



Town of Mansfield, Connecticut

Annual Report

Fiscal Year 2013-2014



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

HOURS

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

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

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

The Audrey P. Beck Municipal Building is located at the junction of Storrs Road (Rte. 195) and South Eagleville Road (Rte. 275), one-quarter mile south of the University of Connecticut campus.

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

MANSFIELD FACTS

Area: Mansfield is 45.5 square miles.

Population: In 2013, Mansfield had an estimated population of 25,774 (Source: CT DPH).

Registered Voters: As of December 30, 2014, Mansfield had 9,905 registered voters: Democrats – 3,673; Republicans – 1,215; Unaffiliated - 4,876; Other - 141.

Form of Government: Mansfield has a Council - Manager form of government, in addition to an annual town meeting. (The 2015 Annual Town Meeting will be held on May 12, 2015 at 7:00PM in the Mansfield Middle School Auditorium.)

Tax Rate: The mill rate for Fiscal Year 2013/14 was 27.95 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 2013-2014 academic year, Mansfield had a total enrollment of 1,240 in grades PK-8 and 1,204 in grades 9-12 (551 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 Capitol Region Council of Governments.

Accomplishments for FY 2013-2014

- Maintained active involvement with the Mansfield Downtown Partnership (three Council members currently sit on the Partnership's Board of Directors) and monitored progress with the Storrs Center development.
- Authorized agreement with Connecticut Water Company for water supply services. Completed memorandum of understanding to establish a Water Advisory Committee to the Connecticut Water Company. Continued work on design and financing options for sanitary sewer project at Four Corners.
- 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: Fee Waiver; Residential Rental Parking; Regional Council of Governments. Researched feasibility of implementing a Responsible Contracting Ordinance or making amendments to the Purchasing Ordinance.
- Adopted amendments to the following regulations: Motor Vehicle Traffic and Parking; Parks.
- 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.
- Amended the Council's Rules of Procedure in November 2013. Conducted orientation for new Town Council members elected in November 2013.
- Published a Citizen's Guide to the Budget – 2014 Edition and an expanded version of the May 2014 Mansfield Minute. The expanded Mansfield Minute provided information presented at the annual Town Meeting on the FY 14/15 budget.
- Assisted with the dissolution of the Windham Region Council of Governments (WINCOG). Formally joined Capitol Region Council of Governments (CRCOG) on July 1, 2014.
- Approved a number of agricultural leases for use of Town owned land.

Plans for FY 2014-2015

- Establish policies, procedures, relationships and infrastructure that support a vibrant, diverse and sustainable business community in Mansfield, in accordance with sound land use and Smart Growth principles.
- Maintain high quality, holistic education for all of Mansfield's youth while celebrating the individuality of each child.
- Responsibly manage available financial resources to maintain quality services that are responsive to community needs.
- Work with stakeholders to preserve and maintain open space and viable working farms.
- Improve quality of life for all residents and stakeholders regardless of (dis)abilities, gender, race, religion, ethnicity, or socio-economic status.
- Embrace sustainability as a principle in decision making.
- Continue make progress on Storrs Center and Four Corners Sanitary Sewer projects.
- Review and adopt the Mansfield Tomorrow Plan, which will serve as the Town's plan of conservation and development and its strategic plan.

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 2013-2014

- Continued oversight of award-winning Storrs Center project, including design and construction of public infrastructure. Maintained oversight of parking operations. Executed agreements with developer and project architect to fund contribute 75% of cost of the construction overrun for the parking garage. Completed initial construction of Town Square.
- Continued oversight of Four Corners Water and Wastewater project; participated in completion of UCONN EIE to select supplemental water supply option to serve University and municipal needs. Executed agreement with Connecticut Water Company for water supply services. Completed memorandum of understanding to establish a Water Advisory Committee to the Connecticut Water Company. Continued work on design and financing options for sanitary sewer project at Four Corners.
- Prepared and submitted FY 2014/2015 operating and capital budgets to the Town Council. Conducted budget workshops, information sessions, and coordinated annual Town Meeting. Issued a number of communication pieces to the public on the budget.
- Managed the Human Services Department while the search for a new Director was underway. Completed reorganization of Human Services Department staff resulting in an increased amount of direct service hours provided at no additional cost to the Town.
- Managed the Public Works Department while the search for a new Director was underway.
- Opened the Nash Zimmer Transportation Center. Implemented various facets of the operation such as staffing, cleaning services, and information systems.

- Assisted Responsible Contracting Committee with its research and information gathering on responsible contracting.
- Assisted Town University Relations Committee with reviewing its charge. Updated the memorandum of understanding between the Town and University regarding the Committee's charge and membership composition.
- Completed review of Fee Waiver Ordinance, with amendments to the ordinance adopted in April 2014. Town Manager's Office continued oversight of the Fee Waiver program administration, with Parks and Recreation handling the day-to-day administration of the program. During the fiscal year 219 applications were approved for the program, reaching 700 household members in the Mansfield community.
- 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. Assisted with the dissolution of WINCOG and the Town's transition to Capitol Region Council of Governments (CRCOG).
- Completed RFQ process for labor counsel services. Appointed firm of Kainen, Escalera, and McHale in October 2013.
- Completed RFQ process for town attorney services. Appointed the firm of Deneen, O'Malley, Oswecki, and Messina in June 2014.
- Initiated RFQ process and secured funding to conduct an impact analysis of the NextGenCT initiative on Mansfield.
- Initiated RFP process for health and dental insurance services (claims administration and network).
- Tested the life insurance market with an informal RFP process to ensure that the insurance rates being paid by the Town-MBOE-Region 19 remained competitive.
- Conducted an in-depth review of the Town's liability-automobile-property (LAP) and workers compensation coverages through a WINCOG initiative.
- Recruited and filled 26 full-time and part-time Town regular positions, 13 of which were new hires and 13 of which were promotions or lateral transfers. Conducted a total of 16 recruitments and tested 116 applicants.
- Completed negotiations with the public works union for a three-year successor collective bargaining agreement. Conducted negotiations with the professional and technical employees union for a three-year successor agreement.

Plans for FY 2014-2015

- Continue oversight of Storrs Center project to ensure completion of phase 2 and to initiate future phases of the project.
- Conduct bond referendum seeking funding for the Four Corners Sanitary Sewer project.
- Continue to participate in Mansfield Tomorrow initiative and preparation of a comprehensive economic development program for the Town.
- Prepare FY 2015/16 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.
- Monitor development of UCONN Campus Master Plan and other university initiatives; work with Town Council to develop policy positions as necessary. Complete NextGenCT fiscal impact study.

- 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.
- Assist Town Council with review of open space and farmland preservation initiatives.
- Assist Town Council with completion of financial controls assessment.
- Serve as a board member to the Windham Region Transit District and assist that organization with resolving key budgetary and managerial concerns.

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 2013-2014

- Responded to approximately 1,820 complaints, issued 306 warnings, 66 notices to license and 11 infractions.
- Quarantined 10 dogs and 6 cats. Impounded 187 animals of which 55 were reclaimed, 114 were adopted out to new owners, 4 were struck by vehicles, and 16 were too injured or aggressive to place.
- Issued 8 notices to spay/neuter for felines.
- 2 UCONN students completed their internship at the department.
- Finished the door-to-door canvas in search of unlicensed dogs and unvaccinated pets.

Plans for FY 2014-2015

- 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.
- Implement a regional pet sheltering emergency plan in cooperation with the Director of Emergency Management and the towns of Coventry, Ashford and Willington.

MANSFIELD BOARD OF EDUCATION

Rachel D. Leclerc, Ed.D., Acting Superintendent
860-429-3350

The Public Schools of Mansfield value the important contributions of students and teachers from diverse racial, ethnic and economic backgrounds. As a culturally and socio-economically diverse

school district, the Mansfield Public Schools make every effort to provide equal opportunity for all students. We are dedicated to ensuring that all students have access to every program through heterogeneously-grouped classes and multiple levels of access.

June 2014 Enrollment

| Grade | Goodwin | Southeast | Vinton | Grade | MMS | District |
|--------------|----------------|------------------|---------------|--------------|------------|-----------------|
| PreK | 27 | 27 | 34 | | | |
| K | 35 | 4833 | 42 | 5 | 127 | |
| 1 | 41 | 4642 | 48 | 6 | 133 | |
| 2 | 31 | 4351 | 45 | 7 | 139 | |
| 3 | 40 | 3542 | 48 | 8 | 144 | |
| 4 | 29 | 4334 | 48 | | | |
| Total | 203 | 229 | 265 | | 543 | 1240 |

Accomplishments for FY 2013-2014

- Our elementary schools offer the Spanish language in grades 2 through 4, placing strong instructional emphasis on the cultures of the Hispanic world.
- At Goodwin School, a Student Backpack Brigade fills backpacks and donates them to needy children and an International Potluck Dinner is held every year.
- At Southeast School, there are enrichment clusters focusing on the cultures of other countries and cultural, musical, and artistic assemblies.
- At Vinton School students participate 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 participate in integrated art and dance programs, all schools participate in an inter-district summer Academy of International Arts and Science Studies, a ten-school-district summer camp program that has helped to reduce racial, ethnic and economic isolation.
- The Mansfield Public Schools was one of many school districts in the country that participated in the Smarter Balanced Assessment Field Test during the Spring. Districts in 24 states participated in the field test. On the 2014 CMT, Mansfield Public Schools students achieved State Goal at the following rate:
 - Science: Grade 8 – 92.2%, Grade 5 – 87.7%
- Improvement plans for all four schools include continuing to implement an assessment protocol to more closely monitor student achievement.

Plans for FY 2014-2015

- Engage, motivate and support each student to become confident and successful learners through differentiated instruction and holistic support. Monitor student progress to ensure growth.
- Attract, support and retain qualified, motivated and diverse professional staff by fostering positive, professional learning communities.
- 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, Nuisance ordinance and Residential Parking ordinance. The Building division accepts and reviews construction documents for all construction projects within the Town with the exception of those on state and federal property. Documents are reviewed to determine compliance with the State Building Code. Staff also coordinates and directs applicants to all other applicable Town departments. Periodic site inspections are conducted to confirm compliance with the submitted documents and the Building Code. Reports are issued if violations are noted and follow-up inspections are conducted to assure code compliance. Upon completion of projects a certificate of occupancy or approval is issued pursuant to state statutes. The department is also on call 24 hours a day to inspect structures and equipment damaged by fire or accident to determine what if any action is necessary. The Housing division enforces the Property Maintenance Code as adopted for rental dwelling units within Town. The department responds to complaints on a town wide basis and inspects approximately 1250 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 2013-2014

- 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 MCCP committee including site visits and attendance at the annual Housing Fair.
- Continued enactment of the “Residential off Street Parking” ordinance.
- Continued to implement “Nuisance House” ordinance.
- Continued blight patrols to enforce Litter ordinance as allowed.
- Continued negotiations with parking ticket vendor.
- Continued administration of Building code for “Storrs Center” project.
- Worked with staff and CSI to administer software solutions for many municipal functions.

Plans for FY 2014-2015

- 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 MCCP committee.
- Complete staff work on proposed ordinance changes and administer as appropriate.
- Continue work with “Complus” for parking enforcement.
- Implement 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 composed of representatives from the community, business, the Town, and UConn.

Accomplishments for FY 2013-2014

- Opened Phase 1B (1 Royce Circle) of Storrs Center in August 2013, comprised of 195 apartment units and 42,000 square feet of commercial space. All apartments were leased by April 2013. Twenty-nine new and relocated businesses were operating by early summer 2014 in all built phases of Storrs Center, including the Price Chopper grocery store.
- Coordinated grand opening of Storrs Center held on September 20, 2013.
- Opened the Nash-Zimmer Transportation Center with ribbon cutting held in April 2014.
- Construction began on Phase 1C (8 Royce Circle) which includes 92 apartments and 15,900 square feet of commercial space.
- Facilitated zoning permit approval for Phase 2 which includes five mixed-use buildings along Wilbur Cross Way and Storrs Road (204 apartments and 34,500 square feet of commercial space). Construction began in spring 2014 for completion in summer 2015.
- Completed construction of Wilbur Cross Way.
- Moved Partnership office to Nash-Zimmer Transportation Center.
- Facilitated zoning permit approval for the Mansfield Town Square. Developed financing strategy and fundraising campaign for Town Square elements. Approximately \$374,000 in private donations have been raised as of early summer 2014. Developed and released Request for Proposals for sculpture on the Town Square with artist chosen in spring 2014. Worked with the Town to implement final plan for the Town Square.
- Assisted LeylandAlliance with marketing of Main Street Homes – approximately 40 townhouses and condominiums.
- Held regular scheduling meetings to ensure effective coordination between UConn, the Town, LeylandAlliance, EdR, and their contractors. Served as the primary communications venue (press releases, e-mail blasts, facebook) for the public regarding construction.
- Worked with LeylandAlliance to implement marketing strategy including advertising, ribbon cuttings, signage (parking and tenant), and events (Halloween event in 2013 and weekly music series in 2013 and 2014) for Storrs Center.
- Assisted LeylandAlliance with planning and facilitating monthly meetings with Storrs Center businesses.
- Worked on transition with LeylandAlliance and new owners of commercial property, represented by Hart Realty Advisers.

- Served as point person for parking issues in Storrs Center. Facilitate quarterly staff parking meetings and staff Town Parking Steering Committee. Developed revised cooperative agreement between Storrs Center and surrounding property owners and annual report of Parking Management Plan. Worked with LeylandAlliance and Central Parking to address parking operations, enforcement, and communication issues. Conducted training for and approval of all parking constables.
- Continued to implement and revise operations plan for Storrs Center private and public infrastructure. Developed draft of potential ordinances for management of the public spaces in Storrs Center including the Town Square.
- Worked with the Town on operations plan for the Nash-Zimmer Transportation Center.
- Initiated branding project of Downtown Storrs with UConn digital media and marketing class.
- Organized 10th Annual Festival, featuring musical act Black Prairie, children's events, Juried Art Show, and Celebrate Mansfield Parade.
- Organized first Winter Welcome in Storrs Center in early December which included a visit from Santa, carolers, and specials at local businesses.
- Organized and promoted schedule of winter events in Storrs Center, the Town, and UConn in the first week of February as 2nd Annual Winter Fun Week.
- Assisted the Town's Parks and Recreation Department with the 7th Annual John. E. Jackman Tour de Mansfield: Village to Village Bike Tour in July 2013.
- Planned for set of art fairs on the Town Square from late spring to early fall.
- 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. Storrs Center featured in several publications including Connecticut Magazine. Conducted several tours of Storrs Center for UConn groups, economic development and downtown professionals, etc. Presented the Storrs Center project at the CREW CT Real Estate Exchange meeting in September 2013; Orange County, NY Citizens Foundation Placemaking Conference in March 2014; and UConn Women's Advance Conference in May 2014.
- Received CREW CT The Real Estate Exchange Blue Ribbon Award for Storrs Center.

Plans for FY 2014-2015

- Complete construction of Phase 1C and open in August 2014.
- Complete Town Square construction and hold ribbon cutting in spring 2015.
- Work with LeylandAlliance on the development of Main Street Homes including approval of zoning permit and start of construction – for tentative opening in 2016.
- Finalize policies and possible ordinances on use of public spaces in Storrs Center.
- Work with LeylandAlliance, development partner EdR, and the Town to maintain clean, safe, and friendly operations in Storrs Center.
- Complete Downtown Storrs branding project. Implement plan for management of Storrs Center as laid out in Partnership 3-Year Organizational Strategic Plan. Plan for future of the Partnership including review of mission, Board composition, and funding.
- Prioritize and implement recommendations in the Downtown District Public Spaces and Green Infrastructure Master 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 and advocate for community arts space.
- Work with Town of Mansfield to hold 8th Annual John E. Jackman Tour de Mansfield in July 2014.
- Coordinate 11th annual Celebrate Mansfield Festival in new location on the Town Square in September 2014.
- Hold 3rd Annual Winter Fun Week in February 2015.
- Review Partnership sponsored events and continue to implement process of other organizations sponsoring events on the Town Square.
- Continue outreach through publications including update of website, electronic mail, speaking engagements, and involvement on Town, UConn, and other organizational committees. Focus efforts on regional marketing of Storrs Center.

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 2013-2014

- Board of Directors adoption of an operating budget of \$766,159 for FY 14/15, which is a 5.6% increase from the previous fiscal year.
- Milestones in public health emergency preparedness activities for this year include support of towns state-wide emergency preparedness drill in June; staff drills in April; and, recruitment and establishment of Health District Medical Reserve Corps.
- Health promotion milestones for this fiscal year include the completion of our Community Transformation Grant to implement policy, systems and environmental changes that promote healthy behaviors and the areas of Tobacco Free Living, and Quality Preventive Clinical Services.
- Completed Health District Information Technology Study/Plan, and implemented initial plan steps.
- Communicable disease control activities included review and follow up (as needed) of 1635 case reports; conducted 46 disease outbreak or individual case investigations.
- Main indicators for environmental health activity in Mansfield include: 161 site inspections for septic systems; 37 septic permits issued; 28 well permits issued; 26 complaints investigated; 55

environmental samples taken for lab analysis; 262 food establishment inspections and other health inspections; 103 B100a building permit reviews; and 174 test pits and perc tests.

Plans for FY 2014-2015

- Implementation of Strategic Plan, Action Plan.
- Implementation of web based permitting, licensing and inspection software.
- Address the individual public health needs of member towns as they arise.

OFFICE OF 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 and Chemical Emergency Plans, and Voice Communications Fund.

Accomplishments for FY 2013-2014

- Planning, preparation and participation in annual 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 preparation of the Emergency Operations Center for command, response, respite centers, local sheltering and status of commodities, State DEMHS radio communications and reporting, and recovery from severe weather incidents.
- Performed several watches and warnings during the year such as flash flood, flood, severe thunderstorms, snowstorms 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).
- Serve on town Traffic Authority Committee.
- Participated in the Eastern Highlands Health District emergency preparedness drill exercise scenario of Strategic National stockpile Activation and preparing for mass dispensing in event of potential anthrax attack.
- Organized and oversight of initial training for Town Hall Medical Emergency Response Team and the conduct and management of additional training drill for the team.
- Administered and coordinate the town's AED program (defibrillators), including but not limited to the maintenance update of batteries and adult and child electrodes, as well as device upgrade replacements.
- Coordinated multi-agency Town/UConn/Landlord/Business efforts to address emergency management issues such as communications, on-site management, policing, parking, security, crowd control/reduction and matters of public safety.
- 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 to DEMHS Region 4 for additional funding allocations under Nuclear Safety Fund and explored 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.
- Served as committee lead and conducted site visits to municipal buildings such as schools, Town Hall, animal control, etc. to provide recommendations for safety and security measure improvements.
- Supported other Town departments and organizations, including but not limited to elementary and middle schools, the high school, Juniper Hill Village, Mansfield Center for Nursing & Rehabilitation and Rolling Hills Jenson Community, with reviewing and implementation of emergency plans and oversight of Evacuation Crisis Response Drills.
- Updated the Town's Hazard Mitigation Plan.
- Established an Emergency Management Directors local area working group with Ashford, Coventry, Mansfield, Willington, DEMHS and multi-agency including Red Cross and EHHD to share resources related to sheltering.
- Coordinated with regional office to organize a Community Emergency Response Team initial 20-hours training class.
- Improved liaison relations with CL&P to develop better disaster event communications and organized a meeting with neighborhood resident group having repeated power outage situations in their area of town.
- Worked with vendor and committee on development and implementation plan for town emergency notification system.
- Conducted cell tower sites operations inspections and evaluations with Tolland County Mutual Aid Fire Service regarding upgrades and tactical communications.

Plans for FY 2014-2015

- Work with the DEMHS Region IV Regional Emergency Planning Team to implement the Federal FY 13 and 14 regional spending plan and to update the regional Emergency Operations Plan.
- Serve as a member of the DEHMS Region IV and the Capital Region EMD group.
- Continue to train staff to support the Emergency Operations Plan.
- Upgrade communications between the Emergency Operations Center and Fire Station 107. (Tower projects at Stations 307 and 207 have been completed.)
- Open discussions with University of Connecticut regarding tower project to enhance interoperability communications between the EOC and UConn.
- 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.
- 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.
- Finalize assessment and begin to strategize for resolution options with Facilities Management for 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 Emergency Management Directors of surrounding towns (Ashford, Coventry and Willington) for delivery of basic needs during and following emergencies or disasters: shared public shelter; training to staff and volunteers regarding shelter operations; and provide for commodities (water, ice, MREs and food services) acquisition and distribution.

FACILITIES MANAGEMENT DEPARTMENT

Allen Corson, 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 2013-2014

- Continued summer cleaning schedule for all schools. Finished ten (10) days early.
- Replaced the generator at the Town Hall.
- Installed a new walk in freezer at Goodwin School.
- Installed a new walk in freezer at Mansfield Middle School (MMS).
- Installed a new walk in refrigerator at MMS.
- Removed oil tanks at Town Hall.
- Installed replacement hot water heater at MMS.
- Completed approximately 2,000 work orders.
- Repaired a/c units at the Library.
- Installed improved security systems at all schools.
- Completed greenhouse installation at MMS.
- Built vestibule at Southeast School.
- Completed personnel evaluations.
- Completed asbestos 3-year re-inspection.
- Refurbished Engineering offices at Town Hall.
- Refurbished the large meeting room at the Senior Center.
- Completed PMs (preventive maintenance tasks) on boilers and roofs.
- Completed asbestos refresher courses.
- Completed OSHA mandated refresher training courses.

Plans for FY 2014-2015

- Install a new generator for Fire Station 307.
- Install a new gas hot water heater at Fire Station 307.

- Start a preventive maintenance contract on overhead doors at Fire Stations.
- Remove in ground oil tank at Fire Station 307.
- Install a water treatment system for Fire Station 207.
- Make improvements to the floor at Station 107 load bearing.
- Hire more substitute custodians.
- Replace carpet in the Middle School Library.
- Investigate the possibility of large solar panels on the schools.
- Develop a list of priorities for school needs.
- Get lead testing on all water systems completed.
- Continue to do 2,000 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 2013-2014

- Closed Fiscal Year 2013-14 with an increase to fund balance of over \$490,000.
- Avoided \$904,950 in debt issuance for capital purchases by using State grants in excess of budget, saving the town bond issuance and interest costs.
- Prepared the fiscal year 2012-2013 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District in compliance with all Governmental Accounting Standards (GASB).
- Received Certificate of Achievement for Excellence in Financial Reporting for both the Town and Regional School District 19 for FY 2012-13 from the Government Finance Officers' Association (GFOA).
- Received the GFOA's Distinguished Budget Presentation Award for the FY 2013-2014 budget.
- Completed the annual financial audit for FY 2012-2013 with an unmodified opinion from the audit firm of BlumShapiro & Co, the highest opinion possible.
- Assisted with the preparation of the FY 2014-2015 budget in light of undetermined State revenues.
- Integrated online inquiry and payment processes by uploading all tax, sewer and refuse information into online bill inquiry, adding online payment options for the school lunch program.
- Maintained a high, stable collection rate while providing pleasant and efficient service.
- Processed 428 real property ownership changes for the October 1, 2013 Grand List and completed numerous field inspections for new construction (primarily Storrs Center), additions, remodeling, decks, sheds, garages, etc.
- Continued utilization of the assessment data administration software package from Quality Data Service to improve the efficiency and effectiveness of the Assessor's Office, especially in the area of customer service.
- Began the upgrade of the Computer Assisted Mass Appraisal (CAMA) system to increase efficiency.

Plans for FY 2014-2015

- Prepare the fiscal year 2013-2014 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 our sustainable capital improvement program, providing quarterly financial and program updates and assistance with the preparation of a five year capital improvement plan.
- Provide financial reporting and close out the numerous state and federal grants received for the Storrs Center Project.
- Continue the review of all financial management goals and recommend updates to the Town Council, as necessary, for current GASB requirements and current best practices.
- Maintain a policy of full and open disclosure of all financial activity through the issuance of comprehensive quarterly and annual financial reports.
- Review, evaluate and update, where necessary, all financial related policies, procedures, and internal controls.
- Utilize available tools to encourage more timely payments, such as reminders and demand notices.
- Continue to maintain an overall collection rate of 98% or higher through increased efficiency and communication with our customers.
- Pursuant to state law, conduct a revaluation of all property for the October 1, 2014 Grand List.
- Complete the conversion of the current CAMA database/software to the Vision Government Solutions, Inc. software solution.

| Expenditures 2013-2014 | Amount | % of Total |
|-------------------------------|----------------------|-------------------|
| General Government | \$ 2,431,143 | 5.2% |
| Public Safety | 3,343,826 | 7.1% |
| Public Works | 2,138,501 | 4.6% |
| Community Services | 1,657,605 | 3.5% |
| Community Development | 530,013 | 1.1% |
| Town-wide | 2,499,565 | 5.3% |
| Transfers to Other Funds | 3,659,690 | 7.8% |
| Education | 30,692,420 | 65.4% |
| Total | \$ 46,952,763 | 100.0% |
| Revenues 2013-2014 | Amount | % of Total |
| Property Taxes | \$ 28,244,834 | 59.5% |
| Federal/State | 18,098,033 | 38.1% |
| Charge for Services | 324,975 | 0.7% |
| Other Local | 777,968 | 1.7% |
| Total | \$ 47,445,810 | 100.0% |

**Top Ten Taxpayers
October 1, 2013 Grand List**

The list percentages are calculated by dividing the individual property assessment by the October 1, 2013 Net Grand List Total of \$1,036,252,379.

| Property Owner | Description | Assessment | % of Taxable Grand List |
|-------------------------------------|--------------------|-----------------------|--------------------------------|
| EDR/Storrs LLC | Apartment Condos | \$ 32,458,670 | 3.13% |
| Connecticut Light & Power | Public Utility | 15,943,050 | 1.54% |
| Storrs Acquisition LLC | Apartments | 10,798,720 | 1.04% |
| Eastbrook F LLC | Eastbrook Mall | 10,104,920 | 0.98% |
| Leyland Storrs LLC | Comm Condos | 8,457,670 | 0.82% |
| 157-35 OAP Holdings LLC | Apartments | 7,906,840 | 0.76% |
| UConn/Celeron Square Associates LLC | Apartments | 7,510,580 | 0.72% |
| Colonial BT LLC | Apartments | 5,390,000 | 0.52% |
| Glen Ridge Cooperative, Inc | Housing Co-Op | 5,306,770 | 0.51% |
| UConn Carriage LLC | Apartments | 4,895,240 | 0.47% |
| Total Top Ten Assessments | | \$ 108,772,460 | 10.50% |

**Town of Mansfield
General Fund
Preliminary Schedule of Changes in Fund Balance - Budgetary Basis
For the Year Ended June 30, 2014**

| | |
|-------------------------------|------------------|
| Assigned for 2013/2014 Budget | \$ - |
| Unassigned | <u>2,823,216</u> |
| Fund Balance, July 1, 2013 | \$2,823,216 |

| | Original Budget | Amend. | Final Budget | Estimated Actual | Budget Comparison | |
|-----------------------------------|--------------------|--------------|-----------------|---------------------|----------------------|--------------------|
| Total revenues and transfers in | \$46,021,844 | \$ 1,058,150 | \$47,079,994 | \$47,445,810 | \$ (365,816) | |
| Appropriation of fund balance | | | | | | |
| Total Sources | 46,021,844 | 1,058,150 | 47,079,994 | 47,445,810 | (365,816) | |
| Total expenditures and transfers: | | | | | | |
| Town | 15,203,170 | 1,058,150 | 16,261,320 | 16,260,343 | 977 | |
| Mansfield Board of Education | 20,688,160 | | 20,688,160 | 20,686,906 | 1,254 | |
| Contribution to Region #19 | 10,005,514 | | 10,005,514 | 10,005,514 | - | |
| Total expenditures | 45,896,844 | 1,058,150 | 46,954,994 | 46,952,763 | 2,231 | |
| Budgetary results | \$ 125,000 | \$ - | \$ 125,000 | \$ 493,047 | \$ 493,047 | 493,047 |
| Fund balance, June 30, 2014 | | | | | | <u>\$3,316,263</u> |

| | | |
|------------------------------------|---------------|------|
| Adopted FY 2014/15 Budget | \$ 46,884,224 | |
| Fund Balance - % of FY14/15 Budget | | 7.1% |

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 2013-2014

- The fire departments responded to a total of 1,920 calls for service. The breakdown of selected incidents is as follows: Fires 80; Rescue/EMS 1,268; Hazardous Condition 61; Service Calls 138; Fire Alarms 131; Other Calls for Service 55. Mutual Aid was provided 187 times.
- The department conducted a volunteer officer selection process to fill vacancies in the officer rank structure. George M. Thompson, III was appointed to the position of Assistant Fire Chief.

- One full time firefighter and three part time firefighters were appointed to the department.
- The department provided more than 180 hours of training on a variety of topics based on certification requirements or firefighters' interest.
- The vendor to construct ET 207 was selected. Delivery is estimated for December 2014.
- The department continues its regular on-site training at the Storrs Center Development.
- 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 2014 Ford Explorer to replace a fire prevention vehicle.

Plans for FY 2014-2015

- Conduct a career firefighter selection process to fill vacancies in part and full time positions.
- Evaluate scheduling software to improve efficiency of scheduling firefighters to staff shifts.
- Complete the RFP selection process for the purchase of tanker.
- Improve the communications system at Station 107 with the installation of a base station radio.
- Continue contracting select certification training through the Connecticut Fire Academy to provide professional development opportunities for department personnel.
- Implement permitting software to improve efficiency in area of inspection and enforcement and to assist in quality review of the programs to determine 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. 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 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.

OFFICE OF THE FIRE MARSHAL

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 conducts plan reviews, inspects public buildings and structures under construction, 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, Blasting Program, and Underground Petroleum Storage Tank Program.

Accomplishments for FY 2013-2014

- In partnership with the Mansfield Board of Education, private schools, and daycare providers presented age appropriate Fire, Life Safety and Injury Prevention Education programs in all pre-K through 5th grade classrooms. The programs are designed to give students life-long fire and life safety knowledge and skills.
- Provided Fire, Life Safety and Injury Prevention Education programs for the senior community, VNA, several businesses, and neighborhood based programs for the community at large.
- Conducted plan reviews for all new construction and renovation projects town-wide, including but not limited to Storrs Center development.
- 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 Storrs Center Project.
- Partnered with Region 19 and assisted students with senior project development at E.O. Smith High School related to fire safety.
- Continued to administer the Fire Department Records Management System.
- Updated E911 system and related database.
- Provided support to Human Services and other town departments for issues related to fire and safety hazards in the community.
- Foster professional relationship with University of Connecticut Fire Marshal and Off-Campus Housing Office through collaborative efforts.

Plans for FY 2014-2015

- 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.
- Implement and train staff on new town-wide permitting software.
- 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 involving 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 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.
- Continue to have staff participate actively in training to stay current on fire safety laws and regulations and meet mandatory state training requirements.

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

Rebecca M. 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 2014 is projected to be 80.37%; a reduction to the 2013 utilization rate which was 81.99%. The economy continues to grow at a relatively slow pace creating a drag on family earnings and rents continue to increase; both create 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 2014 is \$710 per month; up from \$683 per month in 2013. HUD funding for the Housing Assistance Payment (HAP) averaged \$558 per month per voucher in 2014, a decrease from \$560 in 2013. The Housing Authority's reserve account for HAP payments has been reduced to zero as HUD has collected and ostensibly will hold these reserves for each housing authority, nationally. The Housing Authority will make approximately \$1,010,971 in rental assistance payments on behalf of our participants in 2014 up from \$1,001,419 in 2013. The estimated average number of vouchers used in 2014 is 120 down from 122 in 2013. To utilize all 149 vouchers, more federal funding or lower costs per family will have to be realized. Reduction in HAP funding along with increases in HAP costs continue to reduce 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 has reduced the vouchers leased and thus our ability to earn administrative fees.

Under the Budget Control Act of 2011, (commonly referred to as Sequestration) mandatory federal government cuts became effective March 1, 2013. Those cuts were responsible for Section 8 Housing Choice Voucher Programs throughout the country, (both large and small) to be abandoned due to severely reduced administrative fees. Administrative reserves held by the Housing Authority helped pay the cost of the program through 2013, but left nothing to cover cost in 2014, which was also underfunded by Congress. The Housing Authority asked all five towns (Ashford, Chaplin, Coventry, Mansfield, and Willington) served by the Section 8 Program to contribute to the cost of administering the program to keep the program operating. Contributions were requested based on the percentage of vouchers used in each town. Member towns contributed to keep the program available for its residents.

The Section 8 waiting list was opened in October 2013. Approximately 4,000 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.

The waiting list is currently open. There are 54 applicants on the waiting list. The average turn over rate for this housing community is 7.88 units per year. Twelve units turned over in 2013 and it is expected that a total of 9 units will turnover in 2014.

The Housing Authority has contracted with Sunlight Solar to install solar panels at Holinko Estates to cover the electrical costs of the common area lighting, site lighting and laundry facilities. This is a Zero Renewable Energy Credit (ZREC) project. The Housing Authority will receive Connecticut Class I Renewable Energy Credits from Connecticut Light and Power for each megawatt hour of energy produced from the solar array. This project will allow us to control the electrical costs associated with Holinko Estates while being paid by Connecticut Light and Power an annual amount under the ZREC agreement for 15 years.

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 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 have eliminated all electrical costs for the office.

The Housing Authority is a recipient of two annual grants provided by the Connecticut Department of Housing. The Resident Service Coordinator grant funds a 5 hour per week position which

provides tenants with help to access needed services. The Elderly 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 37 applicants on the waiting list. The average turnover rate for this housing community has been 5.8 units per year. Nine units turned over in 2013 and it is expected that the turnover will be 3 units for 2014.

Other Business

The Housing Authority executed an agreement with The Mansfield Nonprofit Housing Development Corporation to manage its assets and property. The Housing Authority will earn a management fee under this agreement.

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 three service divisions – Adult and Administrative Services, Senior Services, and Youth 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 & Administrative 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, ADA Coordinator, and Veterans Services Officer.

Accomplishments for FY 2013-2014

- Provided case management, referral and direct assistance to 504 residents.
- Provided emergency financial assistance and food pantry assistance for a total of 124 households.
- Assisted 237 persons who are elderly or disabled to apply for State tax relief programs.
- 128 families received holiday assistance consisting of food, gifts, and cash assistance from a variety of donors. 53 families with a total of 144 kids benefited from the Adopt-A-Family holiday gift program.
- Based on the results of donor and participant surveys, made improvements to the campership and holiday giving programs.
- Successfully recruited and hired highly qualified new staff to fill vacancies.
- Reconfigured Senior Services staffing and combined Youth and Early Childhood Services to better meet the needs of the populations served.
- 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.
- Restructured the municipal out-of region medical transportation program to maximize revenues and expand volunteer portion of the program.

Plans for FY 2014-2015

- 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.
- Review and update department policies and procedures as needed.
- Create and institute tools to evaluate outcome measures of select programs.

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 2013-2014

- 66 seniors became members of the Mansfield Senior Center Association during this year. There are 2,804 registered members of the Mansfield Senior Center Association.
- There are currently 4,380 individuals registered on the Myseniorcenter database program.
- Volunteers provided 5,913 hours of volunteer time from July 1, 2013 to June 30, 2014.
- The Senior Center served 4,708 congregate subsidized meals to seniors through Thames Valley Community Council. 3,462 meals were delivered to homebound seniors through the meals-on-wheels program and 992 cold meals were delivered.
- Sponsored intergenerational activities were held in cooperation with E.O. Smith High School, Mansfield Middle School and The University of Connecticut.
- 233 seniors received assistance with tax preparation.
- 121 seniors received flu shots.
- Offered health assessments, screenings and preventative care at the Wellness Center. The VNA East provided care to 31 patients for 61 visits; the podiatrist treated 84 patients for 186 visits. Many seniors took advantage of free legal services.
- VNA East has been doing the Blood Pressure Clinic with funding from the Herrmann Trust. 35 unduplicated seniors participated for 93 visits.
- One undergraduate student interned at The Mansfield Senior & Wellness Center with Senior Center Coordinator.
- Volunteer Transportation Program has 18 volunteer drivers and has met 239 transportation requests.
- The Van accomplished 43 trips during the year.
- Annual Cleaning was done July 2013 and in June 2014.
- Summer evening programs were held in May, June, July, and August.
- National Senior Center Month was celebrated during the week of September 3rd through 6th, 2013.

Plans for FY 2014-2015

- Provide programs that promote and stimulate healthy living options for the senior residents of Mansfield.
- Continue to offer programming that attracts new seniors and increase total participation at the Mansfield Senior Center to 18,000 per year.

- Begin the Self-Assessment Process of the National Senior Center Accreditation (18 month process).

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.

Accomplishments for FY 2013-2014

- Provided youth and parents with approximately 2,620 therapeutic contacts, with 291 youth receiving one or more clinical service.
- 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. An in-school counseling program at the middle school was started.
- Trained, managed, and assigned approximately 60 volunteers to individual clients and programs.
- Coordinated the required Suicide Prevention Training for the SERAC suicide mini grant. The training was well-attended and enabled us to receive the \$2,500 grant that supported the Grief Matters support group and the purchase of resource materials at the library to aid families in grief.
- Through grant funding, purchased Kidtrak Computer Software to track and evaluate our services and programs.
- Began a Grief Matters Support Group to help grieving families throughout the year.
- Awarded a \$40,000 Discovery grant from the William Caspar Graustein Memorial Fund to support implementation of Mansfield's Plan for Young Children.
- Continued the sixteenth year of the Mansfield School Readiness Grant, supporting 16 children receiving care at one of four nationally accredited centers.
- Awarded a \$3,790 Quality Enhancement grant from the State of Connecticut Office of Early Childhood, which provided First Aid training and networking opportunities for early childhood educators, and Power of Play sessions for educators and parents.
- Provided Power of Play sessions for kids.
- Provided People Empowering People (PEP) training via a grant from several sources in collaboration with the towns of Coventry and Chaplin.
- Continued to support the building of a community-built playground, and worked closely with the MAC ad Hoc committee on this initiative.

Plans for FY 2014-2015

- 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 Parks and Recreation and the Library to facilitate positive youth development programs and services for youth.

- Successfully implement Mansfield's Plan for Young Children, utilizing consultants as needed. Implement Results Based Scorecard to help collect, track and understand data.
- Secure funding through grants and other sources to continue Early Childhood initiatives.

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 Schools in delivering high quality services to the community. We are committed to providing superior customer service to assure successful utilization. Our network includes 2,700 computers and 3,200 staff and student users across nineteen Town and School buildings, in addition to our website presence, land-line telephones, and public Wi-Fi and terminal computer services used by the citizens in our community.

Accomplishments for FY 2013-2014

- Partnered with the Emergency Management Office to install and use the Code Red Reverse 911 System. We publicized citizen sign-ups as well as mined public telephone databases to build up a substantial call list. During our May test of the system, we successfully reached 3,655 Mansfield phone numbers in less than 7 minutes. Additionally, we conducted training for staff users to prepare them for using the system. We have an effective and immediate tool for quickly reaching a large number of town residents to provide emergency information.
- Collaborated with the Public Library to support the transition of the Library's ILS (Information Library System) to Sierra Encore ILS to enhance public and staff data access. Completed overhaul of onsite servers and public and staff machines and interfaces at the Public Library.
- Completed necessary replacements of the Mansfield Public Works Garage, Animal Control, Mansfield Public Library, and Mansfield Community Center phone systems. These systems were at their end of life and are now converted to the WAN based system, which was a significant savings both for initial replacement and long-term operation.
- Partnered with the Assessor's Office to select and begin implementation of a new CAMA system. We worked with the Town of Coventry on a joint RFP (each Town purchased its own software, but working jointly attracted better pricing and vendor interest). This project is nearing completion and is on track for primary completion at the end of the calendar year.
- Began implementation of new software to provide an effective permitting process system for citizens as well as multiple Mansfield departments. Worked with other Town Departments to negotiate a software solution for a permitting process system. Phase one is likely to be in operation in late fall, including internal use of certain permitting and code enforcement tracking.
- Partnered with the Finance Department and the Public Works Department to offer citizens the option of using their credit card to make payments at the Mansfield Transfer Station.
- Awarded and implemented four competitive grants to support infrastructure needs. Specifically, \$133,828 in school security grants and \$165,304 in educational technology grants.
- Completed the Year 1 portion of the Capital Improvement Budget project to address school infrastructure maintenance requirements in accordance with future decisions about the school building project. Work primarily included school security enhancements, server and network infrastructure, and telecommunications updates.
- Leveraged virtual and cloud based computing on servers and thin client computers to contain costs, limit consumption of electricity, and reduce bulk waste. All databases, except for one, are decommissioned on the Alpha to ensure efficient, compatible, and reliable databases.

- Continued to support a variety of methods for communicating with the public including the website, QNotify, Channel 191, e-mail, Code Red, social media, and telecommunications. Supported 1,953 informational webpages and 39 QNotify email subscription lists.
- Managed budgets to limit expenditures and maximize equipment life while still providing I.T. support to all departments including software and hardware troubleshooting and maintenance, new installations, wired telephone access, and direct support of users' questions and needs.

Plans for FY 2014-2015

- Implement permitting and code enforcement software that fosters information sharing between departments and provides public access to documents and status checking.
- Complete deployment of the new CAMA system to efficient access to assessment data for departments and use the Town website to make public information available online.
- Expand implementation of the Code Red Reverse 911 system to ensure it communicates to a broad segment of the Mansfield community and integrates with Town operations.
- Support the implementation of the Sierra Encore ILS software at the Public Library to enhance public and staff data access.
- Further develop the Town website to emphasize intuitive and user friendly access, expanded information posting, and make additional use of social media.
- Continue to adjust radio coverage and transaction protocols to meet the increased citizen use of Wi-Fi access in public spaces.
- Program the Town website to make the best use of the screen dimensions and unique features of mobile devices when the site is viewed on smartphones and tablets.
- Explore the use of mobile devices by inspection staff.
- Convert the bulk of the telephone traffic for the Public Works Garage, Animal Control Shelter, Fire Stations, Public Library, Community Center, and Schools to Voice-Over-Internet-Protocol to best contain telecommunications costs.
- Support facility security technology projects for the town and school buildings in accordance with CIP budget directives.
- 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 in support of sustainability efforts to limit consumption of electricity and reduce bulk waste as well as contain costs.
- Limit expenditures and ensure effective use of funding, while provide information technology support to all departments and citizens.

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 2013-2014

- Contracted with Library Connection, Inc. (LCI) to provide consortium services. LCI provides more services at a more competitive cost than the previous consortium. The migration was completed over the course of eight months, requiring the involvement of every staff member, along with assistance from the IT department.

- Installed a public fax machine in the library to meet demand for this service. The library was unable to provide another requested service, to become Passport Acceptance Facility, as its application was denied by the State Department.
- Completed a review of the library's emergency plans, policies, and procedures, with assistance from the Fire Department and the Office of the Fire Marshal.
- Completed several maintenance tasks, including the installation of new gutters and downspouts, in order to alleviate ongoing humidity and mold issues.
- Launched an online reader advisory service, allowing our librarians to provide in depth, personally tailored reading lists for those who are looking for new books to read.
- Completed an assessment of how the community is using technology and how best practices can be put into place in order to align future growth and services with community priorities, using the Edge Initiative toolkit provided by the American Library Association and the Gates Foundation.
- Created a seed exchange library, providing access to free seeds (donated by seed companies). The intent is to support a community of growers, harvesters and seed savers who will sustain an ongoing collection of seeds at the library for all to use.
- Completed an inventory and evaluation of the library's local history collection. We plan to create an online database which will make local history resources located at the library as well as at the town clerk's office accessible to the public.
- Enhanced the Library's visibility and relationships within the community through collaboration with local agencies and organizations.
- Completed the initial set up required to provide a much larger collection of electronic databases and services as of July 1, 2014. New subscriptions include a music download service, online comics/graphic novels, and electronic magazines. These services were added in addition to our current offerings of downloadable ebooks, audiobooks, and streaming video.

Plans for FY 2014 – 2015

- Hire a systems librarian to enhance the library's ability to make needed improvements in service as well as maintain current services. This will improve the library experience for users of all ages through the creative use of relevant and up-to-date technology.
- Implement the findings of the Edge Assessment.
- Create an online archive of local history materials.
- Promote the use of electronic materials while maintaining traditional library collections.
- Expand the library's outreach and programming to the extent possible with existing staff.
- Continue to collaborate with local agencies and organizations to broaden and improve services.
- Continue to work in conjunction with the Facilities Maintenance and Public Works departments to ameliorate humidity and mold issues in the building.

PARKS AND RECREATION

Curt Vincente, Director

The mission of the Parks and Recreation department is to enhance the community's quality of life 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 residents the opportunity to participate in a wide variety of activities for all ages. Program information is available four times per year (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 2013-2014

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program.
- Held 10th Anniversary Celebration of the Community Center on November 1, 2013.
- Community Center visitations, July 1, 2013-June 30, 2014, totaled 212,542, an average of 17,712 per month.
- Continued popular “Family Fun Night” activity at the Community Center.
- The 2013-14 year included a total of 2,459 programs with 16,180 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 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.
- Continued offering a successful year-round swim lesson program.
- Opened Bicentennial Pond facility for year round public access.

Plans for FY 2014-15

- 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.
- 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

Jennifer Kaufman, Natural Resources and Sustainability Coordinator/Inland Wetlands Agent

Curt Hirsch, Zoning Agent

Jessie Shea, Planning and Community Development Assistant

The Director of Planning and Development, Natural Resources/Sustainability Coordinator, Zoning Agent and Planning and Community Development Assistant play key roles in stimulating, coordinating and administering the responsibilities of the Town’s planning, zoning, and economic and community development functions.

Accomplishments for FY 2013-2014

- Staff 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. Responsibility for review of wetlands licenses was transferred to the Department at the beginning of the fiscal year.

- The Zoning Agent issued Zoning Permits for 14 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 and Natural Resources/Sustainability Coordinator participated in and supervised activities related to the Mansfield Tomorrow initiative. Key accomplishments included the development of a series of sustainability principles to help guide land use decision, preparation of Agriculture, Housing and Economic Development Strategy Reports and completion of the first draft of a new Plan of Conservation of Development. This draft underwent extensive review by the PZC and various town advisory committees. The feedback received from these groups is being used to prepare a revised draft plan for consideration in FY15.
- The Director of Planning served as Mansfield's representative on two UConn advisory committees: the Water and Wastewater Advisory Committee, which reviews operational and service request issues and recommends actions as appropriate and the Campus Master Plan Advisory Committee. In addition to these activities, the Director assisted the PZC and Conservation Commission in their review of two new buildings at UConn: a STEM residence hall and a Science and Engineering Building. When evaluating UConn projects particular attention is given to infrastructure issues and potential traffic, drainage and neighborhood impact issues.
- The Director of Planning and Natural Resources and Sustainability Coordinator 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 issuance of zoning permits for the Town Square, Phase 2 and issuance of certificates of zoning compliance for 8 Royce Circle (TS-3 building) and Phase 4 buildings (Price Chopper and corner building).
- Staff provided information and assistance to town and State officials, property-owners and their representatives on a wide range of land use issues, including the Four Corners Sewer Project; the joint UCONN/Town Water Supply Environmental Impact Evaluation and the development of an agreement with the Connecticut Water Company after CWC's selection as the preferred alternative for the project.
- Staff provided assistance to the Four Corners Sewer and Water Advisory Committee, the Sustainability Committee, the Conservation Commission, the Economic Development Commission, the Open Space Preservation Committee, the Agriculture Committee and the Town/University Relations Committee.
- 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 FY14, bringing the total to 12 since work started on the grant.

Plans for FY 2014-2015

- Continue to assist the Planning and Zoning Commission and Inland Wetlands Agency with application-related responsibilities.
- Continue to enforce existing land use and wetlands regulations.
- Complete the process of updating the Plan of Conservation and Development (POCD) as part of the Mansfield Tomorrow initiative.

- Complete the process of updating the Zoning Regulations to implement the recommendations of the new POCD.
- Develop a process for reporting progress in achieving goals identified in the new POCD.
- Work with the Inland Wetlands Agency to identify recommended changes to fines for regulated activities undertaken without a wetlands license.
- Work with the Inland Wetlands Agency to update the Mansfield Inland Wetlands and Watercourses Regulation.
- Assist town officials with implementation of a new public water supply and review of recent, ongoing and potential UCONN projects and studies including the new campus master plan and development of the new Technology Park.
- 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.
- Complete implementation of new permitting software for zoning and land development.
- Complete housing rehabilitation projects funded by the 2012 Small Cities grant and continue to offer housing rehabilitation assistance as funds become available through repayment of previous loans.
- Continue efforts to retain and grow local businesses.

POLICE SERVICES

Sergeant Richard Cournoyer, Resident State Trooper's Office

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

Accomplishments for FY 2013-2014

- Received 16134 total calls for police service; conducted 561 criminal investigations and 445 accident investigations; issued 5055 motor vehicle citations and 1665 motor vehicle warnings; responded to 8839 non emergency calls for service; and made 159 DWI arrests in town during the past fiscal year.
- Conducted the "D.A.R.E" program at the Mansfield Middle School.
- Eight Resident Troopers are currently certified for police bicycle patrols. These patrols have been very effective during special events such as "Fall and Spring weekends" as well as patrolling Mansfield Parks, the businesses along 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 M CCP outreach visits, Festival on the Green, Senior Citizens Academy, Annual Christmas Toy Drive and speaking engagements at local organizations.
- Obtained \$88,975 grant funding for DUI patrols and \$55,305.00 for Underage Drinking Patrols and obtained \$17,000.00 in grant funding for Speed Enforcement. .
- 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 are received by a trooper and responded to accordingly.
- Current member of the Incident Reporting Team (IRT) which involves multiple departments from the University of Connecticut.

Plans for FY 2014-2015

- 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.
- Work with local and State Legislatures to promote and maintain the current format of the resident Trooper Program.

DEPARTMENT OF PUBLIC WORKS

John Carrington, Director

The Department of Public Works is responsible for the continuous maintenance of road surfaces including bridges; for repairing, resurfacing, striping traffic lines on Town roads, and minor reconstruction of roads; for removing snow and ice from all Town roads; for drainage maintenance and construction; sign maintenance; repair of traffic signs and streetlights; and emergency storm cleanup. The staff preserves and maintains all improvements within Town right of ways' such as pruning and removing trees and shrubs in the off pavement portions of roads; trimming grass and brush, controlling roadside vegetation, and removing litter. The Department operates the solid waste program and Transfer Station facility. The Department provides for the maintenance and repair of park and recreation areas and its limited sewer and water facilities. The Department also maintains the fleet of Town vehicles to include fueling operations. The Engineering Division is responsible for the design and cost estimating for construction, contracting and contract administration of Town projects; preparation of maps, records, and construction status records and reports, assistance in public works maintenance, repair and reconstruction work. The staff uses Computer Aided Drafting (CAD) and Geographic Information System (GIS) and is involved with the construction of streets,

sidewalks, bridges, culverts, sanitary sewers, and drainage structures. Engineering also assists other Town departments and residents in the development process through its work in reviewing site, subdivision and improvement plans. The Department also assists the Town in its energy conservation and sustainability efforts. The Department now operates the Nash Zimmer Transportation Center in downtown Storrs.

Significant Changes during FY 2013-2014

- Lon Hultgren retired after 35 years as Director of Public Works.
- Grant Meitzler retired after 41 years as Assistant Town Engineer and Inland Wetland Agent.

Accomplishments for FY 2013-2014

- Continued the engineering effort to bring sewer and water systems to the Four-Corners area in Northern Mansfield; coordinated the consultant design of a sewer pump station.
- Coordinated the low-waste efforts for the Town's fall Festival on the Green.
- Coordinated the school lunch composting programs at all of the Town's schools.
- Continued joint efforts with UConn to construct a walkway on North Eagleville Road from Hunting Lodge Road to Northwood Road. Reviewed consultant design work and began to procure the easements necessary to build it.
- Plowed and sanded roads and parking lots during 15 significant storms and many minor ones; removed snow from sight lines at road intersections and parking lots; swept and resurfaced Town roads; mowed roadsides and trimmed vegetation at intersections; graded gravel roads; patched pot holes; repaired signs and guideposts; cleaned waterways, catch basins and culverts; repaired curbs and driveway lips; removed fallen and hazardous trees from Town roads.
- Mowed, striped, fertilized and over-seeded Town and school soccer, baseball/softball, football and field hockey fields; weeded Town flower beds; hauled trash from Storrs Center, Town parks and recreation areas.
- Coordinated Town's mapping and parcel updates for the graphic information system (GIS).
- Fleet maintained 60 vehicles plus 25 pieces of heavy equipment and other insured pieces of equipment. Plus mowers and hand tools like weed trimmers and chainsaws.
- Opened the Nash Zimmer Transportation Center on April 14, 2014. This facility serves UCONN, WRTD and Peter Pan buses. It will serve as transportation hub in Storrs Center. A cycling commuter club will use the facility for bike storage and personal hygiene.
- Completed the horizontal portion of the Town Square in Storrs Center. The Square officially opened to the public on May 16, 2014. It hosted two Square Fairs in FY 13-14.
- Continued the engineering effort to bring sewer and water systems to the Four-Corners area in Northern Mansfield. Assisted the Town Manager and Town Planner in negotiating a water service agreement with the Connecticut Water Company.
- Completed the replacement of the Laurel Lane bridge construction project.
- Coordinated the construction of the new Storrs Center erected new signs, installed solar-powered trash receptacles, provided litter pickup and emptied trash and recycling containers in Storrs Center throughout the year.
- Coordinated Town's mapping and parcel updates for the graphic information system (GIS)
- Bid the Town's multi-family solid waste and recycling collection contract.
- Completed the Laurel Lane bridge project.
- Completed the Storrs Road, Dog Lane, and Village Street Projects.
- Planted street trees and installed new street lights on Wilbur Cross Way, Royce Circle and Bolton Road Extension.

- Implemented 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.
- Assisted the Planning and Zoning Commission and Transportation Advisory Committee in updating the Town's proposed walkway and bikeway priority listing.
- Continued to work with the Town's sustainability committee in coordinating the Town's multi-faceted sustainability efforts.

Plans for FY 2014-2015

- Complete the Intermodal Center and North Eagleville walkway projects.
- Complete the design of the sanitary sewer system for Four Corners, take the project to referendum, and if approved, bid project, select contractor and begin construction.
- Complete the design of the Storrs Road Streetscape extension, bid project, select contractor and begin construction.
- Switch two plow routes from using a sand/salt mix to treated salt to make snow removal easier and to eliminate the lengthy cleanup of sand.
- Conduct a pavement management study by selecting the best qualified contractor who will provide the Town with a Pavement Management System which will provide a plan for budgeting to achieve better pavement conditions.
- Update road signs to the standards of the Manual of Uniform Traffic Control Devices.
- Complete design and construction of the stage pavilion and pylon lighting at Town Square and complete design of shade structure and put out to bid, pending funds.
- Perform the usual routine road and grounds maintenance work (as detailed above).
- Continue to work with the Town's sustainability committee in coordinating the Town's multi-faceted sustainability efforts.
- Operate the Nash Zimmer Transportation Center. Establish a cycling commuter club and find a transportation related retail establishment. Increase the marketing of the center and continue to improve the Traveler Information Systems.
- Coordinate the low-waste efforts for the Town's Celebrate Mansfield festival.
- Coordinate the school lunch composting programs at all of the Town's schools.
- Provide litter pickup and empty trash and recycling containers in Storrs Center throughout the year.

REGISTRARS OF VOTERS

Andrea Epling and Beverly Miela

The Registrar of Voters is an elected position governed by the Statutes of the State of Connecticut. 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 moderators and poll workers, respond to requests for voter registration and education, and process on-line, mail-in, in person 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 2013-2014

- Conducted the November 2013 Municipal Election and the May 2014 Region 19 Budget Referendum.

- March 2014-May 2014 conducted the annual canvass of voters using the National Change of Address System.
- Organized and supervised check-in for the May Annual Town Meeting.
- Implemented the newly mandated Election Day Registration (EDR) at the November Election.
- Maintained the accuracy of the registry list by updating both manual and computer voter files.
- Conducted training sessions for the OpticalScan Voting system.
- Hired and trained election moderators 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.
- Learned and implemented the newly established DMV On-line Voter Registration process.
- Registered new Mansfield electors.

Plans for FY 2014-2015

- Conducted the August 2014 Republican and Democratic Primaries, the November 2014 State Election and the May 2015 Region 19 Budget Referendum.
- Conducted the annual canvass.
- Continuation of registration, education and participation in voter outreach efforts.
- Continue to create and maintain permanent voter registration records.
- Implement Election Day Registration (EDR) at the November 2014 Election and train workers to carry out the system.
- Continue to train moderators and poll workers.
- Conduct training for UConn organizations and candidates holding registration drives.
- 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 2013-2014

- Total Land Records recorded 2,209; Conveyance Tax received \$188,397 (125% of budget).
- Marriage Licenses issued 75; Deaths recorded 118; Births of residents recorded 87.
- Dog Licenses issued July 1, 2013-June 30, 2013 were 1680 and 2 Kennels.
- Sport Licenses sold 249.
- Municipal Elections took place on November 5, 2013 with 3020 citizens voting (31.48% turnout).
- The Region 19 Budget Referendum was held in May 2014 with 278 voters; and the Annual Town Meeting for Budget Consideration was held in May 2013 with 188 voters.
- Conducted Town Clerk responsibilities with regards to the endorsement of candidates and election of Municipal officials, Democratic and Republican Town Committee Certifications and Party delegate selections.
- Published a total of 30 legal notices including the adoption and amendment of ordinances, audit notifications, open space purchases, contract notifications, and election warnings and notices.
- Worked with the Assistant Town Manager to address 36 Freedom of Information (FOI) Requests and attended one FOI hearing.
- Prepared, submitted and received a Historic Preservation Grant for the 2013/2014 fiscal year. The grant funds were used to scan land records back to 2005.
- Reviewed the status and location of all the microfilmed copies of land records, vitals and early Town meetings.
- Implemented Marriage Marshal, a new system for entering and filing marriages records.
- Continued the process of reentering 38 volumes of maps into the Cott System correcting the information to be provided to the public.
- Re-examined our dog licensing process. Implemented the use of postcards and streamlined the licensing procedures increasing our efficiency and accuracy dramatically.

Plans for 2014-2015

- Execute the 2014/2015 approved Historic Preservation Grant for the backfilling of land records which will bring our scanned images back to 1995.
- Complete the reentry of 38 volumes of maps into the Cott System index.
- Prepare for the 2014 State election including the preparation of ballots, the referendum explanatory text, publication of legal notices, the issuance of absentee ballots and reporting duties.
- Investigate and implement recently approved eRecording regulations which would allow land record documents to be delivered to the Town electronically.
- Continue to explore all of the capabilities of the Cott System in order to be able to provide information to residents both in the office and from their homes.
- 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).

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 2013-2014

- Provided information to farm community about workshops and grant opportunities.
- Hosted meeting with Mansfield Farmers to discuss how the Agriculture Committee can provide support.
- Reviewed Mansfield Tomorrow Plan of Conservation and Development goals related to agriculture.
- Managed agricultural leases on eight Town-owned properties.
- Worked on farmland protection projects.

Plans for FY 2014-2015

- Provide information to farm community about farm grant programs and workshops.
- Provide input to development proposals on or adjacent to prime farmland.
- Meet quarterly with agriculture commissions in the region to support and connect the farming community.
- Connect regional farmers with Willimantic's new Commercially Licensed Cooperative Kitch (CLiCK).
- 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 events that promote 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 2013-14

- Arranged rotating art displays at the Mansfield Community Center (MCC)
 - E.O.Smith student art

- Wire sculpture by Neal Alderman
- Wooden bowls by Ronald Angotta
- Photographs by Lisa Yang
- Festival on the Green advertising & art show
- Acrylics by Janice Trecker
- Assemblages by David Corsini
- Ceramics from Sherrie Gage's CSA class
- Watercolors by Richard Davis
- Monotypes by Roger Crossgrove
- Assisted in arranging the Parks and Recreation Department's summer concert series.
- Worked with the Town Manager's office to finalize wording of policy governing acceptance of works of art by the Town of Mansfield.
- Worked with the Downtown Partnership to select sculpture for the new Town Square: commented on the draft Request for Proposals (RFP); reviewed thirty proposals elicited by the RFP; agreed on and interviewed two finalists; made recommendation to the Downtown Partnership. Three special meetings were held (5/27, 6/10, 6/24).

Plans for FY 2014-15

- Continue to arrange rotating art displays at MCC.
- Advertise opportunities to display art at the MCC and other venues to local artists.
- Provide a link to information about current exhibits at the MCC on the Parks and Recreation Community Center web page.
- Improve the "Application to Exhibit Art" form.
- Recruit new members for the Committee.
- Assist the Festival on the Green in organizing its Juried Art Show.

BEAUTIFICATION COMMITTEE

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

BOARD OF ASSESSMENT APPEALS

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

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 2013-2014

- Successfully researched and published information on availability of used medical equipment.
- Supported the successful continuation of a local chapter of TRIAD to focus on senior safety issues.
- Continued to advocate for the installation of a bus shelter at the east bound side of Route 275 by the Community Center bus stop.
- Members reviewed applications for funding from non-profit agencies and made recommendations to the Town Manager.
- Updated Mansfield's Long-Range Plan for Seniors, supporting the revision of "At Your Fingertips" directory.

Plans for FY 2014-2015

- Continue to ensure that the needs of seniors are represented in the Town's strategic planning initiative.
- Promote the development of a new Senior Center as a future initiative for the Town Council to consider.
- 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.
- Continue to advocate for the installation of a bus shelter at the Route 275/Community Center bus stop.

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 2013-2014

- Held nine (9) meetings.
- Assisted with open space and parks management issues.
- Commented on numerous Inland Wetland Agency and Planning and Zoning Commission applications and violation issues.

- Reviewed and provided input regarding various UConn land use projects including: the relocation of the Main Accumulation Area (aka Hazardous Waste Transfer Station), the new STEM residence hall and the new Science and Engineering Building.
- Continued to provide input to municipal and state officials regarding local and regional water supply issues including the UConn Water Supply Environmental Impact Evaluation (EIE) and agreement between the Town and Connecticut Water Company.
- Participated in advisory and focus groups for the Mansfield Tomorrow initiative, including review of the first draft of the new Plan of Conservation and Development.
- Wrote a significant letter to the Town Council promoting the Town's long standing efforts, together with UConn, to preserve important open spaces in the Town of Mansfield, for transmission to the University Planning Office.

Plans for FY 2014-2015

- 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 the UConn Campus Master Plan and other significant projects that would impact Mansfield.
- Provide input to the municipal aquifer protection agency.
- Develop and implement a strategy for monitoring 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 2013-2014

- Held seven (7) meetings.
- Participated in advisory and focus groups for the Mansfield Tomorrow initiative.
- Assisted in the development of an Economic Development Strategy as part of the Mansfield Tomorrow Initiative.
- Developed a business outreach program through which Commission members visit town businesses and interview business owners/managers to identify challenges and areas where the EDC could provide assistance. Four businesses were interviewed as of June 30th; members hope to complete additional visits by the end of the calendar year.
- Participated in a regional Economic Development Commission meeting hosted by the Town of Coventry.

Plans for FY 2014-2015

- Continue to assist in efforts to update the Plan of Conservation and Development and Zoning Regulations as part of the Mansfield Tomorrow initiative.
- Continue to implement the business visitation program and use the information to help prioritize future Commission activities.
- Prepare a one-two year work plan identifying Commission priorities and activities based on the goals and actions identified in the new Plan of Conservation and Development.
- Host a regional EDC meeting in Mansfield.

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. Draft revisions to the Ethics Code were provided to the Town Council for consideration. 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 2013-2014

- Issued an advisory opinion regarding gift provisions of the Ethics Code and applicability to Mansfield Board of Education employees.
- Continued to review the general issue of Ethics Code applicability to Mansfield Board of Education employees.
- Reviewed disclosure statements as filed.
- Reviewed complaint(s) as filed and conducted investigatory proceedings as needed.

Plans for FY 2014-2015

- Assist Committee on Committees with filling the one vacant alternate position 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.

- Issued an advisory opinion to the Human Services Advisory Committee regarding recusal during review of area agency grant applications.
- Issued a letter to the Town Council and Mansfield Board of Education regarding the conflicting gift provisions of the Town's Ethics Code and the Board of Education's Ethics Policy; seeking a resolution from the two policy bodies on this matter.

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 two 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 2013-2014

- Members reviewed applications for funding from non-profit agencies and made recommendations to the Town Manager.
- Advocated for an integrated approach by the department to meet the human service needs of the residents of Mansfield.
- Provided input and direction to the Human Services Director in the reconfiguration of the Human Services Department and the recruitment and hiring of a new Human Services staff.

Plans for FY 2014-2015

- Collaborate with other advisory committees to advocate for an integrated plan to meet the public transportation needs of low-income residents.
- In cooperation with the Director, evaluate the Town's agency grant process.
- Review and advise the Director on new initiatives in the various program areas.

JUDGE OF PROBATE

Claire Twerdy, Judge

Connecticut's probate courts have jurisdiction to hear and decide the following matters: adoptions (minors and adults); appointment of a temporary guardian of a minor child; award of temporary custody of a minor and appointment of guardian of a minor (following removal); termination of parental rights of a minor; emancipation of a minor; determination of paternity; appointment of a guardian of a person with mental retardation; appointment of trustee for property of mission person; involuntary commitment of a person with psychiatric disabilities to a mental hospital and related matters (adults and minors); change of name (minors and adults); custody of remains of a deceased; decedents estates; trusts and certain accounts; conservatorships; and, estates of minors. The court also processes passport applications. Mansfield's probate court office is now located in the Tolland Town Hall (21 Tolland Greed, Tolland, CT 06084).

LIBRARY ADVISORY BOARD

The Mansfield Public Library Board consists of nine members who serve without compensation for terms of three years, and as much as possible, represent a cross section of the Town of Mansfield. All members are residents of the town. The Town Manager and the Library Director are ex officio members of the Board. The Board provides advice "in formulating library policies and objectives, recommending new library programs and publicizing library programs, reviewing the proposed library budget, enlisting public cooperation and understanding for library programs, assisting with cultural activities associated with the library and making recommendations concerning acceptance of any bequest, devise, gift or endowment" (Code of the Town of Mansfield, Connecticut, Chapter 51).

Accomplishments for FY 2013-2014

- The Board began the process of review and reflection regarding the Library Mission Statement.

Plans for FY 2014-2015

- Complete revision of the Library Mission Statement.
- 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 early childhood collaborative that acts as the Mansfield School Readiness Council and an advisory committee composed of volunteers 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 revised in 2013, and is supported financially and in-kind by the Town, the William Caspar Graustein Fund, and the Office of Early Childhood. 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 2013-2014

- Served as the School Readiness Council for the Mansfield School Readiness Program in its sixteenth year of operation, supporting sixteen 3 and 4-year olds enrolled in one of four nationally accredited early care centers.
- Thirteenth 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.
- Received funding through multiple sources to run a PEP class in partnership with Coventry STEPS.
- Purchased and began implementing Scorecard for MAC data collection and Plan management.
- Identified a new Collaborative Sponsor, the Coventry Early Childhood Center.
- Furthered the work of the Playground Committee in the following ways: supported continued efforts to create awareness about the Playground; facilitated a holiday mailing that resulted in over \$12,000 of contributions; supported various fundraising events i.e. the Eggztravaganga (4/2014), house parties, Women & Girls Grant of \$3000, Zumba Fundraiser, Windham Hospital contribution \$10,000.(\$272,000.00 YTD).

Plans for FY 2014-2015

- Increase MAC membership as part of the implementation of the Plan.
- Continue to implement strategies identified in the Plan with support from the William Caspar Graustein Memorial Fund, the Town of Mansfield and other partners.
- Continue to have oversight and coordination of the Towns School Readiness program in coordination with the State Office of Early Childhood.
- 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 raising awareness, soliciting donors/sponsors, hosting benefit events) and identifying volunteers to build in April 2015.
- Hire a Communications Consultant to increase community outreach.
- Hire a Data Consultant to manage data, track progress, and direct future efforts.

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 2013-2014

- 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.
- Provided input to the Draft Mansfield Tomorrow Plan of Conservation and Development.

Plans for FY 2014-2015

- Continue to review properties for their suitability for preservation according to the Mansfield Plan of Conservation and Development.
- Continue to review subdivision and zoning proposals.
- Provide resources to residents about Land Preservation.
- Continue to implement the Open Space Action Plan adopted by the Town Council in April 2012.
- 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 regulation update Mansfield Tomorrow Project.
- 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.
- 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 2013-2014

- 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.
- Assisted in the planning of an Eagle Scout Project in Dunhamtown Forest.
- Worked with EO Smith Students to develop an trail guide app so that trail maps are accessible on smart phone devices.
- Provide input to the Mansfield Tomorrow Project, including the revised Plan of Conservation and Development and revised zoning Regulations.

Plans for FY 2014-2015

- Continue to offer environmental education programs co-sponsored with Joshua’s Tract Conservation and Historic Trust, the Willimantic River Alliance, and other groups.
- Review land management review process.

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) reviews all aspects of development and considers 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 2013-2014

- Held twenty-four (24) PZC meetings, eleven (11) IWA meetings, one (1) joint meeting, eight (8) joint field trips, and numerous committee meetings.
- The IWA reviewed eleven (11) applications for activities within regulated inland wetland/watercourse areas and statutorily required revisions to the Inland Wetlands Regulations. The Agency also provided comments to Connecticut Water Company regarding the proposed water pipeline extension along Route 195 and to the Connecticut Department of Energy and Environmental Protection regarding the new STEM residence hall at UConn.
- The PZC reviewed and approved special permits for expansion of the Public America convenience store and Charles River Laboratories, new athletic field lights at E.O. Smith High School, 3 efficiency units, and new offices for Joshua’s Trust. 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 change parking requirements based on an updated parking study and denied an application to amend the zoning regulations and master plan to allow a hotel.
- The PZC approved changes to zoning regulations related to the Pleasant Valley Residence Agriculture and Pleasant Valley Commercial Agriculture zones and use of historic properties by non-profit uses.
- The PZC/IWA also acted on numerous use and site improvement modifications, Town Council referrals and bonding arrangements, including review of the proposed water supply project and agreement with the Connecticut Water Company.
- The PZC reviewed and commented on the following UConn projects: Innovation Partnership Building, STEM residence Hall, Science and Engineering Building and Main Accumulation Area.

- The PZC approved a one lot commercial subdivision at Storrs Center.
- The PZC received a presentation from the Department of Energy and Environmental Protection on the status of contaminated properties in Mansfield.
- The PZC completed review of a first draft of a new Plan of Conservation and Development as part of the Mansfield Tomorrow initiative.
- The IWA appointed Jennifer Kaufman as the new Inland Wetlands Agent.

Plans for FY 2014-2015

- Continue thorough review of all land use applications and enforcement of existing regulations.
- Complete the process of updating the Plan of Conservation and Development.
- Complete the process to update Mansfield's Zoning Map and land use regulations to implement the new POCD.
- Update Inland Wetlands and Watercourses Regulations.
- Continue monitoring of University of Connecticut land use activities, with emphasis on reviewing and commenting on the new campus master plan and related projects.

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 2013-2014

- 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 2014-2015

- Annual review of co-sponsored organizations, including Mansfield Junior Soccer Association and Mansfield Little League.
- 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 ADVISORY 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 third year that user fees have funded the Town's volume-based waste collection (pay-per-bag of garbage). Over the year, 33% of all residential waste was recycled- single-family residences recycled 38% of their waste and multi-family residences recycled 12% of their wastes. Forty eight percent of the material received at the transfer station is recycled. Trash and recycling service is contracted to Willimantic Waste Paper, Inc. for both single-family and multi-family residences.

Accomplishments for FY 2013-2014

- Bid single-family trash service and converted to automated collection while maintaining variable rate service.
- Bid multi-family trash service, offering recycle dumpsters as an alternative to 90 gallon carts.
- 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 sixteenth 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.
- Work with school groups on waste issues (toxic household products, composting and recycling).
- For the sixth year, worked with the University of Connecticut to collect usable items during spring move-out, called "Give and Go." Collected 7 tons of material that was distributed to local charities.
- Began collecting vegetable oil at the transfer station for recycling into biodiesel.
- Promoted textile recycling.
- Began planning for a "repair café".

Plans for FY 2014-2015

- Begin mattress recycling collection at the transfer station.
- Begin accepting food scraps in the transfer station leaf compost pile as part of a DEEP demonstration project on small scale community composting.
- Propose adoption of a town-wide zero waste policy.
- Begin paper reduction pilot with Town Hall employees, one of the goals of the state electronics challenge.
- Begin new multi-family contract using recycle dumpsters. Measure results.
- Actively manage school compost piles during school year.
- Continue with the state electronics challenge.
- Continue offering repair cafes every quarter.
- 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 2013-2014

- Provided advocacy, leadership and direction for YSB programs, activities and grants.
- Appointed Jared Redmond, Parks and Recreation Coordinator, to Youth Services Advisory Board.

- Appointed Larry Barlow, MMS Vice Principal, to Youth Services Advisory Board.
- Supported the integration of Early Childhood Services into Youth Services.

Plans for FY 2014-2015

- Advocate for additional staff.
- Continue to provide oversight to ensure that comprehensive services are provided to YSB clients through the Human Services department.
- Provide assistance and leadership in future collaborations with the Community Center, library, and schools.
- Incorporate Early Childhood Services into the Advisory Board committee.

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

Members: Fred Goetz, Carole Masters, Tammie Meyers, Kristopher Perry, Immanuel Wexler

Staff: Patricia Schneider

Agriculture Committee

Members: Wesley Bell, Alan Cyr, Charles Galgowski, Ed Hall, Kathleen Paterson, Shepherd Stearns, Vicky Wetherell (OSPC)

Staff: Jennifer Kaufman

Arts Advisory Committee

Members: Thomas Bruhn, Kim Bova Kaminsky, Scott Lehmann, Prescott Powers, David Vaughan

Staff: Jay O'Keefe, Curt Vincente

Beautification Committee

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

Board of Assessment Appeals

Members: Anne Greineder, Eric Holinko, Carol Thomas(C)

Staff: Irene Luciano

Board of Education

Members: Susannah Everett, John Fratiello, Martha Kelly, Sarah Lacombe, Katherine Paulhus, Jay Rueckl, Carrie Silver-Bernstein, Randall Walikonis, Kathleen Ward

Board of Ethics

Members: John DeWolf, Denise Keane, Saul Nesselroth (VC), James Raynor, Winthrop Smith, Nora Stevens (C)

Staff: Maria Capriola

Building Board of Appeals

Members: James Silva, Tom Ward, Gregory Zlotnick (C)

Staff: Mike Nintean

CATV Advisory Committee

Members: Grace Enggas, Noah M. Lerman, Ida Millman

Cemetery Committee

Members: Barry Burnham, Rudy Favretti, Winston Hawkins, Jeanne Mogayzel, Mark Mogayzel, Jane Reinhardt, Keith Wilson,

Staff: John Carrington, Mary Landeck (Sexton), Mary Stanton

Commission on Aging

Members: Wilfred Bigl, Jennifer Mary Hoskins, Bettejane Karnes, Stephen Kegler, Beverly Korba, Laurie Grunske McMorro, Don Nolan, Nancy Trawick-Smith, Martina Wharton

Staff: Patricia Schneider

Conservation Commission

Members: Aline Booth (Alt), Joan Buck (Alt), Robert Dahn, Neil Facchinetti, Quentin Kessel (C), Scott Lehmann, John Silander, Michael Soares

Staff: Derek Dilaj

Design Review Panel

Members: Jeffrey Allen Brown, Rudy Favretti, Robert Gillard, John Lenard, Peter Minutti

Discovery Depot Board of Directors

Members: Rebecca Boncoddio, Kim Girard, Jane Goldman, Mike Makuch, Mary Jane Newman, Johnathan Schreiber, Elena Schreiber, Sara Semrow, Helena Silva, Elizabeth Wassmundt

Eastern Highlands Health District Board of Directors

Members: (Mansfield representatives) Maria Capriola (Alt), Matthew Hart, Michael Kurland, Elizabeth Paterson (C)

Economic Development Commission

Members: Ronald Beebe, Kathy Dorgan, Dirk Fecho, Steven Ferrigno, Martin Hirschorn, Kazam Kazerounian, John McGuire, George M. Thompson, III

Staff: Matthew Hart, Linda Painter

Emergency Management Advisory Council

Members: Wilfred Bigl, Bruce Clouette, Peter Kochenburger, Michael Kurland, Elizabeth Paterson

Staff: Matthew Hart, Ryan Hawthorne, John Carrington, William Jordan, Sgt. Richard Cournoyer, Robert Miller, Fran Raiola

Four Corners Sewer Study Advisory Committee

Members: Jason Coite, Pat Ferrigno, Matthew Hart, William Lennon, Peter Plante, Kenneth Rawn, Virginia Raymond, Bill Ryan

Staff: Derek Dilaj

Historic District Commission

Members: Anita Bacon, Gail Bruhn (C), Lesley Dyson Minearo (Alt), John Nardi (Alt), David Spencer

Housing Authority Board of Directors

Members: Dexter Eddy, Gretchen Hall, Richard Long (C), William Simonsen

Staff: Rebecca Fields

Housing Code Board of Appeals

Members: Will Bigl, Bill Briggs, Emile Poirier, David Spencer (Alt)

Staff: Michael Nintean

Human Services Advisory Committee

Members: Sara Anderson, Ron Baker, Dexter Eddy, Fred Goetz, Lorraine Kenowski, Ethel Mantzaris, Jennifer Mary Hoskins, Victoria Nimirowski, Joan Terry

Staff: Patricia Schneider, Pat Michalak

Judge of Probate

Barbara Gardner Riordan

Library Advisory Board

Members: Eva Bar-Shalom, Edmond Chibeau, Sheila Quinn Clark (C), Janet Dauphin, Barbara Katz, Noah M. Lerman, Thomas Long, Lynn Maziar, Dale Truman

Staff: Leslie McDonough

Mansfield Advocates for Children

Members: Anne Bladen, Janice Boltseridge, Julie Campbell, Lisa Dahn, Susan Daley, Maggie Ferron, Jordana Frost, Jane Goldman, Suzanne Gormely, Cindy Guerreri, Sabrina Hosmer, Rachel Leclerc, Carole Norrish, Jeff Smithson, Kathy Ward, Benjamin Wiles, Linda Williams, Jillene Woodmansee, Lisa Young, Kelly Zimmermann

Staff: Mary Jane Newman, Judith Stoughton, Sara Anderson, Sarah Delia

Mansfield Downtown Partnership Board of Directors

Members: Stephen Bacon, Harry Birkenruth, Thomas Callahan, Mona Friedland, Brid Grant, Matthew Hart, Riley Hasson, Dennis Heffley, George Jones, Philip Lodewick, Paul McCarthy, Toni Moran, Steve Rogers, Shamim Patwa, Paul Shapiro, William Simpson, Michael Kirk, Elizabeth Paterson

Staff: Cynthia van Zelm, Kathleen Paterson, Sarah Delia

Open Space Preservation Committee

Members: Roberta Coughlin (Alt), Kenneth Feathers, Quentin Kessel, James Morrow (C), Michael Soares, Susan Westa (Alt), Vicky Wetherell

Staff: Jennifer Kaufman

Parking Steering Committee

Members: Dwight Atherton, Karla Fox, Manny Haidous, Alex Marcellino, Ralph Pemberton, Michael Taylor

Staff: Matthew Hart, John Carrington

Parks Advisory Committee

Members: Eric Apgar, Julianna Barrett, Susan Harrington (C), Tom Harrington, William Thorne

Staff: Jennifer Kaufman (Staff)

Personnel Appeals Board

Members: Donald Nolan, Lee Terry, Crayton Walker

Planning and Zoning Commission

Members: 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

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

Staff: Curt Vincente

Region 19 Board of Education

Members: 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, David Tharp

Staff: Bruce Silva

Solid Waste Management/Recycling Committee

Members: Andrea Ames, Robert Coughlin, Jane Knox, Dennis Roberts

Staff: Virginia Walton

Sustainability Committee

Members: Susannah Everett, Matthew Hart, William Lennon, Richard Miller, Shawn Santasiere, Kristen Schwab, Paul Shapiro, Lynn Stoddard, Vera Stearns Ward

Staff: John Carrington, Virginia Walton

Town Council

Members: Elizabeth Paterson (Mayor), Stephen Kegler, Peter Kochenburger, Alex Marcellino, Antonia Moran, Virginia Raymond, William Ryan, Paul Shapiro, Elizabeth Wassmundt

Town/University Relations Committee

Members: John Armstrong, Philip Barry, Nick Carone, Jason Coite, Michael Gilbert, Matthew Hart, Douglas Kaufman, Stephen Kegler, Michael Kirk, Adam Kuegler, Elizabeth Paterson, Hans Rhyhart, Nancy Silander, William Simpson, William Wendt

Staff: Richard Cournoyer, Maria Capriola, Linda Painter, Cynthia van Zelm

Transportation Advisory Committee

Members: Paul Aho, Janet Freniere, Herman Gupta, Ross Hall, Lon Hultgren, Alex Marcellino, Peter Millman, Kristine Nowak, William Ryan, Michael Taylor

Staff: Matthew Hart, John Carrington, Linda Painter, Tim Veillette

Youth Services Advisory Board

Members: Eileen Griffin, Stephen King, Charles Leavens, Christine Lee, Ethel Mantzaris, Candace Morrell, Frank Perrotti

Staff: Pat Michalak

Zoning Board of Appeals

Members: Sarah Accorsi, Richard Brosseau, Beverly Gotch, Shirley Katz, Ben Shaiken, Robert Stearns, Tom Ward, Alicia Welch

Staff: Curt Hirsch, Sharon Tyler, Kevin Deneen

The calendar of meeting dates can be viewed by going to 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.

UPCOMING TOWN EVENTS

Save the date!

STORRS FARMERS MARKET

Open every Saturday from May through November on the front lawn of the Mansfield Town Hall and two Saturdays a month from December through April in the Buchanan Auditorium at the Mansfield Public Library. www.storrsfarmersmarket.org

3rd ANNUAL WINTER FUN WEEK

Sunday, February 1, 2014 – Saturday, February 7, 2014; Downtown Storrs
www.mansfieldct.gov/downtownpartnership

REGION #19 BUDGET REFERENDUM

May 5, 2015; Polls open 6:00 AM—8:00 PM; Audrey P. Beck Municipal Building, Council Chamber

ANNUAL TOWN MEETING

May 12, 2015; 7:00 PM; Mansfield Middle School Auditorium

MEMORIAL DAY PARADE

May 25, 2015; 9:00 AM; Bassetts Bridge Road/Rt. 195 to Mansfield Center Cemetery (rain location: Mansfield Middle School gymnasium)

TOUR de MANSFIELD

June 20, 2015; Mansfield Community Center

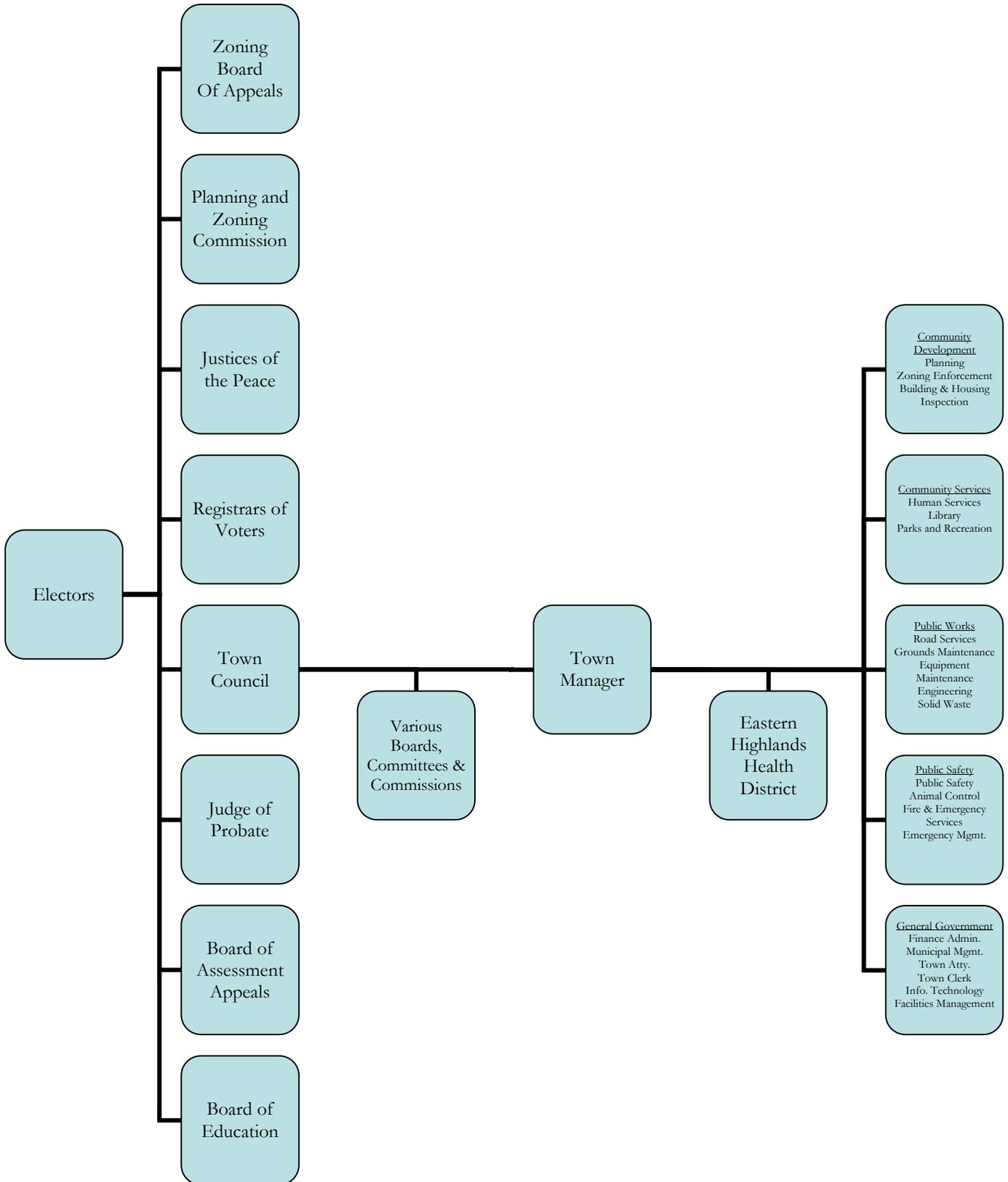
12th ANNUAL CELEBRATE MANSFIELD FESTIVAL

Sunday, September 20, 2015; Town Square
www.downtownstorrsfestival.org

3rd ANNUAL WINTER WELCOME

Saturday, December 5, 2015; Downtown Storrs
www.mansfieldct.gov/downtownpartnership

Town of Mansfield Organizational Chart



DIRECTORY

| For Information On | Call | Phone |
|--------------------------------|----------------------------|-------------------|
| Accounts Payable | Finance | 860-429-3345 |
| Assessment | Assessor | 860-429-3311 |
| Birth Certificates | Town Clerk | 860-429-3302 |
| Building Permits | Building Office | 860-429-3324 |
| Cemetery (Town) | Sexton | 860-429-3302 |
| Community Center | Parks & Recreation | 860-429-3015 |
| Death Certificates | Town Clerk | 860-429-3302 |
| Dog Licenses | Town Clerk | 860-429-3302 |
| Dog & Animal Problems | Animal Control Officer | 860-487-0137 |
| Elderly Municipal Agent | Human Services | 860-429-3315 |
| Emergency Management | Emergency Management | 860-429-3328 |
| Employment | Human Resources | 860-429-3336 |
| Engineering | Engineering | 860-429-3334 |
| Finance | Finance Director | 860-429-3345 |
| Fire Emergencies | Fire Department | 911 |
| Fire - Non-Emergencies | Fire Department | 860-429-3328 |
| Fire Marshal/Fire Prevention | Fire Marshal | 860-429-3328 |
| Health Matters (Public) | Health Department | 860-429-3325 |
| Highways | Public Works | 860-429-3676 |
| Housing Authority | Housing Authority | 860-487-0693 |
| Housing Inspection | Housing Inspection | 860-487-4440 |
| Human Services | Human Services | 860-429-3315 |
| Information Technology | Information Technology | 860-429-3355 |
| Inland Wetlands | Parks and Recreation | 860-429-3015 x204 |
| Land Records | Town Clerk | 860-429-3302 |
| Library | Mansfield Public Library | 860-423-2501 |
| Marriage Licenses | Town Clerk | 860-429-3302 |
| Parking Tickets | Tax Collector | 860-429-3374 |
| Parks | Parks and Recreation | 860-429-3015 |
| Planning | Planning & Zoning Office | 860-429-3330 |
| Police Emergencies | Police Department | 911 |
| Police - Non-Emergencies | Police Department | 860-429-3360 |
| Probate Court | Judge | 860-871-3640 |
| Purchasing | Finance | 860-429-3345 |
| Recreation | Parks and Recreation | 860-429-3015 |
| Refuse & Recycling | Engineering | 860-429-3333 |
| Registration of Voters | Registrar of Voters | 860-429-3368 |
| Sanitary Inspection | Health Department | 860-429-3325 |
| School Business Manager | Finance Director | 860-429-3345 |
| Senior Center | Senior Center | 860-429-0262 |
| Senior Transportation Services | Senior Center | 860-429-0262 |
| Snow Removal & Streets | Public Works Garage | 860-429-3676 |
| Taxes | Collector of Revenue | 860-429-3306 |
| Transfer Station | Transfer Station | 860-429-7189 |
| Transportation | Nash-Zimmer Transp. Center | 860-429-3312 |

| | | |
|-------------------------|---------------------|--------------|
| Tree Warden | Public Works Dept. | 860-429-3676 |
| Voting | Registrar of Voters | 860-429-3368 |
| Youth & Family Services | Youth Services | 860-429-3317 |
| Zoning Enforcement | Zoning Agent | 860-429-3341 |

BOARD OF EDUCATION

| Central Office | Contact Person | Phone |
|-------------------------------------|-----------------------|--------------------|
| Superintendent of Schools (Interim) | Richard Kisiel | 860-429-3350 |
| Superintendent RSD #19 | Bruce Silva | 860-487-1862 |
| Annie E. Vinton | | |
| Principal | Dr. James Palmer | 860-423-3086 |
| E.O. Smith High School | | |
| Principal | Louis F. DeLoreto | 860-487-0877 x2434 |
| Goodwin School | | |
| Principal | Susan Muirhead | 860-429-6316 |
| Mansfield Middle School | | |
| Principal | Candace Morell | 860-429-9341 |
| Southeast School | | |
| Principal | Lauren Rodriguez | 860-423-1611 |

TOWN OF MANSFIELD EMAIL ADDRESSES

| Department | Email Address |
|-----------------------------------|------------------------------|
| 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

To reach the full Council, email TownCouncil@mansfieldct.org

| Town Council Members | Phone | Email |
|------------------------------|-------------------------|--|
| 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 |

JUSTICES OF THE PEACE

| Name | Phone |
|----------------------|--------------|
| Brian R. Ahern | 860 429-5233 |
| Larry Alan | 860-477-0293 |
| Stephen M. Bacon | 860-487-1842 |
| Peggy Beckett-Rinker | 860-429-8182 |
| J. Wesley Bell | 860-455-0545 |
| Kelly A. Chicoine | 860-933-2269 |
| Andrea J. Epling | 860-208-4415 |
| Kathy E. Fratoni | 860-477-0585 |
| Sharry L. Goldman | 860-423-2381 |
| Edward C. Hall | 860-617-5399 |
| Roswell G. Hall III | 860-456-1027 |
| April A. Holinko | 860-429-4449 |
| Carol W. Lewis | 860-429-7882 |
| Allan R. Maines | 860-429-5050 |
| James R. Mark | 860-465-2788 |
| Richard J. Meehan | 860-429-6905 |
| Joanne V. Nolan | 860-456-1101 |
| Joseph D. Pandolfo | 860-423-2646 |
| Doryann Plante | 860-450-0696 |
| Peter G. Plante | 860-450-0696 |
| Holly E. Rawson | 860-429-5233 |
| Chandler H. Rose | 860-423-3700 |
| Judith Ann Stein | 860-786-7678 |