Larry Lombard
William Palmer
Kathleen Paterson
Carolyn Stearns
Edward Wazer
Vicky Wetherell (OSPC)
Jennifer Kaufman (Staff)

Arts Advisory Committee

Jay Ames (C)
Kim Bova Kaminsky
Thomas Bruhn
Kelly Kochis
Scott Lehmann
Blanche Serban
Jay O'Keefe (Staff)
Curt Vincente (Staff)

Board of Assessment Appeals

Anne Greineder
Eric Holinko
Carol Thomas

Beautification Committee

Isabelle Atwood
Carol Enright
Brian Krystof (C)
Patricia Maines
Richard Norgaard
Jennifer Thompson
Frank Trainor

Board of Education

Martha Kelly
Mark Laplaca
Min Lin
Holly Matthews
Shamin Patwa
Katherine Paulhus
Carrie Silver-Bernstein
Randall Walikonis

Fred Baruzzi (Staff)

Board of Ethics

Lena Barry (Alt)
David Ferraro
Saul Nesselroth
Michael Sikoski
Winthrop Smith
Nora Stevens
Maria Capriola (Staff)

Building Board of Appeals

Charles Lowe
James Silva
Tom Ward
Gregory Zlotnick (C)
Mike Ninteau (Staff)

Cemetery Committee

Isabelle Atwood (C)
Barry Burnham
Rudy Favretti
Winston Hawkins
Mary Landeck
Ethel Larkin
Jane Reinhardt
Lon Hultgren (Staff)
Mary Stanton (Staff)
Mary Landeck-Sexton (Staff)

CATV Advisory Committee

Fred Baruzzi (BOE)
Grace Enggas
Ida Millman

Commission on Aging

Wilfred Bigl
Kenneth Doeg
Sam Gordon
April Holinko
Carol Pellegrine
Carol Phillips
Joan Quarto
Timothy Quinn
Mary Thatcher
Kevin Grunwald (Staff)

Communication Advisory Committee

Aline Booth
Leila Fecho
Patrick McGlamery
Richard Pellegrine
Ron Schurin
Jaime Russell (Staff)

Community Quality of Life Committee

Jane Fried

John Riesen
Denise Keane (Council)
David Morse
Toni Moran (Council)
Elizabeth Paterson (Mayor)
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 Ninteau (Staff)
Jim Hintz (Staff) (UConn)

Conservation Commission

John Buck (Alt)
Robert Dahn
Peter Drzewiecki
Neil Facchinetti (Alt)
Quentin Kessel (C)
Scott Lehmann
John Silander
Joan Stevenson
Frank Trainor
Grant Meitzler (Staff)

Design Review Panel

Isabelle Atwood
Lee Forrest Cox
Robert Gillard
John Lenard
Peter Minutti

Discovery Depot Board of Directors

Terry Berthelot
Anjana Bhat
Susan Collette
Blagoje Filipovic
Kim Girard
Jane Goldman
Gregory Haddad (TC)
Heather Hintz
Megan Nolan
Bing Wang
Mary Jane Newman (Staff)

Eastern Highlands Health District Board of Directors

Frederick Daniels
John Elsesser
Ralph Fletcher
Matthew Hart
Michael Kurland
Johnathan Luiz
Christina Mailhos (Alt)
Elizabeth Paterson (C)

Paul Schur
Joyce Stille
Tierney Tully
Steve Werbner
Deb Walsh
Mike Zambo (Alt)

**Emergency Management
Advisory Council**

Michael Kurland
Elizabeth Paterson
Frederick Baruzzi (Staff)
Matthew Hart (Staff)
Lon Hultgren (Staff)
John Jackman (Staff)
William Jordan (Staff)
Sgt. James Kodzis (Staff)
Robert Miller (Staff)

**Four Corners Sewer Study Advisory
Committee**

Pat Ferrigno
Matthew Hart (staff)
Lon Hultgren (staff)
Gene Nesbitt
Christopher Paulhus
Peter Plante
Kenneth Rawn
Meg Reich
Carl Schaefer
Tim Tussing

Historic District Commission

Isabelle Atwood
Anita Bacon
Gail Bruhn (C)
Hamilton Holt (Alt)
Jason Andrew McGarry
James Nardi (Alt)
David Spencer

**Housing Authority Board of
Directors**

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

Housing Code Board of Appeals

Will Bigl
Bill Briggs
Brian McCarthy
Richard Pellegrine
David Spencer (Alt)

Judge of Probate

Claire Twerdy

Library Advisory Board

Eva Bar-Shalom
Edmond Chibeau
Sheila Quinn Clark (C)
James Greene
Heidi Hand
William Hare
Barbara Katz
Rita Pollack
Dale Truman
Louise Bailey (Staff)

Mansfield Advocates For Children

Gloria Bent (C)
Anne Bladen
Patricia Braithwaite
Liz Bucznski
Lisa Dahn
Susan Daley
Vicki Fry
Jane Goldman
James Greene
Cindy Guerreri
Jessica Higham
Mark LaplaCa
Becky Lehmann
Donna McLaughlin
Mary Jane Newman
Katherine Paulhus
Esther Soffer Roberts
Lisa Young
Judith Stoughton (staff)
Sandy Baxter (staff)
Ande Bloom (staff)
Rachel LeClerc (staff)

**Mansfield Downtown Partnership
Board of Directors**

Stephen Bacon
Harry Birkenruth
Thomas Callahan
Bruce Clouette
Barry Feldman
Matthew Hart
Dennis Heffley
David Lindsay
Philip Lodewick
Frank McNabb
Toni Moran
Elizabeth Paterson
Christopher Paulhus
Steve Rogers
Alexandria Roe
Kristin Schwab
William Simpson
Antoinette Webster
David Woods
Cynthia van Zelm (Staff)

**Open Space Preservation
Committee**

Michael Allison
Kenneth Feathers
Quentin Kessel
James Morrow (C)
Vicky Wetherell
Susan Westa (Alt)
Jennifer Kaufman (Staff)

Parking Steering Committee

Paul Aho
Karla Fox
Martha Funderburk
Manny Haidous
Matthew Hart (staff)
Andy Hill
Lon Hultgren (staff)
Meredith Lindsey
Ralph Pemberton
Melinda Perkins
Macon Toledano

Parks Advisory Committee

Ethan Avery
Julianna Barrett
Michelle Baughman
Susan Harrington (C)
Tom Harrington
Eric Kruger
Alfred Montoya
Penny Potter
Jennifer Kaufman (Staff)

Personnel Appeals Board

Donald Nolan
Lee Terry
Crayton Walker

Planning and Zoning Commission

Michael Beal
Rudy Favretti (C)
Joann Goodwin
Roswell Hall III
Katherine Holt
Gregory Lewis
Fred Loxsom (Alt)
Peter Plante
Barry Pociask
Kenneth Rawn (Alt)
Bonnie Ryan
Vera Stearns (Alt)
Gregory Padick (Staff)

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

Public Safety Committee

Audrey Barberet
Major Ronald Blicher
George Cole (Citz)
Dennis Keane
Claie Lary
Christopher Paulhus
Richard Pellegrine (VC)
Warden Monica Rinaldi
Lieut. Walter Solenski, Jr. (Coventry)
Wunderly Stauder (C)
Susanna Thomas
Maria Capriola (Staff)
Sgt. James Kodzis (Staff)

Recreation Advisory Committee

Darren Cook
Terry Cook
Sheldon Dyer (C)
Donald Field
Michael Gerald
Frank Musiek
Howard Raphaelson
Anne Rash
Curt Vincente (Staff)

Quiet Corner Committee

Anne Smith

Regional Board of Education

Francis Archambault, Jr. (C)
Herbert Arico
Janice Chamberlain
Robert Jellen
Frank Krasicki
Robert Kremer
Jim Mark
Elizabeth McCosh-Lilie
John Meyers
Timothy P. Nolan Sr.
Elizabeth Peczuh
Michael Sibiga
Bruce Silva (Staff)

Solid Waste Management/ Recycling Committee

Andrea Ames
Robert Coughlin
Jane Knox
Sarah Milius
Dennis Roberts
Anne Smith
Virginia Walton (Staff)

Sustainability Committee

Leigh Duffy
Matthew Hart
William Lennon
Holly Matthews

Richard Miller
Bonnie Ryan
Lisa Stafford
Lynn Stoddard
Lon Hultgren (Staff)
Virginia Walton (Staff)

Town Council

Denise Keane
Peter Kochenburger
Meredith Lindsey
Antonia Moran
Elizabeth Paterson (Mayor)
Christopher Paulhus
William Ryan
Carl Schaefer
Paul Shapiro
Maria Capriola (Staff)
Matthew Hart (Staff)

Town Historian

Roberta Smith

Town/University Relations Committee

Philip Barry
Michael Beal
Thomas Callahan
Barry Feldman
James Hintz
Robert Hudd
Jake Knecht
Richard Miller
Elizabeth Paterson
Clive Richards
John Saddlemire
Ronald Schurin
William Simpson
Maria Capriola (Staff)
Matthew Hart (Staff)
John Jackman (Staff)
Greg Padick (Staff)
Cynthia van Zelm (Staff)

Transportation Advisory Committee

Paul Aho
Greg Frantz
Janet Freniere
Ross Hall
Meredith Lindsay
Alex Marcellino
Dennison Nash
William Ryan
Michael Taylor
Kevin Grunwald (Staff)
Matthew Hart (Staff)
Lon Hultgren (Staff)
Grant Meitzler (Staff)

Greg Padick (Staff)
Tim Veillette (Staff)

Youth Service Advisory Board

Jennifer Abele
Steve Angacian
Eileen Griffin
Jane Griffin
Teri Herbert
Rachel Leclerc
Ethel Mantzaris
Jerry Marchon
Candace Morrell
Christopher Murphy
Jay O'Keefe
Frank Perrotti
Sheila Riffle
Kevin Grunwald (Staff)
Pat Michalak (Staff)

Zoning Board of Appeals

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

UPCOMING TOWN EVENTS

Save the date!

STORRS FARMERS MARKET

Opens the first Saturday in May through the last Saturday before Thanksgiving and the second and fourth Saturdays from December through April.

www.storrsfarmers.org

REGION #19 BUDGET

REFERENDUM

May 3, 2011; Polls open 6:00 AM—8:00 PM; Audrey P. Beck Municipal Building, Council Chambers

ANNUAL TOWN MEETING

May 10, 2011; 7:00 PM; Mansfield Middle School Auditorium

MEMORIAL DAY PARADE

May 30, 2011; 9:00 AM; Bassetts Bridge Road/Rt. 195 to Mansfield Center Cemetery

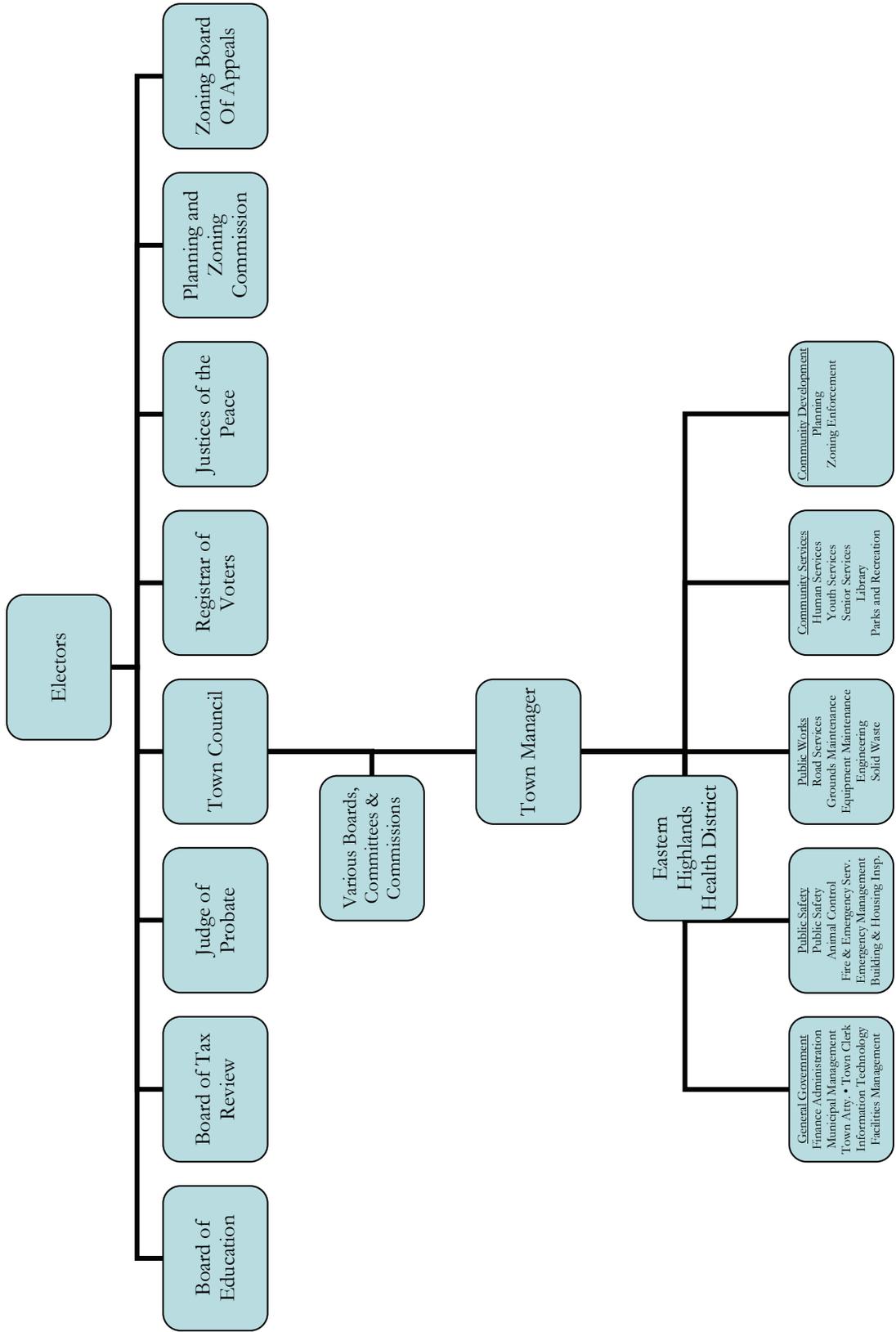
TOUR de MANSFIELD

July 2010; Mansfield Community Center (date TBA)

CELEBRATE MANSFIELD WEEKEND

September 23 - 25, 2011; Mansfield Commercial District, Storrs Road

Town of Mansfield Organizational Chart



DIRECTORY

For Information On

Accounts Payable
Administration
Assessment
Birth Certificates
Building Permits
Cemetery (Town)
Community Center
Death Certificates
Demolition Permits
Dog Licenses
Dog & Animal Problems
Drainage Problems
Electrical Permits
Elderly Dial-A-Ride
Elderly Municipal Agent
Emergency Management
Employment
Engineering
Finance
Fire Emergencies
Fire - Non-Emergencies
Fire Marshal/Fire Prevention
Health Matters (Public)
Highways
Housing Authority
Housing Inspection
Human Services
Information Technology
Inland Wetlands
Landfill Permits
Land Records
Library
Marriage Licenses
Parking Tickets
Parks
Planning
Plumbing & Heat Permits
Police Emergencies
Police - Non-Emergencies
Probate Court
Purchasing
Recreation
Refuse & Recycling
Registration of Voters
Sanitary Inspection
School Business Manager
Senior Center
Snow Removal & Streets
Taxes
Town History
Tree Warden
Voting
Welfare
Youth & Family Services
Zoning Enforcement

Call

Finance
Town Manager
Assessor
Town Clerk
Building Office
Sexton
Parks & Recreation
Town Clerk
Building Office
Town Clerk
Animal Control Officer
Engineering
Building Office
Dial-A-Ride
Human Services
Emergency Management
Human Resources
Engineering
Finance Director
Fire Department
Fire Department
Fire Marshal
Health Department
Public Works
Housing Authority
Housing Inspection
Human Services
Information Technology
Engineering
Engineering
Town Clerk
Mansfield Public Library
Town Clerk
Tax Collector
Parks and Recreation
Planning & Zoning Office
Building Office
Police Department
Police Department
Judge
Finance
Parks and Recreation
Engineering
Registrar of Voters
Health Department
Finance Director
Senior Center
Public Works Garage
Collector of Revenue
Town Historian
Public Works Dept.
Registrar of Voters
Human Services
Youth Services
Zoning Agent

Phone

860-429-3345
860-429-3336
860-429-3311
860-429-3302
860-429-3324
860-456-0176
860-429-3015
860-429-3302
860-429-3324
860-429-3302
860-487-0137
860-429-3334
860-429-3324
860-456-1462
860-429-3315
860-429-3324
860-429-3336
860-429-3334
860-429-3344
911
860-429-3323
860-429-3328
860-429-3325
860-429-3331
860-487-0693
860-487-4440
860-429-3315
860-429-3355
860-429-3334
860-429-3334
860-429-3302
860-423-2501
860-429-3302
860-429-3374
860-429-3015
860-429-3330
860-429-3324
911
860-429-3360
860-871-3640
860-429-3345
860-429-3015
860-429-3333
860-429-3368
860-429-3325
860-429-3344
860-429-0262
860-429-3676
860-429-3306
860-429-9789
860-429-3331
860-429-3368
860-429-3315
860-429-3317
860-429-3341

DIRECTORY

BOARD OF EDUCATION

Central Office	Contact Person	Phone
Superintendent of Schools	Fred Baruzzi	860-429-3350
Superintendent RSD #19	Bruce Silva	860-487-1862
Annie E. Vinton		
Principal	Dr. James Palmer	860-423-3086
E.O. Smith High School		
Principal	Louis F. DeLoreto	860-487-0877 x2434
Goodwin School		
Principal	Debra Adamczyk	860-429-6316
Mansfield Middle School		
Principal	Jeffrey Cryan	860-429-9341
Southeast School		
Principal	Norma Fisher-Doiron	860-423-1611

TOWN OF MANSFIELD EMAIL ADDRESSES

Department	Email Address
Animal Control	ACO@mansfieldct.org
Building	NinteauME@mansfieldct.org
Downtown Partnership	vanZelmCA@mansfieldct.org
Eastern Highlands Health District	EHHD@mansfieldct.org
Emergency Management	JackmanJE@mansfieldct.org
Facilities Management	HammonWD@mansfieldct.org
Finance	FinanceDept@mansfieldct.org
Fire and Emergency Services	DagonDJ@mansfieldct.org
Fire Marshal	FireMarshal@mansfieldct.org
Human Resources	HR@mansfieldct.org
Human Services	HumanServ@mansfieldct.org
Information Technology	ITdept@mansfieldct.org
Library	BaileyLA@mansfieldct.org
Parks and Recreation	Parks&Rec@mansfieldct.org
Planning and Zoning	PlanZoneDept@mansfieldct.org
Public Works	PublicWorks@mansfieldct.org
Registrars of Voters	RegVoters@mansfieldct.org
Town Clerk	TownClerk@mansfieldct.org
Town Manager	TownMngr@mansfieldct.org
Youth Services	YouthServ@mansfieldct.org

TOWN COUNCIL

Town Council Members	Party	Phone	Email
Denise Keane	R	860-786-8147	DeniseKeane2009@gmail.com
Peter Kochenburger	D	860-487-9426	peterkochenburger@yahoo.com
Meredith Lindsey	R	860-465-6533	LindseyM@MansfieldCT.org
Antonia Moran	D	860-429-0798	morantt@earthlink.net
Mayor Elizabeth Paterson	D	860-456-8553	PatersonE@MansfieldCT.org
Christopher Paulhus	R	860-487-5223	PaulhusCR@MansfieldCT.org
William Ryan	D	860-423-6643	bonbill@charter.net
Carl Schaefer	D	860-423-9427	SchaeferC@MansfieldCT.org
Paul Shapiro	D	860-429-9595	ShapiroP@MansfieldCT.org

DIRECTORY

JUSTICES OF THE PEACE

Name	Phone
Brian Ahern	860-429-5233
Stephen Bacon	860-487-1842
Judith Blei	860-423-9613
Fred Cazel, Jr.	860-429-2637
Andrea Epling	860-429-2702
Sharry Goldman	860-423-2381
Roswell G. Hall III	860-456-1027
April A. Holinko	860-429-4449
Allan Maines	860-429-5050
James R. Mark	860-465-2788
Richard Meehan	860-429-6905
Stanley Miela	860-429-8380
Joseph Pandolfo	860-423-2646
Joyce Passmore	860-429-6799
Carol Pellegrine	860-429-9598
Richard Pellegrine	860-429-9598
Doryann Plante	860-450-0696
Peter Plante	860-450-0696
Holly Rawson	860-429-5233
Chandler H. Rose	860-423-3700
Dot Shaw	860-456-1060
Judith Ann Stein	860-487-0422
Robin Tracey	860-429-7160