

# Town of Mansfield, Connecticut

## Annual Report

### Fiscal Year 2012-2013



 **Mansfield Tomorrow**  
OUR PLAN ► OUR FUTURE

*See page 58 to learn more!*

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

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



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

**HOURS**

**M/T/W..... 8:15am to 4:30pm**

**Thursday..... 8:15am to 6:30pm**

**Friday..... 8:00am to 12:00pm**

The Audrey P. Beck Municipal Building is located at the junction of 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 2012, Mansfield had an estimated population of 25,648 (Source: CT DPH).

**Registered Voters:** As of November 1, 2013, Mansfield had 11,301 registered voters: Democrats - 4,509; Republicans - 1,426; Unaffiliated - 5,224; Other - 142.

**Form of Government:** Mansfield has a Council - Manager form of government, in addition to an annual town meeting. (The 2014 Annual Town Meeting will be held on May 13, 2014 at 7:00PM in the Mansfield Middle School Auditorium.)

**Tax Rate:** The mill rate for Fiscal Year 2012/13 was 27.16 mills.

**Net Grand List:** In Fiscal Year 2013/2014 Mansfield's net grand list was \$1,011,715,713.

**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 2012-2013 academic year, Mansfield had a total enrollment of 1,316 in grades PK-8 and 1,223 in grades 9-12 (603 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 2012-2013

- Maintained active involvement with the Mansfield Downtown Partnership (three Council members currently sit on the Partnership's Board of Directors). Completed construction on Storrs Center Phase 1A and the parking garage. Construction on Phase 1B, Storrs Road improvements, and the intermodal center are underway.
- Continued to serve on a number of Council advisory committees such as but not limited to Sustainability, Four Corners Sewer Advisory, and Town-University Relations. Ad hoc Council Sub-Committees such as Ordinance Review met on an as needed basis.
- Adopted revisions to the following ordinances: Nuisance Ordinance; Building and Fire Permit Fee Ordinances; Motor Vehicle Traffic and Parking Ordinance. Adopted new ordinances: Right to Farm Ordinance; Municipal Tax Incentives for Farms. Researched the feasibility of a responsible contracting ordinance. Began review of Fee Waiver Ordinance.
- Revised Fair Housing Policy and adopted a Fair Housing Resolution.
- Revised the Fund Balance policy.
- Conducted numerous workshops regarding Mansfield Public Schools elementary school facilities. Evaluated and analyzed options regarding construction/renovation of elementary school facilities. Decided to repair and maintain existing facilities.
- Continued implementation of the police services study (endorsed) Alternative Two, the Enhanced Trooper model. Renewed contract with Connecticut State Police to provide police services to Mansfield via the Resident Trooper Program. Developed partnerships and improved communications with UCONN police.
- 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. Implemented the Healthy Campus grant initiative.
- Published a *Citizen's Guide to the Budget – 2013 Edition*.
- Gathered feedback from six Human Services committees regarding community expectations for the scope of services that should be provided by Mansfield's Human Services Department.
- Adopted the CCM Prescription Discount Program, which entitles residents to discounts on prescriptions and other services at participating providers. The Program is free to both the Town and participating residents.
- Received praise from the Yankee Institute for the Town's transparency efforts on our official website; was 1 of only 2 towns state-wide to receive a score of "100." Mansfield's Freedom of Information Policy and request form were offered as models for towns state-wide.

### **Plans for FY 2013-2014**

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

### **TOWN MANAGER'S OFFICE**

Matthew W. Hart, Town Manager

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

### **Accomplishments for FY 2012-2013**

- Assisted Personnel Committee with review of Human Services Department open positions. Committee Chair, Town Manager, and Assistant Town Manager gathered feedback from six Human Services committees regarding community expectations for the scope of services that should be provided by Mansfield's Human Services Department.
- Town Manager (TM) and Assistant Town Manager (ATM) managed the Human Services Department while the Director position was not filled. TM and ATM managed staff, provided support to departmental advisory committees, managed departmental financials, and assisted with program management and evaluation.
- Continued oversight of award-winning Storrs Center project, including design and construction of public infrastructure. Maintained oversight of new Storrs Center parking garage, which ended the fiscal year with a small net profit.
- Continued oversight of Four Corners Water and Wastewater project; represented Town in preparation of UCONN EIE to select supplemental water supply option to serve University and municipal needs. Retained special legal counsel to advise the Town.
- Assisted Responsible Contracting Committee with its research and information gathering on responsible contracting.
- Began review of Fee Waiver Ordinance. Town Manager's Office assumed oversight of the Fee Waiver program administration, with Parks and Recreation handling the day-to-day administration of the program. Staff implemented a number of changes to improve administration of the program.
- Represented Town at state legislature and various CCM, WINCOG and related activities, including CCM's annual legislative program for municipalities. Testified to various committees of the General Assembly and communicated regularly with Mansfield's state delegation to preserve state funding for Mansfield and other municipalities, and to advocate in support or opposition to other bills of importance to the Town. Served as a member of MORE Commission's Tax Authority Subcommittee.

- Recruited and filled 17 full-time and part-time Town regular positions, 7 of which were new hires and 10 of which were promotions or lateral transfers. A total of 11 recruitments were conducted and 60 applicants were tested.
- Facilitated updates regarding the May 2012 changes to the Ethics Code. In conjunction with the Town Clerk's Office conducted ethics training for approximately 140 officials and employees and distributed Code revisions to affected officials and employees. Assisted Ethics Board with revisions to its Complaint Procedures and FAQ pamphlet and creating an index for disclosure statements.
- Reviewed and revised existing policies such as the drug-free workplace and anti-harassment policies. Implemented new policy regarding inclement weather procedures.
- Completed the FY 12/13 wage re-opener with the Public Works and Professional and Technical employees unions. Completed negotiations for the successor collective bargaining agreement (FY 2010/11 – FY 2013/14) with the Firefighters union. Began negotiations for successor collective bargaining agreement with the Public Works union.
- Stabilized health insurance claims experience through the use of successful employee wellness program. Five year claims increase trend of 0.03%. Wellness Program recognized for the third year in a row by the Business Council of Fairfield County Healthy Workplace Employer Recognition Program at the Platinum level.

#### **Plans for FY 2013-2014**

- Continue oversight of Storrs Center project to ensure completion of phase 1B and the inter-modal center, and to initiate future phases of the project.
- Continue coordination of Four Corners Water and Wastewater project and other environmental initiatives. Negotiate any related agreements on behalf of the Town.
- Continue to participate in Mansfield Tomorrow initiative and preparation of a comprehensive economic development program for the Town.
- Prepare FY 2014/15 operating budget and capital improvement program designed to fund current services and to promote Council goals. Continue efforts to protect state's obligation to provide PILOT funding.
- Assist Town Council with appointment of attorneys for various legal services.
- Complete open space and farmland preservation projects as approved by Town Council.
- Coordinate Town's transition to new Council of Governments.
- Monitor development of UCONN Technology Park and Next Generation CT initiative; work with Town Council to develop policy positions as necessary.
- 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 and helps the Town manage health insurance claims.

### **ANIMAL CONTROL**

Noranne Nielsen, Animal Control Officer

The Animal Control Department consists of a full time Animal Control Officer and a part time Assistant Animal Control Officer. The department is responsible for the enforcement of State Statutes concerning canines, felines, and sick wildlife and for managing the Animal Control Facility. Animal Control responds to complaints from residents concerning dog problems, any animal bites and/or scratches to humans and impounding of stray dogs. The department also issues infractions, misdemeanors, written warnings, notices to license dogs, notices to vaccinate animals against rabies, notices to spay or neuter cats, strict confinement orders, close observation orders, quarantine orders, restraining orders, and disposal orders. In addition, Animal Control is responsible for the redemption of impounded animals, the adoption of 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 2012-2013:**

- Responded to approximately 1750 complaints, issued 388 warnings, 74 notices to license and 22 infractions.
- Quarantined 6 dogs and 3 cats. Impounded 195 animals of which 46 were reclaimed, 137 were adopted out to new owners, 2 were struck by vehicles, and 6 were too injured or aggressive to place.
- Issued 3 notices to spray/neuter for felines.
- Started intern program for UCONN students.
- Finished the door-to-door canvas in search of unlicensed dogs and unvaccinated pets.

**Plans for FY 2013-2014**

- Continue with the volunteer and community service/senior projects program on a time available basis.
- Continue the UCONN student intern program.
- 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 2013 Enrollment

Grade	Goodwin	Southeast	Vinton	Grade	MMS	District
PreK	31	30	30	4	1	
K	44	48	42	5	139	
1	31	46	47	6	143	
2	38	43	51	7	141	
3	29	35	52	8	141	
4	43	43	43			
<b>Total</b>	<b>216</b>	<b>245</b>	<b>265</b>		<b>565</b>	<b>1291</b>

**Accomplishments for FY 2012-2013**

- Our elementary schools offered the Spanish language in grades 2 through 4, placing strong instructional emphasis on the cultures of the Hispanic world.
- At Goodwin School, a Student Backpack Brigade filled backpacks and donated them to needy children
- International Potluck Dinner was held.
- At Southeast School, enrichment clusters focusing on the cultures of other countries and cultural, musical, and artistic assemblies were held.

- At Vinton School, students participated in activities such as on-site museum programs and collection of food and health items for local family shelters and soup kitchens.
- Mansfield Middle School is unique in offering four different world languages (French, Spanish, German and Latin), a German and Chinese student exchange program and has as its school motto “MMS CARES – Global Awareness/Personal Kindness”.
- All schools participated in integrated art and dance programs, all schools participated in an inter-district summer Academy of International Arts and Science Studies, a ten-school-district summer camp program that has helped to reduce racial, ethnic and economic isolation.
- Our elementary and middle school students 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 2013 CMT, Mansfield Public Schools students achieved State Goal at the following rate:
  - ⇒ Mathematics: Grade 8 – 75.0%, Grade 7 – 86.7%, Grade 6 – 76.6%, Grade 5 – 91.8%, Grade 4 – 82.3%; Grade 3 – 83.3%
  - ⇒ Reading: Grade 8 – 84.3%, Grade 7 – 90.4%, Grade 6 – 80.0%, Grade 5 – 80.6%, Grade 4 – 75.4%, Grade 3 – 76.5%
  - ⇒ Writing: Grade 8 – 87.1%, Grade 7 – 88.9%, Grade 6 – 76.4%, Grade 5 – 85.3%, Grade 4 – 72.6%, Grade 3 – 77.4%
  - ⇒ Science: Grade 8 – 83.0%, Grade 5 – 86.8%
- Improvement plans for all four schools include continuing to implement an assessment protocol to more closely monitor student achievement. Specific goals focus on moving more students from Level 3 to Level 4 (State Goal) in all four areas of the Connecticut Mastery Test, by intervening early through increased instructional time (through full-day kindergarten), to differentiated instruction, more efficient use of support services, and align instruction with curricular goals for greater student achievement.

#### **Plans for FY 2013-2014**

- Help every student to be a confident and successful learner through differentiated instruction and support. Monitor student progress to ensure growth.
- Attract, support, and retain qualified, motivated, and diverse professional staff.
- Monitor the District’s quality and efficiency of facilities, sufficiency of space, level of security, adequacy of maintenance, and efficiency of student transportation.
- Increase the effectiveness of the Board of Education.
- Plan for long-term fiscal 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 Building division accepts and reviews construction documents for all construction projects within the Town with the exception of those on state and federal property. Documents are reviewed to determine compliance with the State Building Code. Staff also coordinates

and directs applicants to all other applicable Town departments. Periodic site inspections are conducted to confirm compliance with the submitted documents and the Building Code. Reports are issued if violations are noted and follow-up inspections are conducted to assure code compliance. Upon completion of projects a certificate of occupancy or approval is issued pursuant to state statutes. The department is also on call 24 hours a day to inspect structures and equipment damaged by fire or accident to determine what if any action is necessary. The Housing division enforces the Property Maintenance Code as adopted for rental dwelling units within the 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 2012-2013**

- 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 M CCP committee including site visits and attendance at the annual Housing Fair.
- Continued enactment of the “Residential off Street Parking” ordinance.
- Implemented “Nuisance House” ordinance.
- Continued blight patrols to enforce Litter ordinance.
- Worked with staff committee and updated permitting fee ordinance.
- Continued negotiations with fee ordinance collection vendor.
- Continued administration of Building code for “Storrs Center” project.
- Worked with staff to investigate hiring a software vendor to administer software solutions for many municipal functions.

### **Plans for FY 2013-2014**

- Continue to implement enforcement of the Housing Code.
- Continue normal Building Department functions i.e. permitting, plan review, inspections etc.
- Work with all stake holders to aid in construction of Storrs Center.
- Continue to implement the “Residential Parking” Ordinance.
- Continue to work with M CCP committee.
- Complete staff work on proposed ordinances and administer as appropriate.
- Continue work with “Iparq” for parking and ordinance enforcement.
- Negotiate online permitting and code enforcement software with “CSI”.
- Work with all stakeholders to implement the new State Building Code.
- Work with the Town Manager on possible expansion of the Rental Certification Zone.

### **MANSFIELD DOWNTOWN PARTNERSHIP, INC.**

Cynthia van Zelm, Executive Director

The Mansfield Downtown Partnership, Inc. seeks to foster the continued development and management of Storrs Center—a vibrant and economically successful mixed-use downtown at the heart of our community. The Partnership will actively assist with the future community and economic development of Four Corners, King Hill Road, and other areas identified by the Town of Mansfield and the University of Connecticut. As a public-private partnership, the organization is com-

posed of representatives from the community, business, the Town, and UConn.

### **Accomplishments for FY 2012-2013**

- Opening of Phase 1A (1 Dog Lane, 9 Dog Lane, and 11 Dog Lane) of Storrs Center in August 2012 which includes 127 apartment units and 27,000 square feet of commercial space. All apartments were leased by April 2012, and twenty new and relocated businesses were operating by spring 2013.
- Construction began on Phase 1B (1 Royce Circle) which includes 195 apartments and 40,000 square feet of commercial space. All apartments were leased by May 2013. By June 2013, 90% of the commercial space was leased.
- Completed business relocations as outlined in the Relocation Plan objectives in the Storrs Center Municipal Development Plan.
- Facilitated zoning permit approval for Town Square-3 building (92 apartments and 15,449 commercial square feet) and Market Square area including Price Chopper grocery store. Construction began on Town Square-3 building and the Price Chopper site in spring 2013.
- Worked with the Town on coordinating the construction of the parking garage (opened in August 2012), Dog Lane (completed June 2013), Storrs Road (completed June 2013), Wilbur Cross Way (began in 2012, will be substantially complete by late summer 2013), and Nash-Zimmer Transportation Center (began in early 2013, will be completed in fall 2013).
- Held regular scheduling meetings to ensure effective coordination amongst the UConn, the Town, 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) for the public regarding construction.
- Worked with Leyland Alliance to implement marketing strategy including advertising, ribbon cuttings, signage (parking and tenant), and events (Halloween event in 2012 and weekly music series in 2012 and spring and summer of 2013), for Storrs Center.
- Assisted Leyland Alliance with planning and facilitating monthly meetings with Storrs Center businesses.
- Facilitated approval of the cooperative agreement with surrounding property owners to assist with parking enforcement. Conducted training for and approval of all parking constables.
- Solicited and contracted with landscape architecture firm Kent+Frost to prepare plan for town square. Oversaw development of plan and outreach to stakeholders.
- Worked with the Town Planning and Development Department to carry out 2<sup>nd</sup> Annual Local First Mansfield program to promote buying local in Mansfield over the holidays, which included a scavenger hunt, “One Stop Shop” local business fair, and “Give & Receive” gift wrapping fund-raiser for the Town’s Human Services Department.
- Worked with the Town Manager and Director of Public Works to develop an operations plan for Storrs Center and the Nash-Zimmer Transportation Center.
- Finalized Partnership 3-Year Organizational Strategic Plan.
- Organized 4<sup>th</sup> Annual “Celebrate Mansfield Weekend” which included the 9<sup>th</sup> Annual *Festival on the Green*, featuring musical act brown bird, children’s events, and the Juried Art Show; the Celebrate Mansfield Parade; a wine tasting benefit hosted by the Altnaveigh Inn and Restaurant; a Community Puppet-Building workshop with the Ballard Institute and Museum of Puppetry; and guided walk of the Albert E. Moss Sanctuary with the Town’s Parks and Recreation Department.
- Organized and promoted schedule of winter events in Storrs Center, the Town, and UConn in the first week of February as first Winter Fun Week, replacing Winter Fun Day event.
- Moved from semi-yearly newsletters to monthly e-newsletter.
- Assisted the Town’s Parks and Recreation Department with the 6<sup>th</sup> Annual Tour de Mansfield:

Village to Village Bike Tour in July 2012.

- Continued public outreach to the community through meetings, presentations and media including print, website, Facebook, Twitter, radio, and TV, to promote plans to revitalize downtown Mansfield. Presented the Storrs Center project at the Southern New England American Planning Association conference in September 2012 and the Professional Women in Construction Conference in October 2012.

#### **Plans for FY 2013-2014**

- Complete construction of Phase 1B and open in August 2013.
- Complete construction of Nash-Zimmer Transportation Center and open in November 2013.
- Complete construction of Wilbur Cross Way.
- Complete construction of market area including 31,000 square foot grocery store.
- Complete construction of Town Square-3 building.
- Complete design and begin construction of Town Square.
- Work with LeylandAlliance on the development of the rest of Phase 1C and the Wilbur Cross Way neighborhood.
- Work with LeylandAlliance on planning for-sale residential development.
- Hold grand opening event in September 2013 and ribbon cuttings for new businesses.
- Work with the Town on possible regulations on use of public spaces in Storrs Center.
- Work with LeylandAlliance, development partner EdR, and the Town to maintain effective and clean operations in Storrs Center.
- Prioritize and implement recommendations in the *Downtown District Public Spaces and Green Infrastructure Master Plan*.
- Implement 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 and assist with solicitation of commercial businesses by LeylandAlliance.
- Move to Nash-Zimmer Transportation Center and assist with operations as needed.
- Work with Town of Mansfield to hold 7<sup>th</sup> Annual Tour de Mansfield in July 2013.
- Coordinate Celebrate Mansfield Weekend events and publicity and hold 10<sup>th</sup> annual *Festival on the Green* in September 2013.
- Hold 2<sup>nd</sup> Annual Winter Fun Week in February 2014.
- Continue outreach through publications including update of website, electronic mail, speaking engagements, and involvement on Town, UConn, 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 Eastern Highlands Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotions of wellness and protection of our human environment. 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 2012-2013**

- Board of Directors adopted an operating budget of \$725,220 for FY 13/14, which is a 1.5% increase from the previous fiscal year.
- Milestones in public health emergency preparedness activities included support of towns' October snow storm response and recovery efforts; updates in our Local Public Health Emergency Response Plan and the Mass Dispensing of Prophylactic Medication Annex; and, national recognition of DEMHS region 3 & 4 local public health with "Public Health Ready" designation.
- Health promotion milestones for this fiscal year include the continuation of a \$419,500 grant to build local capacity to implement policy, systems and environmental changes that promote healthy behaviors; and, the temporary expansion of the employee wellness program "Be Well" to the Eastern Connecticut Health Insurance Partnership for limited services.
- The Board of Directors completed the agencies first strategic planning process, which resulted in the adoption of a five year strategic plan and associated action plan.
- Assisted the Town of Bolton with the response to blue/green algae bloom in lower Bolton lake; and, subsequently assisted the State DPH and DEEP with development of local public health blue/green algae response guidelines.
- Communicable disease control activities included review and follow up (as needed) of 1,223 case reports and conducted 31 disease outbreak or individual case investigations.
- Main indicators for environmental health activity in Mansfield included: 172 site inspections for septic systems; 44 septic permits issued; 30 well permits issued; 26 complaints investigated; 44 environmental samples taken for lab analysis; 265 food establishment inspections and other health inspections; 87 B100a building permit reviews; and 156 test pits and perc tests.

### **Plans for FY 2013-2014**

- Implementation of Strategic Plan, Action Plan.
- Completion of Information Technology Plan update.
- 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, Director

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

### **Accomplishments for FY 2012-2013**

- Assisted property owner with qualifications review process SRL (Severe Repetitive Loss) Grant from the State of Connecticut to elevate residence on Thornbush Road above the 500 year flood elevation and monitor funding availability.
- Planned, prepared, and participated in multiple agency State-wide Disaster training exercise.
- The Town's Emergency Operations Plan and Annexes was audited by DEMHS to ensure that it was current with state and federal plans. The Plan was approved as written with no comments from the audit.
- Coordinated FEMA Disaster recovery efforts from Winter Storm Alfred. Received funding reimbursements from FEMA for certain storm related expenses.
- Managed Emergency Operations Center command, shelter operations, obtaining of commodities, coordination with local and regional multiagency efforts, and Declaration for the extreme rain, wind and hazardous weather condition of Hurricane Sandy in October 2012. In addition, began working with FEMA Disaster regarding recovery efforts.
- Performed several watches and warnings during the year such as flash flood, flood, severe thunderstorms and ice storm watches.
- Served as a member of the DEMHS (Division of Emergency Management and Homeland Security) Region IV REPT (Regional Emergency Planning Team) Steering Committee representing the Windham Regional Council of Governments.
- Administered and coordinate the town's AED program (defibrillators).
- Partnered with the University of Connecticut for their Millstone Host Community Program and participation in radiological training exercise and review of the current plan.
- Submitted applications for financial assistance to DEMHS Region 4 for additional funding allocations under Nuclear Safety Fund and explore other grant options regarding improvements to Town's Emergency Operations Center and radio communications between EOC and UConn as part of Millstone Host Community.
- Coordinated with Red Cross and other agencies to review the town's shelter facilities for regional planning.
- Supported other Town departments (with the review and implementation of emergency plans and oversight of Evacuation Crisis Response Drills). and organizations, including but not limited to elementary schools, middle schools, and Juniper Hill Village.
- Updated the Town's Hazard Mitigation Plan.
- Served as a member of the DEHMS Region IV and WINCOG EMD groups.
- Prepared for and assisted with the Town's response to UConn's Spring Weekend.

### **Plans for FY 2013-2014**

- Work with the DEMHS Region IV Regional Emergency Planning Team to implement the Federal FY 2012 and 2013 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 Hurricane Sandy 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.

- Establish the Towns Emergency Operations Center in the Council Chambers at the 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.
- The after action reviews with training exercises, Hurricane Sandy as well as the more recent occurrence of an event at Sandy Hook in Newtown, Connecticut have identified many strengths and action items to improve the Town's ability to provide disaster and emergency services to residents. Town and regional emergency planning efforts shall continue toward further enrichment of existing Emergency Operations Plan with focus on municipal buildings and school crisis response.
- Improve channels of communications with residents during emergency events.
- Conduct a review of standby power systems at essential public buildings to verify that the buildings will be able to operate during extended periods of power outages.
- Further develop partnership with WINCOG and Emergency Management Directors of surrounding towns (Coventry and Willington) for the basic delivery needs during and following emergencies or disasters, review the feasibility of developing an agreement with one or more of our surrounding communities to operate a shared public shelter; provide training to municipal staff and volunteers to provide public shelter operations; and review the feasibility of developing an agreement with one or more of our surrounding communities to provide for commodities (water, ice, MREs and food services) acquisition and distribution.

## **FACILITIES MANAGEMENT DEPARTMENT**

William Hammon, Director

The department is responsible for the maintenance and repair of Town buildings and equipment, including the Audrey Beck Municipal Building, Mansfield Public Library, three fire stations, Senior Center, Wellness Center, Public Works buildings, Mansfield Community Center, Bicentennial Pond buildings, Dog Pound, Landfill buildings, Mansfield Discovery Depot, Mansfield Downtown Partnership, Eagleville School House, Joshua's Trust, Maintenance Shop, Old Town Hall, School Bus Garage, Lion's Park Concession building and the former Town Office building, along with the four schools. Specific duties include septic tank maintenance; boiler and oil burner maintenance and repairs; well maintenance; electrical, plumbing and roof repairs; general building repairs; and vandalism and building equipment repairs. The department is staffed with full and part-time custodial personnel and skilled maintenance personnel. The department also maintains contracts with various vendors to provide annual service on fire and burglar alarms, hood systems, emergency generators, 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 2012-2013**

- Instituted summer cleaning schedule for all schools. Finished ten (10) days early.
- Installed marble walls at Mansfield Community Center.
- Repaired main overhang at Mansfield Community Center.
- Installed a new energy efficient boiler system at Goodwin School.
- Regraded lawn behind the Library.
- Installed sensors and software to control humidity at the Library.

- Removed oil tanks at Fire Stations 107 and 207.
- Replaced outside lights at Town Hall saving 3,000/yr. in electricity.
- Completed approximately 1,200 work orders.
- Completed energy efficient boiler installation at Town Hall.
- Replaced outside lights at Day Care saving 1,700/yr. in Electricity.
- Engineered and ordered parts for heating improvements at Goodwin School.
- Completed personnel evaluations.
- Awarded C-Tec solar the contract for solar panels pending CL&P z-rec bidding.
- Developed summer cleaning schedules.
- Did numerous things for storm damage during two (2) storms.
- Completed PMs (preventive maintenance tasks) on boilers and roofs.
- Completed asbestos refresher courses.
- Worked on water supply problems at Vinton School and Lions Park.
- Installed new more powerful work order system.
- Replaced Outside lights at Goodwin School saving 4,000/yr. in electricity.
- Completed OSHA mandated refresher training courses.
- Replaced outside lights at Southeast School saving 3,700/yr. in electricity.
- Developed improved security measures at all schools.
- Worked with 3 different companies on performance contracting for energy savings.

#### **Plans for FY 2013-2014**

- Select a company for performance contracting.
- Repair air/conditioning units at the Library.
- Install improved security systems at all schools.
- Complete greenhouse installation.
- Finish painting Buchanan Library.
- Build vestibule at Southeast School.
- Install improved radiation for Goodwin heating system.
- Hire more substitute custodians.
- Schedule asbestos 5 year inspection.
- Investigate the possibility of large solar panels on the schools.
- Investigate solar panels for the parking garage.
- Develop a list of priorities for school needs.
- Get lead testing on all water system completed.
- Continue to do 1,200 work orders per year.

### **DEPARTMENT OF FINANCE**

Cherie Trahan, Director

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

#### **Accomplishments for FY 2012-2013**

- Closed Fiscal Year 2011-12 with an increase to fund balance of over \$430,000.
- Prepared the fiscal year 2011-2012 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District in compli-

ance 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 2011-12 from the Government Finance Officers' Association (GFOA).
- Received the GFOA's Distinguished Budget Presentation Award for the FY 2012-2013 budget.
- Assisted with the preparation of the FY 2013-2014 budget in light of undetermined State revenues.
- Finalized the implementation of the Quality Data Service (QDS) tax and other receivables system for streamlined billing, inquiry and for better customer service.
- Unveiled a new online bill inquiry system for customer lookup 24/7.
- Processed 465 real property ownership changes for the October 1, 2012 Grand List and completed numerous field inspections for new construction (primarily Storrs Center), additions, remodeling, decks, sheds, garages, etc.
- Utilized new assessment data administration software package from Quality Data Service in producing the annual Grand List, commencing with October 1, 2011. This software package improves the efficiency and effectiveness of the Assessor's Office, especially in the area of customer service.

#### **Plans for FY 2013-2014**

- Prepare the fiscal year 2012-2013 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.
- Maintain Mansfield's Aa2 bond rating and strive to obtain the highest rating possible (Aaa) by increasing fund balance reserve.
- 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.
- Maintain accurate grand list data and continue the systematic inspections of properties in preparation for the 2014 town-wide revaluation.
- Continue to maintain an overall collection rate of 98% or higher through increased efficiency and communication with our customers.
- Begin the upgrade of the Computer Assisted Mass Appraisal (CAMA) system to increase efficiency.

**Top Ten Taxpayers  
October 1, 2012 Grand List**

The list percentages are calculated by dividing the individual property assessment by the October 1, 2012 Net Grand List Total of \$1,015,190,044.

	Description	Assessment	% of Taxable Grand List
EDR/Storrs LLC	Apartment Condos	\$ 22,447,760	2.21%
Connecticut Light & Power	Public Utility	14,538,320	1.43%
RRE Vip Mansfield LLC	Apartments	10,788,820	1.06%
Eastbrook F LLC	Eastbrook Mall	9,242,310	0.91%
157-35 OAP Holdings LLC	Apartments	8,656,270	0.85%
Celeron Square Associates	Apartments	7,361,760	0.73%
Colonial BT LLC	Apartments	5,390,000	0.53%
Glen Ridge Cooperative, Inc	Housing Co-Op	5,306,770	0.52%
UConn Carriage LLC	Apartments	4,895,240	0.48%
Hayes-Kaufman Mansfield Assoc.	Shopping Plaza	4,655,000	0.46%
<b>Total Top Ten Assessments</b>		\$ 93,282,250	9.19%

Expenditures 2012-2013	Amount	% of Total
General Government	\$2,389,647	5.3%
Public Safety	3,282,318	7.2%
Public Works	1,941,307	4.3%
Community Services	1,668,027	3.7%
Community Development	524,582	1.1%
Town-wide	2,553,784	5.6%
Transfers to Other Funds	2,824,986	6.2%
Education	<u>30,089,184</u>	<u>66.6%</u>
<b>Total</b>	\$45,273,835	100.0%

Revenues 2012-2013	Amount	% of Total
Property Taxes	\$26,926,912	58.9%
Federal/State	17,830,083	39.0%
Charge for Services	407,224	0.9%
Other Local	<u>539,995</u>	<u>1.2%</u>
<b>Total</b>	\$45,704,214	100.0%



## **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 2012-2013**

- The department improved its ISO (Insurance Service Office) rating of Mansfield's public fire protection.
- The fire departments responded to a total of 1,785 calls for service. The breakdown of selected incidents is as follows: Fires 55; Rescue/EMS 1,268; False Alarms 147; Hazardous Condition 83; Service Calls 104; Other Calls for Service 128. Mutual Aid was provided 216 times.
- Winter Storm Charlotte guided department emergency activities in the early part of 2013. The experience provided an opportunity for the department to assess operational changes related to communications, facilities and equipment that were learned from previous extreme weather events.
- The department continues its regular and routine on-site training at the Storrs Center Development.
- The Mansfield Firefighters Association Explorer Program sent a member to a week long program at the Connecticut Fire Academy. Two other members that attended the program last year returned as instructors for Introduction to the Fire Service program. (The program prepares potential members of the department for the fire service.)
- Continued to staff the EMS (Emergency Medical Service) Duty Crew program during selected weekends. 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 mapping assisted the department in receiving a grant from the DEEP to install three Dry Hydrants.
- Received delivery of a new 2013 GMC Lifeline ambulance.
- The department received certification from the State to operate an additional ambulance. The three ambulances will allow the department to respond more effectively during periods of peak call volume.

### **Plans for FY 2013-2014**

- Conduct a volunteer officer selection process to fill vacancies in the officer rank structure for the positions of Assistant Chief and Lieutenant.
- Continue contracting select certification training through the Connecticut Fire Academy to provide professional development opportunities for department personnel.
- Evaluate permitting software to improve efficiency in area of inspection and enforcement and to assist in the continuous quality review of the program to determine its effectiveness and maximize productivity.
- Continue to evaluate operational staffing levels and assignments to assure the effective delivery of fire and emergency medical services.
- Continue the dry hydrant installation/improvement program and identify additional installation locations and improvements to existing water sources.

- Maintain emphasis on the development of Geographic Information System mapping. Continue researching the technical requirements that will enable response personnel to access GIS information electronically.
- Enhance the Volunteer Benefits Program to support the membership and assist in filling the Division's rank structure.
- Continue the support for the Volunteer EMS Duty Crew program. Expand to both Ambulances when Duty Crew staffing permits.
- Continuous review and evaluation of fire department safety policies and review and updating of the operational procedures.

## **FIRE PREVENTION**

Fran Raiola, 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 2012-2013**

- Reviewed and revised permitting process for new construction and renovations to improve permitting procedures and record keeping.
- In partnership with the Mansfield Board of Education and private schools, presented age appropriate Fire, Life Safety and Injury Prevention 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.
- Developed, enhanced and provided Fire, Life Safety and Injury Prevention Education programs for community at large.
- Conducted plan reviews for all new construction and renovation projects town-wide, including but not limited to the Storrs Center development.
- 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).
- Continue to work with the University of Connecticut (Connecticut Water) and the Willimantic Water Works to manage fire hydrants and water supplies for fire protection.
- Implement progress in and advance the Deputy Fire Marshal inspection program.
- Conducted required inspections of apartments, public assembly occupancies, businesses, schools, daycare facilities, group homes, and health care facilities.
- Conducted staff reviews of site plans for Planning and Zoning for compliance with Fire Lane ordinance and emergency access.
- Conducted required fire code inspections for the Mansfield Downtown Project.
- Delivered the Fire Prevention and Life Safety Education Programs to the elementary schools, middle school, daycare providers, the senior community, VNA, and several businesses.
- Developed and delivered several neighborhood based fire prevention programs.
- Partnered with Region 19 to develop a college bound senior fire safety program at E.O. Smith.
- 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 2013-2014**

- Further develop the construction code compliance and inspection program that ensures that all new construction (new buildings, renovations, alterations and additions to buildings) are designed and built in compliance with the applicable codes: Conduct construction document review and approvals (Plan Review) in an expedited manner; conduct periodic new construction progress inspections to ensure that construction is in compliance with the approved plans; and conduct system acceptance and Certificate of Occupancy inspections within 24 hours of the request.
- Continue to enhance the inspection program for existing buildings and occupancies to ensure compliance with the Connecticut Fire Safety Code and Fire Prevention Code.
- Conduct complete inventory of existing buildings, including primary use group, as well as additional use groups and assign inspection frequency based on staff availability, hazards present and in compliance with state regulations.
- Establish, train, and implement standardized fire investigation procedures and reporting among all Fire Marshal staff: Develop forms, provide training opportunities, and implement SOG procedures.
- The increased inspection and plan review workload associated with Storrs Center continues to challenge staff to maintain town-wide services and existing levels of customer service. Emphasis on creating efficiencies within core functions and duties will be a focus as transitioning key staff occurs.
- Continue to enhance and expand the fire and life safety education programs that are offered to the community, including but not limited to neighborhood based fire prevention programs and continued partnership with Region 19 regarding a college bound senior fire safety program at E.O. Smith.
- 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 through three programs. It administers the Section 8 Housing Choice Voucher Program funded 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 moderate income senior housing community designed for those over 62 years of age and those who are younger and disabled.

#### **Section 8 Housing Choice Voucher Program**

The federal Section 8 Housing Choice Voucher Program can assist a monthly average up to 149 low and extremely 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 (i.e. the number of monthly vouchers under contract versus the number of monthly vouchers available for contract) for the fiscal year ending December 2013 is projected to be 82.16 %; a reduction to the 2012 utilization rate which was 91.16%. The economy continues to grow at a relatively slow pace creating a drag on family earnings and rents continue to increase, both creating higher costs per voucher for the Housing Authority. Higher costs per voucher reduce the number of vouchers that can be used.

The estimated average amount of rental assistance per family for 2013 is \$678 per month; up from \$654 per month in 2012. HUD funding for the Housing Assistance Payment (HAP) averaged \$545 per month per voucher in 2013, an increase from \$530 in 2012. The Housing Authority's reserve account for HAP payments will be reduced to approximately \$55,000 by year end. The Housing Authority will make approximately \$996,088 in rental assistance payments on behalf of our participants in 2013 down from \$1,065,985 in 2012. The estimated average number of vouchers used in 2013 is 122 down from 136 in 2012. To utilize all 149 vouchers, more federal funding or lower costs per family will have to be realized. Under the Budget Control Act of 2011, (commonly referred to as Sequestration) mandatory federal government cuts became effective March 1, 2013 which reduced the HAP funding. Reduction in HAP has reduced our ability to serve low and extremely low income families and individuals.

Administrative fees are tied directly to the number of vouchers leased. The reduction in HAP due to sequestration has reduced the vouchers leased and thus our ability to earn administrative fees. However, the real financial impact to the program was caused by Sequestration which reduced the pro-ration of the administrative fee per vouchers leased to 68%, which is the lowest in the 38 year history of the program.

Sequestration has put a significant strain on the Housing Authority's ability to operate the Section 8 program. Year over year, the Housing Authority has not been able to use all its vouchers due to insufficient HAP funding and prorated administrative fees for the vouchers that are leased has resulted in the Section 8 operational reserve account being depleted. The overall financial health and viability of the Section 8 program, which is the only low and extremely low income housing program in the area, is in jeopardy without financial support for the administration of the program from the towns in our jurisdiction or changes at the federal level. The program cannot continue to be administered with only 68% of the administrative fee being paid for the administration of the program.

The Section 8 waiting list was opened in October 2013. Approximately 4000 applications were received to fill 250 openings on the waiting list.

### **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 included as part of the leased premises in the future.

The waiting list is currently open. There are 37 applicants on the waiting list. The average turn

over rate for this housing community is 9 units per year. Eight units turned over in 2012 and it is expected that a total of 12 units will turn over in 2013.

The Housing Authority continues to search for ways to increase affordable housing in Mansfield that will be financially sustainable for the long term.

### **Wright's Village**

Wright's Village is a state financed housing community for moderate and low income seniors 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, interior and exterior lighting replacement, bathtub conversions to walk-in showers in 13 units, and refrigerator and stove replacement. The property is generally in good condition and reserves are being accumulated for future capital repairs. Solar panels were installed in 2010 which help to reduce and control the cost of the site lighting and eliminated all electrical costs for the office.

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. There are currently 16 applicants on the waiting list. The average turn over rate for this housing community has been 6.7 units per year. Seven units turned over in 2012 and it is expected that the turnover will be 9 units for 2013.

## **DEPARTMENT OF HUMAN SERVICES**

Pat Schneider, Director

The Department of Human Services provides services to all ages of Mansfield residents in order to promote independence, personal enrichment and an enhanced quality of life. The department consists of four service divisions - Adult Services, Senior Services, Youth Services and Early Childhood Services. General fund expenditures are supplemented by grants and contributions from many public and private sources that provide support for departmental programs as well as services to individuals and families in need.

### **Adult Services**

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

### **Accomplishments for FY 2012-2013**

- Provided case management, referral and direct assistance to 285 residents.
- Provided emergency financial assistance and food pantry assistance for a total of 141 households.
- Assisted 267 persons who are elderly or disabled to apply for State tax relief programs.
- 108 families received holiday assistance consisting of food, gifts, and cash assistance from a variety of donors. 140 individuals received assistance through the Mansfield Holiday Fund.
- 208 families were approved for fee waivers.

- Consolidated community fund raising initiatives related to special needs funds, camperships and holiday donations.

#### **Plans for FY 2013-2014**

- Consolidate social work services for seniors, disabled adults, and families in financial need to promote efficiency and easy access to services for persons of all ages.
- Coordinate community fundraising initiatives related to Special Needs, camperships and holiday donations and other departmental funds.
- Update and reconfigure departmental office space for effectiveness, efficiency, and improved customer service.

#### **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.

#### **Accomplishments for FY 2012-2013**

- Volunteers provided 5894 hours of volunteer time over the course of the year.
- Served 5,813 congregate subsidized meals to seniors through Thames Valley Community Council. A total of 3,269 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.
- 117 seniors received assistance with tax preparation
- 126 seniors received flu shots.
- Offered health assessments, screenings, and preventative care at the Wellness Center.
- Volunteer Transportation Program recruited 18 volunteer drivers and has met 219 transportation requests.
- Acquired a ten passenger van through grant funding which was delivered in January 2013.
- Summer evening programs were held in June, July, August, and September.
- Through the use of a nationally recognized survey, the Senior Center Evaluation was conducted in April 2013.
- Worked with 136 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. This comprised a total of 322 visits.
- “At Your Fingertips,” a senior resource guide, continues to be available at the Mansfield Senior & Wellness Center.

#### **Plans for FY 2013-2014**

- Provide programs that promote and stimulate healthy living options for the senior residents of Mansfield.
- Maintain total participation at the Mansfield Senior Center at 18,000 per year.
- Integrate an internal review process utilizing the My Senior Center computer program and Results Based Accountability to evaluate participation rates and effectiveness of programs being offered at the Senior Center by January 2014.

## **Youth Services**

The Youth Service Bureau provides programs that respond to the needs of Mansfield youth and their families. These programs support and advocate for the social and emotional development of the Town's youth. Clinical services include: individual counseling, family counseling, group counseling, crisis intervention, psychiatric assessment, medication management, and multi-family therapy group. Staff also serves as the social workers for the public schools.

Early Childhood Services focus specifically on the needs of families with young children ages birth through eight and includes school readiness, information and referral, and community planning. Staff oversees the State Department of Education's School Readiness grant and all its components and the William Caspar Graustein Memorial Fund Discovery grant.

There has been an increased demand for mental health services, participation in positive youth development programs, and parenting support programs. This has resulted in limits on the number of clients who can participate in these programs and services. The Youth Service Bureau depends greatly on volunteer participation, community involvement, work study students, and university partnerships to assist in providing services to the community and will be looking to build on that success.

### **Accomplishments for FY 2012-2013**

- Provided youth and parents with approximately 2,952 therapeutic contacts, with 286 youths receiving one or more clinical services.
- Received continued funding from the NECASA and the State Department of Education Enhancement grant, enabling continuation of the Grandparents Raising Grandchildren group serving 30 participants, as well as the Cope Program which serves 60 children in three different elementary schools.
- Expanded parent support groups (mothers' group and Big Friends), transition programs for at risk students, and the Youth Work Employment program.
- All positive youth development programs functioned at capacity, including the Mansfield Challenge Program which successfully completed its 35<sup>th</sup> year.
- Continued to develop collaborative efforts with local universities, thus increasing the number of volunteers and providing opportunities for youth to visit college campuses.
- Trained, managed, and assigned approximately 66 volunteers to individual clients and programs.
- Provided support to the "Safe Routes to Schools" grant initiative.
- Completed a survey for Mansfield Advocates for Children on the issue of "Community Connectedness."

### **Plans for FY 2013-2014**

- Improve the present level of services provided to youth and families by building the capacity of the program to respond to an increased demand for services.
- Collaborate with the courts, police, DCF, DMHAS, and the CT Youth Service Association to advocate for increased funding for regional services in the State's FY 2013 budget.
- Develop additional referral sources of available volunteers, including establishing relationships with two new university departments.
- Provide monthly teaching and mentoring experiences by matching volunteers with their professional interests.
- Ensure that all MAC members are "conversational" in the model of Results Based Accountability by the start of the fiscal year.

- Successfully rewrite Mansfield's Plan for Young Children, utilizing consultants as needed
- Secure funding from the Graustein Fund for the next two year grant cycle by demonstrating that we are moving past implementation and into evaluation of the plan. This will be done by utilizing data that shows effective use of indicators associated with actionable strategies.
- Encourage staff at the area Early Childhood Centers to pursue degrees in early childhood education by securing quality enhancement funds from the State to help support qualified teachers.

## **DEPARTMENT OF INFORMATION TECHNOLOGY**

Jaime L. Russell, Director

The mission of the Information Technology Department is to develop and maintain efficient and cost effective technology systems that support the Town and the schools in delivering high quality services to the community. We are committed to providing superior customer service to assure successful utilization. These technologies include computer hardware, software, and network services across eighteen Town and School buildings, in addition to our website presence and land-line telephones. This encompasses 1,500 computers and 3,000 staff and student users, as well as public computer services used by the citizens in our community.

### **Accomplishments for FY 2012-2013**

- Adapted our infrastructure to meet the increased use among our citizens for Wi-Fi access in public spaces. Completed programming access points at the Public Library, Town Hall, Community Center, Schools, and the Senior/Wellness Center to more reliably accept connections from mobile tablet and handheld operating systems. This process involved adjustment of radio coverage and implementation of transaction protocols that support a wide range of public equipment. Citizens and staff make regular and robust use of our Wi-Fi network.
- Collaborated with the Town Clerk's Office to replace the Town Clerk software. The old system was Alpha based and incompatible with current technologies. The project included researching options, conducting a competitive RFP selection process, careful data conversion, hardware and software installation, and staff and public training. This initiative enhances public access both at the Town Hall and remotely via the Internet, allows us to comply with record retention requirements, and provide productivity gains.
- Responded successfully to Storm Sandy. The department assessed equipment immediately following the storm and quickly supported storm recovery efforts. I.T. staff directly assisted citizens by providing Wi-Fi Internet access, charging stations, and public access computers. The Department was active in the efforts to communicate with citizens using the website and automated emails and phone calls.
- Teamed with Tax Office staff and the Town's Recycling Coordinator to implement and refine the trash collection and billing database. This project required converting from the Alpha to a Windows based system. The new interface is more efficient and meets Mansfield's requirements.
- Completed deployment of a new and very reliable search engine for our town and school websites. This was completed in a cost-effective manner by using in-house labor and open-standards software. The new search box on the website works very effectively at presenting users with their requested search information.
- Worked with library staff to launch the new Mansfield Public Library website. The website features a complete redesign that facilitates public access and incorporates modern offerings. The site is hosted on a Town server using open source software.
- Participated in the State Electronics Challenge in collaboration with the Town's Recycling Coordinator. We factored the EPEAT environmental rating into equipment selection and committed to responsible use and disposal of equipment. Additionally, we maintained servers on

virtual and cloud based platforms that limited electricity and reduced the need for replacement hardware. 10% of our computers are thin clients to reduce bulky waste.

- Managed expenses to limit expenditures and maximize equipment life. Implemented technology in a manner that was sensitive to budget and maximized existing resources.
- Responded to computer and telephone needs across all municipal and school buildings. Supported 1,866 informational webpages and 39 QNotify email subscription lists.

#### **Plans for FY 2013-2014**

- Discontinue use of the Alpha system to ensure efficient, compatible, and reliable databases. The major components of this initiative include:
  - Replace the CAMA system with a Windows based solution that meets current requirements and effectively provides services to citizens and staff.
  - Decommission the Alpha server by carefully archiving data records and disposing of its physical components in an environmentally appropriate manner.
- Support access to public information and communications with residents through the effective use of technology. The major components of this initiative include:
  - Make effective use of modern and free social media across our organization to regularly communicate with the Mansfield community.
  - Explore potential use of a Reverse 911 system to alert the public.
  - Address telecommunications requirements in buildings with older telephone systems.
  - Collaborate with other Town departments to move forward on permitting process software.
- Complete necessary infrastructure projects while containing costs. The major components of this initiative include:
  - Complete the CIP project to establish fiber connections with the fire stations.
  - Address school infrastructure maintenance requirements in accordance with future decisions about the school building project.
  - Leverage virtual and cloud based computing on servers and thin client computers to contain costs, limit consumption of electricity, and reduce bulk waste.
- 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 access, and direct support of users' questions and needs.

### **MANSFIELD PUBLIC LIBRARY**

Leslie B. McDonough, Director

The mission of the 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.

#### **Accomplishments for FY 2012 - 2013**

- Continued improvements to the Library's computer network and equipment.
  - The Library's smart phone app, Biblio, went live this year.
  - Thanks to the Friends of the Library, new children's computers programmed with educational software were purchased.
  - Staff computers were upgraded, and peripheral equipment (3D scanners, receipt printers) was introduced at circulation to facilitate patron service. The Library's network is being integrated into the town's computer system, making support simpler and more efficient.

- Enhanced the Library's visibility and relationships within the community through collaboration with local agencies and organizations. Specific accomplishments include:
  - Food For Fines ran during November and June in conjunction with the Human Services Department, which provided a large quantity of items for the Food Pantry.
  - The library hosted the First Annual One Book Event for Children, a MAC sponsored program with support from a variety of local businesses.
  - The Library provided \$1,500 of new books for the summer book bus, and continues to provide staff support to this very important service.
  - The Library joined Quiet Corner Reads, a group of northeast Connecticut libraries which collaborate to promote reading via a One Book reading program, and participated in the Connecticut Authors Trail, which promotes local authors and reading.
  - Library staff assisted in the Emergency Operations Center during severe storms.
- The Library increased its programming and outreach to citizens of all ages. The Library provided 367 programs this year, an increase of 89 over last year (a 32% increase).
- The Library located a new vendor for Chinese language books and magazines, re-invigorating a collection which had languished for lack of new materials.

#### **Plans for FY 2013 – 2014**

- Enhance the public library experience for users of all ages through the creative use of relevant and up-to-date technology.
  - Public computers are being replaced with newer machines and upgraded software. The improvements will make it easier for patrons to access the system and print documents. Automated software upgrades will save staff time and ensure the public enjoys the latest versions of popular programs.
- Expand services offered to citizens, such as fax, passport, and notary public services. The Library is open beyond traditional business hours, which will make it easier for the public to access these popular services.
- Continue to collaborate with local agencies and organizations to broaden and improve services to residents.
- The Library will continue to work in conjunction with Maintenance to ameliorate water and mold issues in the building.

## **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 2012-2013**

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program.
- Held 9<sup>th</sup> Anniversary Celebration of the Community Center on November 1, 2012.
- Community Center visitations, July 1, 2012-June 30, 2013, totaled 217,451, an average of 18,121 per month and an increase of 2,929 from the previous year.

- Continued popular “Family Fun Night” activity at the Community Center.
- The 2012-13 year included a total of 3,055 programs with 15,584 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 a back-ground check procedure for volunteer coaches.
- Continued emphasis on quality daytime programs for children of working parents. In addition to the popular summer day camp, day-long programs are offered on school common curriculum days and vacation weeks.
- Began new before and after school program at Southeast and Vinton Elementary Schools.
- Major special events included the Annual Halloween Party, Member Appreciation Week, Winter Fun Day, A Day at the Center, Bike Tour, and a series of four summer concerts.
- Hosted emergency shelter during hurricane Sandy and hosted vigil for Newtown tragedy.
- Continued offering a successful year-round swim lesson program.
- Hired and supervised Architect through a CT D.E.E.P. Recreational Trails Grant to design a universal access trail around Bicentennial Pond.
- Opened Bicentennial Pond facility for year round public access.
- Oversaw installation of a new playground at Sunny Acres Park.
- Worked with volunteers to install new gardens at the entrance to the Community Center.

#### **Plans for FY 2013-2014**

- 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 DEPARTMENT**

Linda M. Painter, AICP, Director

The Director of Planning and Development, Zoning Agent and 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 2012-2013**

- The Director of Planning 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.
- The Zoning Agent issued Zoning Permits for 7 new single-family homes. A total of 131 Zoning Permits were issued. Additionally, 88 zoning enforcement letters, 18 violation notices and 9 Zoning Citations were issued.
- The Director of Planning participated in and supervised activities related to the Mansfield To-

morrow initiative, including 15 public workshops and focus group meetings.

- The Director of Planning served as Mansfield's representative on three UConn advisory committees: 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 and completed their work during the year. When evaluating UConn projects particular attention is given to infrastructure issues and potential traffic, drainage and neighborhood impact issues.
- The Director of Planning participated in various facets of Mansfield's Open Space Acquisition and Management programs, including the review of potential property acquisitions and requests for license and sale of town property.
- The Director of Planning and Zoning Agent 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 authorized for the TS-3 building and Market Square buildings.
- The Director of Planning and Zoning Agent provided information and assistance to town and State officials, property-owners and their representatives on a wide range of land use issues, including Mansfield's Assisted Living Initiative, the Four Corners Sewer and Water Project and student housing issues. The Director of Planning provided assistance to the Four Corners Sewer and Water Advisory Committee, the Sustainability Committee, the Conservation Commission, the Economic Development 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 and the CL&P Interstate Reliability Project.
- The Planning and Community Development Assistant worked with the Access Agency to implement the Town's 2012 Small Cities Grant for Housing Rehabilitation; 6 projects were completed in Fiscal Year 2013.
- The Director of Planning and the Planning and Community Development Assistant worked with the Mansfield Downtown Partnership to sponsor the second Local First Mansfield event, a holiday shopping campaign to promote local businesses.

#### **Plans for FY 2013-2014**

- Continue to assist the Planning and Zoning Commission with application-related responsibilities.
- Enforce existing land use regulations with particular attention on student occupancy violations.
- Complete the process of updating the Plan of Conservation and Development (POCD) as part of the Mansfield Tomorrow initiative.
- Begin the process of updating the Zoning Regulations to implement the recommendations of the new POCD.
- Assist town officials with implementation of a new public water supply and review of recent, ongoing and potential UCONN projects and studies including a new campus master plan, development of the new Technology Park and 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 town officials in developing and implementing procedures to streamline the permit review process, including implementation of new permitting software for zoning and land development.
- Continue efforts to retain and grow local businesses.

## **POLICE SERVICES**

Sergeant Richard Cournoyer, Mansfield Resident Trooper Coordinator

The Town of Mansfield contracts with the State Police for the 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 2012-2013**

- Received 15,995 total calls for police service; conducted 650 criminal investigations and 410 accident investigations; issued 4,145 motor vehicle citations and 1,669 motor vehicle warnings; responded to 9,136 non emergency calls for service; and made 96 DWI arrests in town during the past fiscal year.
- Conducted the “D.A.R.E.” program at the Mansfield Middle School.
- Seven Resident Troopers are currently certified for police bicycle patrols. These patrols have been very effective during special events such as “Fall and Spring weekends” as well as patrolling Mansfield Parks, the businesses along Route 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 Towns Fair,” Child Safety Fairs, Senior Citizens Academy, and speaking engagements at local organizations.
- Obtained \$85,275 in grant funding for DUI patrols and \$49,117.80 for Underage Drinking Patrols.
- 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.
- Established a Mansfield Resident Troopers “Tip-Line.” Residents may leave messages at a designated phone number regarding suspected criminal activity occurring in Town. Messages will be received by a trooper and responded to accordingly.

### **Plans for FY 2013-2014**

- 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 (Retired)

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

### **Accomplishments for FY 2012-2013**

- Removed downed trees, assisted power and tree crews in opening Town roads immediately after super storm Sandy.
- Continued the engineering effort to bring sewer and water systems to the Four-Corners area in Northern Mansfield – received preliminary design of a sewage pump station for the area and completed a preliminary design for a sewer collection system. Assisted the Town Manager and Town Planner in negotiating a water service agreement with the Connecticut Water Company.
- Completed the replacement of the Stone Mill Road bridge; replaced the Dodd Road bridge; continued coordination for the Laurel Lane bridge construction project (to be complete in November of 2013).
- Coordinated the low-waste efforts for the Town's fall Festival on the Green.
- Coordinated the school lunch composting programs at all of the Town's schools.
- Coordinated the construction of the new Storrs Center Parking Garage (complete in August of 2012); continued to assist the Mansfield Downtown Partnership with the inspection of the Storrs Road, Dog Lane and Village Street grant projects. Coordinated construction efforts for the Nash-Zimmer Transportation Center (due to be complete in November of 2013). Constructed a driveway for letter drop off in front of the Storrs Post Office. Erected new signs, installed solar-powered trash receptacles, provided litter pickup and emptied trash and recycling containers in Storrs Center throughout the year. Completed the installation of an electric vehicle charging station near the Community Center and began the operation of 4 stations in the new parking garage.
- Continued joint efforts with UConn to construct a walkway on North Eagleville Road from Hunting Lodge Road to Northwood Road.
- Plowed and sanded roads and parking lots (including two record-setting blizzards); spread de-icers on the new sidewalks in Storrs Center; swept and resurfaced Town roads; mowed roadsides and trimmed vegetation at intersections; graded gravel roads; patched pot holes; repaired

signs and guideposts; cleaned waterways, catchbasins and culverts; repaired curbs and driveway lips; installed new drainage and repaired roadside ditches; removed fallen and hazardous trees from Town roads.

- Mowed, striped, fertilized and overseeded Town and school soccer, baseball/softball, football and field hockey fields; constructed new goal posts on the Spring Hill field; prepared Southeast field C for new fencing; repaired irrigation pipes and valves at the Lions Club soccer complex; 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)
- Bid the renewal of the Town's single-family solid waste and recycling collection contract, including a bid alternate for automated collection.

#### **Plans for 2013-2014**

- Install structure footings and complete rough grading for new Town Square (in Storrs Center).
- Complete the design for the sewer collection system for the Four Corners area.
- Complete the Laurel Lane bridge project.
- Bid and construct the walkway on North Eagleville Road.
- Complete the Storrs Road, Dog Lane, Village Street and Transportation Center Projects and close out the grants. Plant street trees and install new street lights on Wilbur Cross Way, Royce Circle and Bolton Road Extension.
- Open and staff the Nash-Zimmer Transportation Center.
- Implement the new automated solid waste and recycling collection system, maintaining the Town's "pay as you throw" system in which rates vary with the size of the refuse containers.
- Perform the usual routine road and grounds maintenance work (as detailed above).
- Construct/install a small building at the transfer station for the swap shop.
- Assist the Planning and Zoning Commission and Transportation Advisory Committee in updating the Town's proposed walkway and bikeway priority listing.
- Continue to work with the Town's sustainability committee in coordinating the Town's multi-faceted sustainability efforts.

### **REGISTRARS OF VOTERS**

Andrea Epling and Beverly Miela, Registrars

The Registrar of Voters is an elected position governed by the Statutes of the State of Connecticut. Registrars must be aware of changes in legislation that affects their jobs. 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 2012-2013**

- Conducted the August 2012 Party Primaries, the November 2012 Presidential Election, the May 2013 Region 19 Budget Referendum, and the June 2012 Town Budget Referendum.
- Conducted the annual canvass of voters using the National Change of Address System.
- 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.
- Ran state mandated registration sessions.
- Attended the Fall Registrars of Voters Association of Connecticut Conferences and the Regional County Meetings.
- Established District 4 as a new polling location.
- Conducted training for UConn organizations and candidates holding registration drives.
- Registered new Mansfield electors and over 1,000 new UConn electors.

#### **Plans for FY 2013-2014**

- Conduct the November 2013 Municipal Election and the May Region 19 Budget Referendum.
- Conduct the annual canvass.
- Continuation of registration, education and participation in voter outreach efforts.
- Continue to create and maintain permanent voter registration records.
- Attend instructional classes on Election Day Registration (EDR).
- Implement Election Day Registration (EDR) and train workers to carry out the new system.
- Attend Registrars of Voters Association of Connecticut Spring and Fall Conferences.
- 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 2012-2013**

- Total Land Records recorded 2,622; Conveyance Tax received \$127,441 (85% of budget).
- Marriage Licenses issued 48; Deaths recorded 96; Births of residents recorded 66.
- Dog Licenses issued July 1, 2012-June 30, 2013 were 1696 and 3 Kennels.
- Sport Licenses sold 313.
- Democratic and Republican Congressional Primaries were held in August 2012. A total of 277 Republicans voted in the Republican Primary (23%) and a total of 808 Democrats voted in the Democratic Primary (21%). The office issued 721 absentee ballots, including 65 ballots sent to non-registered overseas voter and 129 Presidential ballots, for the 2012 Presidential Election. A total of 9609 citizens voted (76.73%).

- The Region 19 Budget Referendum was held in May 2013 with 241 voters; the Annual Town Meeting was held in May 2013 with 188 voters; and the Town Budget Referendum was held in June 2013 with 868 voters.
- Conducted Town Clerk responsibilities with regards to the appointment/election of Justices of the Peace; maintained an updated list of resignations and appointments of elected officials; and prepared the preliminary list of municipal offices for the November 2013 election.
- Published a total of 29 legal notices including the adoption and amendment of ordinances, Region 19 reapportionment, open space purchases, contract notifications, audit reports, and election warnings and notices.
- Worked with the Assistant Town Manager to address 44 Freedom of Information (FOI) Requests and to conduct Ethics Training sessions for staff and volunteers.
- Prepared, submitted and received a Historic Preservation Grant for the 2012/2013 fiscal year. This grant will continue to address the organization and management of capital project files and be used to restore older Town Meeting and Land Record volumes. Achieved the goals and projects as outlined in the 2011/12 Historic Preservation Grant.
- Reviewed, purchased, and installed, with the assistance of the Director of Information Technology, a new comprehensive operating system for the Town Clerk's office. The new system allows us much greater flexibility and provides the public with increased access to Town Clerk records.
- Worked with UConn work study students to collect all public acts which pertain to Mansfield and to compile information on the early residents for whom Storrs Center roads were named.

#### **Plans for FY 2013-2014**

- Execute the 2013/14 approved Historic Preservation Grant for the backfilling of land records images. Train staff and work study students how to link images to the index.
- Send all 2011-2013 maps to vendor to be microfilmed and to link the images to the index. Review index to insure all maps are listed correctly and going forward send maps to vendor on an ongoing basis.
- Prepare for the 2013 Municipal election including the preparation of ballots, publication of legal notices, the issuance of absentee ballots, and reporting duties.
- Incorporate new legislation including fee, election reporting, and vital record changes into the workings of the office.
- Investigate and implement recently approved eRecording regulations which would allow land record documents to be delivered to the Town electronically.
- Continue to make customer service our highest priority and to find new ways to make information available to all.

## **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 2012-2013**

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

#### **Plans for FY 2013-2014**

- 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 the development of Storrs Center as a fully accessible area.
- 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.
- Build committee membership through varied recruiting methods.
- Advocate for public transportation to be fully accessible for wheelchair/scooter bound residents.

### **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 2012-2013**

- Provided information to the farm community about workshops and grant opportunities.
- Worked with the Mansfield Tomorrow Project team to develop an Agricultural Strategy for the Town of Mansfield. This strategy will be integrated into the revised Plan of Conservation and Development.
- Participated on the Mansfield Tomorrow Agricultural Focus Group.
- Revised Town owned agricultural lease and conducted an RFP to all farmers to consider new lessees for Town-owned land.
- Worked on Farmland Protection projects.

#### **Plans for FY 2013-2014**

- Provide information to the farm community about farm grant programs and workshops.
- Provide input to development proposals on or adjacent to prime farmland.
- Work with other town agriculture commissions in the region to reach out and assist the farming community.
- Develop outreach materials to educate Mansfield residents about the value of agriculture in

Mansfield and in the region.

- Produce a revised Mansfield Grown Brochure.
- Co-sponsor a Walktober event or other educational event that promotes farming in Mansfield.
- Work with Open Space Preservation Committee on issues related to farmland preservation.
- Provide input to the Mansfield Tomorrow Project, including the revised Plan of Conservation and Development and revised Zoning Regulations.

### **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 2012-2013**

- Arranged rotating art displays at the Mansfield Community Center (MCC), now advertised on the Parks & Recreation Department home page under “News”.

<b>Dates</b>	<b>Entry-way display cases</b>	<b>Hanging art</b>
06/01/12 – 08/17/12	Photos of Joshua’s Trust properties by Quiet Corner Photo Club members	
08/17/12 – 10/14/12	Festival on the Green advertising & art show winners	
10/15/12 – 01/14/13		Oils by Carole Jeffries, machine art by Jim Gabianelli
01/15/13 – 04/14/13	Wooden bowls by Michael Allison	Oils by Murray Wachman
04/15/13 – 05/31/13	Student art from Mansfield’s Elementary & Middle Schools	
06/01/13 – 06/14/13	Student art from E.O. Smith	Photos by Lisa Yang
06/01/13 – 08/15/13	Wire sculpture by Neal Alderman, wooden boxes by Ronald Angotta	

- Assisted in organizing the Festival on the Green’s Juried Art Show (09/23/12) and displaying prize-winning entries at the MCC (to 10/14/12).
- Developed guidelines for acceptance of works of art by the Town of Mansfield.
- Wrote to the Planning & Zoning Committee in general support of Michael Healy’s proposed conversion of an old Mansfield Center barn to an events facility that “could be used for arts fairs and arts classes, as well as for weddings, banquets, and the like.”
- Worked with the Town’s IT people to set up a local arts web page with links to what’s going on in the local arts scene.

#### **Plans for FY 2013-2014**

- 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 its Juried Art Show.
- Maintain and improve access to the local arts web page.
- Improve the “Application to Exhibit Art” form.

### **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 2012-2013**

- Successfully provided oversight to the development of a volunteer transportation program.
- Supported the successful continuation of a local chapter of TRIAD to focus on senior safety issues.
- Members reviewed applications for funding from non-profit agencies and made recommendations to the Town Manager.
- Continued to ensure that the needs of seniors are represented in the Town's strategic planning initiative.
- Promoted the development of a new Senior Center as a future initiative for the Town Council to consider.
- Monitored 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.
- Continued to advocate for the installation of a bus shelter at the Route 275/Community Center

bus stop.

- Advocated for the recruitment of a qualified Human Services Director and other staff vacancies.
- Supported the implementation of the food share program with a high rate of success.
- Recruited new members from the residents of senior housing facilities to ensure their representation on the Commission.
- Monitored the development of an independent living/assisted living facility in Mansfield.

#### **Plans for FY 2013-2014**

- Continue to monitor 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.
- Continued to advocate for the installation of a bus shelter at the Route 275/Community Center bus stop.
- Encourage the Downtown Partnership to make the new Mansfield/Storrs downtown senior friendly.
- Advocate for the development of an Emergency Preparedness Guide for seniors.

### **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 2012-2013**

- Held twelve (12) meetings.
- Assisted with open space and parks management issues.
- 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 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, and aquifer protection.
- Participated in advisory and focus groups for the Mansfield Tomorrow initiative

#### **Plans for FY 2013-2014**

- Assist with open space and parks management issues.
- Continue to assist in efforts to update the Plan of Conservation and Development and Zoning Regulations as part of the Mansfield Tomorrow initiative
- 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.

#### **ECONOMIC DEVELOPMENT COMMISSION**

The Mansfield Economic Development 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 promotion and development of economic resources within the Town of Mansfield. The EDC was re-established in October 2012 after being dormant for many years.

#### **Accomplishments for FY 2012-2013**

- Held eight (8) meetings.
- Participated in advisory and focus groups for the Mansfield Tomorrow initiative.
- Assisted in the development of an Economic Development Strategy Report as part of the Mansfield Tomorrow Initiative.

#### **Plans for FY 2013-2014**

- Continue to assist in efforts to update the Plan of Conservation and Development and Zoning Regulations as part of the Mansfield Tomorrow initiative
- Finalize an economic development strategy for the town.
- Prepare a one-two year work plan identifying Commission priorities and activities.

#### **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 when it was reconstituted in 2008 was to review the Ethics Code adopted by the Town Council in 1995 and provide recommendations for revisions to the

Code. On May 29, 2012, the Council adopted revisions to the Ethics Ordinance. The Ethics Board serves in an advisory capacity to the Town Council, provides advisory opinions to employees, and conducts investigatory proceedings and renders decisions related to ethics complaints.

### **Accomplishments for FY 2012-2013**

- Facilitated updates regarding the May 2012 changes to the Ethics Code. For example, updated the Code on the Town's official website and the Mansfield employee intranet.
- Conducted ethics training for approximately 140 officials and employees.
- Distributed the revised Code to nearly 400 employees and officials. Collected acknowledgment receipts from employees and officials.
- Revised Ethics Board Complaint Procedures.
- Updated the Ethics Board FAQ brochure.
- Responded to and issued an advisory opinion regarding gifts for volunteer coaches in Parks and Recreation youth sports programs.
- Reviewed disclosure statements as filed. Created an index of disclosure statements and a standard acknowledgement letter that will be sent to individual(s) that submit disclosure statements.

### **Plans for FY 2013-2014**

- Assist Committee on Committees with filling the two vacant alternate positions on the Board.
- 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**

Established in 2011, the Human Services Advisory Committee works to support the Human Service Department's mission to enhance the well-being and to help meet the basic human needs of all residents of Mansfield. The Committee advises the Director in matters of policy, program development, and external funding requests. The Committee also advocates for the human service needs of the Mansfield community through collaboration with other advisory groups and by identifying and informing Town government regarding emerging needs.

### **Accomplishments for FY 2012-2013**

- Members reviewed applications for funding from non-profit agencies and made recommendations to the Town Manager.
- Provided input for the department's strategic planning initiative relative to the mission and goals of the Human Services department.
- Advocated for an integrated approach by the department to meet the human service needs of the residents of Mansfield.
- Advocated for a comprehensive approach to the public transportation needs of Mansfield's residents.
- Provided input and direction to the Town Manager in the recruitment and hiring of a new Human Services Director.

### **Plans for FY 2013-2014**

- Provide input in the recruitment and hiring of new department staff.
- Collaborate with other advisory committees to advocate for an integrated plan to meet the public transportation needs of low-income residents.
- Provide ongoing input to the department's strategic planning initiative, as requested.
- In cooperation with the Director, evaluate the Town's agency grant process.

## **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, Connecti-

cut, Chapter 51).

### **Accomplishments for FY 2012-2013**

- Completed reconsideration of the rationale for parliamentary procedure or more informal processes in order to conduct meetings in a more inclusive manner.

### **Plans for FY 2013-2014**

- Review the library's mission statement and service policy.
- 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 Office of Early Childhood and the Child Health and Development Institute (CHDI). 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 and their families are 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 2012-2013**

- Served as the School Readiness Council for the Mansfield School Readiness Program in its fifteenth year of operation, supporting fifteen 3 and 4-year olds enrolled in one of four nationally accredited early care centers.
- Twelfth year as a Discovery Community as a grantee of the William C. Graustein Memorial Fund.
- Collaborated with Coventry and Hampton on professional development for area Early Care providers.
- Completed a Plan revision with the help of Cross Sector Consultants of New Haven.
- Convened a faith based Leaders group in collaboration with Storrs Congregational Church.
- Increased MAC membership as part of the implementation of the *Plan*.
- Completed a Kindergarten Transition Plan with area ECE providers.
- Furthered the work of the Playground Committee in the following ways: supported continued efforts to create awareness about the Playground; finalized the contract with Leathers and Associates design firm; received a 200,000.00 dollar grant from the Ossen Family Foundation; continued fundraising efforts (240,000.00 YTD).

### **Plans for FY 2013-2014**

- 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.
- Identify a Community Champion.

- Redefine CAN with the help of outside consultancy.
- Continue to have oversight and coordination of the Towns 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.
- Hire Marketing/Public Relations Intern.
- Apply for and with funding run a PEP class in partnership with Coventry STEPS.
- Purchase and implement Scorecard for MAC data collection and Plan management.
- Identify new Collaborative Sponsor.
- Continue partnership with area Discovery town and a variety of new initiatives.

### **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. Including: 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 2012-2013**

- 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.
- Participated in the preliminary design review of two new proposed subdivisions.
- Participated in the Mansfield Tomorrow Project by reviewing key strategies and participating on the Advisory Group and the Housing, Economic Development, and Agriculture Focus Group.

#### **Plans for FY 2013-2014**

- 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.
- Continue to provide resources to residents about Land Preservation.
- Continue to implement the Open Space Action Plan adopted by the Town Council in April 2012.
- Continue to participate in the preliminary design review of new proposed subdivisions.
- Continue to advise staff and the Mansfield Tomorrow consulting team on the Plan of Conservation and Development and zoning regulations.

- Assist with implementation of items related to Open Space Preservation in the new Plan of Conservation and Development.

### **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, and 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 2012-2013**

- Involved the community in Mansfield Parks by continuing to offer environmental education programming and an organized, supervised natural areas volunteers program.
- Led several free parks programs in conjunction with Walktober and CT Trails Day.
- Continued the annual land management review process.
- Provided input on subdivision proposals, open space acquisition, grant proposals, and Parks and Recreation budget.
- Assisted in the planning of an Eagle Scout Project in Dorwart Preserve.
- Provided input to the Universal Access Trail design at Bicentennial Pond and assist in soliciting funding for project implementation.

#### **Plans for FY 2013-2014**

- Continue to offer environmental education programs co-sponsored with Joshua's Tract Conservation and Historic Trust, the Willimantic River Alliance, and other groups.
- Continue annual land management review process.
- Provide input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure.
- Continue to improve public information about Mansfield Parks and Preserves.
- Prepare, in conjunction with staff, management plans for Town-owned properties.
- Host an informational forum for the Town Council and other members of community regarding the work of the committee.
- Continue to lead walks and parks awareness programs in conjunction with Walktober and CT Trails Day.
- Recruit Eagle Scouts and other community members to participate in parks projects.
- Provide input to the Mansfield Tomorrow Project, including the revised Plan of Conservation and Development and revised zoning Regulations.

### **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 2012-2013**

- Held twenty-one (21) PZC meetings, thirteen (13) IWA meetings, one (1) joint meetings, eleven (11) joint field trips, and numerous committee meetings.
- The IWA reviewed twenty-one (21) applications or enforcement actions involving activities within regulated inland wetland/watercourse areas and statutorily required revisions to the Inland Wetlands Regulations.
- The PZC reviewed and approved special permits for an aerial park on Storrs Road, 2 efficiency units, and a 50 unit multi-family development on Meadowbrook Lane. A special permit request for a banquet hall on Storrs Road was withdrawn prior to issuance of a decision by the Commission and a special permit for an efficiency unit on Russet Lane was denied. In addition, special permit renewals were granted for four (4) gravel/rock removal operations and four (4) live music permits.
- The PZC approved a change to the Storrs Center Master Plan to allow development of a supermarket in the Phase 4/Market Square area.
- The PZC approved changes to the Pleasant Valley Residence Agriculture and Pleasant Valley Commercial Agriculture regulations, as well as other minor changes initiated by the Commission as part of an ongoing regulatory review process.
- 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, acquisition of properties for open space and agriculture leases.
- The PZC approved two residential subdivisions on Mansfield City Road and North Windham Road for a total of 20 lots and a two lot commercial subdivision at Storrs Center.
- The PZC appointed several residents and other stakeholders to advisory and focus groups for the Mansfield Tomorrow initiative to assist in developing a new Plan of Conservation and Development (POCD).
- The PZC monitored progress on the Mansfield Tomorrow initiative.

### **Plans for FY 2013-2014**

- Continue thorough review of all land use applications and enforcement of existing regulations.
- Complete the process of updating the Plan of Conservation and Development
- Initiate process to update Mansfield's Zoning Map and land use regulations to implement the new POCD.
- Continue monitoring of University of Connecticut land use activities.

## **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 2012-2013**

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

#### **Plans for FY 2013-2014**

- 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 second 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 37% of their waste and multi-family residences recycled 13% of their wastes. Forty eight percent 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 2012-2013**

- Managed the single-family and multi-family trash service.
- 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 fifteenth 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%.
- 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 fifth year, worked with the University of Connecticut to collect usable items during spring move-out, called "Give and Go." Collected 5 tons of material that was distributed to local charities.
- Followed recycling legislation and wrote in support of a mattress stewardship bill.
- Continued the multi-family recycling pilot.
- Researched automated pay-as-you-throw trash and recycling collection for single-family residences.

#### **Plans for FY 2013-2014**

- Begin paint recycling collection at the transfer station.
- Promote textile recycling.
- Research community wide zero waste strategies.
- Convert single-family trash and recycling service to automated collection.
- Bid the multi-family collection service and include recycling dumpsters.
- Continue with the state electronics challenge.
- Continue managing refuse contracts and service.
- Continue working with Festival on the Green committee to create a low-waste Festival event.
- Continue working with Give and Go.
- Continue enforcing the litter ordinance in problem areas of Town.
- Continue offering classes to the schools on waste and energy issues.
- Continue advocating for recycling-related state legislation.

### **SUSTAINABILITY COMMITTEE**

The Sustainability Committee is charged with maintaining a general overview of the sustainability of the Town, to specifically include the following responsibilities: provide guidance and proposals to the Town Council regarding sustainability principles to be adopted by the Town Council or to be administratively implemented; monitor implementation of principles and policies as adopted by the Town Council and administrative programs, and report to the Town Council annually; coordinate and collaborate with Town boards and commissions, organizations, regional and state agencies to advance sustainability principles, plans, and policies established; and seek information from other organizations to aid in the development of strategies, programs and initiatives that will further the sustainability goals established by the Council by policy or budgetary support of administrative programs.

### **TOWN HISTORIAN**

The Town Historian is an invaluable resource. The voluntary position was created in August 1991 to provide information and advice on the Town's history to the community, historical societies and local government. All books and materials published by the Mansfield Historical Society are reviewed and worked on by the Town Historian. The position is a labor of love and is research intensive. Those interested in serving as the next Town Historian are asked to call 860-429-3336.

## **TOWN/UNIVERSITY RELATIONS COMMITTEE**

The Town/University Relations Committee was established in 1992 with a mission to promote and sustain positive relations between the University of Connecticut and the larger Mansfield community. The committee is comprised of representatives from both the town and the university, and is co-chaired by the Mayor and a university representative. The committee meets the second Tuesday of every month at 4:00 p.m. 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 2012-2013**

- Provided advocacy, leadership and direction for YSB programs, activities and grants.
- Supported YSB in application for the Suicide Prevention Grant and participated in the subsequent training program.
- Explored the need and feasibility of a Juvenile Review Board.
- Assisted with the hiring of YSB new social worker.
- Examined the need for a Police Explorer's program in the community.

### **Plans for FY 2013-2014**

- 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.

## **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**

Fred Goetz  
Carole Masters  
Tammie Meyers  
Immanuel Wexler

### **Agriculture Committee**

Wesley Bell  
Alan Cyr  
Charles Galgowski  
Ed Hall  
Bryan Kielbania  
Kathleen Paterson  
Vicky Wetherell (OSPC)  
Shepherd Stearns  
Jennifer Kaufman (Staff)

### **Arts Advisory Committee**

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

### **Beautification Committee**

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

### **Board of Assessment Appeals**

Anne Greineder  
Eric Holinko  
Carol Thomas  
Irene Luciano (Staff)

### **Board of Education**

Susannah Everett  
John Fratiello  
Martha Kelly  
Sarah Lacombe  
Mark LaPlaca (C)  
Katherine Paulhus  
Jay Rueckl  
Carrie Silver-Bernstein  
Randall Walikonis

### **Board of Ethics**

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)

### **CATV Advisory Committee**

Fred Baruzzi (BOE)  
Grace Enggas  
Noah M. Lerman  
Ida Millman

### **Cemetery Committee**

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

### **Commission on Aging**

Wilfred Bigl  
Sam Gordon  
April Holinko  
Bettejane Karnes  
Stephen Kegler  
Laurie Grunski McMorro  
Beverly Korba  
Don Nolan  
Joan Terry  
Patricia Schneider (Staff)

### **Conservation Commission**

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

### **Design Review Panel**

Jeffrey Allen Brown  
Rudy Favretti  
Robert Gillard  
John Lenard  
Peter Minutti

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

Rebecca Boncoddio  
Kim Girard

Jane Goldman  
Mike Makuch  
Mary Jane Newman  
Johnathan Schreiber  
Elena Schreiber  
Sara Semrow  
Helena Silva

### **Downtown Partnership**

Stephen Bacon  
Harry Birkenruth  
Thomas Callahan  
Mona Friedland  
Matthew Hart  
Dennis Heffley  
George Jones  
Philip Lodewick  
Paul McCarthy  
Toni Moran  
Shamim Patwa  
Christopher Paulhus  
Steve Rodgers  
William Simpson  
Ted Yungclas

### **Eastern Highlands Health District**

#### **Board of Directors**

Maria Capriola (Alt)  
Matthew Hart  
Michael Kurland  
Elizabeth Paterson (C)

#### **Economic Development Commission**

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

#### **Emergency Management Advisory Council**

Wilfred Bigl  
Bruce Clouette  
Michael Kurland  
Elizabeth Paterson  
Frederick Baruzzi (Staff)  
Matthew Hart (Staff)  
Ryan Hawthorne (Staff)  
John Carrington (Staff)  
William Jordan (Staff)  
Sgt. Richard Cournoyer (Staff)

**Emergency Management Con't**

Robert Miller (Staff)  
 Fran Raiola (Staff)

**Four Corners Sewer Study Advisory Committee**

Pat Ferrigno  
 Matthew Hart  
 John Carrington (Staff)  
 William Lennon  
 Edward Neumann  
 Christopher Paulhus  
 Peter Plante  
 Kenneth Rawn  
 Meg Reich  
 Carl Schaefer  
 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  
 Emile Poirier  
 David Spencer (Alt)  
 Michael Nintean (staff)

**Human Services Advisory Cmte.**

Sara Anderson  
 Ron Baker  
 Dexter Eddy  
 Fred Goetz  
 Lorraine Kenowski  
 Bev Korba  
 Ethel Mantzaris  
 Victoria Nimirowski  
 Joan Terry  
 Patricia Schneider (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 M. Lerman  
 Thomas Long  
 Lynn Maziar  
 Dale Truman  
 Leslie McDonough (Staff)

**Mansfield Advocates For Children**

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

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

**Parking Steering Committee**

Paul Aho  
 Dwight Atherton  
 Karla Fox  
 Manny Haidous  
 Ralph Pemberton  
 Michael Taylor  
 Matthew Hart (Staff)  
 John Carrington (Staff)

**Parks Advisory Committee**

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

**Personnel Appeals Board**

Donald Nolan  
 Lee Terry  
 Crayton Walker

**Planning and Zoning Commission**

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

**Recreation Advisory Committee**

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

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

### Recreation Advisory Committee Con't

Curt Vincente (Staff)

### Quiet Corner Committee

Anne Smith

### Region 19 Board of Education

Herbert Arico

Janice Chamberlain

Casey Cobb

Robert Jellen

Frank Krasicki

James 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

Virginia Walton (Staff)

### Sustainability Committee

Susannah Everett

Matthew Hart

William Lennon

Richard Miller

Shawn Santasiere

Kristen Schwab

Paul Shapiro

Lynn Stoddard

Vera Stearns Ward

John Carrington (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

Nick Carone

Jason Coite

Michael Gilbert

Matthew Hart

Douglas Kaufman

Michael Kirk

Antonia Moran

Elizabeth Paterson

Hans Rhyhart

Mark Sargent

Nancy Silander

William Simpson

William Wendt

Maria Capriola (Staff)

Linda Painter (Staff)

Cynthia van Zelm (Staff)

### Transportation Advisory Committee

Paul Aho

Janet Freniere

Herman Gupta

Ross Hall

Alex Marcellino

Peter Millman

William Ryan

Michael Taylor

Matthew Hart (Staff)

John Carrington (Staff)

Grant Meitzler (Staff)

Tim Veillette (Staff)

### Youth Services Advisory Board

Eileen Griffin

Stephen King

Charles Leavens

Christine Lee

Ethel Mantzaris

Candace Morrell

Jay O'Keefe

Frank Perrotti

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)

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

May 6, 2014; Polls open 6:00 AM—8:00 PM; Audrey P. Beck Municipal Building, Council Chambers

### **ANNUAL TOWN MEETING**

May 13, 2014; 7:00 PM; Mansfield Middle School Auditorium

### **MEMORIAL DAY PARADE**

May 26, 2014; 9:00 AM; Bassetts Bridge Road/Rt. 195 to Mansfield Center Cemetery

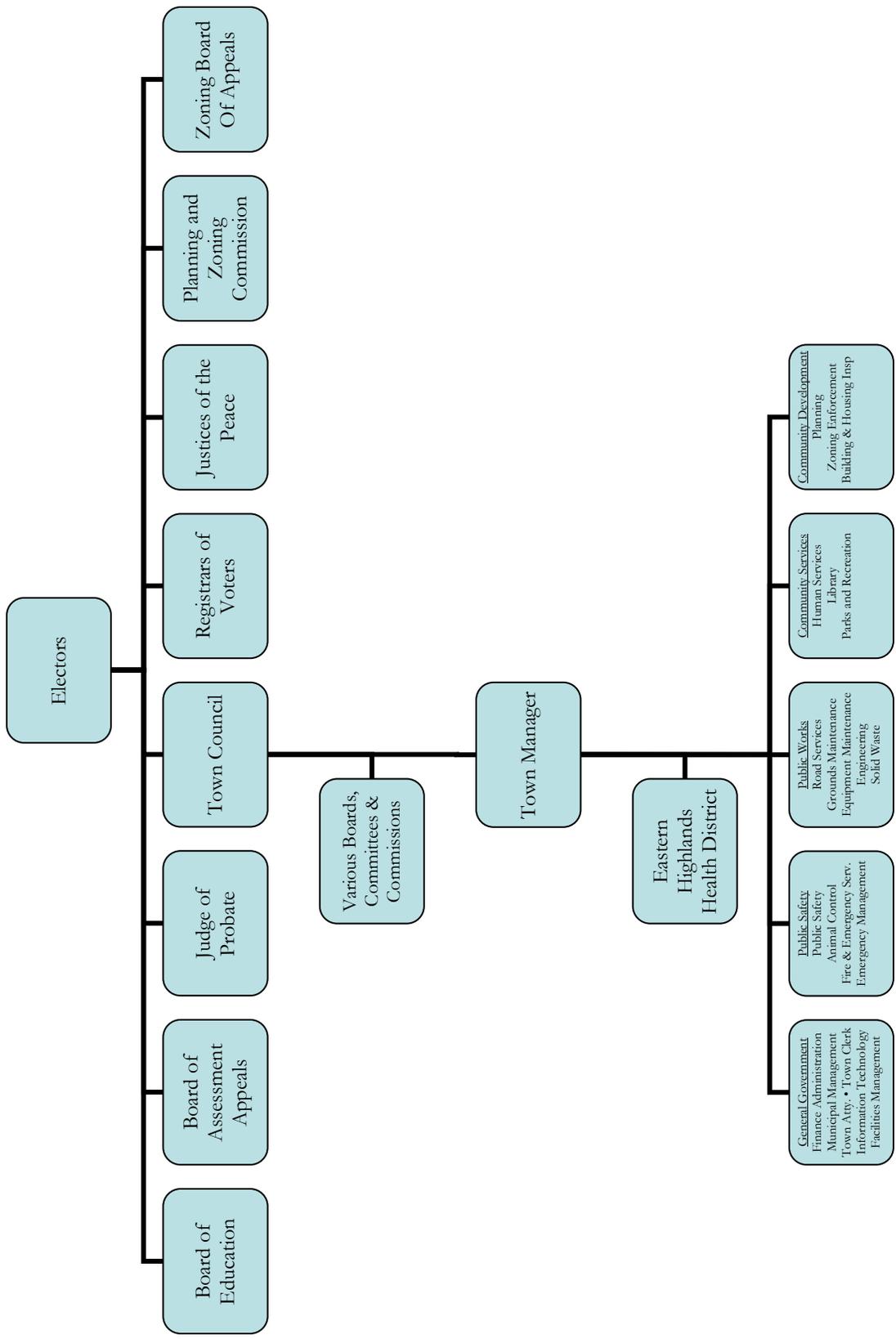
### **TOUR de MANSFIELD**

June 2014; Mansfield Community Center (date TBA)

### **CELEBRATE MANSFIELD FESTIVAL**

September 21, 2014; Town Square

# 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  
 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  
 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**  
 860-429-3328  
 860-429-3328  
 860-429-3325  
 860-429-3676  
 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  
 860-429-3676  
 860-429-3368  
 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	Lauren Rodriguez	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>
Stephen Kegler	R	860-450-0734	SKegler@prodigy.net
Peter Kochenburger	D	860-487-9426	KochenburgerP@MansfieldCT.org
Alexander Marcellino	D	860-429-3399, ext. 3405	MarcellinoA@MansfieldCT.org
Antonia Moran	D	860-429-0798	MoranT@MansfieldCT.org
Mayor Elizabeth Paterson	D	860-429-3399, ext. 3401	PatersonE@MansfieldCT.org
Virginia Raymond	R	860-429-1003	V.Raymond@outlook.com
William Ryan	D	860-429-3399, ext. 3408	RyanW@MansfieldCT.org
Paul Shapiro	D	860-429-9595	ShapiroP@MansfieldCT.org
Elizabeth Wassmundt	R	860-429-8300	WassmundtE@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
Peggy Beckett-Rinker	860-429-8182
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



# Mansfield Tomorrow

## OUR PLAN ► OUR FUTURE

### WHAT IS MANSFIELD TOMORROW?

Mansfield Tomorrow is a Town project to set Mansfield’s course for the coming decades. It includes preparation of a comprehensive plan based on the results of an extensive community participation process and new zoning and subdivision regulations to help implement the plan. The Mansfield Tomorrow Plan will build on principles established in the 2006 Plan of Conservation and Development and 2008 strategic plan, Mansfield 2020: A Unified Vision. We expect to be publishing the Plan for public review and comment in Spring 2014; with public hearings in early summer. For more information or to sign up for email updates, please visit [www.mansfieldtomorrow.com](http://www.mansfieldtomorrow.com).



**JoAnn Goodwin** | Chair, Planning and Zoning Commission

**Elizabeth C. Paterson** | Mayor

**Matthew W. Hart** | Town Manager

#### CONSULTANT TEAM

**Goody Clancy** | *Lead Consultant*

Farr Associates | Milone & MacBroom

Mt. Auburn Associates | PlaceMatters

Yellow Wood Associates

Mansfield Tomorrow is a town project funded by the U.S. Housing and Urban Development (HUD) Office of Sustainable Housing Communities to help us maintain our rural character while providing access to the jobs and homes that are the foundation of the town’s long-term sustainability.

### The Big Picture

**M**ansfield continues to evolve. From a loosely affiliated collection of agricultural and mill villages, Mansfield is a community with an emerging downtown and strong university – and a rich rural and agricultural tradition that is evident in both landscapes and town character. Today, with continued growth of the university and related research activities, Mansfield faces new challenges and opportunities. As our community evolves in the decades to come, we will preserve what’s best about our town and embrace new circumstances by focusing on the following:

- **Make Mansfield a model for sustainability:** environmentally, economically, and socially, preserving Mansfield’s high quality of life for future generations.
- **Preserve Mansfield’s natural, rural and historic character.** Continue and renew Mansfield’s commitment to preservation of natural systems, historic villages, and working lands.
- **Focus growth in designated centers and villages, and promote redevelopment of existing sites over “greenfield” development.** New homes and businesses designed in compact walkable ways can provide housing options for residents at all stages of life; add new services and destinations that benefit the community as a whole; and generate needed tax revenue.
- **Support economic development in appropriate areas, including farm and forest enterprises,** to ensure that Mansfield remains sustainable economically, with new jobs and tax revenue.
- **Strengthen Mansfield as a connected community** by expanding options for traveling around town and to community destinations such as the Library and schools; focus on expanding Mansfield’s network of walking, biking, trail and transit links.
- **Partner with UConn** to ensure that institutional growth benefits both the town and the University, and to leverage the University as a resource.



# Mansfield Tomorrow

## OUR PLAN ► OUR FUTURE

### Why are we developing this plan

Mansfield needs a unified comprehensive plan—a blueprint for preserving cherished natural environments, working landscapes, and rural character, and a roadmap for shaping and accommodating development of new homes and businesses to meet our community’s goals. The Mansfield Tomorrow Plan integrates and updates Mansfield’s 2006 Plan of Conservation and Development (POCD) and the 2008 Strategic Vision, while also responding to new challenges and opportunities. With the Mansfield Tomorrow Plan, we have a single unified framework of values, goals, strategies and actions to guide decisions about the town’s physical, social, and economic development over the next two decades.

### How are we developing this plan

The Mansfield Tomorrow Plan was shaped by the hundreds of residents, business owners, and other stakeholders who served on the Mansfield Tomorrow Advisory Group, participated in Mansfield Tomorrow Focus Groups and interviews, attended Mansfield Tomorrow events, responded to surveys, or shared their thoughts via the online Idea Forum, over email, or at one of the three Information Hubs located across the town. We are proud to have a plan that reflects the aspirations, goals and concerns of our community.



### How we’ll put the plan to work

The purpose of planning is to get to action. The Comprehensive Plan includes a detailed implementation plan setting out the What, How, Who, and When for specific actions to achieve the goals of the plan. Annual public hearings will give citizens a report on implementation and the plan will be used in capital improvement planning, work plans, and to guide land use decision making. Partnerships with residents, businesses, UConn, and regional entities will be critical to success. In addition, the Mansfield Tomorrow Plan provides an important foundation for preparation of new zoning regulations, which will help ensure that new development meets community goals.

## What will be in the Mansfield Tomorrow Plan?

### IMAGINE ► PLAN ► ACT

The Mansfield Tomorrow Plan will cover a broad range of topics, including current trends, the planning process, and all aspects of community life that affect our town’s future.

#### IMAGINE | *What kind of place do we want to be in the 21st century?*

**Setting the Stage.** Our vision for the future, the planning principles that guided this process, community outreach, and where we’re starting from today.

- Chapter 1 – *Mansfield’s Vision for Tomorrow: The Community Speaks*
- Chapter 2 – *Understanding Mansfield Today*

#### PLAN | *How do we get there? Strategies to achieve the vision*

**Identifying Opportunities and Actions.** From preservation of Mansfield’s natural systems, historic village and farms to economic development, housing and infrastructure strategies that fit Mansfield’s distinctive context and character: analysis, strategies and actions on specific topics.

- Chapter 3 – *Natural Systems*
- Chapter 4 – *Open Space, Parks and Working Lands*
- Chapter 5 – *Sustainability and Resilience*
- Chapter 6 – *Community, Sense of Place and Housing*
- Chapter 7 – *Diversifying the Economy and Sustaining Agriculture*
- Chapter 8 – *Transportation and Infrastructure*
- Chapter 9 – *Community Services and Facilities*

#### ACT | *How do we get started?*

**From Plan to Action.** A new development framework of step-by-step actions to achieve the vision and monitor progress.

- Chapter 10 – *Future Land Use, Zoning and Community Design*
- Chapter 11 – *Stewardship and Implementation*