



# TOWN OF MANSFIELD, CONNECTICUT

## ANNUAL REPORT

### FISCAL YEAR 2011-2012



Downtown Storrs Center

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### **For current Town of Mansfield information, news and announcements:**

- **Check us out on Facebook! (Town of Mansfield, Connecticut)**
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**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 Storrs Road (Rte. 195) and South Eagleville Road (Rte. 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 2011, Mansfield had an estimated population of 26,524 (Source: CT DPH).

**Registered Voters:** As of November 1, 2012, Mansfield had 12,430 registered voters: Democrats - 4830; Republicans - 1564; Unaffiliated - 5892; Other - 144.

**Form of Government:** Mansfield has a Council - Manager form of government, in addition to an annual town meeting. (The 2013 Annual Town Meeting will be held on May 14, 2013 at 7:00PM in the Mansfield Middle School Auditorium.)

**Tax Rate:** The mill rate for Fiscal Year 2011/12 was 26.68 mills.

**Net Grand List:** In Fiscal Year 2012/2013 Mansfield's net grand list was \$980,397,735.

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

**Police Services:** Mansfield provides police services through a combination of resident state troopers and part time 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:** For the 2011-2012 academic year, Mansfield had a total enrollment of 1,323 in grades PK-8 and 1,225 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 2011-2012

- Maintained active involvement with the Mansfield Downtown Partnership (three council members sit on the Partnership's Board of Directors). Began construction on Storrs Center Phase 1A, Storrs Road improvements, parking garage, and intermodal center. Approved the draft Storrs Center Parking Management Plan as recommended by the Storrs Center Parking Steering Committee and the Mansfield Downtown Partnership Board of Directors.
- Continued to serve on a number of Council advisory committees such as but not limited to Sustainability, Committee on Community Quality of Life, and Town-University Relations. Ad hoc Council Sub-Committees such as Ordinance Review met on an as needed basis.
- Adopted the Ordinance Regarding the Administration of the Human Resources Program and the Ordinance to Prevent Neighborhood Nuisances. Adopted revisions to the Ethics Ordinance. Completed a comprehensive update to the Personnel Rules, applicable to the Town's non-union staff. Revised Fair Housing Policy and adopted a Fair Housing Resolution. Updated the Council's Rules of Procedure.
- Conducted numerous workshops regarding Mansfield Public Schools elementary school facilities. Evaluated and analyzed options regarding construction/renovation of elementary school facilities. Endorsed a preliminary recommendation to construct two new elementary schools and renovate the Mansfield Middle School.
- Completed the police services study and endorsed Alternative Two, the Enhanced Trooper model.
- Continued to help lead the Mansfield Community-Campus Partnership (MCCP) which strives to improve the quality of life for all members of the community and to promote positive community-campus relations. Working with staff, MCCP implemented a recycling program for Celeron and Hunting Lodge Road apartments. Implemented the Healthy Campus grant initiative.
- Published a *Citizen's Guide to the Budget – 2012 Edition*.

### Plans for FY 2012-2013

- 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.

- 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.
- 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 2011-2012**

- Developed proposed FY 2012/13 operating and capital budgets. Made revisions to budget narratives to reflect departmental goals and objectives and identified linkages to *Mansfield 2020: A Unified Vision*, the Town's strategic plan; modifications to the narratives improve the budget document as both a policy and communications tool while promoting open and transparent government.
- Began preparations for participation in ICMA's Center for Performance Measurement 101 Program.
- Coordinated and managed Town's response to Tropical Storm Irene and Winter Storm Alfred. The response entailed a comprehensive effort involving multiple municipal departments, outside agencies and community volunteers.
- Continued to assist Town Council with review of school building project. In conjunction with Finance Department, facilitated numerous workshops, prepared public informational pieces, and coordinated the public hearing and referendum related to the project.
- Continued to support work of assigned advisory committees and Town Council.
- Prepared application to Small Cities Community Development Block Grant Program for housing rehabilitation loan funds.
- Completed Storrs Center parking management plan. Construction underway for Storrs Center Phase 1A, the parking garage, intermodal center and Storrs Road improvements.
- Completed police services study; Mansfield Town Council endorsed Alternative Two, the Enhanced Trooper Model. Funds are provided in the FY 2012/13 operating budget to begin implementation of the Enhanced Trooper Model.
- Continued implementation of various aspects of *Mansfield 2020: A Unified Vision* (strategic plan).
- Recruited and filled various full-time and part-time Town staff positions such as: Library Director, Early Childhood Services Coordinator, Firefighter/EMTs, Library Assistants and Associates. Due to a number of retirements, conducted higher than normal amount of recruitments. 21 appointments (both new hires and promotions) were made in the first seven months of the fiscal year.
- Offered training workshops of general interest to the workforce at-large such as: Freedom of Information Act (FOIA) nuts and bolts; leadership styles and communication; and customer service.

- Presented draft revisions of the Personnel Rules (applicable to the Town's non-union staff) and Ethics Code to the Town Council. In January 2012, the Town Council updated the Personnel Rules for the first time since 1995. The Ethics Code was adopted in May 2012, the first revisions since its inception in 1995.
- Reviewed and revised existing policies such as Vehicle Use, Drug-Free Workplace, and Affirmative Action.
- Complied with new state requirement to distribute the state's Public Records Policy on the Disposition of Public Records to existing employees and new hires and maintain acknowledgement receipts in personnel files.
- Complied with and implemented the new state paid sick leave law for approximately 30 eligible employees in January 2012.
- Fostered partnerships with UConn by placing over a dozen work study students with town departments at no direct cost to the Town. In conjunction with the Town Clerk's Office, interviewed potential students, coordinated student assignments, scheduling, and payroll.

### **Plans for FY 2012-2013**

- Continue oversight of Storrs Center project to ensure completion of phases 1A and 1B, and to initiate future phases of project.
- Assist Town Council with its review of proposed school building project.
- Continue coordination of various environmental initiatives.
- Continue preparation of a comprehensive economic development program for the Town of Mansfield; re-establish Mansfield Economic Development Commission (EDC).
- Begin implementation of the Police Services Study Alternative Two "Enhanced Trooper Model," as endorsed by Council.
- Enhance organizational development program activities to build capacity within the organization and support employees in achieving their professional goals.
- Update personnel policies to promote a culture of ethical behavior, fair and equitable treatment of employees, and compliance with state and federal regulations.
- Provide an employee wellness program that promotes healthy lifestyles. Provide training designed to promote workplace safety and employee wellness.
- Maintain the Health Insurance Fund balance to an amount equivalent to being fully insured.

## **ANIMAL CONTROL**

Noranne Nielsen, Animal Control Officer

The Animal Control Division consists of a full time Animal Control Officer, a part time Assistant Animal Control Officer and one seasonal part-time kennel cleaner. The Division is responsible for the enforcement of state statues concerning canines, felines, and sick wildlife and for managing the Animal Shelter.

Animal Control responds to complaints from residents concerning dog problems, animal bites and/or scratches to humans, and impounding of stray dogs. The Division 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 puts a barrier against rabies between wildlife and humans.

**Accomplishments for FY 2011-2012**

- Responded to approximately 1910 complaints, issued 357 warnings, 57 notices to license and 4 infractions.
- Quarantined 4 dogs and 2 cats. Impounded 217 animals of which 53 were reclaimed, 135 were adopted out to new owners, 5 were struck by vehicles, and 25 were too injured 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; 4 notices to spay/neuter were issued in Fiscal Year 2011/12.
- Designed and implemented software for financial reports.
- Finished the door-to-door canvas in search of unlicensed dogs and unvaccinated pets.

**Plans for FY 2012-2013**

- Continue with the volunteer and community service/senior projects program on a time available basis.
- 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.

June 2012 Enrollment

Grade	Goodwin	Southeast	Vinton	Grade	MMS	District
<b>PreK</b>	29	29	32	<b>5</b>	144	
<b>K</b>	37	49	46	<b>6</b>	141	
<b>1</b>	28	40	59	<b>7</b>	145	
<b>2</b>	39	47	39	<b>8</b>	147	
<b>3</b>	38	45	50			
<b>4</b>	28	50	52			
<b>Total</b>	<b>199</b>	<b>260</b>	<b>278</b>		<b>577</b>	<b>1314</b>

**Accomplishments for FY 2011-2012**

- Elementary schools offered 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 filled backpacks and donated them to area shelters and the PTO organized Diversity Mixers culminating in an International Potluck Dinner.
- At Southeast School, there were 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 provided monthly access to cultural, artistic, and musical assemblies and on-site museum programs to bring enrichment opportunities to children regardless of economic background.
- Mansfield Middle School offered four different world languages (French, Spanish, German and Latin), and a German and Chinese student exchange program. Afterschool programs offered exploratory and enrichment opportunities outside the regular classroom.
- All schools participated in integrated art and dance programs and 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.
- Elementary and middle school students performed 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 2012 CMT, Mansfield Public Schools students achieved State Goal at the following rate:
  - ⇒ Mathematics: Grade 8 – 73.8%, Grade 7 – 79.3%, Grade 6 – 86.4%, Grade 5 – 82.8%, Grade 4 – 82.8%; Grade 3 – 82%
  - ⇒ Reading: Grade 8 – 84.7%, Grade 7 – 87.1%, Grade 6 – 86.4%, Grade 5 – 78.2%, Grade 4 – 80.4%, Grade 3 – 71.5%
  - ⇒ Writing: Grade 8 – 81.4%, Grade 7 – 78.6%, Grade 6 – 89.9%, Grade 5 – 69.7%, Grade 4 – 79.3%, Grade 3 – 72.0%
  - ⇒ Science: Grade 8 – 78.0%, Grade 5 – 80.2%

### **Plans for FY 2012-2013**

- Help every student to be a confident and successful learner.
- Attract, hire, support, and retain qualified and motivated professional staff.
- Continue to improve the effectiveness of the Board of Education.
- 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.
- Employ fiscal planning for long term sustainability.

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 and Demolition Codes, as well as the Town Housing Code, Litter Ordinance and Residential Parking Ordinance. The Department 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 stat-

utes. 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 an 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 2011-2012**

- 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.
- Continued work with the Mansfield Community Campus Partnership (MCCP) including site visits and attendance at the annual Housing Fair.
- Continued implementation of the Residential Off Street Parking Ordinance.
- Worked on creation of the proposed Nuisance House Ordinance.
- Continued blight patrols to enforce Litter Ordinance.
- Continued review of the Fire Prevention Fee Ordinance.
- Continued negotiations with fee ordinance collection vendor.
- Began administration of Building Code for Storrs Center project.

### **Plans for FY 2012-2013**

- Continue to implement enforcement of the Housing Code.
- Continue normal Building Department functions, i.e. permitting, plan review, inspections, etc.
- Work with all stakeholders to aid in construction of Storrs Center.
- Continue to implement the Residential Parking Ordinance.
- Continue to work with MCCP.
- Complete staff work on proposed ordinances and administer as appropriate.
- Select vendor for permitting and inspection software.
- Explore online permitting and code enforcement software.

### **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 holds special events and acts as an advocate for the three commercial areas. As a public-private partnership, the organization is composed of representatives from the community, business, the Town of Mansfield, and the University of Connecticut.

### **Accomplishments for FY 2011-2012**

- Construction began on Phase 1A (1 Dog Lane, 9 Dog Lane, and 11 Dog Lane) of Storrs Center which includes 127 apartment units and 27,000 square feet of commercial space. The apartments were on schedule for completion on August 1, 2012. All apartments were leased as of

April 2012. Commercial space is completely leased except for two spaces. Storrs Automotive and Select Physical Therapy moved into their new space in April 2012.

- Received a \$500,000 State of Connecticut Small Town Economic Assistance Program (STEAP) grant for infrastructure work on Village Street for a total of \$24 million in federal and state resources for Storrs Center.
- Worked with the Town on coordinating the construction of the parking garage, Dog Lane, and Storrs Road. Held scheduling meetings twice a month to ensure effective coordination amongst the University of Connecticut, the Town of Mansfield, LeylandAlliance, and their contractors. The Partnership serves as the primary communications venue (construction website at <http://storrscenterconstruction.blogspot.com>, press releases, e-mail blasts, facebook) to reach out to the public on construction issues.
- Worked with the Town on the design of the intermodal transportation center.
- Facilitated zoning permit approval process for the Post Office Road site and Post Office Road in September 2011.
- Worked with the Town on the design of the Village Street; BL Companies began work in early 2011. Facilitated zoning permit approval process in April 2012.
- Worked with master developer LeylandAlliance to solicit businesses for Storrs Center. Leases signed for all but two spaces in the 9 Dog Lane building. Leases signed for an additional location for the UConn Co-op and UConn Health Center medical offices in Phase 1B.
- Worked with LeylandAlliance to develop marketing plan for Storrs Center.
- Under the auspices of the Storrs Center Parking Steering Committee, completed Storrs Center Parking Management Plan in February 2012. A key element of the Plan is a cooperative agreement with surrounding property owners to assist them with parking enforcement.
- Worked with University of Connecticut landscape architecture students to complete the *Downtown District Public Spaces and Green Infrastructure Master Plan* to identify and promote the public spaces in downtown Mansfield.
- Worked with the Town's Planning and Development Department to develop the first successful Local First Mansfield initiative over the holidays to promote buying local in Mansfield.
- Worked with the Town Manager and Director of Public Works to develop an operations plan for Storrs Center including the intermodal transportation center.
- Initiated Partnership 3-Year organizational Strategic Plan.
- Organized third annual "Celebrate Mansfield Weekend" which included the 8<sup>th</sup> Annual *Festival on the Green*, featuring Slavic Soul Party!, children's events, a juried art exhibit, and the Celebrate Mansfield Parade; and a wine tasting benefit hosted by the Altnaveigh Inn and Restaurant.
- Held 6<sup>th</sup> annual Winter Fun Day in partnership with the Town of Mansfield and the Mansfield Community Center.
- Produced fall and spring Partnership newsletters highlighting the Storrs Center groundbreaking and tenanting in Storrs Center.
- Assisted Town of Mansfield with the 6<sup>th</sup> 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, facebook, radio, and TV, to promote plans to revitalize downtown Mansfield. Scheduled to present the Storrs Center project at the Southern New England American Planning Association conference in September 2012 and the Build Boston conference in November 2012.

### **Plans for FY 2012-2013**

- Complete construction and opening of Phase 1A in August 2012.
- Complete construction and opening of parking garage in August 2012.

- Complete construction of Phase 1B and open in August 2013.
- Complete construction of Storrs Road.
- Begin and complete construction of intermodal transportation center.
- Begin and complete construction of Village Street.
- Begin construction of market square area including 31,000 square foot grocery store.
- Work with LeylandAlliance on the development of Phase 1C and the Village Street neighborhood.
- Work with LeylandAlliance to implement Storrs Center commercial marketing plan for retail, restaurants, and offices. Hold grand opening event and ribbon cuttings for new businesses.
- Complete business relocations as outlined in the Relocation Plan objectives in the Storrs Center Municipal Development Plan.
- Work with the Town and LeylandAlliance on an effective commercial, public spaces, and way-finding signage program. Implement program in 2012-2013.
- Solicit consultant to design Town Square; implement plan with construction to be completed in fall 2013.
- Prioritize and implement recommendations in the *Downtown District Public Spaces and Green Infrastructure Master Plan*.
- Complete operations plan for Storrs Center.
- Complete Partnership 3-Year Organizational Strategic Plan.
- Continue to staff Storrs Center Parking Steering Committee and communicate parking policies, rates, and locations to the public.
- 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 LeylandAlliance.
- Work with Town of Mansfield to hold 7<sup>th</sup> Annual Tour de Mansfield in July 2012.
- Coordinate Celebrate Mansfield Weekend events and publicity and hold 9<sup>th</sup> annual *Festival on the Green* in Storrs Center in September 2012.
- Hold 7<sup>th</sup> annual Winter Fun Day in February 2013.
- Produce newsletter in spring 2013.
- Continue outreach through publications including update of website, electronic mail, speaking engagements, and 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: 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 2011-2012**

- Board of Directors adopted an operating budget of \$714,375 for FY 12/13, which is a >1% reduction from the previous fiscal year.
- Milestones in public health emergency preparedness activities included: support of town's Storm Irene and Alfred response and recovery efforts; successful completion of Mass Dispensing Area Technical Assessment Review; and support of Region 4 Project Public Health Ready application.
- Health promotion milestones included: a \$419,500 grant to build local capacity to implement policy, systems and environmental changes that promote healthy behaviors; and, expansion of the employee wellness program "Be Well" to Town of Tolland employees.
- Provided technical support to the Town of Coventry with the North Coventry Fire Department building project.
- Provided technical and field support to the Town of Bolton for the Bolton Lake Sewer project
- Communicable disease control activities included review of and follow up (as needed) with 1,240 case reports and conducting 28 disease outbreak or individual case investigations.
- Main indicators for environmental Health District activity in Mansfield include: 161 site inspections for septic systems; 43 septic permits issued; 14 well permits issued; 31 complaints investigated; 42 environmental samples taken for lab analysis; 166 food establishment inspections and other health inspections; 67 B100a building permit reviews; and, 183 test pits and perc tests.

### **Plans for FY 2012-2013**

- Engage in agency long-term strategic planning process.
- 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.
- Address the individual public health needs of member towns as they arise.

## **EMERGENCY MANAGEMENT**

Fran Raiola, Acting Director

The goals of the Emergency Management Program 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 pre-planning and preparedness to mitigate the effects of disasters and emergencies. To accomplish these goals the Emergency Management Program 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 Emergency Management Program administers the Town's Hazardous Materials Right To Know Program and Chemical Emergency Plans and assists with management of the Voice Communications Fund.

### **Accomplishments for FY 2011-2012**

- Continue to work with the residents/owners of single family dwellings on Thornbush Road regarding feasibility of elevating living levels of dwellings above the 100 year flood elevation utilizing a FEMA (Federal Emergency Management Agency) SRL Grant (Severe Repetitive Loss). The purpose of such projects is to reduce repetitive claims paid for losses due to flooding of the Willimantic River.
- Continued to work with FEMA regarding January 2011 Storm Irene grant processing.

- Coordinated the response to and recovery from October 2011 Storm Alfred and prepared FEMA grant request.
- 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.
- Served as a member of the DEHMS Region IV and WINCOG EMD groups.
- Held several Emergency Management Advisory Council meetings.
- 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 10, 11, and 12 and to update the regional Emergency Operations Plan.
- Continued to assist and support the Eastern Highlands Health District with planning for health emergencies.
- 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 and installed new AED units at Lions Field and Southeast Field.
- Participated in the planning and exercise for the UConn Host Community - Millstone Evacuation Plan.
- Planned and participated in the multi-day Statewide Disaster Exercise based on the potential impact to Connecticut and specifically our locality from a hurricane.

#### **Plans for FY 2012-2013**

- Work with the DEMHS Region IV Regional Emergency Planning Team to implement the Federal FY '11 and '12 regional spending plan and to update the regional Emergency Operations Plan.
- Continue to serve as a member of the DEHMS Region IV and the WINCOG EMD group.
- Work with the residents/owners of a single family dwelling on Thornbush Road regarding feasibility of SRL Grant (Severe Repetitive Loss).
- Revise and update the Town's Emergency Operations Plan and Annexes to reflect after action items from Storms Irene and Alfred and the Statewide Exercise to ensure that the EOP is consistent with the newly developed regional plans.
- Update the Town's Sheltering Plan and establish written agreements with the American Red Cross to recognize Mansfield as a regional shelter.
- Continue to train staff to support the Emergency Operations Plan.
- Seek funding to establish the Town's Emergency Operations Center in the Council Chambers at Town Hall and upgrade communications between the Emergency Operations Center and Fire Station 307.
- Partner with the Mansfield Community Center and American Red Cross to offer disaster preparedness training to the community.
- Continue to administer the U.S. Department of Homeland Security Fiscal Year Grant Programs.
- Continue to seek funding opportunities for emergency planning and preparedness initiatives.

### **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 and Wellness Center; Public Works buildings; Mansfield Community Center; Bicentennial Pond buildings; Animal Shelter; Transfer Station; Mansfield Discovery Depot; Joshua's Trust;

Maintenance Shop; Old Town Hall; School Bus Garage; Lion's Park Concession building and 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, and boiler cleaning, 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 2011-2012**

- Instituted summer cleaning schedule for all schools. Finished ten (10) days early.
- Replaced shower basins at Mansfield Community Center during cleaning/maintenance week.
- Completed a thorough cleaning of the Mansfield Senior Center during their annual shutdown.
- Completed a thorough cleaning of the Daycare during their annual shutdown.
- Installed dehumidifiers at Mansfield Community Center.
- Installed new carpeting at Southeast School portable classroom and at the Mansfield Middle School in the hallway outside of the auditorium.
- Completed approximately 1,200 work orders.
- Completed energy efficient boiler installation at Fire Station #107 and at the Historical Society.
- Completed major repairs to Mansfield Public Library.
- Installed electric car charger at the Mansfield Community Center.
- Installed new fencing at Goodwin Peace Garden.
- Completed preventive maintenance tasks on boilers, roofs, and air handlers.
- Completed asbestos and OSHA mandated refresher courses.
- Extended exhaust on emergency generator at Fire Station #107.
- Purchased portable generator for use at any town building.
- Completed septic system studies at both Vinton and Goodwin Schools.

### **Plans for FY 2012-2013**

- Install marble walls in Mansfield Community Center shower rooms.
- Repair main entrance overhang at Mansfield Community Center.
- Install a new energy efficient boiler system at Goodwin School.
- Re-grade lawn, paint, and install software and sensors to control humidity at Mansfield Public Library.
- Remove in-ground oil tanks at all fire stations, Vinton School and Library.
- Install greenhouse at Mansfield Middle School.
- Install energy efficient exterior lights at Mansfield Community Center.
- Research the feasibility of solar panels on the schools and parking garage.
- Run a trial period for a new work order system.

## **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 and Property Assessment.

### **Accomplishments for FY 2011-2012**

- Prepared the Fiscal Year 2010-2011 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District in compliance with all Governmental Accounting Standards (GASB).
- Received Certificate of Achievement for Excellence in Financial Reporting for both the Town and Regional School District 19 for FY 2010-11 .
- Provided fiscal analysis, research and projections for a proposed major school building project.
- Implemented a centralized energy reporting system for tracking and projecting energy costs and usage.
- In conjunction with the Finance Committee revised the Town's Fund Balance Policy to maintain fiscal stability and to maintain or improve Mansfield's bond rating (currently rated by Moody's at Aa2).
- Implemented a major tax system and other receivables software conversion for streamlined billing, inquiries and better customer service.
- Upgraded the tax collection office counter area for ADA compliance and improved customer usage.
- Processed 344 real property ownership changes for the October 1, 2011 Grand List and completed numerous field inspections for new construction, additions, remodeling, decks, sheds, garages, etc.
- Implemented a new assessment data administration software package to improve efficiency, effectiveness and improved customer service

### **Plans for FY 2012-2013**

- Prepare the Fiscal Year 2011-2012 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.
- Continue to investigate and analyze options for a major school building project.
- Continue the implementation of a sustainable capital improvement program, providing quarterly financial and program updates and assistance with the preparation of a five year capital improvement plan.
- Continue the review of all financial management goals and update as necessary for current GASB requirements and current best practices.
- Continue effective cash management and provide accurate and timely financial reporting for all entities.
- Maintain a policy of full and open disclosure of all financial activity through the issuance of comprehensive quarterly and annual financial reports.
- Continue to implement new features provided by the updated tax collection system including the on-line inquiry and payment system for use by our customers.
- Continue to maintain an overall collection rate of 98% or higher through increased efficiency and communication with our customers.
- Investigate an upgrade to the Computer Assisted Mass Appraisal (CAMA) system to increase efficiency.
- Maintain accurate grand list data and continue the systematic inspections of properties in preparation for the 2014 Town-wide revaluation.

<u>Expenditures 2011-2012</u>	<u>Amount</u>	<u>% of Total</u>
General Government	\$2,357,701	5.3%
Public Safety	3,145,543	7.2%
Public Works	1,877,271	4.3%
Community Services	1,609,411	3.6%
Community Development	514,071	1.2%
Town-wide	2,320,278	5.3%
Transfers to Other Funds	1,957,660	4.4%
Education	30,314,144	68.7%
<b>Total</b>	<b>\$44,096,079</b>	<b>100.0%</b>

<u>Revenues 2011-2012</u>	<u>Amount</u>	<u>% of Total</u>
Property Taxes	\$25,542,349	57.6%
Federal/State	17,506,473	39.4%
Investments	22,392	0.1%
Other Local	1,296,108	2.9%
<b>Total</b>	<b>\$44,367,322</b>	<b>100.0%</b>

**Top Ten Taxpayers  
October 1, 2011 Grand List**

The list percentages are calculated by dividing the individual property assessment by the October 1, 2011 Net Grand List Total of \$981,143,853. (Before Board of Assessment Appeals adjustments)

<b>Property Owner</b>	<b>Description</b>	<b>Assessment</b>	<b>% of Taxable Grand List</b>
Connecticut Light & Power	Public Utility	\$ 13,641,860	1.39%
Rre Vip Mansfield LLC	Apartments	10,788,820	1.10%
Eastbrook F LLC	Eastbrook Mall	9,242,310	0.94%
157-35 OAP Holdings LLC	Apartments	8,656,270	0.88%
Celeron Square Associates	Apartments	7,509,180	0.77%
Colonial BT LLC	Apartments	5,390,000	0.55%
Glenn Ridge Cooperative, Inc	Housing Co-Op	5,306,770	0.54%
New Samaritan Corp.	Nursing Home	5,018,020	0.51%
Carriage Polo Run LLC	Apartments	4,895,240	0.50%
Hayes-Kaufman Mansfield Assoc.	Shopping Plaza	4,655,000	0.47%
<b>Total Top Ten Assessments</b>		<b>\$ 75,103,470</b>	<b>7.65%</b>

**General Fund**  
**Schedule of Changes in Fund Balance—Budgetary Basis**  
**For the Year Ended June 30, 2012**

Designated for 2011/2012 Budget Undesignated		-	2,070,077	
Fund Balance, July 1, 2011		\$	2,070,077	
<hr/>				
Total revenues and transfers in				
Appropriation of fund balance				
<hr/>				
Total appropriation, transfers in				
<hr/>				
Total expenditures and transfers out:				
Town	13,829,750		13,781,934	47,816
Mansfield Board of Education	20,572,170	15,990	20,588,160	3,245
Contribution to Reg. #19 Board of Ed.	9,729,230		9,729,230	
<hr/>				
Total expenditures	44,131,150	15,990	44,147,140	51,061
Results from budgetary operations	\$ 200,000	\$ (15,990)	\$ 184,010	\$ 271,243
<hr/>				
Fund balance, June 30, 2012				271,243
<hr/>				
Fund balance:				
Designated for 2012/13 budget				-
Unassigned				2,341,320
<hr/>				
Total Fund Balance				\$ 2,341,320

## **FIRE AND EMERGENCY SERVICES**

David J. Dagon, Fire Chief

The Division of Fire and Emergency Services provides Fire and Life Safety Education, Fire Suppression, Rescue, and Emergency Medical Services (EMS) to the community. The combination workforce, made up of volunteer and career personnel, is supported in its mission by the Mansfield Firefighters Association. The Division operates out of three strategically placed fire stations and records approximately 2,000 calls for service each year.

### **Accomplishments for FY 2011-2012**

- Responded to a total of 1,889 calls for service. The breakdown of selected incidents is as follows: Fires 111; Rescue/EMS 1,316; False Alarms 131; Hazardous Condition 76; Service Call 156; Other Calls for Service 99. Mutual Aid was provided 249 times.
- Two events, Tropical Storm Irene and Winter Storm Alfred, dominated Department emergency activities in the latter part of 2011. The experience provided an opportunity for the Department to identify certain operational needs related to facilities and equipment that will improve response to future emergencies.
- Instituted regular and routine on-site training at the Storrs Center Development. The Department introduced training programs and standardized equipment to respond effectively to these occupancies.
- The Mansfield Firefighters Association Explorer Program sent a member to a week long Introduction to the Fire Service program at the Connecticut Fire Academy. Another member of the program attended a week long Advanced Introduction to the Fire Service program at the Connecticut Fire Academy. (This program prepares potential future members of the Department for the fire service.)
- Continued to staff the EMS (Emergency Medical Service) Duty Crew program during weekend nights when the University is in session. This program provides greater participation opportunities for volunteer members and a reduction in the Department's reliance on mutual aid ambulances.
- Continued work on the Department's GIS (Geographic Information System) mapping project. The current stage of development is dedicated to linking pre-plan information for use by emergency responders.
- EMS in-service training and Quality Assurance programs continue to be provided monthly by Windham Community Memorial Hospital (WCMH). The sessions include relevant topics on emergency medical care and a review of specific calls for service.

### **Plans for FY 2012-2013**

- Participate in the ISO's (Insurance Service Office) periodic survey and evaluation of Mansfield's public fire protection to determine a fire insurance classification.
- Re-evaluate the Department's volunteer rank structure and job descriptions to determine the most efficient assignment of duties, responsibilities, and reporting relationships.
- Conduct a volunteer officer selection process to fill vacancies in the officer rank structure for the positions of Assistant Chief, Captain, and Lieutenant.
- Continue contracting select certification training through the Connecticut Fire Academy to provide professional development opportunities for Department personnel.
- Analyze the Fire Prevention and Inspection Division's staffing structure and service delivery requirements to ensure an effective staffing configuration.
- Continue quality review of the Deputy Fire Marshal inspection program to determine its effectiveness.

- Analyze the supervisory, field training, and scheduling requirements to maximize productivity of the Deputy Fire Marshal inspection program.
- Continue to evaluate operational staffing levels and assignments to assure the effective delivery of fire and emergency medical services.
- Maintain the Department's emphasis on the development of Geographic Information System mapping. Begin researching the technical requirement that will enable response personnel to access GIS information electronically.
- Continue to support for the Volunteer EMS Duty Crew program. Consider expanding to both Ambulances when Duty Crew staffing permits.
- Continue to review and evaluate the Fire Department safety policies and review and update the operational procedures.

## **FIRE PREVENTION**

Fran Raiola, Acting Deputy Chief/Fire Marshal

The goals of the Fire Prevention Division (Office of the Fire Marshal) are to: prevent unwanted fires and reduce their impact; enforce the fire codes; develop fire safe behavior in our population; encourage the use of built-in fire protection devices; and to provide fire protection resources and expertise to the community. To accomplish these goals the Fire Prevention Division 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 Fire Prevention Division administers the Town's Open Burning Program, and Underground Petroleum Storage Tank Program.

### **Accomplishments for FY 2011-2012**

- Reviewed and revised permitting process for new construction to simplify the permitting and record keeping requirements.
- In partnership with the Mansfield Board of Education and private schools, presented age appropriate Fire and Life Safety Education programs in all pre-K through 5<sup>th</sup> grade classrooms. The programs are designed to give students life-long fire and life safety knowledge and skills.
- Conducted required inspections of apartments, public assembly occupancies, businesses, schools, daycare facilities, group homes, and health care facilities.
- Conducted plan review and inspections for new and renovated commercial occupancies.
- Conducted staff reviews of site plans for Planning and Zoning for compliance with Fire Lane Ordinance and emergency access.
- Conducted plan reviews for the first phases of the Mansfield Downtown Project.
- Conducted required fire code inspections for the Mansfield Downtown Project.
- Prepared a SOG (Standard Operating Guide) for conducting and documenting fire investigations (applicable to Mansfield Fire Department staff who are certified at the Deputy Fire Marshal level).
- Implemented electronic reporting for the Deputy Fire Marshal Inspection Program.
- Worked with the University of Connecticut (Connecticut Water) and the Willimantic Water Works to stabilize fees for fire hydrants and water supplies for fire protection.
- Maintained a working partnership and communication with the University of Connecticut Fire Department, Office of the Fire Marshal, for the turnover of property for the Mansfield Downtown Project and for the build out of the project.
- Served as the Chairperson of the State of Connecticut Fire Prevention Code Advisory Committee.
- Served as a member of the State of Connecticut Codes and Standards Committee and as a member of the Code Amendment Subcommittee.

- Delivered Fire Prevention and Life Safety Education Programs to the elementary schools, middle school, daycare providers, the senior community, VNA, and several businesses.
- Reviewed and approved a new emergency evacuation plan for Juniper Hill. Conducted practice drills.
- Worked with the Superintendent of Schools to conduct crisis response drills and training in all Mansfield public schools.
- Served as President of the Windham County Fire Marshal's Association.
- Continued to administer the Fire Department Records Management System.
- Updated E911 system and related database.

### **Plans for FY 2012-2013**

- Continue to enhance and expand the fire and life safety education programs that are offered to the community.
- Develop a neighborhood based fire prevention program.
- Partner with Region 19 to develop a college bound senior fire safety program at E.O. Smith.
- Continue to enhance the inspection program for existing buildings and occupancies to ensure compliance with the Connecticut Fire Safety Code and Fire Prevention Code.
- Continue to develop and enhance the Fire Prevention Division to better ensure that existing occupancies are in compliance with best practices and state regulations by implementing electronic information systems for data entry, documentation and reporting.
- Monitor fire safety laws and regulations.

## **MANSFIELD HOUSING AUTHORITY**

Rebecca Fields, Executive Director

Richard P. Long, Chairperson

Serving the towns of Mansfield, Coventry, Ashford, Willington and Chaplin, the Housing Authority of the Town of Mansfield provides housing assistance to its residents. The Housing Authority administers a federal housing assistance program through the Department of Housing and Urban Development (HUD) 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 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 2012 is projected to be 92.34 %. This represents an increase over the 2011 utilization rate of 89.43%. The economic conditions for employment have been improving with Section 8 participants being hired and hours being increased, but the economy still continues to be a drag on their earnings and a factor in the Housing Authority's monthly assistance cost.

The estimated average amount of rental assistance per family for 2012 is \$658 per month; this is up from \$654 per month last year primarily due to rent increases and HUD payment standards not

reflecting the market rents. HUD has reduced Housing Assistance Payment (HAP) funding to \$530 per month per voucher. In 2012 HUD required Housing Authorities, nationally, to fund a portion of HUD's Annual HAP Contract with Housing Authorities through each Authority's HAP reserve account. For the Mansfield Housing Authority the impact of funding part of HUD's Annual HAP Contract resulted in the HAP reserve being reduced by \$110,074. HUD's use of the Housing Authority's reserve account has reduced the reserves to approximately \$50,000 which will jeopardize the continuation of the program. With monthly costs of \$85,000 to \$87,000 per month, this reduction in HAP reserves will leave the Housing Authority with less than one month of HAP costs. The Housing Authority will make approximately \$1,073,000 in rental assistance payments on behalf of our participants in 2012. The estimated average number of vouchers used for 2012 is 137. To utilize all 149 vouchers, more federal funding or lower costs per family will have to be realized.

Administrative fees are tied directly to the number of vouchers leased. Not having enough HAP to fund all vouchers has put a significant strain on the operating budget. Year over year, the Housing Authority has not been able to use all its vouchers which have resulted in the operational reserve account being depleted and without additional HAP funds administrative fees cannot be earned. With the HAP reserve account decimated, it does not allow the Housing Authority to use that reserve to lease up additional vouchers and earn administrative fees. The overall financial health and viability of the Section 8 program has greatly deteriorated this year and the future of the program is in question.

The waiting list was opened in December 2010. Approximately 3000 applications were received and 250 families were placed on the waiting list in January 2011 via a lottery system. There are currently 43 families on the waiting list. Due to lack of funding the waiting list is not expected to open this year.

### **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 be part of the leased unit in the future. Front porches were added to one of the buildings which provide shelter from the elements and a place for residents to sit and socialize with neighbors. Additional buildings may be done in the future.

The waiting list is currently open, with 55 applicants on the list. The average turnover rate for this housing community is 8 to 9 units per year. Nine units turned over in 2011 and it is expected that the turnover rate for 2012 will be 8 units. The Housing Authority continues to search for ways to increase affordable housing in Mansfield that will be financially sustainable in the long term.

### **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 was the recipient of its annual grants provided by the Connecticut Department of Economic and Community Development. The Resident Service Coordinator grant funds a 4-5 hour per week position which provides tenants with help to access needed services. 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 for base rent. The waiting list is currently open with 14 applicants on the list. The average turn over rate for this housing community has been 4 to 5 units per year. Five units turned over in 2011 and it is expected that the turnover rate for 2012 will be 7 units.

## **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 Human Services Advisory Committee, 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 includes 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, and the Tenant/Landlord Advisor.

### **Accomplishments for FY 2011-2012**

- Provided case management, referral and direct assistance to 368 residents.
- Provided emergency financial assistance (Special Needs Fund) and food pantry assistance for a total of 138 incidents.
- Assisted 202 persons who are elderly or disabled to apply for State tax relief programs.
- 106 families received holiday assistance consisting of food, gifts, and cash assistance from a variety of donors.
- 98 families were approved for fee waivers for various municipal programs and services.
- 102 individuals received cash assistance through the Mansfield Holiday Fund.
- Managed shelter and mass care operations to assist residents following storms Irene and Alfred.
- Worked with staff of the University of Connecticut to implement a healthy campus initiative grant focused on responsible party behavior.
- Implemented Fair Housing protocols to support Mansfield's Fair Housing policy.

### **Plans for FY 2012-2013**

- Complete a Departmental management study to critically evaluate: the mission and vision of the Human Services Department; services, staffing and resources needed; and organizational structure of the Department required to deliver these services.
- Consolidate community fund raising initiatives related to Special Needs, camperships and holiday donations.
- Update the Department's emergency operations plan relative to responsibilities for sheltering and mass care.

## **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, and medical services through a variety of programs.

## **Accomplishments for FY 2011-2012**

- 58 seniors became members of the Mansfield Senior Center Association during this year. There are 1,325 registered members of the Mansfield Senior Center Association.
- 358 people subscribe to the monthly Sparks newsletter. Others access the newsletter through the Town's website or receive a copy from various sites throughout Mansfield.
- Volunteers provided 5,808 hours of time.
- Served 7,197 congregate subsidized meals to seniors through Thames Valley Community Council. 176 additional meals were provided through other sources. 5,305 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 School and the University of Connecticut.
- 134 seniors received assistance with tax preparation.
- 253 seniors received flu shots.
- Offered health assessments, screenings and preventative care at the Wellness Center. VNA East provided care to 57 patients for 143 visits; the podiatrist treated 85 patients for 259 visits; reflexologist saw 18 clients for 88 visits; 29 clients received therapeutic massage for 60 visits. Many seniors took advantage of free legal services and several free screenings: hearing, balance, and cholesterol.
- Interim Healthcare provided blood pressure screenings twice a month. On average, 25 seniors receive blood pressure checks at each clinic. 96 unduplicated seniors participated for 356 visits.
- Two undergraduate students interned at the Mansfield Senior Center.
- The Volunteer Transportation program has 18 drivers and provided 181 rides this year.
- Instituted summer hours with Thursday evening programming.
- Worked with 155 individuals and provided case management and referrals for legal services, snow removal, household repairs, heating assistance, food stamps, ConnPace, Medicaid, Medigap, fee waivers, community mental health services and marriage counseling.
- Finalized printing and distribution of "At Your Fingertips" a senior resource guide.
- Hosted a presentation by Congressman Joe Courtney on changes to Medicare and Medicaid and the impact of the Affordable Healthcare Act on seniors.
- Prepared and presented information at Glen Ridge, Juniper Hill Village, and Jensen's Adult Park on how to prepare for an emergency.
- Initiated a monthly Alzheimer's Support group.

## **Plans for FY 2012-2013**

The Mansfield Senior Center will provide programs that promote and stimulate healthy living options for the senior residents of Mansfield.

- Maintain total participation at the Mansfield Senior Center at 20,000 per year.

- Develop an internal review process utilizing the My Senior Center computer program to evaluate participation rates and effectiveness of programs being offered at the Senior Center by January 2013.
- Solicit and review programs offered at other Senior Centers both locally and nationally to determine if there are additional programs that should be offered at the Mansfield Senior Center by May 2013.

### **Youth Services**

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

The mission of the Early Childhood Services program is to ensure that all Mansfield's children, birth through eight years old, are healthy, successful learners, connected to the community. This mission is embedded in the work of the Mansfield Advocates for Children (MAC) which also includes the work of school readiness and the ad hoc playground committee. MAC is comprised of volunteers who represent a cross section of our community, many of them professionals who lend their content expertise to our mission. Financial support comes from the William C. Graustein Memorial Fund, the State Department of Education and the Town of Mansfield. Additional support comes from the Connecticut Center for Economic Analysis and the Town of Mansfield's Information Technology Department.

### **Accomplishments for FY 2011-2012**

- Provided accessible, comprehensive clinical services to approximately 338 children and adults for over 3,118 units of service which included assessment, counseling, positive youth development, group programming for children and parents, psychiatric services and case management.
- 73 student and professional volunteers were recognized at the YSB's Volunteer Recognition event for their significant contributions over the past year.
- YSB staff participated in planning a regional leadership conference for middle school and high school students including 20 towns and over 500 students. Students from both Mansfield Middle School and E.O. Smith High School participated.
- Twenty-seven people participated in the five-week Grief Group, including 10 community volunteers.
- Assisted 40 children to attend summer camp.
- Expanded the capacity of Youth Services by developing the skills and capabilities of volunteers and interns.
- Collaborated with Connecticut Youth Service Bureau Association to improve documentation of services and the use of a Results Based Accountability approach.
- Awarded a \$60,000 grant from the William Caspar Graustein Memorial Fund, the State Department of Education, and the Children's Health Fund of Connecticut to support implementation of Mansfield's Plan for Young Children.
- Awarded a \$4,000 Quality Enhancement grant from the State Department of Education.

- Continued the fourteenth year of the Mansfield School Readiness Program, supporting fifteen children receiving care at one of four nationally accredited centers.
- Worked with the CT Center for Economic Analysis to incorporate, review and analyze collected data that may affect indicators originally established in Mansfield's Plan for Young Children.
- Hired a new Early Childhood Services Coordinator and Administrative Assistant.

### **Plans for FY 2012-2013**

- Sustain the present level of services provided to youth and families by maintaining and building the capacity of the program to respond to an increased demand for services.
- Explore the feasibility of hiring an additional licensed practitioner.
- Collaborate with the courts, police, DCF, DMHAS, and the CT Youth Service Association to advocate for increased funding for regional services in the State budget.
- Develop additional referral sources of available volunteers by establishing relationships with two new university departments, including UConn Hillel.
- Provide monthly teaching and mentoring experiences by matching volunteers with their professional interests.
- Recognize the "Grandparents Raising Grandchildren" program's monumental 25th year anniversary.
- Expand the Big Friends program in collaboration with the Mansfield Middle School.
- Establish a Juvenile Incident Review Team including Fire, Police and school staff.
- Rewrite and publish Mansfield's Plan for Young Children, resulting in implementation of the strategies contained in that plan.
- Continue to provide outreach to underserved members of the community for early care and education.
- Share the results of the community connectedness survey with the Board of Education and the Town Council.
- Support the building of a community-built playground, and work closely with the MAC ad Hoc committee on this initiative.
- Identify ways to use social networking resources for early care and education information dissemination.

## **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 provide customer-centric support services to its user base to assure the successful utilization of technology. These technologies include computer hardware, software, and network services across eighteen Town and School buildings, as well as our website presence and land-line telephones. In total, this encompasses 1,500 computers and the network includes over 3,000 staff and student users, as well as public computer services used by the citizens in our community.

### **Accomplishments for FY 2011-2012**

- Responded successfully to Tropical Storm Irene and Winter Storm Alfred. The Department assessed equipment immediately following the storm and quickly supported Municipal and School storm recovery efforts. I.T. staff directly assisted citizens in need by providing free Wi-Fi Internet access, electrical charging stations, and public access computers. The Department was active in the Town's efforts to communicate with citizens using the website and automated emails and phone calls. I.T. assisted placement of a regional FEMA small business and citizen resource and support center at the Mansfield Community Center.

- Partnered with the Tax Collector and Assessor's Offices to replace the Alpha VMS based software that has been in place for over 15 years and is outdated and incompatible with current technologies. The project involved a competitive RFP process, data conversion, and database installations. This initiative will enhance public access both onsite and over the Internet, allow us to comply with legal requirements for tax collection and assessment, and provide productivity gains through its more efficient and reliable structure.
- Collaborated with the Mansfield Schools to launch the new Mansfield Public Schools website. The website consists of five integrated portals; one for each school and one for the District Central Office. The websites were completely re-designed and enhanced to support the information needs of students, parents, and the Mansfield community. This project increases communication between residents and our schools.
- Replaced the maintenance and custodial time clocks in municipal and school facilities. The former system was in need of replacement, but instead of purchasing expensive replacement clocks, we were able to leverage our existing computer network to put in place a cloud based system. This solution uses our existing Internet connections to bring up a time clock on computers. The system is location aware to ensure it is used only on designated connections. The system promotes effective collection of data by pulling it into a cloud based database.
- Completed the required replacement of the Mansfield Middle School phone system. The existing system was twelve years old and had reached the end of its operational use. The new system was implemented within the necessary timespan to minimize the impact on parents and students.
- Adhered to the allocated budget by carefully managing expenses. The previous budget year's elimination of the IT Manager position was continued and yielded \$65,526 in annual wage savings. Telephone costs were limited by discontinuing nine copper telephone lines in favor of our existing internal IP network. Additionally the Department led a consortium RFP to obtain the most favorable vendor responses and pricing for wireless equipment.
- Converted databases to FileMaker Pro to meet Departments' efficiency, functionality, and reliability requirements. Specifically, the MFD Fire Database, Animal Control System, and the Dog License System were all converted and are now actively in use by their respective Departments.

### **Plans for FY 2012-2013**

- Phase out the Alpha VMS system to ensure efficient, compatible, and reliable databases. The Alpha system is increasingly incompatible and unreliable so the Department will phase out this old technology. The major components of this initiative include:
  - Convert the registrar database from the Alpha system to FileMaker Pro using existing internal staff.
  - Collaborate with the Town Clerk's Office to implement the Clerk capital project initiative and discontinue the Alpha database.
  - Complete a RFP process to update the CAMA system in preparation for eventual closure of the existing database.
- Leverage emerging technologies to contain costs and reduce impact on the environment. The major components of this initiative include:
  - Participate in the State Electronics Challenge sponsored by the Northeast Recycling Council.
  - Maintain primary server systems on virtual and cloud based platforms to limit the use of electricity and reduce the need for replacement hardware.
  - Use thin client computing on at least 10% of our systems to reduce costs and bulk waste.

- Adapt the public wireless infrastructure to meet the increased use we are seeing among our citizens for Wi-Fi access in our public spaces. Citizens are increasing their use of mobile laptops, tablets, and handhelds in our public spaces. The major components of this initiative include:
  - Program our access points to more reliably accept connections from newer mobile tablet and handheld operating systems.
  - Adjust our Wi-Fi radio coverage to consistently handle the bandwidth requirements of public wireless users.
- Limit expenditures and ensure effective use of funding while providing information technology support to all departments including software and hardware troubleshooting and maintenance, new installations, wired telephone support, and direct support of users' questions and needs.

## **MANSFIELD PUBLIC LIBRARY**

Leslie B. McDonough, Director

The mission of Mansfield Public Library is to provide access to materials and information which enhance and enrich the lives of Mansfield residents. The Library emphasizes current, popular material and the encouragement of young children's interests in reading and learning. The goals of the Mansfield Public Library are: to promote and stimulate active use of its resources; to provide a broad range of materials in a variety of formats; to offer programs and services to encourage life-long learning; and to facilitate the use of its resources and services with trained library personnel.

### **Accomplishments for FY 2011 - 2012**

- Due to 3 retirements, the Library experienced significant staff changes and shortages. Several promotions occurred, and new staff members were hired, including a new director.
- Library staff developed a multi-year Technology Plan, including a schedule for the systematic upgrading and replacement of staff and public computers.
- Library staff completed a new library behavior policy and created a discipline procedure to align library policy with other Town departments' policies.
- With the help of the IT Department, the Library is now a wireless hotspot, with open access throughout the building as well as outside.
- Revised circulation procedures to improve access to materials both within the Library and through inter-library loan.
- Began offering downloadable ebooks and audiobooks to Mansfield residents.

### **Plans for FY 2012 – 2013**

- Enhance the public library experience for users of all ages through the creative use of relevant and up-to-date technology.
- Provide monthly workshops on the applications of computer technology to the public.
- Increase professional development opportunities to allow staff to stay current with emerging technologies, providing at least one webinar or local continuing education program per year for each librarian.
- Expand the Library's community of readers through literacy-based programs for all ages.
- Promote Library usage among families by providing a quarterly evening event for families.
- Highlight the Library's collections and programs and encourage community conversation about books and reading through the regular use of Facebook and other interactive social media.
- Enhance the Library's visibility and relationships within the community through collaboration with local agencies and organizations.
- Discuss collaborative programming possibilities with other Town departments.
- Involve community volunteers in program planning and presentation.
- Expand awareness of local issues and concerns, and promote library usage by increasing the

- Library's presence at community meetings and events.
- Involve community volunteers in program planning and presentation.
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## **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 2011-2012**

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program.
- Held 8<sup>th</sup> Anniversary Celebration of the Community Center on November 1, 2011.
- Community Center visitations, July 1, 2011-June 30, 2012, totaled 214,522, an average of 17,877 visits per month.
- Continued popular "Family Fun Night" activity at the Community Center.
- Offered 2,886 programs with 16,698 participants.
- Administered comprehensive Youth Basketball program 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 back-ground check procedure for volunteer coaches and employees.
- 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 Annual Halloween Party, Member Appreciation Week, Winter Fun Day, A Day at the Center, Bike Tour, Summer Kick Off and a series of four summer concerts.
- Received a \$35,000 grant from the USTA for tennis court reconstruction to supplement the Region 19 E.O. Smith Athletic Facility project.
- Continued offering a successful year-round swim lesson program.
- Received a CT D.E.E.P. Recreational Trails Grant to design a universal access trail around Bicentennial Pond.

### **Plans for FY 2012-13**

- 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.
- Conduct background checks on all staff and volunteers who will be working with children.

- 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 parks, open space and/or trail grants when available.
- Promote community health and wellness through quality programs.

## **PLANNING AND DEVELOPMENT**

Linda M. Painter, AICP, Director

The Director of Planning and Development, the Zoning Enforcement Officer and the Planning and Community Development Assistant play key roles in stimulating, coordinating and administering the responsibilities of the Town's planning, zoning, economic development and community development functions.

### **Accomplishments for FY 2011-2012**

- Assisted the Planning and Zoning Commission and Inland Wetland Agency with their review of new land use applications, regulation revisions, modifications, Town Council referrals, bonding issues and enforcement issues. Some specific projects are referred to in the PZC/IWA Annual Report.
- Issued Zoning Permits for 2 new single-family homes. A total of 109 Zoning Permits were issued. Additionally, 72 zoning enforcement letters, 14 violation notices and 15 zoning citations were issued.
- Served as Mansfield's representative on four UConn advisory committees: the Capital Projects Advisory Committee, which helps plan and monitor new development on the Storrs campus; the Water and Wastewater System Committee, which reviews operational and service request issues and recommends actions as appropriate; the Technology Park Master Plan Advisory Committee; and the Main Accumulation Area Advisory Committee. The latter two committees started meeting in June 2012. When evaluating UConn projects particular attention is given to infrastructure issues and potential traffic, drainage and neighborhood impact issues.
- Participated in various facets of Mansfield's Open Space Acquisition and Management programs, including the review of potential property acquisitions and requests for license and sale of town property.
- Participated in various aspects of the ongoing Storrs Center Downtown project, including permitting and issuance of the first certificates of occupancy. During this period, zoning permits were issued for the Parking Garage/Intermodal Center, Post Office Site Improvements and the Village Street.
- Provided information and assistance to Town and State officials, property-owners and their representatives on a wide range of land use issues, including 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 Four Corners Sewer and Water Advisory Committee, the Sustainability Committee, the Conservation Commission and the Town/University Relations Committee.
- During the Fiscal Year the Director of Planning spent considerable time on the following projects or studies: the joint UCONN/Town Water Supply Environmental Impact Evaluation; the CL&P Interstate Reliability Project; siting concerns for the proposed School Building Project, and EHHD's Action Communities for Health, Innovation and Environmental Change (ACHIEVE) project.
- Assisted in the preparation of several federal and state grant applications during the course of the year. The following significant grants were awarded from applications filed in FY12: HUD Community Challenge Planning Grant (\$610,596) and FHWA Public Lands (\$325,000).
- Worked with the Access Agency to prepare the Town's 2012 Small Cities application for hous-

ing rehabilitation activities and complete two significant housing rehabilitation projects in Spring 2012 in addition to two emergency projects completed earlier in the year.

- Worked with the Mansfield Downtown Partnership to create Local First Mansfield, a holiday shopping campaign to promote local businesses.

### **Plans for FY 2012-2013**

- Continue to assist 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.
- Enforcement of existing land use regulations with particular attention on student occupancy violations.
- Beginning the process of updating the Plan of Conservation and Development as part of the HUD Community Challenge Planning Grant
- Assist 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 Water Supply Environmental Impact Evaluation, development of the new Technology Park and potential relocation of the Main Accumulation Area (MAA).
- Assist Town officials with the implementation of various elements of the Storrs Center Downtown including scheduling, coordination and the approval of specific construction plans.
- Assist Town officials in the preparation and submittal of various grant applications, including Small Town Economic Assistance Program (STEAP) and Small Cities Program.
- Assist the Town Manager in the preparation of an economic development plan for the Town through the HUD Community Challenge Planning Grant.
- Assist Town officials in developing and implementing procedures to streamline the permit review process, such as acquisition and implementation of new tracking software.
- Continue efforts to retain and grow local businesses, including Local First Mansfield.

### **POLICE SERVICES**

Sergeant Richard Cournoyer, Mansfield Resident Trooper Coordinator

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

### **Accomplishments for FY 2011-2012**

- Received 11,763 total calls for police service; conducted 547 criminal investigations and 371 accident investigations; issued 2,689 motor vehicle citations and 1,727 motor vehicle warnings; responded to 6,623 non emergency calls for service; and made 139 DWI arrests in town during the past fiscal year.
- Conducted the "D.A.R.E" program at the Mansfield Middle School.
- Eight 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 businesses 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 \$40,834 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. Received \$7,245 in grant funding for this initiative
- Conducted multiple “undercover” operations targeting the illegal possession and sale of alcohol and narcotics.
- Expanded the hours of Resident Trooper coverage in Mansfield to all three shifts, 24 hours a day, 365 days a year. This is an effort to address the increased volume and severity of calls received during late evening hours.

#### **Plans for FY 2012-2013**

- 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, underage drinking as well as equipment purchases.
- Continue to work with the owners of the various apartment complexes including Carriage House Apartments 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 Office of Off-Campus Services 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, underage drinking and enforcement of motor vehicle laws.

### **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 provides construction administration and inspection for Town projects and 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 2011-2012**

- Removed downed trees, assisted power and tree crews in opening Town roads and repaired flood damage to Bassetts Bridge Road immediately after Hurricane Irene.
- Removed downed trees, assisted power and tree crews in opening Town roads immediately af-

ter tropical storm Alfred.

- Continued the engineering effort to bring sewer and water systems to the Four-Corners area in Northern Mansfield – co-sponsored an Environmental Impact Evaluation (EIE) with UConn to determine the best water supply option for the Four-Corners area; coordinated the consultant design of a sewer pump station.
- Coordinated the low-waste efforts for the Town's fall "Festival on the Green" event.
- Coordinated the school lunch composting programs at all of the Town's schools.
- Continued to assist the Mansfield Downtown Partnership with the engineering efforts for the public components of the Storrs Center project – inspected the construction of the road, utility and streetscape improvements to Dog Lane and Storrs Road; coordinated the construction of the new parking garage; coordinated design efforts for the new transportation center and the new streets east of Rte 195 serving the development.
- Continued efforts to build a walkway on North Eagleville Road – reviewed consultant design work and began to procure the easements necessary to build it.
- Coordinated construction of the Stone Mill Road bridge replacement and continued the final design effort for the Laurel Lane bridge replacement that will be constructed in 2012-13.
- Obtained final permits and clearances for the replacement of the Dodd Road bridge.
- Plowed and sanded roads and parking lots during the very mild winter; swept and resurfaced Town roads; mowed roadsides 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; 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).

### **Plans for FY 2012-2013**

- Continue efforts to get water and sewer systems designed and built for the Four Corners area.
- Complete construction of the public infrastructure projects in Storrs Center, including the parking garage, transportation center, Royce Circle and Wilbur Cross Way.
- Begin construction of the Dodd Road bridge replacement project.
- Complete both the Stone Mill Road and Laurel Lane bridge replacement projects.
- Perform the usual routine road and grounds maintenance work (as detailed above).
- Continue efforts to fund and construct walkways on North Eagleville Road.
- Modify the upper athletic field at the Middle School (Spring Hill field) for use as a football field.
- Continue to work with the Town's Sustainability Committee in coordinating the Town's multi-faceted sustainability efforts.
- Complete and open the Town's electric vehicle charging stations at the Community Center (1) and in the new parking garage (4).

### **REGISTRARS OF VOTERS**

Andrea Epling and Beverly Miela

The Registrar of Voters is an elected position governed by the Statutes of the State of Connecticut. The Registrars of Voters, under 9-32 of the Connecticut General Statutes, are mandated to register new voters, organize and conduct the annual canvass of registered voters, test tabulators and Independent Voting System, prepare paperwork for elections, prepare and order ballots, manage elections, primaries and referenda, secure and train poll workers, respond to requests for voter registration and education, and process mail-in and cross town registrations. The Registrars of Voters

work to further ensure the accuracy of the official registry list. They also conduct voter outreach in the local schools, nursing homes and the university.

### **Accomplishments for FY 2011-2012**

- Conducted the November 2011 Municipal Election, the April 2012 Republican Presidential Primary and the May 2012 Region 19 Budget Referendum.
- Conducted the annual canvass of voters using the National Change of Address System.
- Conducted the state mandated audit of the Municipal Election in November 2011.
- Executed Redistricting in accordance with the State Plan which added House District 48 creating District 4 in the Town.
- Organized and supervised check-in for the Annual Town Meeting.
- Maintained the accuracy of the registry list by updating both manual and computer voter files.
- Conducted training sessions and informational sessions for the OpticalScan Voting system.
- Hired and trained election officials and poll workers.
- Conducted supervised balloting in nursing homes.
- Certified petitions.
- Ran mandated registration sessions.
- Attended mandatory instructional meetings conducted by the Secretary of the State's office concerning the voting system.
- Attended the spring and fall Registrars of Voters Association of Connecticut Conferences and the Regional County Meetings.
- Registered new Mansfield and UConn voters.

### **Plans for FY 2012-2013**

- Conduct the August 2012 Party Primaries, the November 2012 Presidential Election and the May 2013 Region 19 Budget Referendum.
- Conduct the annual canvass.
- Continue registration, education and participation in voter outreach efforts.
- Continue to create and maintain permanent voter registration records.
- Attend Registrars of Voters Association of Connecticut spring and fall Meetings.
- Attend regional County meetings.

## **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 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' certificates, 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 serves as the Municipal Records Manager for the Town.

### **Accomplishments for FY 2011-2012**

- Recorded 2,382 land records; filed 10 foreclosures; received \$108,746.66 Conveyance Tax revenue.
- Issued 57 marriage licenses; recorded 120 deaths; recorded 79 births of residents.
- Issued 1,569 dog licenses and 3 kennels.
- Sold 334 sport licenses.
- A Municipal Election was held on November 8, 2011 with 2,238 (23.74%) residents voting. A Republican Presidential Primary was held on April 24, 2012 with 144 (10.5%) Republicans voting. A vote on the E.O. Smith Budget was approved at Referendum on May 7, 2012 with 421 citizens voting and on the same day the Town Budget, as presented, was approved at the Town Meeting. In addition to the issuance of absentee ballots, the Town Clerk's Office has responsibilities for certifying petitions, all legal notices, ballot preparation and ordering, and the submission of returns by voting district summaries.
- Conducted Town Clerk's responsibilities for the September 26, 2011 Special Town Meeting for approval of the purchase of an ambulance, a large dump/plow truck and a small dump truck and sanders. 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. Additionally 33 legal notices were published for various public hearings, audit reports, political activities, and contract announcements.
- Worked with the Assistant Town Manager to address 84 Freedom of Information (FOI) Requests and to organize a Freedom of Information Seminar for staff and volunteers.
- Prepared, submitted and received a Historic Preservation Grant for the 2011/2012 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 2010/2011 Historic Preservation Grant.
- Assisted with interviews and placement of UConn work study students. Students assigned to the Clerk's Office completed a number of projects including land record searches for small cities capital projects, the adding of email addresses to the list of committee volunteers, the re-printing of early grantor/grantee indexes and created indexes for Council meetings not already indexed. The Office also processed payroll for all work-study students.
- Reviewed, with the assistance of the Director of Information Technology, numerous options for the implementation, installation and maintenance of a comprehensive operating system for the Town Clerk's office. The required system will allow for all current capabilities as well as establishing added flexibility and versatile internet functions including the capability for e-government and web based access.

### **Plans for 2012-2013**

- Evaluate Historic Preservation Grant funding and, if money is available in the FY2012/2013 cycle, prepare a grant submission for the restoration and preservation of early Town records.
- Prepare and execute a Request for Proposal for the new operating system. Install the new system and begin to backfill information as possible.
- Compile list of current and past members of Mansfield's volunteer boards/commissions for historic reference.
- Conduct all absentee ballot, presidential ballot and reporting responsibilities for the Congressional Primary and the Presidential Election.
- Implement the Electronic Death Registry System, when available from the Department of Pub-

lic Health.

- Continue to make customer service our highest priority.

## **Committees, Boards and Commissions**

### **ADVISORY COMMITTEE ON THE NEEDS OF PERSONS WITH DISABILITIES/ADA GRIEVANCE COMMITTEE**

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. This Committee also serves as the ADA Grievance Committee which hears and investigates grievances and other concerns filed against the Town under the Americans with Disabilities Act (ADA).

#### **Accomplishments for FY 2011-2012**

- Actively served as the ADA Grievance Committee for the Town of Mansfield, hearing a complaint brought regarding accessibility to Parks & Recreation programs.
- Hosted a community presentation by the Family Empowerment Network.
- Worked with other advisory committees to advocate for improved public transportation options for residents with disabilities.

#### **Plans for FY 2012-2013**

- 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.
- Continue to advocate for increased accessibility to the post office buildings.
- Continue to advocate for the development of the Storrs Downtown area as a fully accessible area.
- Survey parents of adult children with disabilities to determine service needs.
- Provide support for accessibility for all children to the new Mansfield Community Playground.
- Actively seek out opportunities to partner with other towns and community organizations to serve as a champion for the needs and rights of residents with disabilities.
- Continue to pursue opportunities to improve the visibility of the work of this committee.

### **AGRICULTURE COMMITTEE**

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

#### **Accomplishments for FY 2011-2012**

- Redesigned and produced the 2012 “Mansfield Grown” brochure-available at [mansfieldct.org/mansfieldgrown](http://mansfieldct.org/mansfieldgrown).
- Attended an AGvocate workshop regarding farmland preservation.
- Provided information to farm community about workshops and grant opportunities
- Worked with Town staff to develop a cooperative agreement with the Connecticut Department of Agriculture to participate in the Community Farms Preservation Program.
- Worked with Town Attorney, staff and the Mansfield Town Council to develop four farm ordinances:
  - An Ordinance Regarding the Right to Farm
  - Farm Tax Abatement Ordinance

- An Ordinance providing a Property Tax Exemption for Farm Buildings
- An Ordinance Providing an Additional Property Tax Exemption for Farm Machinery
- Reviewed Mansfield agriculture leases on Town-owned property.
- Hosted an input session with Mansfield farmers in conjunction with the E.O. Smith Agricultural Education Program.

#### **Plans for FY 2012-2013**

- Provide information to farm community about farm grant programs and workshops.
- Provide input to development proposals on or adjacent to prime farmland.
- Present a proposal to the Town Council about implementing a Right-to-Farm Ordinance.
- Update Mansfield's policy regarding agriculture leases on Town-owned property.
- Produce 2013 Mansfield Grown Brochure.
- Gather information for The Last Green Valley Inc.'s website AgInfoTLGV.org.
- Co-sponsor a Walktober event.
- Work with Open Space Preservation Committee on issues related to farmland preservation.

#### **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 2011-2012**

- Arranged rotating art displays at the Mansfield Community Center (MCC); exhibit calendar and artist information is located on the Town's website.
- Assisted in organizing the Festival on the Green Juried Art Show (9/25/11) and displaying prize-winning works at MCC.
- Three new members of the committee were added this year, filling all Committee vacancies .
- Explored the establishment of a co-operative art gallery in Downtown Storrs Center with representatives of the Connecticut Center for Entrepreneurship & Innovation, Ledyard Alliance, and Windham Arts.

#### **Goals for FY 2012-2013**

- Continue to arrange rotating art displays at MCC.
- Advertise opportunities to display art at the MCC and other venues to local artists.
- Assist the Festival on the Green in organizing the Juried Art Show.
- Identify additional outdoor venues for town summer concerts.
- Realize a co-op art gallery in Storrs Center .

#### **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.

### **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 2011-2012**

- Successfully advocated for the installation of a sign outside of the Senior Center.
- Continued collaboration with the local chapter of TRIAD to focus on senior safety issues.
- Successfully advocated for the installation of a permanent bus stop in front of the Community Center.
- Reviewed applications for funding from non-profit agencies and made recommendations to the Town Manager.
- Updated the Mansfield League of Women Voters on the work of the Commission.
- Recruited new members to ensure representation on the Commission of residents from senior housing facilities.
- Hosted a presentation by a member of the State Commission on Aging on the work of the State Commission.

#### **Plans for FY 2012-2013**

- Continue to ensure that the needs of seniors are represented as identified in "Mansfield 2020"; the Town's strategic plan, including the development of a new Senior Center as a future initiative for the Town Council to consider.
- Support implementation of Mansfield's Long-Range Plan for Seniors, with a continued focus on priority issues of senior safety, information dissemination, senior center space needs and health care needs, including changing federal benefits programs.
- Continue to advocate for the installation of a bus shelter at the Route 275/Community Center bus stop.
- Monitor the development of an independent/assisted living facility in Mansfield.
- Support the hiring of a Senior Services Social Worker in the Department of Human Services.
- Support the implementation of the FoodShare program, sponsored by the Department of Hu-

man Services.

### **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 2011-2012**

- Held 12 meetings.
- Assisted with open space and parks management issues.
- Initiated discussions on the development of ‘dark skies’ regulations and together with the Ashford and Willington Conservation Commissions hosted a public screening of ‘The City Dark,’ a documentary film on light pollution.
- Commented on numerous Inland Wetland Agency and Planning and Zoning Commission applications and violation issues.
- Commented on proposed Zoning Regulation Revisions and various ordinances related to agriculture.
- Reviewed and commented on the proposed Connecticut Light and Power Interstate Reliability Project.
- Reviewed and provided input regarding various UConn land use projects including: the Mirror Lake dredging project; the Agronomy Farm Irrigation project; implementation of the Eagleville Brook TMDL study; and relocation of the Main Accumulation Area (aka Hazardous Waste Transfer Station).
- Continued to provide input to municipal and state officials regarding local and regional water supply issues including water supply plans for Four Corners and the joint Town/University Water Supply Environmental Impact Evaluation, the proposed Ponde Place development, and aquifer protection.

#### **Plans for FY 2012-2013**

- Assist with open space and parks management issues.
- Participate in efforts to update the Plan of Conservation and Development as part of the HUD Community Challenge Planning Grant.
- 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.

### **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 2011-2012**

- Reviewed recommended revisions to the Code as requested by the Town Council.
- In May 2012, the Town Council amended the Ethics Ordinance.
- Prevailed in freedom of information hearings in Hartford.
- Filled two regular member Board appointments; provided orientations to new Board members.

#### **Plans for FY 2012-2013**

- Assist staff with distributing hard copies of the revised Ethics Code to all town employees and public officials for which the Ethics Code is applicable. Obtain acknowledgement receipts from approximately 400 employees and officials and maintain on file.
- Update Ethics Code on the Town's official website.
- Educate officials and employees about the changes to the Code through training sessions.
- Review, as needed, the Board's guidelines for complaint procedures.
- As needed address, in accordance with the adopted code and established procedures, 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 Library Director are ex officio members of the Board. 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 2011-2012**

- Advised the Town Manager during the search, interview and hiring process for the new Library Director, as part of carrying out our duties as specified in the Code of Mansfield (Chapter 51.5).
- Began review of library policies in preparation to the development of a new strategic plan.
- Commenced reconsideration of the rationale for parliamentary procedure or more informal processes in order to conduct meetings in a more inclusive manner.
- Investigated the usefulness of a purchase link via Wowbrary (on the Library's web page) to amazon.com, which resulted in a small rebate to the library based on sales. The Library will promote this link in hopes of increasing next year's rebate.

### **Plans for FY 2012-2013**

- Continue review of Library policies in preparation to the development of a new strategic plan.
- Complete reconsideration of the rationale for parliamentary procedure or more informal processes in order to conduct meetings in a more inclusive manner.
- 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. This committee is engaged in the implementation of *Mansfield's Plan for Young Children* (the *Plan*) which was developed in 2009 and is supported financially and in-kind by the Town, the William Caspar Graustein Fund, and the Mansfield Discovery Depot. The results statement used by MAC as stated in the *Plan* is "All Mansfield's children, birth through eight years old, are healthy successful learners connected to the community".

MAC maintains strong relationships with the Mansfield Board of Education, the Town Council, Eastern Highlands Health District, Mansfield Community Center, Mansfield Public Library, area childcare centers and schools, as well as The University of Connecticut. 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.

### **Accomplishments for FY 2011-2012**

- Served as the School Readiness Council for the Mansfield School Readiness Program in its fourteenth year of operation, supporting fifteen 3 and 4-year olds enrolled in one of four nationally accredited early care centers.
- Eleventh year as a Discovery Community as a grantee of the William C. Graustein Memorial Fund.
- Conducted a retreat for MAC with national consultant Phyllis Rozansky.
- Completed a 200 plus page data collection and evaluation report including a data appendix with the help of the Connecticut Center for Economic Development.
- Created a Kindergarten Intake survey and took the lead to distribute, collect, and analyzed the results.
- Increased MAC membership as part of the implementation of the *Plan*.
- Invited to present in webinars with the National League of Cities and the Child Health and Development Institute.
- Upon the retirement of the previous coordinator, hired a new Coordinator and an Administra-

tive Assistant.

- Furthered the work of the Playground Committee in the following ways: organized and facilitated a Community Design Day; playground designers from Leathers & Associates met with all elementary school children to gather ideas for the playground design; held a Design Day Celebration (an evening event with food and children's activities where our playground schematic was unveiled); initiated fundraising by selling "boards" for \$3 each.

### **Plans for FY 2012-2013**

- Continue to implement strategies identified in the *Plan* with support from the William Caspar Graustein Memorial Fund, the Town of Mansfield and other partners.
- Share results of the community connectedness survey with the Board of Education and the Town Council.
- Gather faith based leaders from the community to discuss the needs of their communities with emphasis on our Asian families.
- Identify a Community Champion.
- Implement a summer lunch program.
- Develop and implement a Town-wide Kindergarten Transition plan.
- Support initiatives being worked on by MAC subcommittees ("One Book", transportation and the collection of BMI (body mass index) data.)
- Continue to have oversight and coordination of the Town's School Readiness program in coordination with the State Department of Education.
- Continue to develop and implement activities during the Week of the Young Child.
- Support efforts of ad hoc committee focused on the development of a community-built playground in efforts to raise funds (through selling playground components, soliciting donors/sponsors, hosting benefit events like a concert and 5K run) and identifying volunteers to build in May, 2013.

### **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 advises the Town Council concerning open space issues as outlined in the "Planning, Acquisition, and Management Guidelines, Mansfield Open Space, Park, Recreation, Agricultural Properties and Conservation Easements," which was approved by the Town Council in 2009. Examples include:

- Reviewing properties offered for Town acquisition.
- Reviewing proposed subdivisions and submit comments to PZC about proposed open space dedications.
- Participating in the development of management plans for Town properties.

### **Accomplishments for FY 2011-2012**

- 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 resources to residents about Land Preservation.

- Developed an Open Space Action Plan adopted by the Town Council in April 2012.
- Participated in the preliminary design review of two new proposed subdivisions.

### **Plans for FY 2012-2013**

- 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 resources to residents about Land Preservation.
- Begin to implement the Open Space Action Plan adopted by the Town Council in April 2012.
- Continue to participate in the preliminary design review of two new proposed subdivisions.
- Become involved with Mansfield's Community Challenge Grant Funded by HUD.

### **PARKS ADVISORY COMMITTEE**

The Parks Advisory Committee is an advisory board to the Town Council and other Town officials with the following charges and duties:

- To advise to the Town Council about needs within Town parks, preserves, and natural areas.
- In conjunction with other Town Committees, assist in the planning, acquisition, and management of parks, preserves, and natural areas in the Town of Mansfield.
- Assist in the development of management plans of Town parks, preserves, and natural areas.
- Review and update management plans for Town parks, preserves, and natural areas as needed.
- Assist in the implementation of management plans by:
  - ⇒ Monitoring structural improvements such as parking areas, signs, bridges, and benches.
  - ⇒ Defining, constructing, and blazing hiking trails to enhance to the recreational use of Town parks.
  - ⇒ Assisting in the ecological management of the properties, such natural resource inventories, invasive species management, and habitat improvements.
- Monitor Town parks, preserves, and natural areas and report problems to appropriate staff.
- Provide input to staff regarding potential budget needs concerning Town parks, preserves and natural areas.
- Provide input to PZC regarding open space dedications related to subdivision applications.

### **Accomplishments for FY 2011-2012**

- 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 Connecticut 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.
- Assisted in the planning of three Eagle Scout Projects at Eagleville Preserve, Dorwart Preserve, and Sawmill Brook Preserve.
- Assisted with trail improvements to Dorwart Preserve and Lions Memorial Park.
- Assisted in the development of a trail guide and with the dedication for Dorwart Preserve.

### **Plans for FY 2012-2013**

- 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 Connecticut Trails Day.
- Provide input to the Universal Access Trail design at Bicentennial Pond and assist in soliciting funding for project implementation.
- Recruit Eagle Scouts and other community members to participate in parks projects.

### **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 2011-2012**

- Held 22 PZC meetings, 14 IWA meetings, two joint meetings, 10 joint field trips, and numerous committee meetings.
- The IWA reviewed over 23 applications or enforcement actions involving activities within regulated inland wetland/watercourse areas and statutorily required revisions to the Inland Wetlands Regulations.
- The PZC presented at Public Hearings and subsequently approved revisions to the Zoning Regulations for the Pleasant Valley Commercial/Agriculture and Pleasant Valley Residence/Agriculture zones.
- The PZC reviewed and approved special permits for a new office building on Frontage Road, a wedding venue on Bassetts Bridge Road, a new gas station/convenience store at Four Corners, an ice cream shop at the Staples Plaza on Route 195, an addition to Eastbrook Mall, a new building at Natchaug Hospital and gravel removal at Merrow Road. A special permit request for fill activities on Old Kent Road was denied. In addition, special permit renewals were granted for three (3) gravel/rock removal operations and four (4) live music permits.
- The PZC reviewed and approved a Scenic Road Designation for Gurleyville Road.
- The PZC/IWA also acted on numerous use and site improvement modifications, Town Council referrals and bonding arrangements, including review of the proposed School Building Project, easements related to Storrs Center, agriculture incentive ordinances, and agriculture leases.
- The PZC approved two subdivisions on Gurleyville/Wormwood Hill Road and Fern Road for a total of four new lots and began the pre-application design review process for proposed subdivisions on Beacon Hill Road and Puddin Lane.
- The PZC reviewed the proposed Interstate Reliability Project and provided detailed recommendation for mitigation measures if the project should be approved by the Connecticut Siting Council, including relocation of the existing lines in the vicinity of the Hawthorne Park Subdi-

vision.

### **Plans for FY 2012-2013**

- 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.
- Initiate the process of updating the Plan of Conservation and Development
- Participate in public workshops and events related to implementation of the HUD Community Challenge Planning Grant

### **PUBLIC SAFETY COMMITTEE**

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

Bergin CI ceased to house inmates as of August 5, 2011 and officially closed August 12, 2011. Department of Correction staff has indicated that the Department will continue to monitor and maintain the property. Since Bergin CI is no longer a facility actively housing inmates, the Public Safety Committee has been deactivated.

### **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 2011-2012**

- 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 2012-2013**

- Conduct annual review of co-sponsored organizations, including Mansfield Junior Soccer Association, Mansfield Little League, and NEC Pop Warner 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 twenty first year that user fees have funded the Town's volume-based waste collection (pay-per-bag of garbage). Over the year, 33% of all residential waste was recycled- single-family residences recycled 38% of their waste and multi-family residences recycled 12% of their waste. 46% of the material received at the Transfer Station is recycled. 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 2011-2012**

- 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 fourteenth year with each school having their own compost bins.
- Worked with Festival on the Green to create low-waste Festival event. Reduced waste by 87%.
- Worked with UConn student groups to collect litter along the roads on the periphery of campus.
- Continued to enforce the litter and solid waste ordinances.
- Presented classes on waste issues (toxic household products, composting and recycling) in the schools.
- For the fourth year, coordinated Give and Go program with the University of Connecticut to collect usable items during spring move-out. Collected almost 7 tons of material that was distributed to local charities.
- Drafted a resolution supporting extended producer responsibility for mattresses, which Town Council adopted.
- Followed recycling legislation and wrote in support of a mattress stewardship bill.
- Joined the State Electronics Challenge and adopted a municipal electronics stewardship policy.
- Began a multi-family recycling pilot.

### **Plans for FY 2012-2013**

- Expand school wide composting programs with the help of a part-time compost assistant/intern.
- Expand the multi-family recycling pilot.
- Continue managing refuse contracts.
- Continue working with Festival on the Green committee to create a low-waste Festival event.

- Coordinate Give and Go recycling event on UConn campus.
- 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. except for January and July. 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 2011-2012**

- Provided advocacy, leadership and direction for YSB programs, activities and grants.
- Expanded Youth Services Advisory Board to include more key community leaders.
- Advocated for a part-time social work position.
- Established continued police representation on the board.

### **Plans for FY 2012-2013**

- Advocate for additional staff.
- Continue to provide oversight to ensure that comprehensive services are provided to YSB clients through the Human Services department.
- Continue to engage with the Mansfield Board of Education.
- Support collaboration with Willington, Ashford, and Coventry Youth Service Bureaus.
- Explore additional funding for psychiatric services

### **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  
Cristina Colon-Semenza  
Fred Goetz  
Stephanie Holinko  
Bryan Klimkiewicz  
Jennifer Tanner  
Kevin Grunwald (Staff)

### **Agriculture Committee**

Wesley Bell  
Alan Cyr  
Charles Galgowski  
Bryan Kielbania  
Kathleen Paterson  
Meredith Poehiltz  
Vicky Wetherell (OSPC)  
Jennifer Kaufman (Staff)

### **Arts Advisory Committee**

Anke Finger  
Kim Bova Kaminsky  
Thomas Bruhn  
Scott Lehmann  
Blanche Serban  
David Vaughan  
Jay O'Keefe (Staff)  
Curt Vincente (Staff)

### **Board of Assessment Appeals**

Anne Greineder  
Eric Holinko  
Carol Thomas  
Irene Luciano (Staff)

### **Beautification Committee**

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

### **Board of Education**

April Holinko  
Martha Kelly  
Mark Laplaca  
Holly Matthews  
Shamin Patwa  
Katherine Paulhus  
Carrie Silver-Bernstein  
Randall Walikonis  
Fred Baruzzi (Staff)

### **Board of Ethics**

Lena Barry (Alt)  
John DeWolf  
Saul Nesselroth (VC)

James Raynor  
Winthrop Smith  
Nora Stevens (C)  
Maria Capriola (Staff)

### **Building Board of Appeals**

James Silva  
Tom Ward  
Gregory Zlotnick (C)  
Mike Nintean (Staff)

### **Cemetery Committee**

Barry Burnham  
Rudy Favretti  
Winston Hawkins  
Jeanne Mogayzel  
Mark Mogayzel  
Jane Reinhardt  
Keith Wilson  
Lon Hultgren (Staff)  
Mary Stanton (Staff)  
Mary Landeck-Sexton (Staff)

### **CATV Advisory Committee**

Fred Baruzzi (BOE)  
Grace Enggas  
Noah Lerman  
Ida Millman

### **Commission on Aging**

Wilfred Bigl  
Sam Gordon  
April Holinko  
Laurie Grunske McMorrow  
Beverly Korba  
Don Nolan  
Joan Quarto (VC)  
Joan Terry  
Kevin Grunwald (Staff)

### **Conservation Commission**

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

### **Design Review Panel**

Jeffrey Allen Brown  
Rudy Favretti  
Robert Gillard  
John Lenard  
Peter Minutti

### **Discovery Depot Board of Directors**

Kim Girard  
Jane Goldman  
Denise Keane (TC)  
Kurt Kulpa  
Megan Nolan  
Sara Semrow  
Helena Silva  
Mary Jane Newman (Staff)

### **Eastern Highlands Health District Board of Directors**

Maria Capriola (Alt)  
John Elsesser  
Rick Field  
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)

### **Economic Development Commission**

Ronald Beebe  
Patricia Bresnahan  
Kathy Dorgan  
Dirk Fecho  
Steven Ferrigno  
Martin Hirschorn  
Kazam Kazerounian  
John McGuire  
George M. Thonpson, III  
Matthew Hart (Staff)  
Linda Painter (Staff)

### **Emergency Management Advisory Council**

Will Bigl  
Bruce Clouette  
Michael Kurland  
Elizabeth Paterson  
Frederick Baruzzi (Staff)  
Dave Dagon (Staff)  
Matthew Hart (Staff)  
Lon Hultgren (Staff)  
William Jordan (Staff)  
Sgt. Richard Cournoyer (Staff)  
Robert Miller (Staff)

**Four Corners Sewer Study Advisory Committee**

Pat Ferrigno  
Matthew Hart (Staff)  
Lon Hultgren (Staff)  
William Lennon  
Christopher Paulhus  
Peter Plante  
Kenneth Rawn  
Meg Reich  
Carl Schaefer  
William Thompson  
Tim Tussing

**Historic District Commission**

Anita Bacon  
Gail Bruhn (C)  
Jason Andrew McGarry  
Lesley Dyson Minearo (Alt)  
James Nardi (Alt)  
Gregory Robert Samuels (Alt)  
David Spencer

**Housing Authority Board of Directors**

Dexter Eddy  
Gretchen Hall  
Richard Long (C)  
William Simonsen  
Kathleen Ward  
Rebecca Fields (Staff)

**Housing Code Board of Appeals**

Will Bigl  
Bill Briggs  
David Spencer (Alt)

**Human Services Advisory Cmte.**

Sara Anderson  
Jane Blanshard  
Dexter Eddy  
Lorraine Kenowski  
Bev Korba  
Ethel Mantzaris  
Victoria Nimirowski  
Joan Terry  
Kevin Grunwald (Staff)  
Pat Michalak (Staff)

**Judge of Probate**

Claire Twerdy

**Library Advisory Board**

Eva Bar-Shalom  
Edmond Chibeau  
Sheila Quinn Clark (C)  
James Greene  
Barbara Katz  
Noah Lerman

Thomas Long  
Lynn Maziar  
Dale Truman  
Leslie McDonough (Staff)

**Mansfield Advocates For Children**

Sara Anderson  
Gloria Bent (C)  
Anne Bladen  
Janice Boltseridge  
Terry Cook  
Lisa Dahn  
Susan Daley  
Vicky Fry (C)  
Jane Goldman  
Cindy Guerreri  
Yujin Kim  
Mark LaPlaca  
Susan Rozell  
Esther Soffer Roberts  
William Waite  
Lisa Young  
Fred Baruzzi (Staff)  
Ande Bloom (Staff)  
Kevin Grunwald (Staff)  
Kathleen Krider (Staff)  
Mary Jane Newman (Staff)  
Rachel LeClerc (Staff)  
Judith Stoughton (Staff)  
Jillene Woodmansee (Staff)

**Mansfield Downtown Partnership Board of Directors**

Stephen Bacon  
Harry Birkenruth  
Carl D'Oleo-Lundgren  
Matthew Hart  
Dennis Heffley  
George Jones  
Michael Kirk  
Trisha Lagasse  
Philip Lodewick  
Paul McCarthy  
Frank McNabb  
Toni Moran  
Elizabeth Paterson  
Christopher Paulhus  
Alexandria Roe  
Steve Rogers  
Kristin Schwab  
William Simpson  
Ted Yungclas  
Cynthia van Zelm (Staff)

**Open Space Preservation Committee**

Roberta Coughlin (Alt)  
Kenneth Feathers  
Quentin Kessel

James Morrow (C)  
Michael Soares  
Vicky Wetherell  
Susan Westa (Alt)  
Jennifer Kaufman (Staff)

**Parking Steering Committee**

Paul Aho  
Karla Fox  
Martha Funderburk  
Manny Haidous  
Matthew Hart (staff)  
Lon Hultgren (staff)  
Ralph Pemberton  
Michael Taylor  
Macon Toledano  
Cynthia van Zelm (staff)

**Parks Advisory Committee**

Ethan Avery  
Julianna Barrett  
Susan Harrington (C)  
Tom Harrington  
Alfred Montoya  
William Thorne  
Dan Vitullo  
Jennifer Kaufman (Staff)

**Personnel Appeals Board**

Donald Nolan  
Lee Terry  
Crayton Walker

**Planning and Zoning Commission**

Binu Chandy  
Joann Goodwin  
Roswell Hall III  
Katherine Holt  
Gregory Lewis  
Peter Plante  
Barry Pociask  
Joann Goodwin  
Roswell Hall, III  
Katherine Holt  
Gregory Lewis  
Peter Plante  
Barry Pociask  
Kenneth Rawn  
Bonnie Ryan  
Vera Stearns Ward (Alt)  
Susan Westa (Alt)  
Linda Painter (Staff)

**Recreation Advisory Committee**

Darren Cook  
Terry Cook  
Sheldon Dyer (C)  
Donald Field  
Michael Gerald

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

Frank Musiek  
Howard Raphaelson  
Anne Rash  
Curt Vincente (Staff)

### **Quiet Corner Committee** Anne Smith

**Regional Board of Education**  
Herbert Arico  
Janice Chamberlain  
Casey Cobb  
Robert Jellen  
Frank Krasicki  
Jim Mark (C)  
Elizabeth McCosh-Lilie  
Timothy P. Nolan Sr.  
Elizabeth Peczuh  
Ronald Schurin  
Michael Sibiga  
Nancy Silander  
Bruce Silva (Staff)

**Solid Waste Management/  
Recycling Committee**  
Andrea Ames  
Robert Coughlin  
Jane Knox  
Sarah Milius  
Dennis Roberts  
Anne Smith  
Liz Vitullo  
Lon Hultgren (Staff)  
Virginia Walton (Staff)

**Sustainability Committee**  
Matthew Hart  
William Lennon  
Holly Matthews  
Richard Miller  
Paul Shapiro  
Julia Sherman  
Lynn Stoddard  
Vera Sterns Ward  
Lon Hultgren (Staff)  
Virginia Walton (Staff)

**Town Council**  
David Freudmann  
Denise Keane  
Peter Kochenburger  
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**  
John Armstrong  
Philip Barry  
Binu Chandy  
Christina DeVecchis  
Michael Kirk  
Barbara O'Connor  
Jigish Patel  
Elizabeth Paterson  
Christopher Paulhus  
Alexandria Roe  
John Saddlemire  
Nancy Silander  
William Simpson  
William Wendt  
Maria Capriola (Staff)  
Matthew Hart (Staff)  
Linda Painter (Staff)  
Cynthia van Zelm (Staff)

**Transportation Advisory  
Committee**  
Greg Frantz  
Janet Freniere  
Ross Hall  
Alex Marcellino  
William Ryan  
Michael Taylor  
Lon Hultgren (Staff)

**Youth Services Advisory Board**  
Gui Hua Estes  
Eileen Griffin  
Teri Hebert  
Stephen King  
Charles Leavens  
Christine Lee  
Ethel Mantzaris  
Steven Martin  
Candace Morrell  
Ann Plumley  
Frank Perrotti  
Genevieve Rigler  
Jeffrey Smith  
Kevin Grunwald (Staff)  
Kathy McNamara (Staff)  
Pat Michalak (Staff)

**Zoning Board of Appeals**  
Sarah Accorsi  
Richard Brosseau  
Jack Clauson  
Beverly Gotch  
Paul Hammer  
Shirley Katz

Alicia Welch  
Curt Hirsch (Staff)  
Sharon Tyler (Staff)  
Dennis O'Brien (Staff)

\*\*\*\*\*

The calendar of meeting dates can be viewed by going to [www.MansfieldCT.gov](http://www.MansfieldCT.gov). You may also contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.

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# UPCOMING TOWN EVENTS

## Save the date!

### **STORRS FARMERS MARKET**

Opens the first Saturday in May through the last Saturday before Thanksgiving in the Mansfield Town Hall parking lot and the second and fourth Saturdays from December through April in the Buchanan Auditorium at the Mansfield Public Library.

[www.storrsfarmersmarket.org](http://www.storrsfarmersmarket.org)

### **WINTER FUN WEEK**

February 1—10, 2013; Multiple Events, location varies, [www.mansfieldct.org/mdp](http://www.mansfieldct.org/mdp)

### **REGION #19 BUDGET REFERENDUM**

May 7, 2013; Polls open 6:00 AM—8:00 PM; Audrey P. Beck Municipal Building, Council Chambers

### **ANNUAL TOWN MEETING**

May 14, 2013; 7:00 PM; Mansfield Middle School Auditorium

### **MEMORIAL DAY PARADE**

May 27, 2013; 9:00 AM; Bassetts Bridge Road/Rt. 195 to Mansfield Center Cemetery

### **TOUR de MANSFIELD**

June 2013; Mansfield Community Center (date TBA)

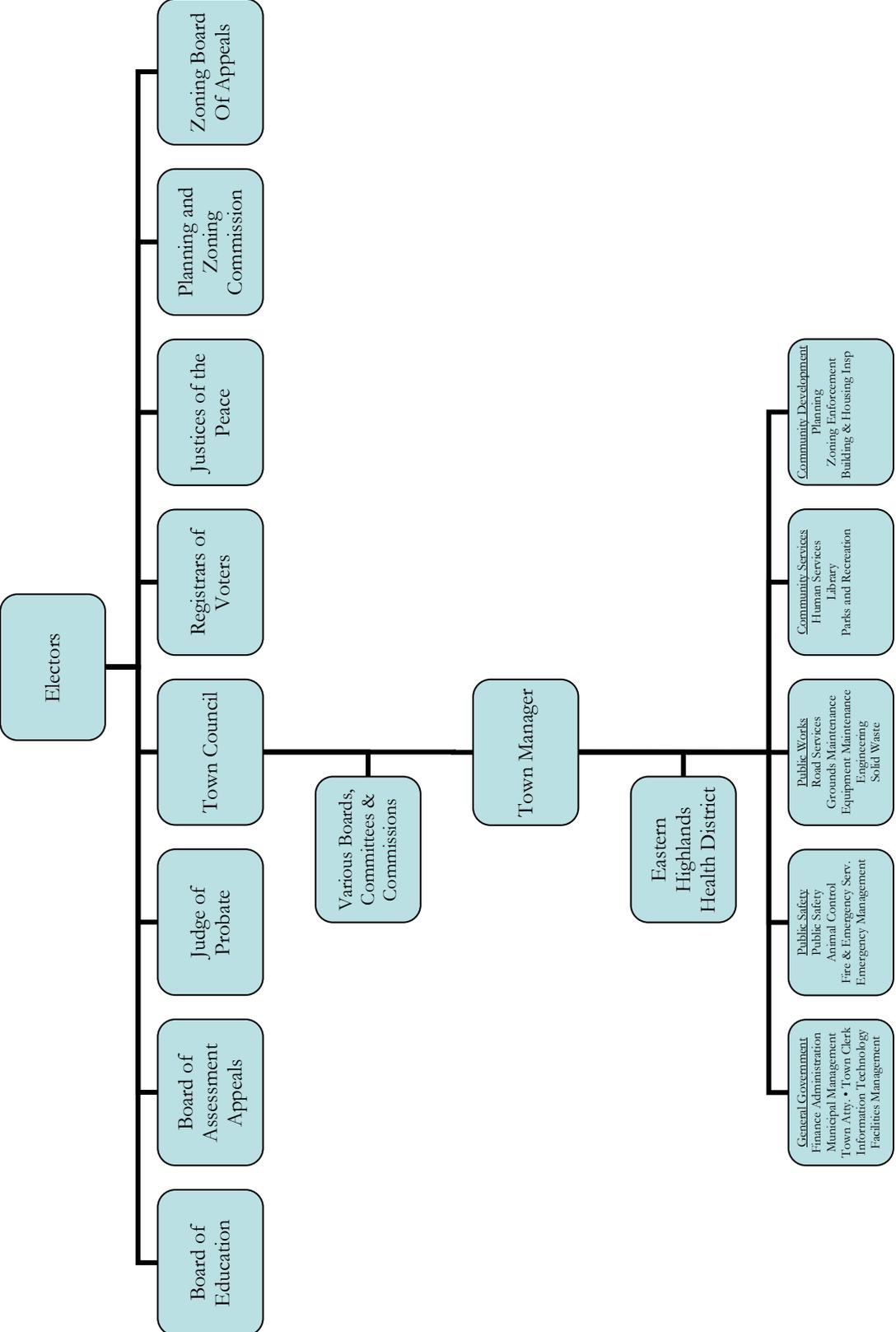
### **CELEBRATE MANSFIELD WEEKEND**

September 20 – 22, 2013; Town Wide Events

### **FESTIVAL ON THE GREEN**

September 22, 2013; E. O. Smith High School

# 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

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

### TOWN OF MANSFIELD EMAIL ADDRESSES

<b>Department</b>	<b>Email Address</b>
Animal Control	ACO@mansfieldct.org
Building	BldgDept@mansfieldct.org
Downtown Partnership	vanZelmCA@mansfieldct.org
Eastern Highlands Health District	EHHD@mansfieldct.org
Emergency Management	OEM@mansfieldct.org
Facilities Management	HammonWD@mansfieldct.org
Finance	FinanceDept@mansfieldct.org
Fire and Emergency Services	FireDept@mansfieldct.org
Fire Marshal	FireMarshal@mansfieldct.org
Human Resources	HR@mansfieldct.org
Human Services	HumanServ@mansfieldct.org
Information Technology	ITdept@mansfieldct.org
Library	Mcdonoughlb@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

<b>Town Council Members</b>	<b>Party</b>	<b>Phone</b>	<b>Email</b>
David Freudmann	R	860-429-0763	Davidf235@yahoo.com
Denise Keane	R	860-786-8147	DeniseKeane2009@gmail.com
Peter Kochenburger	D	860-487-9426	KochenburgerP@mansfieldct.org
Antonia Moran	D	860-429-0798	MoranT@mansfieldCT.org
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	RyanW@mansfieldCT.org
Carl Schaefer	D	860-423-9427	SchaeferC@MansfieldCT.org
Paul Shapiro	D	860-429-9595	ShapiroP@MansfieldCT.org

To reach the full Council, email [TownCouncil@mansfieldct.org](mailto:TownCouncil@mansfieldct.org)

## DIRECTORY

### JUSTICES OF THE PEACE

<b>Name</b>	<b>Phone</b>
Brian Ahern	860-429-5233
Larry Alan	860-477-0293
Stephen Bacon	860-487-1842
James Bell	860-455-0545
Kelly Chioine	860-933-2269
Andrea Epling	860-429-2702
Sharry Goldman	860-423-2381
Edward C. Hall	860-617-5399
Roswell G. Hall III	860-456-1027
April A. Holinko	860-429-4449
Carol Lewis	860-429-7882
Allan Maines	860-429-5050
James R. Mark	860-465-2788
Richard Meehan	860-429-6905
Joanne Nolan	860-456-1101
Joseph Pandolfo	860-423-2646
Doryann Plante	860-450-0696
Peter Plante	860-450-0696
Holly Rawson	860-429-5233
Chandler H. Rose	860-423-3700
Judith Ann Stein	860-487-0422