



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, February 10, 2003
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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CALL TO ORDER	
ROLL CALL	
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3. Comprehensive Annual Financial Report (CAFR) for Year Ending June 30, 2002 (Item #15, 01-13-03 Agenda) (Previously Distributed).....	33
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EXECUTIVE SESSION	

TOWN OF MANSFIELD
Special Town Council Meeting
Mansfield Senior Center
Saturday, February 1, 2003

Minutes

Present: B. Bellm, A. Hawkins, E. Holinko, E. Paterson, W. Rosen, C. Thorkelson

Staff: M. Berliner, M. Hart, J. Smith

Call to Order

The Mayor called the meeting to order at 9:05 a.m.

New Business

1. Municipal Action Day at the Capitol

The Town Manager reviewed the "Municipal Action Day" being planned by the Connecticut Conference of Municipalities (CCM) for February 18, 2003. CCM has designed the event to demonstrate to state legislators "what municipalities do, who municipalities are, and why they oppose mid-year and other cuts in state aid." The program for the day will consist of a parade of municipal vehicles, a press conference and meetings with state legislators. The Town Manager requested the Council's authorization to send a contingent from Mansfield to participate. By consensus, the Council supported this recommendation and directed the Manager to send a contingent from Mansfield to participate in the program.

2. Update Concerning the Town's Financial Position

The Director of Finance and the Town Manager led a review of the following items:

- State and Municipal Fiscal Indicators
- Consumer Price Index
- Mill Rate Increases
- October 1, 2002 Grand List
- Tax Exempt Real Property
- State Mid-year Grant Cuts
- Financial Statements
- Capital Improvement Program Update
- Capital Improvement Program – Status of Open Space
- 5-year Capital Improvement Program
- 5-year Capital and Non-recurring Plan Update
- Mansfield Board Data
- Region 19 Board Data

- Mansfield Five-year Forecast
- Economic Outlook

The Town Manager also discussed General Fund revenues for the current fiscal year. Because we anticipate a substantial shortfall, the Manager has implemented the following corrective measures:

- 1) Left vacant an open Secretary II position in Social Services
- 2) Eliminated the part-time Inmate Work Crew Supervisor position
- 3) Reduced hours for the Kennel Cleaner and Assistant Animal Control Officer
- 4) Capped police over-time
- 5) Will leave vacant a soon to be open Assistant Building Official position

In aggregate, these measures will save approximately \$50,000 for the current fiscal year. Consequently, the town will need to take further action to avoid a deficit. The Manager stated that the Council probably has three strategies at its disposal:

- 1) Do nothing and use fund balance to cover the shortfall
- 2) Implement significant expenditure cuts
- 3) Implement a strategy of revenue increases and expenditure cuts

At this point, the Manager requested authorization to proceed with the corrective measures that he has identified thus far. By consensus, the Council authorized the Manager to move forward.

With regard to the Capital Improvement Program, Council member Rosen suggested that staff push the Southeast Park improvements project to an out-year, and to look to community donations to fund this project. The Manager agreed to pull a committee together to review this proposal. Also in relation to this item, Council member Bellm stated that staff should: 1) determine what overall operating and maintenance costs are for the Southeast facility; and 2) examine to what extent other participating towns can contribute to the project. Council member Bellm also asked staff to identify the planned accessibility improvements at Spring Hill field.

In addition, the Town Manager reviewed a planned recession list to the Capital and Non-recurring Revenue Fund. The list is necessary to avoid a deficit in the fund and, at a future meeting in February or March, staff will present this item to the Council.

Staff and the Council then discussed several issues concerning education:

- The Director of Finance was asked to meet with the Mansfield Superintendent of Schools to determine future special education needs
- Council member Bellm asked staff for more information concerning all-day kindergarten. In concept, he supports doubling the hours of attendance, but would not support doubling the workload for participating children.
- Council member Bellm requested that staff identify if there were discrepancies between the salaries for certified personnel at the Mansfield Public Schools and Region 19

- The Town Manager reviewed his intention to ask Region 19 to fund the EO Smith social worker position

Lastly, the Town Manager reviewed a couple of miscellaneous items:

- Staff has discussed the idea of Community Center lifetime memberships with the town's marketing consultant, and the consultant supports the concept
- Staff has also discussed the concept of trading goods for services, such as special 3-month Community Center memberships for advertising, and will request a legal opinion from the Town Attorney regarding this issue. By consensus, the Council supported the concept of trading goods for services.
- The Town Manager reviewed the operating subsidy from the Capital and Non-recurring Reserve Fund to the Community Center
- The Town Manager alerted the Council to the fact that the police have an active investigation underway concerning the recent automobile accident at the Spring Hill cemetery

Adjournment

The Mayor adjourned the meeting at 12:05 p.m.

Respectfully submitted,



Matthew W. Hart
Assistant Town Manager

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REGULAR MEETING-MANSFIELD TOWN COUNCIL-JANUARY 27, 2003

The regular meeting of the Mansfield Town Council was called to order by Mayor Elizabeth Paterson at 7:30 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Bellm, Haddad(Arrived at 7:35), Hawkins, Holinko, Paterson, Rosen, Schaefer, Martin, Thorkelson

II. APPROVAL OF MINURES

Mr. Rosen moved and Mr. Hawkins seconded to approve the minutes as corrected.

So passed unanimously.

III. PUBLIC HEARING

The Town Clerk read the warning of the Hearing.

1. Business Sponsorship and Commercial Advertising in Town Parks

Bob Milvae, President of Mansfield Little League, read a letter in support of the proposed changes to the Parks Regulations to allow limited sponsorship banners to be hung at Field A at Southeast Park.

Brian Ross, 604 Browns Road, spoke in support of the sponsorship signs but opposed the taking up and removal of them after each event.

Diane Nadeau, Tri-Town Youth Football and Cheerleading Association read a letter in support of the proposed changes to allow signs in the park and thanked the Council for their time and effort given to this issue.

Sheldon Dyer, Chairman of the Recreation Advisory Committee, read a letter to the Town Council, in support of the banners located at Southeast Park and recommended that a joint committee be establish to investigate the feasibility of building a combination restroom, storage and concession facility at Southeast Park.

Julie Sherman, Pinewoods Lane, opposes the sponsorship signs in parks in the Town. She suggested other ways for the athletic groups to raise the needed funds, such as coupon books from local businesses. She believes that unmarred landscape in this town is priceless.

MANSFIELD LITTLE LEAGUE

January 27, 2003

Town of Mansfield
Town Council

Dear Council Members,

Mansfield Little League (MLL) is writing this letter to ask for your support in amending the current regulations prohibiting banners at Southeast Park. Approximately one year ago today, I requested authorization from the Town to recognize our sponsors by hanging 3 1/2 by 8 feet banners on the interior fence on Field A at Southeast Park. We were able to arrange for 14 banners to be displayed throughout the Spring, Summer tournament and Fall baseball seasons. These 14 banners generated \$3,500 and allowed the league to purchase much needed safety equipment and to expand our program offerings.

During the Spring baseball season, the traditional Little League season, 214 boys and girls ranging in age from 9 to 14 participated on one of seventeen competitive teams playing baseball or softball. Mansfield Little League had a registration fee of \$40 per participant last year. The approximate cost to MLL per child was \$110. The difference in registration fees and costs was generated through a combination of donations, sponsors, fund raising and the further recognition of our sponsors via displays of banners on the outfield fence at Field A. At the conclusion of the Spring season we entered four different teams representing the Town of Mansfield at the Little League International Tournament (the All-Stars).

This was MLL's third year of offering a "fall ball" program. The number of children participating has increased each year. This year we had 82 children enrolled on one of six baseball teams (2 minor league, 2 major league and 2 junior league teams). The program consisted of one week night clinic and a Saturday doubleheader (against other teams in our State District) for each of eight weeks in September and October, 2002.

For the first time, MLL is offering a weekly hitting clinic on ten Sunday afternoons during January through March, 2003. We currently have 42 children registered for "winter ball". In summary, MLL provided many formal baseball related activities during the previous year and had a total of 386 children registered in one or more of these programs.

MLL recognizes and expresses their appreciation to the Town for maintenance of the ball fields, for the support the league receives from the Parks and Recreation Department, and to the Town of Mansfield Recreation Advisory Council for their annual support of our co-sponsorship application. Nonetheless, by far the majority of efforts expended on behalf of Mansfield's children with respect to baseball, reside in an outstanding group of dedicated volunteers. The League analyzed the number of programs offered during the past year and estimated that approximately 10,000 hours of time was contributed by coaches, board members and others to benefit the children of Mansfield. Using a conservative estimate of the value of these individual's time at \$20/hr; volunteers contributed \$200,000 worth of time to our youth. In addition formal baseball programs were conducted during 37 of the last 52 weeks.

Mansfield Little League has made a conscious and deliberate decision to keep the cost of participation in all of our programs affordable. We have chosen to maintain registration fees at a reasonable cost as to not preclude nor inhibit any child's involvement with the League. MLL does not desire to increase registration fees.

In closing, MLL asks for your support with affirmative votes to enact changes as described in the proposed amendment to the Parks Regulation to allow for limited sponsorship banners to be hung at Field A at Southeast Park. MLL also requests that the rules and regulations generated with respect to the temporary nature of the banners be flexible and reasonable so that they in effect do not prohibit banner-useage. MLL further requests that these changes be made as rapidly as possible so that changes may be incorporated into our 2003 fiscal budget. Thank you!

Sincerely,

Robert A. Milvae, President
Mansfield Little League

TRI-TOWN YOUTH FOOTBALL & CHEERLEADING ASSOCIATION

150 Thornbush Road, Mansfield, CT 06250

(860) 208-8770

January 27, 2003

Town Council Members
Town of Mansfield
Public Hearing
January 27, 2003

Dear Council Members:

The Tri-Town Youth Football & Cheerleading Association would like to express its gratitude for your support with your proposed park regulation change. We appreciate the time and thought you have given this issue both during town council meetings and on your own personal time. The proposed changes meet the requirements of our organization to continue with our sponsorship recognition program. Your support and willingness to accommodate our needs on this very crucial issue are greatly appreciated.

The Tri-Town Youth Football & Cheerleading Association, its Directors, youth participants, coaches, sponsors and fans Thank you for your continuing support of youth sports programs in Mansfield.

Sincerely,

TRI-TOWN YOUTH FOOTBALL & CHEERLEADING ASSOCIATION



Diane Nadeau
President



Town of Mansfield
Recreation Advisory Committee

Sheldon Dyer, Chairman
Christopher Casa
Darren Cook
Donald Field
David Hoyle
Mia John
Anne Rash
Joseph Soltys

Four South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3321 Fax: (860) 429-7785
Email: Parks&Rec@MansfieldCT.org

To: Mansfield Town Council
Martin Berliner, Town Manager

From: Sheldon Dyer, Chairman, Recreation Advisory Committee

Subject: Southeast Park

Date: January 27, 2003

We understand that the Town Council has a difficult job in trying to appease all the different factions on a particular subject and to look for an amiable decision for the parties concerned, as well as to determine what is in the best interest for the town of Mansfield.

As far as the situation with the banners located at Southeast Park, we hope that a compromise will be reached soon that will meet the objectives of all parties concerned. We are happy to hear that the Town Council is contemplating the idea of letting the Associations display the sponsor's banners during their sporting events. We also understand the Association's plight of putting 14 banners up and down and storing them after each event. Perhaps some sort of cover could be made to conceal the banners when not on display or they could be attached up over the fence when not in use.

OVER →

Mark Hamilton, 5 Brookside Lane, urged a compromise be accomplished. Helen Koehn, 83 Separatist Road, expressed her view that she was not wild about the signs and that they did not add anything to the park. She suggested that the parents be able to make up the additional funds and that those who could not pay be covered.

Susan Keplesky, 734 Storrs Road, assured the Council and audience present that no child is denied the right to play due to lack of funds. The Association pays for that child.

Mary Perry, Spring Hill Road, supports the amendment as presented and feels that it is a workable solution.

John Zizik, 224 Spring Hill Road, supports the amendment and the proposed sponsorship signs on the baseball field.

At 8:15 p.m. the public hearing was closed.

2. Proposed Amendment to Town of Mansfield Zoning Citation

The Town Clerk read the warning of the Hearing.

Curt Hirsch, Zoning Agent, spoke to the proposed amendment.

No other comments from the public. The public hearing closed at 8:18 p.m.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Sheldon Dyer, Chairman of the Recreation Advisory Committee reported that the committee recommends unanimously the Community Center membership, daily admissions and guest pass fees as recommended by staff and the marketing consultant.

V. OLD BUSINESS

3. Business Sponsorship and Commercial Advertising in Town Parks

Mr. Martin moved and Mr. Bellm seconded to adopt the amendment to the Mansfield Parks Regulations titled "Temporary Sponsorship Signs/Banners," as presented by town staff in its draft dated January 23, 2003, and which will become effective 21 days after its publication in a newspaper having a circulation in the Town of Mansfield; and to authorize town staff to submit an application to the planning and zoning commission to request a corresponding amendment to the zoning regulations

So passed unanimously.

4. Proposed Amendment to Zoning Citations Ordinance

Mr. Haddad moved and Mr. Martin seconded to adopt the amendment to the Mansfield Code of Ordinances titled "Town of Mansfield Zoning Citations Ordinance," as presented by town staff in its draft dated November 4, 2002, and which will become effective 21 days after its publication in a newspaper having a circulation in the Town of Mansfield.

So passed unanimously.

5. Issues Regarding the UConn Landfill including the UConn Consent Order, Public Participation Relative to the consent Order and Well Testing.

A public availability meeting was held at the Bishop's Center on the UConn campus. 20-30 people attended. The next step will be a public hearing on February 25, 2003.

No action taken by Council.

6. Willimantic River Greenway Proposal

Mr. Martin moved and Mr. Hawkins seconded to adopt the resolution to endorse Mansfield's participation in the nomination of the Willimantic River corridor as a state greenway.

So passed unanimously.

7. University Spring Weekend

Mr. Rosen inquired if the Town had heard of any progress report from the University of Connecticut. The Town Manager answered he had not received any report. Chip Jordan, from the Eagleville Fire Department, sent an email regarding time and number of emergency requests from persons living in the Town of Mansfield during University party weekends, to all Council members.

VI. NEW BUSINESS

8. WPCA, Proposed Fiscal Year 2002/03 UConn Water/Sewer Budget

Mr. Thorkelson moved and Mr. Martin seconded to adjourn as the Town Council and to convene as the Water Pollution Control Authority.

So passed unanimously.

draft

Mansfield Town Council
Regular Meeting
DATE 6/27/03

RESOLUTION TO ENDORSE MANSFIELD'S PARTICIPATION IN THE NOMINATION OF
THE
WILLIMANTIC RIVER CORRIDOR AS A STATE GREENWAY

_____ MOVED to adopt the following resolution:

WHEREAS, the Town of Mansfield is bordered on its western edge by the Willimantic River and a portion of its land lies in the Willimantic River Watershed; and

WHEREAS the Town recognizes the Willimantic River corridor for its recreational, historical, scenic, natural resource and wildlife habitat value; and

WHEREAS Mansfield's 1993 Town Plan of Conservation and Development states that high priority open space sites/areas include "sites/areas along the Willimantic River streambelt from the Willington to Windham Town Lines, particularly properties with river access or within the primary recharge area of the UConn well fields; and

WHEREAS the Town intends that the next revision of the Town's Plan of Conservation and Development will include the Willimantic River Greenway as a component;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL to hereby support the concept of working regionally to link and protect open space and natural resources by endorsing Mansfield's participation in the nomination of the Willimantic River corridor as a State Greenway; and

FURTHER RESOLVE TO authorize Mansfield's Town Manager to submit this Resolution and Mansfield's endorsement of the Greenway nomination to the Willimantic River Alliance, which is coordinating the initiative for the nine corridor towns.

SECONDED by _____
A voice vote was taken and Motion _____

Mr. Thorkelson moved and Mr. Schaefer seconded to adopt the proposed fiscal year 2002/2003 UConn Water/Sewer Budget, as presented by the Director of Finance.

So passed unanimously.

9. WPCA. Proposed Fiscal Year 2002/03 Willimantic Sewer Budget

Mr. Thorkelson moved and Mr. Schaefer seconded to adopt the proposed fiscal year 2002/03 Willimantic Sewer Budget, as presented by the Director of Finance.

So passed unanimously.

Mr. Martin moved and Mr. Thorkelson seconded to adjourn as the Water Pollution Control Authority.

So passed unanimously.

10. Public Information Meeting-Mt. Hope Road Culvert

Mr. Schaefer moved and Mr. Hawkins seconded to schedule a public information meeting for 7:30 p.m. at the town council's regular meeting on February 24, 2003.

So passed unanimously.

11. Solid Waste Advisory Committee-Letter from Town on Recycling Matters

Mr. Schaefer moved and Mr. Holinko seconded to authorize the Town Manager to submit the January 15, 2003 to State Senator Williams, as presented by the Solid Waste Advisory Committee.

So passed unanimously.

12. Recreation Trails Program Grant

Mr. Hawkins moved and Mr. Thorkelson seconded to authorize the Town Manager to submit an application to the State Department of Environmental Protection's Recreational Trails Program requesting \$10,000.00 in funding to finance the development of an electronic trail guide.

So passed unanimously.

13. Community Center Membership Descriptions and Fees.

Mr. Hawkins moved and Mr. Rosen seconded to: effective January 27, 2003, to adopt the membership descriptions and fees for the Mansfield Community Center, as presented by the Director of Parks and Recreation, in his memorandum dated January

UCONN WATER AND SEWER BUDGET
2002/03

Facility	Actual Costs from UConn					% of Total	Est. Other Costs	Reserve	2000/01 Proposed		Breakdown	
	Nov-Dec 2001	Nov '01 - Apr '02	May - Oct '02	Nov - * Dec '02	Total 2002				Billing	Rounded	@ 78% Wrights	@ 22% Sen Ctr
Wrights A - Water	(\$535)	\$1,624	\$1,801	\$547	\$3,437					\$4,565	\$3,580	\$1,005
- Sewer	(535)	1,624	1,801	547	3,437					4,565	3,580	1,005
Total Wrights A	(1,070)	3,248	3,602	1,094	6,874	11.4	1,952	300	9,126	9,130	7,120	2,010
Wrights B - Water	(125)	364	288	123	650					865		
- Sewer	(125)	364	288	123	649					865		
Total Wrights B	(251)	728	576	246	1,299	2.2	377	58	1,734	1,730		
Hollinko - Water	(525)	1,405	1,100	473	2,453					3,255		
- Sewer	(525)	1,405	1,100	473	2,453					3,255		
Total Hollinko	(1,050)	2,810	2,200	946	4,906	8.1	1,387	213	6,506	6,510		
Juniper Hill - Water	(1,500)	4,306	4,565	1,451	8,822					11,715		
- Sewer	(1,500)	4,306	4,565	1,451	8,822					11,715		
Total MRC	(3,000)	8,612	9,130	2,902	17,644	29.3	5,017	772	23,433	23,430		
Glen Ridge - Water	(740)	1,895	2,028	639	3,822					5,075		
- Sewer	(739)	1,895	2,028	639	3,823					5,075		
Total Ret. Co-Op	(1,479)	3,790	4,056	1,278	7,645	12.7	2,174	335	10,154	10,150		
Ctr for Rehab - Water	(2,042)	5,330	5,853	1,796	10,937					14,525		
- Sewer	(2,041)	5,330	5,853	1,796	10,938					14,525		
Total Ctr for Rehab	(4,083)	10,660	11,706	3,592	21,875	36.3	6,215	957	29,047	29,050		
GRAND TOTALS	(\$10,933)	\$29,848	\$31,270	\$10,058	\$80,243	100.0	\$17,122	\$2,835	\$80,000	\$80,000		

* Estimated based on the Nov '01 - Apr '02 Average

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TOWN OF MANSFIELD
WILLIMANTIC SEWER ENTERPRISE FUND BUDGETS

	2001/02 Actual	2002/03 Proposed
OPERATING REVENUES:		
Sewer Charges	\$97,683	\$98,000
Other Revenues	549	500
Total Operating Revenues	98,232	98,500
 OPERATING EXPENSES:		
Sewer Billings	58,468	72,267
Purchased Services & Supplies	1,500	1,500
Depreciation	14,273	14,273
Total Operating Expenses	74,241	88,040
Operating Income	23,991	10,460
Retained Earnings/(Deficit), July 1	24,840	48,831
Retained Earnings/(Deficit), June 30	\$48,831	\$59,291
 <u>Estimate of Willimantic Sewer Expense 2002/2003</u>		
Over-Estimate for Jan - Jun 2002		(11,436.66)
Actual for July - December 2002		\$45,307.75
Estimate for January through June 2003 20.00 m/gallons at \$1,919.82 m/gallons		38,396.40
Total		72,267.49

15, 2003, with the exception that in the Teen Center there will be no fees on non-structured activities; and to add the fees to the town's fee schedule.

So passed unanimously.

Mr. Rosen commended the committee for the many hours they put in on the membership issue.

14. Bowhunting on Town-owned Land

Mr. Martin moved and Mr. Holinko seconded to refer this matter to the Parks Advisory and to the Open Space Committees.

So passed unanimously.

VII. DEPARTMENTAL REPORTS

VIII. REPORTS OF COUNCIL COMMITTEES

IX. REPORTS OF COUNCIL MEMBERS

X. TOWN MANAGER'S REPORT

The engineering has researched the Bike signs and noted that 89 signs will be removed.

There will be a special Town Council meeting dealing with Finances at the Senior Center at 9:00 a.m. on February 1, 2003.

There will be a special meeting on January 30, 2003 at 7:30 p.m. on Economic Development at the Senior Center.

Discussion on establishing a Historic District in Gurleyville. Staff will work with neighborhood.

XI. FUTURE AGENDAS

League of Women Voters resolution expressing opposition to a preemptive war with the country of Iraq.

XII. PETITIONS, REQUESTS AND COMMUNICATIONS

15. J. Gerdson re: Town Council Resolution Concerning State Taxation ISSUES

16. Connecticut Department of Social Services re: Closing of Windham Office

17. Baystate Environmental Consultants, Inc. re Response to Comments of the Environmental Impact Evaluation for the Proposed Graduate Student Apartments and Downtown master Plan Projects.
18. N. Fisher-Doiron re: Volunteer Assistance from Brett and Stephanie MacNamara
19. CCM-2003 State Legislative Program
20. New York Times-"UConn Speeds toward a 'State of the Art Campus'"

XIII. EXECUTIVE SESSION

Not needed.

XIV. ADJOURNMENT

At 9:34 p.m. Mr. Martin moved and Mr. Schaefer seconded to adjourn the Town Council meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

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PUBLIC INFORMATION MEETING

TOWN OF MANSFIELD

MT. HOPE ROAD CULVERT REPLACEMENT

The Mansfield Town council will hold a public information meeting on February 24, 2003 at 7:30 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building to discuss and hear comment on the replacement of the large culvert on Mt. Hope Road near the Mansfield/Chaplin Town line in the Town of Mansfield. At this hearing interested persons may appear, ask questions and give written communications.

Preliminary plans for the culvert replacement are available for inspection in the Engineering office at 4 South Eagleville Road.

Dated at Mansfield, Connecticut, this 10th day of February, 2003

Joan E. Gerdson
Mansfield Town Clerk

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

February 10, 2003

Town Council
Town of Mansfield

Re: Issues Regarding the UConn Landfill Including the UConn Consent Order, Public Participation Relative to the Consent Order and Well Testing

Dear Town Council:

Attached for your information please find correspondence concerning the UConn landfill, and the related consent order and well testing. At present, the town council does not need to take any action on this item.

However, please note that at 7:00 p.m. on February 25, 2003 the Department of Environmental Protection will hold a public meeting to discuss the Draft Final Comprehensive Report. The public hearing will be held in the council chambers at town hall.

Respectfully submitted,

Martin H. Berliner
Town Manager

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University of Connecticut
Division of Business and Administration

Architectural and
Engineering Services

REC'D FEB 4 2003

January 31, 2003

Raymond L. Frigon, Jr.
Environmental Analyst
State of Connecticut, Department of Environmental Protection
Waste Management Bureau/PERD
79 Elm Street
Hartford, CT 06106-5127

**RE: CONSENT ORDER #SRD 101, STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION (CTDEP)
PROGRESS REPORT – JANUARY 2003
UNIVERSITY OF CONNECTICUT LANDFILL, STORRS, CT
PROJECT # 900748**

Dear Mr. Frigon:

*

The University of Connecticut (UConn) is issuing this Progress Report to the Connecticut Department of Environmental Protection (CTDEP). Project progress is discussed for the following topics:

- UConn Landfill Closure
- UConn F Lot Landfill Closure
- UConn Landfill Interim Monitoring Program
- Technical Review Sessions
- Technical Review Session Information
- Hydrogeologic Investigation – UConn Landfill Project
- UConn's Technical Consultants - Hydrogeologic Team
- Discussions of Activities Completed in January 2003
- Schedule for Compliance (Revision No. 3)
- Certification

On Tuesday, February 25, 7 PM at Audrey P. Beck Town Hall, City Council Chambers, 4 South Eagleville Road, Mansfield, CT, a Public Meeting will be held to discuss the Draft Final Comprehensive Report.

**CTDEP Consent Order
Quarterly Progress Report – January 2003
January 31, 2003**

The following actions undertaken or completed during this period comprise of:

UConn Landfill Closure

The Comprehensive Hydrogeologic Report and Remedial Action Plan have been submitted to CTDEP. A Public Availability Session was held on Saturday, January 25, 2003 at the UConn Bishop Center, Storrs, CT. On Tuesday, February 25, 2003 at 7 PM, a Public Meeting will be held at the Mansfield, CT Town Hall to discuss the Draft Final Comprehensive Report.

UConn F-Lot Landfill Closure

UConn F-Lot Landfill Closure work completed included pavement removal, filling and compacting to grade, electrical system installation, installation of geotextile and 40-mil liner materials, and three inches of asphalt paving. Haley & Aldrich provided construction inspection services for UConn. Haley & Aldrich and UConn have prepared as-built plans and are assembling project documentation.

UConn Landfill Interim Monitoring Program (IMP)

IMP sampling continued during this period. Thirty-one monitoring wells were identified and are being sampled in this current program, consisting of seven monitoring wells for shallow groundwater, five locations for surface water, and nineteen active residential water supply wells. Another round of IMP sampling will be conducted January/February 2003. All of the results will be reported to the property owners and CTDEP and summarized in the *UConn Update*.

Sampling, as part of the IMP, will continue until the Long-term Monitoring Plan (LMP) is initiated in January 2004.

Technical Review Sessions

Public involvement principles are summarized as follows:

- Public involvement includes the promise that the public's contribution can influence decisions.
- The process must be periodically updated to ensure that it is effective in facilitating these principles.
- The process provides participants a way to define how they want to be involved and participate.
- The process supplies participants with information they need in order to participate in a meaningful way.
- The public involvement process seeks out and facilitates the involvement of all those potentially affected.

**CTDEP Consent Order
Quarterly Progress Report – January 2003
January 31, 2003**

Technical Review Session Information

The public involvement process is being utilized to provide public involvement in the CTDEP decision-making process regarding the investigation, environmental monitoring programs, and potential cleanup of the site. In addition:

- Technical Review Session Information: Regina Villa Associates (RVA) distributed the 2003 *UConn Update* to mailing list individuals.
- Haley & Aldrich distributed minutes from Technical Review Committee (TRC) Meetings.

A Public Availability Session was held on Saturday, January 25, 2003 at the UConn Bishop Center, Storrs, CT.

On Tuesday, February 25, 7 PM at the Audrey P. Beck Town Hall, City Council Chambers, 4 South Eagleville Road, Mansfield, CT, a Public Meeting will be held to discuss the Draft Final Comprehensive Report.

Hydrogeologic Investigation – UConn Landfill Project

Haley & Aldrich and other members of the technical team (team) have assessed the analytical data provided by the University of Connecticut (UConn) Environmental Research Institute (ERI) throughout the course of the hydrogeologic investigation. The data were assessed in accordance with the Scope of Work and Quality Assurance Plan submitted to the CTDEP per the requirements of Consent Order #SRD 101.

Data were qualified using standard procedures and noted on analytical result tables that accompanied reports. H&A and other members of the technical team are confident that the data from ERI is suitable for the purposes of this hydrogeologic investigation and for design of the proposed remediation.

To provide continued confidence in the analytical data, UConn will have up to 20% of the samples for the next round of sampling analyzed by an independent state certified laboratory in addition to the Environmental Research Institute (ERI) sampling analyses round. This will include the groundwater sampling and Interim Monitoring Sampling round schedule to start at the end of January.

As always, the results of the sampling analysis will be discussed with property owners, CTDEP, the Town of Mansfield and the Eastern Highlands Health District (EHHD). Any other future changes will be exchanged with the key parties, including CTDEP, the Town of Mansfield, EHHD and the U.S. Environmental Protection Agency.

CTDEP Consent Order
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Long-Term Monitoring Plan – A multi-year plan to continue sampling of soil gas, surface water, shallow monitoring wells and bedrock wells in the study area and several adjacent private properties to monitor water quality and protect human health and the environment. The results will be reported to DEP and property owners and evaluated on a long-term basis.

Following the completion of the Preliminary Hydrogeologic Investigation in 1999, the Supplemental Hydrogeologic Investigation (SHI) was developed. The scope of the SHI included: (Glossary: ELUR - Environmental Land Use Restriction; LIT - Leachate Interceptor Trench)

- Test trenching to assess former soil excavation and remediation at former chemical pits
- The installation of mini-piezometers to evaluate groundwater discharge and shallow groundwater quality in wetlands
- Installation of additional wells
- Additional groundwater profiling points in the former chemical pits area and at previously dry areas
- Surface geophysics to define bedrock topography and to further evaluate anomalies
- Perform test trenching/pits to delineate landfill waste
- Conduct an ecological assessment
- Sampling and geophysical logging of additional bedrock wells
- Sampling and geophysical logging of a domestic bedrock well at 202 North Eagleville Road.

Landfill SHI conclusions:

- There is no exposed refuse
- Methane is limited to the landfill footprint
- Some of the refuse is saturated
- Existing cover has moderate permeability, allowing infiltration
- Leachate is evident in adjacent streams and wetlands
- Landfill contaminant signature: Benzene, chlorobenzene, toluene, ethylbenzene, and xylenes.
- Higher conductivity, alkalinity, sodium, chloride, iron and manganese
- Negative oxidation reduction potential (ORP)
- Leachate density is 1.0009 g/cc, based on the maximum total dissolved solids concentrations.
- LITs installed north and south of the landfill will mitigate leachate migration and discharge
- Refuse will be removed from lowland areas, consolidated in the landfill footprint and compacted.
- The landfill will be covered with a FML and Matcon cap
- Landfill gas will be controlled by passive venting

CTDEP Consent Order
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Former Chemical Pits SHI conclusions:

- Contaminated fill was remediated and disposed of off-site.
- Contaminants were found in soil gas near former disposal area and downgradient
- Fill materials are permeable, allowing approximately 1,000 gallons of recharge per day over approximately an acre
- Residual contamination, possibly including DNAPL, is present in the fractured bedrock
- Contaminants include tetrachloroethene, trichloroethene, benzene, chlorobenzene, toluene, ethylbenzene, xylenes, chloroform, carbon tetrachloride, herbicides, pesticides, and total petroleum hydrocarbons
- LITs installed south of the landfill will mitigate migration and discharge through unconsolidated sediments
- A cap will be installed over the former chemical pits to reduce infiltration that leaches contaminants in the fractured bedrock
- A technical impracticability variance is being submitted for bedrock groundwater beneath the former chemical pits
- UConn has attempted to purchase property
- ELURs will be placed on properties where contaminated groundwater and contaminated soil gas have been identified
- UConn proposes to eliminate risk or potential risk to human health by the extension of water mains

F Lot SHI conclusions:

- Low-permeability cap covers ash and debris fill, and minimizes infiltration
- There is minimum soil gas generation and no evidence of off-site migration
- Majority of fill is unsaturated; small volume of saturated fill near downgradient perimeter
- Based on video survey, infiltration observed at storm drain joints; repair required at downstream sections near entrance to F Lot.
- F Lot contaminants include iron, magnesium, manganese and mercury
- The existing engineered cap meets or exceeds the requirements of the Remediation Standard Regulations
- Operation, maintenance and monitoring of the engineered cap will be performed
- A variance will be requested for use of an engineered control of contaminated soils
- An ELUR will be placed on F Lot

CTDEP Consent Order
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UConn's Technical Consultants - Hydrogeologic Team

Haley & Aldrich: Haley & Aldrich has completed fieldwork for the IMP and quarterly monitoring well sampling for the past quarter. Work also included the preparation and distribution of meeting notes, meeting attendance, and technical input. Haley & Aldrich has prepared and submitted the Comprehensive Hydrogeologic Report and Remedial Action Plan to CTDEP.

Haley & Aldrich have assessed data from UConn's Environmental Research Institute (ERI) throughout the course of the hydrogeologic investigation in accordance with the Quality Assurance Project Plan submitted to the CTDEP. Data were qualified using standard procedures and noted on analytical results tables that accompanied the reports.

Mitretek Svstems: Mitretek's work included meeting attendance and input, technical review of data, fieldwork and coordination with the hydrogeologic team. This consultant was also involved in assessment and evaluation of all data and interpretations for the SHL. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan.

United States Geologic Survey: The USGS work tasks included Final Supplemental Hydrogeologic Investigation Scope of Work contribution and reviews. The USGS was interpreting surface geophysical survey data, conducting and interpreting borehole geophysical surveys and collecting bedrock groundwater levels information. The USGS was also involved in hydrogeologic data assessment and evaluation. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan.

Environmental Research Institute: ERI's work tasks included Final Supplemental Hydrogeologic Investigation Scope of Work contribution and reviews. ERI is conducting sample analyses as part of the UConn Landfill project and IMP. ERI has completed groundwater-profiling and soil gas surveys.

Epona Associates, LLC: As subcontractor to Haley & Aldrich, Epona provided professional risk assessment services as well as meeting attendance and technical input. This consultant was involved in data assessment and data evaluation plus coordinating ecological sampling and risk assessment issues. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan.

Regina Villa Associates: RVA is the community information specialist. RVA continues to produce and distribute the *UConn Update*. Work also included the integration of review comments and assistance with public involvement.

CTDEP Consent Order
Quarterly Progress Report – January 2003
January 31, 2003

Discussion on Activities Completed in January 2003

UConn:

- Reviewed and made comments on Responses to Comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan, the Comprehensive Report Addendum, TRC minutes, and Public Availability Session Attendance
- Transmitted letter to property owner regarding use of wells on property

Haley & Aldrich:

- Prepared and submitted the Comprehensive Hydrogeologic Report and Remedial Action Plan to CTDEP
- Public Availability Session Preparation and Attendance
- Collected sediment samples in Northeast and South ecological assessment areas, for analysis of selected parameters that exceed screening benchmarks

USGS:

- Reviewed and made comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Public Availability Session Attendance

Mitretek:

- Reviewed and made comments on Responses to Comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan, the Comprehensive Report Addendum, and TRC minutes
- Provided rationale for lack of westward flow of contaminants from the landfill and former chemical pits
- Public Availability Session Preparation and Attendance

ERI:

- Reviewed and made comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Public Availability Session Attendance

Epona:

- Reviewed and made comments on the Comprehensive Hydrogeologic Report and Remedial Action Plan
- Public Availability Session Attendance

RVA:

- Finalized *UConn Update* for printing and distribution
- Continued work on a UConn Landfill web site, drafting copy and working with web designer

CTDEP Consent Order
 Quarterly Progress Report – January 2003
 January 31, 2003

Schedule for Compliance (Revision No. 3) CTDEP Consent Order SRD-101, Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, Connecticut (completed items in italics):		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
<i>Comprehensive Final Remedial Action Plan Report</i>	<i>Release of Report and Plan for public review.</i>	<i>January 2003</i>
Remedial Action Design to include comprehensive interpretive design of the Landfill final cap	Detailed design drawings and specifications of the preferred remedial alternative(s)	Summer 2003 (Comprehensive Design Submittal)
Implement Remedial Action Plan for the UConn Landfill, former chemical pits, F Lot and contaminated groundwater	<ul style="list-style-type: none"> • Finalize detailed construction drawings, and specifications • Develop bid packages based on approved Remedial Action Plan • Competitive Bidding Process • Select Contractor • Obtain Permits as detailed in the Remedial Action Plan • Mobilization & Fieldwork 	July 2003 through September 2003 (Competitive Bidding Process and Contractor(s) selection)
Initiation of Construction of Approved Remedial Option	Selection of contractors and the beginning of construction of approved remedial options	Fall 2003 mobilize contractor(s) (Contingent on Construction Timetable ***)
Initiation of Long Term Monitoring Plan	IMP sampling continues quarterly to this point	January 2004
Completion of Remedial Construction	Comprehensive final as-built drawings and closure report for the UConn Landfill, former chemical pit area.	May 2004 - Anticipated completion of construction (Contingent on Construction Timetable ***)
Post-Closure Monitoring	Begin post-closure monitoring program of the Remedial Action upon approval from CTDEP	May 2004 (Contingent on Construction Timetable ***)

- * Interim reports submittals are the data packages that support the presentation accompanied by interpretive text sufficient for review. Comments received at the presentation will be addressed in the interim reports.
- ** Results will not be complete until evaluation of data from MW 208R, if permission to drill from the property owner is received.
- *** Contingent on construction timetable based on bidding market, weather conditions, numerous permitting issues, along with State and local reviews and conditions.

**CTDEP Consent Order
Quarterly Progress Report – January 2003
January 31, 2003**

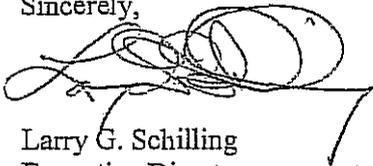
Certification

As part of this submission, I am providing the following certification:

I have personally examined and am familiar with the information submitted in this document and all attachments and certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief, and I understand that any false statement made in this document or its attachments may be punishable as a criminal offense.

Please contact James M. Pietrzak, P.E. at (860) 486-5836 or me if you need additional information.

Sincerely,



Larry G. Schilling
Executive Director
Architectural and Engineering Services

LGS/IMP

cc:

Gail Batchelder, HGC
Environmental Consultants
Martin Berliner, Town of
Mansfield
Scott Brohinsky, UConn
Thomas Callahan, UConn
Marion Cox, Resource
Associates
Brian Cutler, Loureiro
Amine Dahmani, ERI
Elida Danaher, Haley &
Aldrich
Dale Dreyfuss, UConn
John England, CTDEP
Nancy Farrell, RVA
Charles Franks, USEPA
Peter Haeni, F.P. Haeni, LLC

Allison Hilding, Mansfield
Resident
Traci Iott, CTDEP
Carole Johnson, USGS
Ayla Kardestuncer,
Mansfield Common Sense
John Kastrinos, Haley &
Aldrich
Alice Kaufman, USEPA
Jennifer Kertanis, CTDPH-
Wendy Koch, Epona
Prof. George Korfiatis,
Stevens Institute of
Technology
George Kraus, UConn
Peter McFadden, ERI
Richard Miller, UConn

Robert Miller, Eastern
Highlands Health District
Elsie Patton, CTDEP
Dr. John Petersen, UConn
James Pietrzak, UConn
Susan Soloyanis, Mitretek
Rick Standish, Haley &
Aldrich
William Warzecha, CTDEP

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING
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MANSFIELD, CT 06268-2599
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Fax: (860) 429-6863

February 10, 2003

Town Council
Town of Mansfield

Re: Comprehensive Annual Financial Report for Year Ending June 30, 2002

Dear Town Council:

The Finance Committee will review this previously distributed item at its meeting on February 10, 2003.

If the committee recommends the acceptance of the report, the following motion would be in order:

Move, to accept the Town of Mansfield Comprehensive Annual Financial Report for Year Ending June 30, 2002.

Respectfully submitted,

Martin H. Berliner
Town Manager

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Item #5

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

February 10, 2003

Town Council
Town of Mansfield

Re: Resolution Expressing Opposition to a Preemptive War with the Country of Iraq

Dear Town Council:

Attached please find a copy of a resolution that has been introduced by Council member Bellm, for your consideration.

Respectfully submitted,

Martin H. Berliner

Martin H. Berliner
Town Manager

Attach:(1)

DRAFT

**Resolution Expressing Opposition to a Preemptive War
With The Country of Iraq.**

WHEREAS, a United States war against Iraq could have significant impact on the Citizens of Mansfield, in terms of the potential loss of life and disability among our members of the armed forces, as well as an economic impact as our local tax dollars are diverted to the costs of war, not returned to our State and our community to be spent on needed social, health and education services; and

WHEREAS, a unilateral preemptive war would be a radical change in, and a violation of the principles of international law and custom that the United States has always followed, and would be seen as an act of aggression which would deprive our armed forces of the high moral ground in military conflicts; and

WHEREAS, the United Nations has declared this decade, 2000-2010 as the "International Decade for a Culture of Peace and Non-Violence for the Children of the World" (UN Declaration 53/25, November 10, 1998), urging all people and all levels of government to seek non-violent approaches to conflict resolution and wider education about international law and alternatives to war; and

WHEREAS, all war brings destruction and loss of lives, both of combatants and civilians, to all involved countries; and

WHEREAS, the Mansfield Town Council cannot speak for all residents, but has been asked by many residents to speak out on this momentous issue facing our nation;

THEREFORE, BE IT RESOLVED, that the Mansfield Town Council joins with the communities of New Haven, Connecticut, Washington, D.C.; Seattle, Washington; Albuquerque, New Mexico; Takoma Park, Maryland; Arcata, California, Santa Barbara, California, Santa Cruz, California; Ithaca, New York; Santa Fe, New Mexico; Danby, New York; Sebastopol, California; Oakland, California; Carrboro, North Carolina; Haines Township, Pennsylvania; Madison, Wisconsin, Burlington, Vermont, and Detroit, Michigan, and Chicago, Illinois in opposing a war with the country of Iraq, particularly prior to taking all available measures to cooperate with the United Nations in removing all weapons of mass destruction; and

RESOLVED, that the Mansfield Town Council urges the government of the United States of America to work with and through the United Nations to obtain compliance by Iraq with United Nations Security Council resolutions concerning the disarmament by Iraq of nuclear, chemical, and biological weapons and to fully support the work of the international weapons inspectors to Iraq for that purpose; and

RESOLVED, that the Town of Mansfield Town Council opposes unilateral preemptive war against Iraq; and

THEREFORE, BE IT FURTHER RESOLVED, that copies of this be sent to the President and Vice President of the United States, the Secretary of State of the United States, the Connecticut Congressional Delegation, the Governor of Connecticut, the U.S. Council of Mayors, the local members of the Connecticut House and Senate, and to the local city and town governments in Tolland and Windham counties.

Submitted by Council members

Date:

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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February 10, 2003

Town Council
Town of Mansfield

Re: Financial Statements Dated December 31, 2002 (Previously Distributed)

Dear Town Council:

As you will recall, at the Council's special meeting on February 1, 2003 we thoroughly reviewed the December 31st Financial Statements. Staff therefore recommends that the Council accept the statements as presented by the Director of Finance.

The following motion is suggested:

Move, to accept the Financial Statements Dated December 31, 2002, as presented by the Director of Finance.

Sincerely,

Martin H. Berliner
Town Manager

Attach:(1)

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Item #7



Martin H. Berliner, Town Manager

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MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

February 10, 2003

Town Council
Town of Mansfield

Re: Appointment of Member to Regional School District #19 Board of Education

Dear Town Council:

Mr. Paul Brody has resigned from the Regional School District #19 Board of Education. Since Mr. Brody is a Mansfield resident, the Mansfield Town Council has the responsibility to select his successor to the Region #19 Board.

Mr. Brody's term was due to expire in November 2003. Pursuant to state statute, whomever the Town Council appoints as Mr. Brody's successor will serve until the upcoming general election scheduled for this fall.

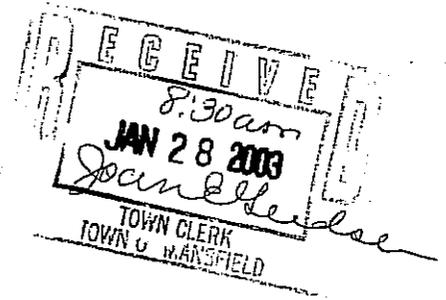
Respectfully submitted,

A handwritten signature in cursive script that reads "Martin H. Berliner".

Martin H. Berliner
Town Manager

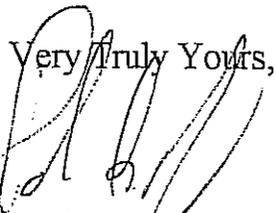
Attach: (2)

January 27, 2003



To Joan Gerdson
Mansfield Town Clerk

Please be advised that this letter shall serve as my resignation from the Regional District #19 Board of Education, effective immediately.

Very Truly Yours,

Paul I. Brody

shall organize and the members shall serve until their successors are elected and qualify. At such meeting, the board shall determine the term of office of each member according to the following principles: (1) The term of office of each successor shall be four years; (2) to establish a continuity of membership, a system of rotation shall be used; if the board has an even number of members, one-half of such number shall be elected every two years and if the board has an uneven number of members, no more than a bare majority or a bare minority shall be elected every two years, except when the unexpired portion of the term of a vacated office must be filled; (3) the same system of rotation shall be used for election of the representatives of each member town, if possible; (4) if necessary, it shall be determined by lot which of the initial members shall serve the short terms; (5) at the first election of members in accordance with subsection (b) or (c) of this section, no more than half the offices held by initial board members shall be filled; (6) the offices held by the remaining initial board members shall be filled at the second election held in accordance with subsection (b) or (c) of this section. Thereafter, members of the board shall be nominated and elected in their respective towns in accordance with subsection (b) or (c) of this section as determined by the legislative body of each town.

(b) (1) At least thirty days before the expiration of the term of office of any board member, a town meeting shall be held in accordance with chapter 90 to nominate and elect a successor. Any person who is an elector of such town may vote at such meeting. If a vacancy occurs in the office of any member of the regional board of education, the town affected, at a town meeting called within thirty days from the beginning of such vacancy, shall nominate and elect a successor to serve for the unexpired portion of the term in accordance with the above procedure. (2) Where members of the regional school board are to be elected at-large under a plan for reapportionment recommended under subdivision (2) of subsection (a) of section 10-63l, and approved under sections 10-63m and 10-63n, at least thirty days before the expiration of the term of office of any board member, a meeting of the voters of the entire regional school district shall be held to nominate and elect successors in accordance with subsection (e) of this section. Any person who is an elector of any member town may vote at such regional meeting. Vacancies shall be filled by a regional meeting called within thirty days from the beginning of such vacancy.

(c) Board members shall be nominated and elected in the same manner as town officers in accordance with the provisions of title 9 except that (1) section 9-167a and parts II and III of chapter 146 shall not apply. (2) the board members so elected shall take office in accordance with subsection (d) of this section and if members of the regional school board are elected at-large under a plan for reapportionment recommended under subdivision (2) of subsection (a) of section 10-63l, and approved under sections 10-63m and 10-63n, a caucus of the voters of the entire regional school district shall be held to nominate candidates for election to the board in accordance with subsection (e) of this section. At such caucus, any person who is an elector of any member town may vote. If a vacancy occurs in the office of any member of the regional board of education, the legislative body of the town affected shall elect a successor to serve until the next general election, at which time a successor shall be elected to serve any unexpired portion of such term, except that if members are elected at-large, such successor shall be nominated and elected at a meeting of the entire regional school district held as provided in subsection (b) of this section.

(d) All members of a regional board of education, except those members regularly elected in the month of May, shall take office on the first day of the month following

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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FAX: (860) 429-6863

February 10, 2003

Town Council
Town of Mansfield

**Re: Mansfield Community Center Membership Fees for Residents of Ashford and
Wilmington**

Dear Town Council:

Attached please find proposed Community Center membership fees for residents of Ashford and Wilmington. As you will recall, the Town of Mansfield agreed as part of the quit claim deed for the land for the Community Center to develop and implement a special discounted pricing structure for Ashford and Wilmington residents.

The proposed fees are set halfway between the Mansfield resident rate and the Non-resident rate. The Superintendent of Regional School District #19 has reviewed the Ashford and Wilmington rates with the Region's Board of Education, and the Board expressed no objection to the proposal.

Staff recommends that the Council adopt the proposed rates for Ashford and Wilmington, as presented in my memorandum to Superintendent Silva. If the Town Council supports this recommendation, the following motion is in order:

Move, effective February 10, 2003, to adopt the Community Center membership fees for the residents of Ashford and Wilmington, as presented by the Town Manager in his memorandum dated January 29, 2003; and to add the fees to the town's fee schedule.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)

INTER

OFFICE

MEMO

TOWN MANAGER'S OFFICE, TOWN OF MANSFIELD

To: Bruce Silva, Superintendent of Schools
From: *Martin H. Berliner*
Martin H. Berliner, Town Manager
Subject: Mansfield Community Center Membership Fees
Date: January 29, 2003

As part of the quit claim deed for the land for the Community Center, the Town of Mansfield agreed that it would develop and implement a special discounted pricing structure for residents of the towns of Ashford and Willington to use the facility.

To accomplish this, I am suggesting that the rate for residents of the towns of Ashford and Willington should be halfway between the rate charged to Mansfield residents and non-residents. The rates would be as follows:

Full-use Membership includes:

- unlimited use of general admission facilities (gym, pool, therapy pool, fitness center, teen center, and common areas)
- discounted rates and advanced registration on department and facility programs
- discounted rates for child care services and facility rentals
- limited supply of guest passes
- member rewards program
- occasional free health workshops and special events

Recommended annual fees:

TYPE	FEE	PAID MONTHLY (3% service charge added)
Resident Family/Household (2) \$20 ea. addl.	\$500	\$43
Ashford & Willington Households	\$540	\$46
Non-resident Family/Household (2) \$20 ea. addl.	\$575	\$49
Resident Individual	\$275	\$24
Ashford & Willington Individual	\$300	\$26
Non-resident Individual	\$325	\$28

Off-peak Membership includes:

- all benefits of full-use membership, except time restriction is from 9 a.m. to 3 p.m. daily
- Notes: 1) This category takes into account specific groups such as Seniors, stay-at-home parents with toddlers, non-working parents with school-age children, second and third shift workers, etc, who can be encouraged to visit the facility during times that are typically not "high-use" times. 2) Those who hold this membership and wish to use the facility at a time other than off-peak would pay the daily admission fee.

Recommended annual fees:

TYPE	FEE	PAID MONTHLY (3% service charge added)
Resident Family/Household (2) \$20 ea. addl.	\$375	\$32
Ashford & Willington Households	\$415	\$36
Non-resident Family/Household (2) \$20 ea. addl.	\$450	\$39
Resident Individual	\$225	\$19
Ashford & Willington Individual	\$250	\$21
Non-resident individual	\$275	\$24

Teen Center Membership includes:

- access to the Teen Center only during designated times (scheduled/structured teen center activities will include limited pool and gym access)
- full supervision during structured and scheduled activities
- limited supervision during drop-in times

Notes: 1) This membership option is designed for those teens who choose not to acquire a full-use membership as part of their household, but may want access to the Teen Center only. 2) Full-use family and individual memberships do include full use of the Teen Center as described in the Full-use membership category above.

No fees will be charged for this membership.

Daily Admissions and Guest Passes:

- designed for those who choose not to purchase an annual membership, but may want occasional access to the general admission facilities.

Note: Fees have been set at a level to encourage frequent visitors to the facility to purchase a membership because the cost will be less.

Recommended fees:

TYPE	Resident	Ashford & Willington Residents	Non-Resident	Guest Passes
Infant/Toddler (under age 3)	Free	\$1	\$2	Free
Youth (ages 3-17)	\$4	\$5	\$6	\$4
Adult (ages 18-61)	\$8	\$9	\$10	\$8
Senior Citizens (ages 62+)	\$6	\$7	\$8	\$6

If this is acceptable, I will request that the Mansfield Town Council adopt the rates for residents of the Town of Ashford and Willington as indicated above.

MHB:sml

Quitclaim Deed

Region 19 Board of Education of the Town of Mansfield, County of Tolland and State of Connecticut ("Grantor"), for \$1.00 in hand paid, grants (subject to the limitations set forth hereinbelow) to the Town of Mansfield, a municipal corporation of the Town of Mansfield, County of Tolland and State of Connecticut ("Grantee") without representation or warranty of any kind, all that certain piece or parcel of land together with all improvements thereon as more particularly described on Exhibit A attached hereto and made a part hereof ("Premises"). Said Premises are conveyed without representation or warranty, in its "AS IS, WHERE IS AND WITH ALL DEFECTS CONDITION" and subject to, without limitation, any and all laws, rules, regulations and ordinances, matters as of record appear, and such state of facts as an accurate survey or personal inspection may reveal.

Grantor reserves unto itself, its successors and assigns, in perpetuity, for the benefit of Grantor and for the benefit of the balance of Grantor's lands adjoining the Premises, with the intent that such reserved rights shall run in perpetuity with (a) the adjoining lands of Grantor as the benefited estate and (b) the Premises and the adjoining lands of the Grantee as the servient estate, the following:

1. Grantee shall develop and implement with the Grantor mutually acceptable times for the Grantor's swim teams to practice at the swimming pool(s) to be constructed as part of the Center (as defined in #8 below) and to make such Center and pool available to Grantor (as further defined in #8 below) for such purposes during such mutually acceptable times.

2. Grantee shall develop and implement with the Grantor mutually acceptable times for competitive swim meets for Grantor's swim teams and to make such Center and its pool(s) available to Grantor for such purposes during such mutually acceptable times.

3. Grantee shall develop with Grantor mutually acceptable recreational programs at the Center for Grantor's high school students to be held immediately after the school day and Grantee shall make such Center and its facilities and programs available to Grantor for such purposes as and when mutually agreed upon.

4. Grantee agrees to develop and implement a special discounted pricing structure enabling the residents of the towns of Ashford and Willington to also use the Center and its facilities at a discounted rate.

5. Grantee agrees to develop and implement with Grantee mutually acceptable aquatic related curriculum at the Center for physical education and to make the Center and its pool(s) available to Grantor for such programming.

6. Grantee agrees that any fees charged to Grantor shall be reasonable and shall be established by mutual agreement of Grantor and Grantee.

7. Grantee agrees that it shall construct the Center upon the Premises and lands adjoining the Premises within four years following the date hereof such that no later than that date which is four years following the date hereof, Grantor shall have full use of the Center for the purposes contemplated herein.

8. The Grantor shall have a continuing right to reasonably use the Premises and the facilities and community center and pool(s) to be constructed thereon and upon Grantee's lands adjoining the Premises (such property, improvements, facilities, access thereto and pool(s) are referred to herein as the "Center"). The term "Grantor" when used in the context of who shall have access to the Center and its facilities, shall be deemed to include the Grantor, its faculty, staff, students, spectators, parents and family of students and spectators, invitees and any other parties claiming by or through or designated by Grantor.

If a dispute shall arise between Grantor and Grantee with respect to the interpretation or implementation of the terms and conditions set forth above as items 1 through 8, inclusive, Grantor shall have the right, but not the obligation, to submit the dispute to binding arbitration in accordance with the Commercial Arbitration rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. If the American Arbitration Association or its successor shall not exist at the time of the dispute, Grantor shall have the right and power to select an alternative independent arbitration organization to serve as the arbitrator(s) pursuant to such organization's commercial arbitration rules, and failing such selection, Grantor shall have the right and power to petition a court of competent jurisdiction to appoint an arbitrator or arbitrators and to establish the guidelines and procedures for such arbitration. The arbitrator(s) shall be entitled to review that certain letter from Grantor to Grantee dated of even date herewith as evidence of the intent and understanding of the parties with respect to the interpretation and implementation of the terms and conditions of items 1 through 8 above. A copy of such letter is on file with the Grantor and may be recorded of record by Grantor. Grantor and Grantee consent and agree to the provisions hereof.

In addition to any remedies afforded the Grantor in perpetuity with respect to the reservations above, Grantee agrees that if it shall fail to comply with restriction number 7 above, time being of the essence to such compliance, then upon request of Grantor, Grantee shall convey good and marketable fee simple absolute title in the Premises to Grantor, free and clear of all liens and encumbrances and with all improvements removed there from such that the Premises are in substantially the same condition following such conveyance to Grantor as it is on the date hereof.

Furthermore, Grantee, by acceptance of this deed (which acceptance shall conclusively be deemed to have occurred upon the recording of this deed on the land records of the Town of Mansfield) does hereby agree to comply with its obligations as set forth above.

It is understood and agreed that if any of the provisions of this instrument or any one or more of the remedies available to the Grantor as contemplated hereby shall be held by a court of competent jurisdiction to be unenforceable or unavailable to Grantor, then the balance of this deed and all other available remedies shall be and remain in full force and effect and the unenforceable provision or unavailable remedy shall be deemed stricken herefrom, and the said court shall have the power and authority to insert herein an enforceable provision of similar effect to that of the stricken provision.

Signed this 10th day of April, 2002.

Witnessed by:

Region 19 Board of Education

Lynda C. Breaud
Lynda C. Breaud, as witness

By [Signature]
Paul Brody, Chairman, duly authorized

[Signature]
Louis F. DeLorenzo as witness

STATE OF CONNECTICUT)
COUNTY OF Tolland) ss.

April 10th, 2002

The foregoing instrument was acknowledged before me this 10th day of April, 2002 by Paul Brody, Chairman of the Board of Education, Region 19 Board of Education, on behalf of the said Region 19 Board of Education, as his free act and deed, and as the free act and deed of said Board of Education.

Lynda C. Breaud
Notary:
My Commission Expires: 10/31/02

Grantee's Address:
4 South Eagleville Road
Mansfield, CT 06268

SCHEDULE A

A certain piece or parcel of land situated in the Town of Mansfield, County of Tolland and State of Connecticut, being particularly shown on a map entitled " Boundary Survey prepared for the Town of Mansfield, Storrs Road - Conn. Route 195 and South Eagleville Road - Conn. Route 275, Storrs, Connecticut, scale 1" = 40', date: September 22, 2000, revised October 31, 2001 " prepared by Datum Engineering & Surveying, LLC, 132 Conantville Road, Mansfield Center, CT 06250, Job no. 200072, and which map is on file in the Office of the Town Clerk of the Town of Mansfield, and which land is described as follows:

Beginning at a point, which point lies in the northwesterly streetline of Conn. Route 275 (South Eagleville Road) and which point is marked by an iron rod found, and being a southerly corner of the herein described premises and an easterly corner of land of the State of Connecticut;

thence N 50 35'02" E for a distance of 29.67 feet, along said streetline to a point, which point is marked by an iron rod;

thence continuing along said streetline on a tangent curve to the right having radius equal to 11,484.16 feet, for a distance of 387.51 feet to a point, which point is marked by an iron rod;

thence N 52 31'02" E for a distance of 99.42 feet to a point, which point is marked by a CHD monument found;

thence N 52 31'02" E for a distance of 126.31 feet to a point, which point is the easterly corner of the herein described parcel and a southerly corner of land of the Town of Mansfield, and which point is marked by a concrete monument found;

the last four courses being along the said streetline;

thence N 33 47'41" W for a distance of 377.56 feet to a point which point is marked by an iron;

thence N 21 08'03" E for a distance of 81.81 feet to a point, which point is marked by an iron rod found;

thence N 35 12'14" W for a distance of 57.81 feet to a point, which point is marked by an iron rod found, and lies at land of the Region 19 Board of Education, being also a westerly corner of land of the Town of Mansfield, and a northerly corner of the herein described parcel;

the last three mentioned courses being along said land of the Town of Mansfield;

thence S 55 03'34" W for a distance of 41.83 feet, along land of the Region 19 Board of Education to a point, which is a westerly corner of the herein described parcel;

thence S 31 50'20" E for a distance of 87.33 to a point;

thence S 58 12'30" W for a distance of 375.67 feet to a point;

thence N 31 34'54" W for a distance of 66.68 feet to a point at land of said Region 19;

the last three mentioned courses being parallel to and a short distance from chain link fencing surrounding a series of athletic courts belonging to said Region 19;

thence S 55 03'34" W for a distance of 324.18 feet to a point, which point is the westerly corner of the herein described premises, and is marked by an iron rod found;

thence S 37 41'57" E for a distance of 517.59 feet to the place and point of beginning;

the distance between the last two mentioned iron rods found is 518.17 feet.

Together with easement for drainage purposes, through existing drainage systems, as shown on a plan entitled "New Community Center - Town of Mansfield, Ct - Site Drainage Plans - date 8-16-2001 scale 1" = 30', Proj. Number 9802700, drawing number C101", which plan is on file in the Planning Office of the Town of Mansfield, PZC file number 1173 and bears a PZC approval signature dated 2.28.2002. These two easement locations are shown on said plan, and are described as follows:

1. a 4" pipe located westerly of the tennis courts, and
2. a larger pipe carrying surface flow from the southerly side of the tennis courts underneath the tennis courts

This parcel is subject to the following easements as referenced on the above first mentioned map:

1. right to drain
2. right to construct and maintain D-G endwall and pipe
3. right to slope

This parcel contains 6.98 acres.

AGREEMENT FOR THE CONVEYANCE OF REAL PROPERTY

THIS AGREEMENT for the Conveyance of Real Property Pursuant entered into this 10th day of April, 2002 by and between:

The TOWN OF MANSFIELD, CONNECTICUT, acting by and through its Town Council, hereinafter referred to collectively as the "Town"; and REGIONAL SCHOOL DISTRICT NO. 19, acting by and through its Board of Education, hereinafter referred to as the "Region".

Whereas, on June 30, 1987, the Town and Region entered into an agreement to donate to the Region by Quitclaim Deed a certain piece of land situated in the Town of Mansfield, County of Tolland and State of Connecticut, lying immediately west of the Beck Building Town Hall comprising of approximately 7.64 acres more particularly described in Schedule A, and

Whereas, the Town of Ashford became a donor when it paid to the Town of Mansfield 22 percent (\$13,420) of the estimated value of said parcel; and

Whereas, the residents of the Towns of Mansfield and Ashford acting through their respective Town governments reserved reasonable use of all the facilities at E.O. Smith High School when same are not being used for educational purposes; and

Whereas, the Region and the Town desire to enter into an agreement to convey a portion of said parcel back to the Town for the purposes of building a Community Center; and

Whereas, the Region and the Town wish to enter into an agreement with each other with respect to the services and benefits, which will accrue to each after the Town takes title.

Now, therefore, in consideration of the above, the Town and the Region do hereby agree as follows:

I. Agreement to Sell and Purchase Real Estate

The Region hereby agrees to sell and convey to the Town and the Town hereby agrees to purchase the parcel described on Exhibit A attached hereto from the Region prior to January 1, 2002

II. Purchase Price

The purchase price will be one dollar and other considerations as more fully described below.

III. Duties and Obligation After Title Transfer

- A. The Town agrees to develop with the Region mutually acceptable times for the E. O. Smith swim team to practice.
- B. The Town agrees to develop with the Region mutually acceptable times for competitive swim meets.
- C. The Town agrees to develop with the Region recreational programs for high school students immediately after the school day.
- D. The Town agrees to develop a special pricing structure for other programs at the Community Center for the residents of Ashford and Willington.
- E. The Town agrees to work with the Region to develop aquatic related curriculum for physical education.
- F. The Region agrees to work with the Town to develop mutually acceptable fees for the services as provided by the Town.

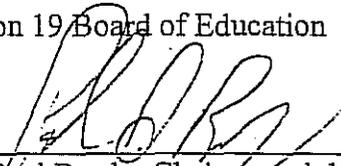
IV. Documents at Closing

At the closing, the parties shall execute such documents and take such actions as are necessary to consummate the land transfer as contemplated herein including, without limitation, the Region delivering to the Town a Quitclaim Deed signed by the Chairman of the Board of Education conveying the parcel to the Town.

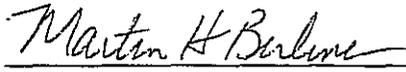
V. Miscellaneous Provisions

- A. This Agreement shall be governed by the laws of the State of Connecticut. This Agreement and the provisions hereof shall terminate and be of no further effect upon delivery of the Quitclaim Deed.

Region 19 Board of Education

By 
Paul Brody, Chairman, duly authorized

Town of Mansfield

By: 
Martin Berliner, Town Manager

SCHEDULE A

A certain piece or parcel of land situated in the Town of Mansfield, County of Tolland and State of Connecticut, being particularly shown on a map entitled " Boundary Survey prepared for the Town of Mansfield, Storrs Road - Conn. Route 195 and South Eagleville Road - Conn. Route 275, Storrs, Connecticut, scale 1" = 40', date: September 22, 2000, revised October 31, 2001 " prepared by Datum Engineering & Surveying, LLC, 132 Conantville Road, Mansfield Center, CT 06250, Job no. 200072, and which map is on file in the Office of the Town Clerk of the Town of Mansfield, and which land is described as follows:

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thence N 50 35'02" E for a distance of 29.67 feet, along said streetline to a point, which point is marked by an iron rod;

thence continuing along said streetline on a tangent curve to the right having radius equal to 11,484.16 feet, for a distance of 387.51 feet to a point, which point is marked by an iron rod;

thence N 52 31'02" E for a distance of 99.42 feet to a point, which point is marked by a CHD monument found;

thence N 52 31'02" E for a distance of 126.31 feet to a point, which point is the easterly corner of the herein described parcel and a southerly corner of land of the Town of Mansfield, and which point is marked by a concrete monument found;

the last four courses being along the said streetline;

thence N 33 47'41" W for a distance of 377.56 feet to a point which point is marked by an iron;

thence N 21 08'03" E for a distance of 81.81 feet to a point, which point is marked by an iron rod found;

thence N 35 12'14" W for a distance of 57.81 feet to a point, which point is marked by an iron rod found, and lies at land of the Region 19 Board of Education, being also a westerly corner of land of the Town of Mansfield, and a northerly corner of the herein described parcel;

the last three mentioned courses being along said land of the Town of Mansfield;

thence S 55 03'34" W for a distance of 41.83 feet, along land of the Region 19 Board of Education to a point, which is a westerly corner of the herein described parcel;

thence S 31 50'20" E for a distance of 87.33 to a point;

thence S 58 12'30" W for a distance of 375.67 feet to a point;

thence N 31 34'54" W for a distance of 66.68 feet to a point at land of said Region 19;

the last three mentioned courses being parallel to and a short distance from chain link fencing surrounding a series of athletic courts belonging to said Region 19;

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1. a 4" pipe located westerly of the tennis courts, and
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This parcel is subject to the following easements as referenced on the above first mentioned map:

1. right to drain
2. right to construct and maintain D-G endwall and pipe
3. right to slope

This parcel contains 6.98 acres.

STATE OF CONNECTICUT
REAL ESTATE CONVEYANCE TAX RETURN
 36 (Rev. 10/99)

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
 25 Sigourney Street, Hartford CT 06106-5032

FOR TOWN CLERK USE ONLY

TOWN CODE ▶ 078	LAND RECORD ▶ Vol. Page
--------------------	----------------------------

1. GRANTOR (Last Name, First Name, Middle Initial)
 Mansfield

2. LOCATION OF PROPERTY CONVEYED (Number and Street)
 ▶ South Eagleville Road, Mansfield, CT

3. GRANTEE (Last Name, First Name, Middle Initial)
 Region 19 Board of Education

4. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions)
 ▶

5. ADDRESS (Number and Street)
 1235 Storrs Road

6. (City or Town) State ZIP
 ▶ Mansfield CT 06268

7. GRANTEE A PARTNERSHIP, S CORPORATION, LLC, ESTATE OR TRUST?
 YES NO (If "YES", see Instructions)

8. IS THIS CONVEYANCE BETWEEN SPOUSES?
 YES NO

9. THIS CONVEYANCE IS FOR NO OR LESS THAN ADEQUATE CONSIDERATION, WILL FEDERAL AND STATE GIFT TAX RETURNS BE FILED?
 FEDERAL ONLY STATE ONLY BOTH NOT APPLICABLE

10. GRANTEE/BUYER (Last Name, First Name, Middle Initial)
 Town of Mansfield

11. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions)
 ▶

12. ADDRESS (Number and Street)
 4 South Eagleville Road

13. (City or Town) State ZIP
 ▶ Mansfield CT 06268

14. DATE CONVEYED 15. DATE RECORDED 16. TYPE OF INSTRUMENT
 WARRANTY QUITCLAIM EASEMENT OTHER

17. THE GRANTOR CLAIMS THAT NO TAX IS DUE BECAUSE: (If applicable, check one)

SEE DEFINITIONS BELOW

▶ 17A. CONVEYANCE WAS FOR NO CONSIDERATION (This conveyance may be subject to federal and/or Connecticut Gift Tax) (See Definitions)

▶ 17B. CONSIDERATION WAS MORE THAN ZERO BUT LESS THAN \$2,000 (See Definitions)

▶ 17C. CONVEYANCE IS EXEMPT PURSUANT TO CONN. GEN. STAT. §12-498 (Exemption Code must be entered from reverse) 03

17D. IF 17C EXEMPTION CODE IS 01 OR 09, ENTER APPROPRIATE DATA: _____

COMPUTATION OF TAX (Enter consideration for conveyance on the appropriate line)

18. Consideration for Unimproved Land	\$1	x 0.005	= \$.005
19. Consideration for Residential Dwelling	\$		
A. Portion of Line 19 that is \$800,000 or less	\$	x 0.005	= \$.005
B. Portion of Line 19 that exceeds \$800,000	\$	x 0.01	= \$
20. Residential Property other than Residential Dwelling	\$	x 0.005	= \$
21. Nonresidential Property other than Unimproved Land	\$	x 0.01	= \$
22. Property conveyed by a Delinquent Mortgagor (See Inst.)	\$	x 0.005	= \$
23. TOTAL TAX DUE (DO NOT STAPLE CHECK TO RETURN)			\$ 0

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT DECLARATION

I DECLARE UNDER THE PENALTIES OF FALSE STATEMENT THAT I HAVE EXAMINED THIS RETURN, OP-236, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, COMPLETE AND CORRECT. THE PENALTY FOR FALSE STATEMENT IS IMPRISONMENT NOT TO EXCEED ONE YEAR OR A FINE NOT TO EXCEED TWO THOUSAND DOLLARS, OR BOTH.

Jul I. Brady Region #19 Trust Board Chair Signature Date 4/12/02

GENERAL INSTRUCTIONS

All entries must be printed legibly or typed.

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT: A completed tax return must be submitted to the City or Town Clerk with a check payable to: COMMISSIONER OF REVENUE SERVICES. A Taxpayer Identification Number is required for each Grantor or Grantee name listed on the deed, instrument or writing. If a Social Security Number or Federal Employer Identification Number, as the case may be, is not entered, this return will be incomplete. If the conveyed property is located in more than one town, complete a tax return for each town in which the property is located.

LINE 7. If you answer "YES" to this question, you must attach a list of names, addresses and Taxpayer Identification Numbers for each partner, member, shareholder or beneficiary, as the case may be.

ORDER: For real estate conveyance tax returns or copies of the real estate conveyance tax regulations and special notices call the Department of Revenue Services at 1-800-382-9463 (Connecticut callers) or 860-297-5962 (Greater Hartford and out-of-state callers). TDD/TT users call 860-297-4911. If you need additional information or assistance, please call the Excise/Public Services Taxes Unit at 860-541-3225, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

CITY OR TOWN CLERK: Mail this tax return and check to the Commissioner of Revenue Services (address listed above) not later than 10 days after receipt. Volume and Page reference in the box marked "FOR TOWN CLERK USE ONLY" must be completed. Please do not staple check to return.

DEFINITIONS

TAXPAYER IDENTIFICATION NUMBER: Social Security Number or Federal Employer Identification Number, as the case may be.

CONSIDERATION includes money paid and the fair market value of other property, real or personal, transferred directly or indirectly, to the grantor, whether or not expressed in the instrument. By way of example and not of limitation, consideration includes the amount of any liability of the grantor assumed by the grantee and the amount of any liability to which the property is subject.

UNIMPROVED LAND means land that has no improvements thereon.

RESIDENTIAL PROPERTY OTHER THAN RESIDENTIAL DWELLING includes apartment buildings, duplexes and other multi-unit properties, whether or not the owner resides on the premises.

STATEMENT- REAL ESTATE CONVEYANCE TAX

Name of Grantor Region 19 Board of Education Name of Grantee Town of Mansfield

To Town Clerk of Mansfield, Connecticut:

The following information is submitted with reference to property at South Eccleville Rd

in accordance with Secs. 12-494 to 12-504, inclusive, of the Connecticut General Statutes:

Check and insert applicable pertinent data.

Full purchase price, including assumed or existing mortgages, liens, etc. \$ _____

Not subject to tax for the following reason:

(Check appropriate reason)

No consideration paid;

Consideration less than \$2,000;

The instrument is one that the State of Connecticut is prohibited from taxing by the laws or Constitution of the United States. Cite Statutory or constitutional provision: _____;

The State of Connecticut or a Connecticut political subdivision is either the grantor or grantee of this instrument;

Tax deed;

Deed of partition;

Deed made pursuant to a statutory merger or consolidation from a constituent corporation to the continuing or new corporation;

Deed made pursuant to a decree of the Superior Court under Section 46b-81, 49-24 or 52-495 of the Connecticut General Statutes.

Signed _____

Type name here: Paul E. Brady, Region #19 Board
Seller or Representative Chair.

Date _____

Exact Sale Price \$ _____ X .0011 = \$ _____

No deduction shall be made for the amount of any mortgages or liens remaining upon the property at the time of the sale even though not assumed by the grantee.

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INTENTIONALLY

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Item #9



Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

February 10, 2003

Town Council
Town of Mansfield

Re: Mansfield Community Center – Phase One Marketing Plan

Dear Town Council:

Attached please find an executive summary and excerpts from the Phase One Marketing Plan for the Mansfield Community Center. As explained in the executive summary, the Phase One Plan consists of an analysis and review of the original 1998 community survey, a review of the Parks and Recreation Department's marketing efforts to date, and the development of a marketing plan to run from the Pre-Sell through the Post-Grand Opening Phase.

At this point, staff is seeking authorization to expend up to \$46,000 to finance the Pre-Sell Phase of the plan. As detailed by our consultants, the Pre-sell Phase would consist of the following items:

Preparation of a Community Center brochure	\$4,000
Preparation of advertising for the Parks and Recreation brochure	(already budgeted as part of department budget)
Various public relations activities	\$5,000
Various print advertising	\$13,500
Two direct mail pieces	\$8,500
Agency compensation fee	<u>\$15,000</u>
Total	\$46,000

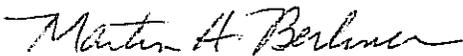
Staff believes that the Pre-Sell Marketing Phase is critical to ensure a successful opening for the community center. Through proper marketing, we hope to attract residents from throughout the region and to begin to build a strong membership base.

In order to achieve this goal, staff recommends that the Council authorize the Manager to expend up to \$46,000 from the Capital and Non-recurring Reserve Fund to purchase the recommended Pre-Sell Phase marketing services. We do have sufficient funds for this project available. As shown in the attached budget summary, the town has budgeted a \$65,000 operating subsidy for the Community Center for the current fiscal year.

If the Town Council supports this recommendation, the following motion is in order:

Move, to authorize the Town Manager to expend up to \$46,000 from the Capital and Non-recurring Reserve Fund towards the purchase of Pre-sell Phase marketing services for the Mansfield Community Center.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(2)

TOWN OF MANSFIELD
 CAPITAL AND NONRECURRING RESERVE FUND BUDGET
 ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 FISCAL YEAR 1998/1999 THROUGH 2007/2008

	Actual 98/99	Actual 99/00	Actual 00/01 *	Actual 01/02	Adopted 02/03	Estimated 02/03	Projected 03/04	Projected 04/05	Projected 05/06	Projected 06/07	Projected 07/08
SOURCES:											
Revenues:											
State Revenue Sharing				\$472,523							
State Dept. of Education - MMS IRC						115,000					
Ambulance User Fees					220,000	235,000	225,000	230,000	235,000	240,000	245,000
Insurance Settlement			100,524								
Interest Income	237,050	286,043	398,171					100,000	125,000	125,000	125,000
Other				23,486							
Sewer Assessments	2,800	3,600	4,000	8,069	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Pequot Funds	2,809,905	2,929,286	2,950,637	3,075,000	2,687,660	2,194,000	2,194,000	2,194,000	3,000,000	3,000,000	3,000,000
Total Sources	3,049,755	3,218,929	3,453,332	3,579,078	2,910,660	2,547,000	2,422,000	2,527,000	3,363,000	3,368,000	3,373,000
USES:											
Operating Transfers Out:											
General Fund - One Time Costs/Fund Balance Plan			61,100	47,500	400,000	400,000	350,000	250,000	150,000	50,000	50,000
General Fund - State Revenue Sharing					472,523	472,523					
Mansfield 300											
Community Events					12,500	12,500					
Management Services Fund	205,000	160,000	200,000	200,000	206,000	206,000	212,000	218,000	225,000	232,000	232,000
Debt Service Sinking Fund	180,000		500,000	355,000	250,000	250,000	235,000	234,000	234,000	234,000	234,000
New Financial Reporting Model (Statement 34)				25,000	25,000	25,000					
Property Tax Revaluation Fund	25,000	25,000	25,000				25,000	25,000			
Capital Fund	3,591,529	3,289,200	2,572,660	3,161,682	1,853,980	1,888,214	1,169,330	3,218,730	2,472,230	1,447,230	1,288,230
Day Care Pension					20,000	20,000	15,000	10,000	5,000		
Emergency Services Administration						25,000	75,000	80,000			
Community Center Operating Subsidy						65,000	119,125	80,000	40,000		
Shared Projects with UConn	83,500	100,000	25,000								
Total Uses	4,085,029	3,574,200	3,383,760	3,789,182	3,240,003	3,364,237	2,200,455	4,116,730	3,126,230	1,963,230	1,804,230
Excess/(Deficiency)	(1,035,274)	(355,271)	69,572	(210,104)	(329,343)	(817,237)	221,545	(1,588,730)	236,770	1,404,770	1,568,770
Fund Balance/(Deficit) July 1	1,985,616	950,342	695,071	664,643	454,539	454,539	(362,698)	(141,153)	(1,729,883)	(1,493,113)	(88,343)
Fund Balance, June 30	\$950,342	\$595,071	\$664,643	\$454,539	\$125,196	(\$362,698)	(\$141,153)	(\$1,729,883)	(\$1,493,113)	(\$88,343)	\$1,480,427

NOTE: Outstanding bonds for MMS Library and Town Library can be called 8-15-05

* Reflects gross interest income and expenditure.

**Mansfield Community Center
Preliminary Phase One Marketing Overview and Plan
Executive Summary**

January 2003

The initial phase of marketing for the new Mansfield Community Center was to complete several specific and important steps. These steps included analysis and review of the original community survey completed in 1998, a review of marketing efforts initiated to date by the Department of Parks & Recreation, and the development of a marketing plan for the center through the post-grand opening phase.

Review of the original study raised many issues that could prove critical to the successful opening of the center. In an effort to further refine the data and close an information gap of almost four years, a series of focus groups was initiated. Focus groups of residents and non-residents were completed in November 2002. The research confirmed the continuing support of the project and interest in memberships. It also helped us further clarify attitudes about membership rate options, programs, recreation, and community activities planned for the center. The focus groups also identified little or no difference in opinions and attitudes of residents and non-residents and that non-residents seemed to have no problem with the fact that they would have to pay more to access the center.

The analysis of recent marketing activities included examining the use of the Parks & Recreation program brochure, community out-reach efforts and informational handouts. The general reaction was that adding surrounding towns to the normal brochure mailing list was a very good idea. It has begun to build awareness of the new center within the entire marketing area at a very modest cost. The on-going efforts by the Parks & Recreation department's staff to be visible at as many local events as possible, including school programs, council meetings, and senior center, has also been very effective in building the "community " aspect of the center.

A review of current fund raising efforts was also completed. The recommendation was to keep this effort moving on a low-key basis and to keep it active until the end of 2003. There is no reason to end this program before then or tie it to the fitness membership sales effort. A separate "high personal contact" approach should be considered for this effort as you move through the grand opening and into the fall.

A pre-grand opening "selling" phase plan and timeline was developed to cover February to May 15. This timeframe coincides with the offering of the Inaugural Memberships. Beginning on May 16 the level of discount would begin to decline as you move toward the grand opening. A preliminary plan was also prepared for the grand opening phase (grand opening day with a month-long celebration) and the critical post-grand opening phase. Each sub-plan includes timelines, tactics (brochures, direct mail, advertising, public relations, inserts, program brochure etc.), and budget estimates.

In addition, the Phase One plan includes a review of competitive options in the market place, media information, area demographic information and fitness industry trends and data.

DRAFT

IN PROGRESS



MANSFIELD COMMUNITY CENTER

Preliminary Marketing Plan

Pre-Sell and Grand Opening Concentration

Revised December 2002



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Phase One – Research Analysis and Preliminary Plan

Background

The Town of Mansfield is currently constructing a 37,500 square foot Community Center on South Eagleville Road. This facility will meet the recreational, fitness, health improvement, and wellness education of a growing and involved community. It will include: a state-of-the-art fitness center, multi-sport gymnasium, locker rooms and family changing areas, a 6 lane competition swimming pool and therapy pool, teen center, community room, dance/aerobics/group exercise studio, conference room and child care room. In fact, this facility offers most of the facilities that are found in today's most contemporary fitness and wellness centers across the country.

A community survey was completed in late 1998 in which over 800 residents and non-residents were telephoned and questioned about interest in, and support for, the community center. The study also attempted to gauge the public's attitudes about the actual location of the center and what area residents would be willing to pay for using the center.

The results of the survey provided the impetus for the project to move forward. With construction now in full swing and an anticipated "grand opening" date of July 2003, developing a fully integrated marketing and communications plan now is a critical step in assuring that the center will open successfully and that target membership and usage numbers are met as quickly as possible.

Phase One – Research Analysis and Preliminary Plan

Analysis of CRSA Study

Initial review of the study undertaken in late 1998 provided some interesting insight regarding the potential marketing of the new Mansfield Community Center.

Support for the new center was high among residents with more than 70% of the respondents indicating they felt the center should definitely or probably be built. The results among non-residents was even higher with 76% of the respondents indicating a definitely or probably response. However, the definitely responses were slightly higher among the residents (35% vs. 32%) while the probably responses were higher among non-residents at 44% vs. 37%.

While there was a primary focus on interest in, and support for, the center, much of the research was directed to the financial aspects of the center and supporting membership. One very interesting point in the survey summary stated that more than 75% of the community had NOT heard anything about the community center. Only 1% of the respondents (8) indicated that they had heard a lot about the center. More Mansfield residents indicated that they had heard nothing about the center than non-residents (78% vs. 65%).

With the bulk of the positive responses to building the center coming from the \$50,000+ households and the highest responses to purchasing passes from the 18-39 age range, there may be a disconnect between the two results. Since national research indicates a higher percentage of fitness center memberships are purchased by households with over \$75,000 income levels, we would expect the response found in the survey.

However, the younger market indicated a higher positive response to actually purchase a pass. Only 22% of Mansfield residents and 17% of non-Mansfield residents over 62 said they would definitely or probably purchase a pass at the lowest level. However, in the 18-39 age group those numbers went up dramatically to 40% among residents and 30% among non-residents.

The survey did not offer the respondents any pricing options beyond the general pricing range. For example, if the survey had presented a lower cost base membership fee with higher fees for additional services, would the results regarding the baseline pricing have been different? If there was a higher awareness of the community center concept and how they are priced, would the responses be different? In addition, the economics are very different today with the high-flying stock market down to reality and residents 401Ks having taken a big hit. People feel "less wealthy" and even those with higher incomes are becoming more and more cautious with their discretionary spending.

The quality and methodology of the survey were very professional. The cross-tabulations and executive summary were very well done and presented the Town with very quantifiable and high-quality data from which to work from. In addition to the valuable information regarding support, reasonable fee structures, location, hours of operation, and additional services desired, the survey provided very useful benchmark from which to track new and changing awareness and attitudes about the center.

Phase One – Research Analysis and Preliminary Plan

Analysis of CRSA Study-continued

In review, our initial observations include:

- with change in the economy, it is critical that you revisit the entire issue of pricing from both a pricing and cost perspective
- the survey indicated a very low awareness of the center plans in 1998, it would make sense to determine what those awareness levels are today and what are the perceptions of the center after multiple referendums, town council meetings, press reports, Parks & Recreation communications (seasonal catalogs, presentations, school visits etc)
- the survey did not provide respondents with a number of options that are currently being considered or have been used successfully by other towns
- the optimal pricing strategy will need to be reviewed in light of the current economy, trends in the market regarding population and HHI, and the impact of state budget deficits and how that may impact the town budget
- with less than 20% of the projected members (both family and individual) coming from town residents, it is very important we find out more specifics and psychographic indicators from the non-residents than we have in the initial survey
- with the growing interest, and involvement in, health improvement and risk reduction, national trends are showing more and more people in all markets are joining health and fitness centers and we need to find if this trend is impacting our market
- the survey indicated a solid percentage of those respondents with children indicating that they would pay for instructional programs and you need to confirm those numbers and clarify the types of programs that would maximize your revenue

Phase One – Research Analysis and Preliminary Plan

The Need For Focus Groups

Many of the issues raised in the review of the survey demand that additional research be implemented to accurately determine many of the emotional and tangible issues that will not only drive your marketing efforts, but ultimately drive the success of the center.

Our recommendation is to implement at least two focus groups as soon as possible. While our initial tendency was to do senior group and a family group, after discussions with CRSA it was agreed that the importance of the non-resident to the overall success of the project that the groups would be resident and non-resident.

The town, Enterprise Group and CSRA have met several times over the past month and have structured the formats and participant criteria for two groups to be held on November 19, 2002.

The primary results we hope to achieve from these groups are:

- qualitative (though not statistically valid quantitative) information about the current awareness and understanding of the center and it's services, benefits etc.
- a more accurate direction regarding pricing structures
 - recommend testing two or three pricing options for each group
- a more informative direction to the types of programs to be offered and how those programs should be priced
- determine if support for the center has maintained a high level, if its grown or if it has dropped
- gather pertinent information that will assist in developing the creative approach to be used in all communication elements (brochures, take-ones, advertising, public relations etc)

Phase One – Research Analysis and Preliminary Plan

Focus Group Findings

Two focus groups were completed on November 19, 2002 at the CRSA focus group facility on the UCONN campus. The following are top-line highlights from the two groups. A complete report is available the town Parks & Recreation Department. Complete top-line comments are included in Appendix VII

Note: In previous focus groups we always prepped the groups by outlining the facility and the programs to be offered. It was CRSA's recommendation that this step be eliminated thereby getting a more "un-biased" response to the center and to prompt an un-aided discussion. However, in the opinion of the agency, the result was confusion and lack of understanding about several important issues that took much time to clarify and explain. In fact, there were several times when a representative of the agency had to interject specifics and facts into the group discussions to help keep the discussions on track.

Several of the top-line comments reflect that lack of knowledge or understanding about how the center will operate and what it offers.

General Reactions

- At the end of the groups the consensus of participants was basically favorable to the center
- There seemed to be no difference in response and reaction between residents and non-residents
- Having the center completed and open for tours will greatly increase positive reaction and inquiries
- Non-members understood that their cost to access the fitness center would be higher than residents
- There is an underlying concern that the fitness center may be too expensive, though when discussion compared the anticipated costs with other options - YMCA, UConn, etc - there was agreement that the discussed costs were reasonable
- Within the discussion about fees, we tested the idea of a registration fee which was universally rejected by all participants
- We did learn that presentation of the fees in a non-lump sum manner would be positive - our experience tells us not to put all the rates in advertising to begin with - these are issues dealt with when a prospect is at the center and interested in joining
- People would like flexibility for partial year or month-to-month memberships though these are not feasible especially given the fact that the center needs to be self-sufficient as soon as possible
- Membership that provided only pool access was not well-received
- There was general concern that the center could become self-sufficient
- Socialization was an important issue and people indicated they would join if their friends/neighbors did

Phase One – Research Analysis and Preliminary Plan

A Brief Review of Marketing Efforts To Date

The initial reaction the efforts and materials developed to promote the center by the town have been solid, common-sense based initiatives that have accurately reflected the true "community" nature of the center.

Effective use of the Parks & Recreation catalog/mailer, site tours, school visits, presentations to community organizations from seniors to PTOs, multiple town council meetings, town-wide events, and informational handouts about the center and membership options have all combined to begin putting an excellent message out to the Mansfield area community.

Too Much To Communicate Effectively

However, in any awareness building effort or any sales effort, it is absolutely important to keep the message simple. While each element within the Mansfield Community Center story is presented in a straight-forward manner, our reaction is that you are presented too many pieces of information and options.

For example, there will be Inaugural Memberships, Charter Memberships (donations with membership benefits), Equipment Donations, and Naming Options (fund raising). In addition, the Charter Memberships are offered to both individuals and businesses. All in all, a lot of options that should be clearly delineated and separated so you can focus on the primary goal of achieving your individual and family membership targets.

Simplify and Change a Name

In moving forward we would recommend the structure be simplified for presentation to the public. Charter memberships should be presented now through advertising and public relations and should end before you begin the Inaugural membership push. We would also suggest you rename that membership since the name is a difficult one to say and remember. It does not flow as easily as "charter" member. We would suggest a name such as "founder" or "pioneer" be considered.

Founder memberships should be the only membership offered in the external marketing so focus can be on this option. We would also suggest that the closer to the grand opening you get, the less the savings of a Founder membership. For example, January the savings might be 15%, in February it might fall to 12% and so on until there are no savings off the set rate when you grand open the center.

A Marketable Logo

While the graphic currently being used to represent the new community center includes elements that reflect the town, the parks and recreation department, and the new building itself, it is too complicated to be easily extended into all the potential marketing opportunities. Our preliminary suggestions would include: create a single graphic or icon that will allow you to focus the logo visually; make the name of the center more prominent; downplay the parks and recreation; and make the logo in a shape that will be conducive to advertising, signage, collateral, and publicity applications. Preliminary concepts are included in Appendix VI.

Phase One – Research Analysis and Preliminary Plan

A Brief Review of Fund Raising

The Fund Raising effort is filled with potential challenges. How can you boast about the new center if there is a visible and active effort to fund key elements (the walking/jogging track was a hot item in the initial research) that are NOT included in the new center you are trying to "sell" to the community?

We would recommend a separate and "invisible" to the public effort be the primary method to meet the goals of the fund raising effort. The effort is needed unless the town is ready and willing to underwrite some additional and substantial expenditures. So, especially in light of the current economic situation, it makes sense to seek additional financial support for the specific elements of the center.

The initial recommendation is to create a "friends of the community center" team that would work the business community in hopes of obtaining additional funding for the center. This team would utilize direct mail, personal contacts, and possibly a special informational seminar/breakfast to present the community center story, and how support will benefit local businesses.

The team should consist of well-known retired business people, college staff, and community leaders along with active business people and representatives from area towns and the university. They would function as an independent organization much like a Garden Club might raise funds to create special seasonal plantings in town. In this manner, the effort looks and feels like a group of concerned citizens who want to contribute over and above their tax support to make the community center a truly exceptional place.

Results of this effort have been very modest to date. Structuring a community group and providing them with the support (marketing materials that will be developed to support the center) to deliver the message will be a logical way to generate the additional funding needed.

Target Markets and Area Demographics

-Mansfield residents and non-residents

- 25+
- male/female
- \$40,000+ HHI
- married
- college educated
- homeowner
- with children at home
- and
- 62+ active seniors
- male/female
- \$35,000 HHI+
- married/single
- college educated
- homeowner
- no children at home
- maybe retired

Other target markets:

- area businesses and business leaders
- community organizations
- special needs residents
- the university community
- press/media outlets

Baseline Demographics for	Tolland County	Windham County
Total population	138,914	110,152
Percent change, 1 year	+1.9%	+6%
Population over 25	87,000	65,000
Total households	49,431	41,142
HH over \$75,000	17,739	8,700
Median HHI	\$59,044	\$45,115
Median family income	\$70,856	\$52,490
Persons 65+	10.2%	12%
College education	32.8%	19%
Homeownership	73.5%	67.4%

Phase One – Research Analysis and Preliminary Plan

Challenges

- the marketplace has changed dramatically since the initial survey was completed and the decision to move forward on the project was made
- with town revenues and state assistance declining, a concern on viability of the center, or at least its potential impact on the town budget, is a growing concern
- there is still low awareness of the center and all it will offer
- there may be confusion as to what the center offers and what it will cost to belong
- there is a strong resistance to exercise (only 12% of population belongs to health clubs, most people don't exercise regularly)
- there are two well-entrenched competitors in a relatively small (population) market
- the demographics of the market will require a sustained and creative effort to meet target memberships and revenue streams
- state budget deficit may impact on town budgets and funding for the center in terms of maintenance, equipment upkeep etc
- market is not growing - Connecticut one of two states that actually saw a decline in population over past 10 years
- lack of sustained and coordinated marketing communications effort over the past 12 to 18 months
- some strong resistance, within the community, to the project from the beginning
- lack of major corporations to provide support on the fund raising side and from providing a large base of potential members

Phase One – Research Analysis and Preliminary Plan

Opportunities

- health care and fitness are hot topics in the media
- a reasonable pricing structure that strikes the proper balance between affordability and high value for members will aid success even in a "down" economy
- a high level of community activities in the center - not just fitness focus - will help establish an image of inclusiveness and increase the value of the center to the community
- low awareness is actually a positive since you can establish your presence in the market on your terms
- competition in the market, while numerous, is not apples vs. apples
- the community resource position will bring many people to the center who are not typical club joiners and expose them to this unique environment
- a dress code will help create an inviting and comfortable place for everyone - from beginner and fitness enthusiast
- the center offers a wide variety of highly desired features and benefits found in for-profit centers
- the town's commitment to the maintenance of the center will keep this important investment in top condition - both in cleanliness and structural integrity
- being a not-for-profit center, your margins can be lower which means you can spend more on important items like cleanliness, personal service etc
- commitment to developing a strong, on-going marketing effort
- logical partnerships are possible with the university and area hospitals

Phase One -- Research Analysis and Preliminary Plan

The Competitive Environment

The area has four primary fitness options: Curves for Women, UConn Sports Complex, Future Fitness and the YMCA. The following is a quick overview of their amenities and their pricing.

YMCA	CURVES	Future Fitness	UCONN
Hours: M-F 5am-9:30pm Sat 7am-5:30pm Sun 7am-noon	Hours: M-Th 6am-7:30pm Fri 7:30am-7:30pm Sat 7:30am-noon Sun closed	Hours: M-Th 5am-10pm Fri 5am-9pm Sat 8am-4pm Sun 9am-3pm	Hours: M-F 6am-midnight Sat 10am-9pm Sun 10am-noon
Enrollment: \$60 Monthly (i) \$33 (F) \$56	Enrollment: \$74 Monthly (i) \$39	Enrollment: \$0 Month - Month \$47.50 Contract \$30.00	Enrollment: \$0 Trimester \$125
Pools(off site) Treadmills Elliptical trainers Nautilus Flex Bond machines Group cycling Group classes Personal training Sauna Showers Lockers	11 weight and strength training machine and 11 recovery area showers for women only	Treadmills Elliptical trainers Nautilus Flex Bond machines Group cycling Group classes Personal training Tanning Showers Lockers	Pool Racquetball Squash Treadmills Elliptical trainers Nautilus Flex Bond machines Group cycling Group classes Showers Lockers

Phase One – Research Analysis and Preliminary Plan

Marketing Objectives

- create a high level of awareness within our target communities of the center and it's services and benefits
- stimulate inquiries to the center for programs, memberships, and rentals
- encourage target markets to visit the center for tours, trial memberships, and programs
- meet or exceed target goals during the first year of operation
- build a strong, community-based image for the center
- reinforce the town tie-in and the integration of Parks & Recreation programs as well as senior involvement
- maintain a quality image for the center to adequately reflect the quality commitment of the town in all its other efforts (EO Smith, senior center etc)
- create a unique position in the market that will establish the center as a comfortable, convenient, and all-inclusive health, recreation and fitness resource
- establish a solid foundation from which to build on-going center programs and services, new program and service introductions and the long-term success of the center

Phase One – Research Analysis and Preliminary Plan

Strategic Directions

- Utilize the unique connection with the town to set the center apart from other health/recreation/fitness options
- focus on the center's unique selling propositions
 - teen center
 - youth center
 - large swimming pool (on site)
 - dress code
 - programs for the entire community
 - ample parking
 - convenient hours
 - competitive pricing
 - longevity (it will always be there)
 - wide variety of programs
- develop a coordinated program with the senior center, area hospitals, Health South for rehab, and other non-profit health related organizations
- create and implement a basic position/ theme that will capture the differentiation of the center from the competition
- create and implement a workable tracking system for identifying successes and failures within the marketing effort
- develop a unique creative format and direction for the center marketing elements that will dramatically set it apart from the alternatives

Phase One – Research Analysis and Preliminary Plan

Preliminary Positioning

When developing a marketing position it always makes sense to go with your strengths. In the case of the Mansfield Community Center there are many strengths to use to position the facility and promote it effectively.

- The center is a community-supported facility which could elicit a sense of pride in residents and members
- The center provides a wide-variety of activities, programs, services, and facilities for the entire town population - children, teens, young adults, parents, empty-nesters, grandparents, seniors
- This type of facility would never be built by a for-profit company in the Mansfield market so the town - and its residents - have built one for themselves
- By making this a community effort, the costs for membership and the fees for programs are very economical and affordable compared to costs for similar for-profit facilities
- Being managed by the Town's Parks & Recreation Department, which is already operating dozens of popular programs through its normal activities, has an excellent sense of the kinds of programs, classes, and activities that should be offered in the center
- Regular community events and activities (free to area residents) will be an integral part of the overall operation of the center and help reinforce the "community" and "ownership" mindset

Based on these factors we would suggest the following position statement. Remember, this is not necessarily a tag line or creative theme. It IS a point that all communication will focus and what we want the public to think and feel about the center.

The Mansfield Community Center is a truly special community-owned and operated resource that provides healthy and educational programs and services to area residents of all ages, at a very reasonable cost, or at no cost.

Creative Extension of the Position

The creative direction the advertising and marketing that will be developed to promote the center through the pre-sale, pre-grand opening, grand opening and post-grand opening phases will focus on pride, ownership, community, health, and fun.

We recommend the following theme or tag line be used in all materials promoting the center:

It's Your Center For Healthy Fun

Preliminary Timelines

Opening the Center

Anticipated Soft Opening

August 2003

This opening will be between the completion of the center and the grand opening. It will allow the Parks & Recreation Department to operate the center for a period of time prior to the official grand opening. It will service those who have joined through the Charter Member or inaugural membership efforts. This time will allow the management and staff of the center to work out the "kinks" and problems that may be inherent in center operation.

Official Grand Opening

September 2003

This will include a grand opening day or weekend and a full month of special events and activities to build interest, traffic, and trial of the center.

Pre-Sell Phase

Charter Memberships

Since this membership level is contingent upon a donation or contribution to the center, we recommend that this level of membership be offered for **all of 2003**. There is no reason to discontinue this membership offer. It can be a base of membership that is available through the Grand Opening period and ending at the end of the Grand Opening year.

Inaugural Memberships

March 1- May 15

This level of membership will be offered for a specific duration prior to the grand opening in an attempt to "sell" as many memberships as possible before the center opens - thus increasing the potential of self-sufficiency as soon as possible. This membership will include the following features: *10% discount on members rates during first year, rate guarantee, special Inaugural Center T-shirt, and a 10% discount or specific dollar credit for a center service, program or event.*

Phase One – Research Analysis and Preliminary Plan

Preliminary Timelines - continued

Pioneer Memberships

Those who join prior to the grand opening but after the Inaugural membership offer has ended can still save. However, their savings will decline the closer they get to the grand opening day.

May 15 -July 15	8% savings plus Inaugural Membership benefits
July 16 - September15	6%
During Grand Opening	4%
After Grand Opening	No discounts, standard rates are in effect

Grand Opening Phase

September (4 weeks)

This phase will include the end of the special discounts, the official grand opening of the center - including official ribbon cutting, open house event - and run for at least four weeks.

Post-Grand Opening Phase

October - January 2004

This phase will seek to extend the "newness" and "excitement" of the center through the grand opening and into the fall. The primary reason for extending the effort is to dramatically prep the market for the single biggest "season" in the fitness business - the first of the year. By programming a specific effort to bridge the grand opening and the New Year you can effectively capture the excitement of the opening and blend it with the normal market cycle of new memberships.

Phase One – Research Analysis and Preliminary Plan

Tactics

Pre-Sell

Center brochure

Develop a comprehensive brochure explaining the center and promoting the membership options. This brochure will be distributed throughout the area: senior centers, libraries, chambers of commerce, all town offices and town-wide events, area businesses and industries, retail outlets (through a take-one holder),

Parks & Recreation brochure

We will take full advantage of the distribution of the departments brochure in the spring/summer to promote the center memberships and grand opening. Specific dates will be confirmed.

Public Relations

While much of what happens with the center is BIG local news and covered in all local media, we will recommend that a consistent public relations effort be implemented to keep a positive flow of news about the center active. New programs, new equipment, new personnel, construction and grand opening updates, information about activities planned for the grand opening day and month, as well as important information about specific areas of the center - teen room, babysitting services, pool activities planned, birthday parties etc - will be promoted.

Print advertising

We recommend using the WILLIMANTIC CHRONICLE and HOMETOWN SHOPPER combination with the REMINDER (both north and south broadcast editions) to promote the center memberships.

Media schedules will be developed and implemented once the official construction completion date has been confirmed so we can work back from that date to build high visibility, interest and awareness that will peak with the grand opening.

Direct Mail

Post card mailings to the same households that receive the department brochure will be implemented during the pre-sell period. We anticipate developing and implementing two post cards during this phase.

Town Bill Inserts

Utilize appropriately timed town tax or trash bill distribution.

Phase One – Research Analysis and Preliminary Plan

Tactics - continued

Grand Opening

Parks & Recreation brochure

We will take full advantage of the distribution of the departments brochure in the fall to promote the center memberships and grand opening. Specific dates will be confirmed.

Public Relations

Information about activities planned for the grand opening day and month, as well as important information about specific areas of the center - teen room, babysitting services, pool activities planned, birthday parties etc - will be continue to be highlighted and promoted.

Print advertising

Increased use of the WILLIMANTIC CHRONICLE and HOMETOWN SHOPPER combination with the REMINDER (both north and south broadcast editions) will promote the grand opening of the center as well as memberships.

Direct Mail

A post card mailing to the same households that receive the department brochure will invite area residents to the grand opening festivities.

Cable Television

To add more media weight to the grand opening phase, we recommend using the local cable outlet to expand our reach and increase the frequency of our message.

Post-Grand Opening

Parks & Recreation brochure

Continue to take full advantage of the distribution of the departments brochure in late fall to promote the center memberships.

Public Relations

Continue distribution of releases on center activities and special community-driven FREE events.

Print advertising

Continue to use the WILLIMANTIC CHRONICLE and HOMETOWN SHOPPER combination with the REMINDER (both north and south broadcast editions) to promote special events and programs during the fall with emphasis on setting the stage for the New Year's Resolution push in late December 2003 and January/February 2004.

Phase One – Research Analysis and Preliminary Plan

Preliminary Budget Projections

Pre-Sell

Center brochure (8.5 x 11", two color, two sided, folded to 3.5x8.5" brochure, 20,000)		
preparation	\$1000	
printing	\$3000	\$4000
Department brochure (all ready estimated in department budget)		
Public Relations (includes a press kit on the center, a fact sheet, and development and implementation of regular releases/features on the center)		
preparation/PR	\$3000	
printing/postage	\$2000	\$5000
Print advertising		
CHRONICLE/HOMETOWN SHOPPER (3 col x 7" BW ads @ \$357 combo rate per ad)	\$6000	
REMINDER (1/2 page, BW ads, 2 zones, @ \$472 per ad)	\$5000	
Ad preparation (at least four ads to run in pre-sell phase)	\$2500	\$13,500
Direct Mail (development and implementation of 2 post card mailings during the pre-sell phase, 5x7", 2 color)		
preparation	\$2500	
printing (92,000 cards)	\$6000	
postage (to be confirmed)		\$8,500
Agency Compensation Includes management of communications program, liaison with town, vendors, media, coordination of all printing and mailings, strategic oversight of program, on-going consulting to town on center-related issues (February - July 03)	\$2500/month	\$15,000

Phase One -- Research Analysis and Preliminary Plan

Preliminary Budget Projections - continued

Grand Opening

Special events/activities/refreshments/decorations (includes invitations, grand opening day event and on-going events for the month of September)			
support materials	\$ 4000		
preparation of materials	\$ 2000		
			\$6,000
Department brochure (all ready estimated in department budget)			
Public Relations (includes coordination and development of grand opening PR)			
preparation/PR	\$2000		
printing/postage	\$1000	\$3000	
Print advertising			
CHRONICLE/HOMETOWN SHOPPER (3 col x 7" BW ads @ \$357 combo rate per ad)	\$3500		
REMINDER (1/2 page, BW ads, 2 zones, @ \$472 per ad)	\$4500		
Ad preparation (at least four ads to run in pre-sell phase)	\$2000	\$10,000	
Direct Mail (development and implementation of 2 post card mailings during the pre-sell phase, 5x7", 2 color)			
preparation	\$1500		
printing (46,000 cards)	\$4000		
postage (to be confirmed)			\$5,500
CableTelevision (four weeks on 8 cable channels at 20 spots/week)	\$4500		
preparation and production	\$1500	\$6,000	
Agency Compensation for <u>grand opening and post-grand opening</u> Includes management of communications program, liaison with town, vendors, media, coordination of all printing and mailings, strategic oversight of program, on-going consulting to town on center-related issues (August - February 04)	\$2000/month		
			\$14,000

Phase One – Research Analysis and Preliminary Plan

Preliminary Budget Review

Pre-Sell Phase (February - July)

Center brochure	\$ 4000
Department brochure	budgeted item
Public Relations	\$ 5000
Advertising and production	\$13500
Direct mail, two post cards	\$ 8500
Agency fee (6 months)	\$15000
Phase One Total	\$46,000

Grand Opening Phase (August - September)

Grand opening events during September	\$ 6000
Department brochure	budgeted item
Public Relations	\$ 3000
Print advertising and production	\$10000
Television advertising and production	\$ 6000
Direct mail, one post card	\$ 5500
Agency fee (2 months)	\$ 4000
Phase Two Total	\$34,500

Post-Grand Opening Phase (October 03 - February 04)

Department brochure	budgeted item
Public Relations	\$ 2000
Print advertising and production	\$ 5000
Television advertising and production	\$ 3000
Direct mail, one post card	\$ 5500
Agency fee (5 months)	\$10000
Phase Two Total	\$25,500

Note: direct mail costs, postage, and handling need to be confirmed



Preliminary Marketing Program Planning Guide

December 2002

Program elements Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan 04 Feb Mar

Pre-Sell Phase

Center brochure																
P&R brochure																
Public Relations																
Print advertising																
Direct Mail																
Town events/activities																

Grand Opening Phase

Center brochure																
P&R brochure																
Public Relations																
Print advertising																
Direct Mail																
Town events/activities																
Center activities/events																
Television																
Center tours																

Post Grand Opening

(to come)

Phase One – Research Analysis and Preliminary Plan

Non-Media/Internal Marketing Elements

There are many other important elements that need to be included within the "marketing mix" that will increase the potential for success of the center.

The development and organization of these elements will be included in the on-going marketing fee but separate budgets will need to be established for the implementation of these programs.

Elements beyond those identified here can be added to the work to be completed but will be estimated separately.

Member Feedback Program

It is critical that you have in place a communication program that allows easy and confidential exchange with members. This program would include: center posters, feedback form, communication channels/structure, and reporting process

Member Rewards Program

Most new members, after the grand opening, will come to the center through member referrals. A Member Rewards program will create a simple method that will encourage referrals and provide reward members. This program would include: center posters, member handouts and mailers, rewards.

Member Appreciation Program

Most fitness centers spend well over \$100 to gain a new member. However, most do not spend anywhere near that amount to keep the member. Our recommendation is to develop a consistent and prominent member appreciation program to maximize retention of members. Member retention can help the center become self-sufficient sooner and reduce future costs of member acquisition.

Community Activities and Events

It will be very important to balance the focus on fitness memberships to attain self-sufficiency with community elements of the center. We recommend that a comprehensive community plan we developed that would include: community appreciation days, free Sunday swims, quarterly community days for center use, special events and activities to bring area residents to the center on a regular basis.

Phase One – Research Analysis and Preliminary Plan

Non-Media/Internal Marketing Elements

Guest Pass Program

The development and implementation of a comprehensive and workable guest pass program can be a very useful tool in the marketing of the center. Determining how guest passes will be distributed and used, length of pass (1 day, 1 week), type of pass (VIP, non-resident, senior), and how they will be tracked and followed up will be important elements of this effort

Collateral and Promotional Materials Consistency

While promotional and informational materials to support center programs and services may be produced by various people - Parks & Recreation staff, independent instructors, outside vendors - the end result can be one of confusion. It is very important that ALL materials to support the center and its programs be consistent. We recommend the development of a baseline format that all people producing materials for the center must use. There are no exceptions. It is critical that the center be presented in a consistent, quality, and highly communicative manner.

Guest Management

How is a prospect greeted when he/she enters the center? What type of information do we gather about the prospect? How do we use that information to make the initial visit and subsequent contacts as friendly and helpful as possible? How do we train your people to be effective "order-takers" and "sales people"? What types of tools do they need? What type of training, oversight, and accountability? These are just some of the elements a strong guest management program can provide.

Optimum Revenue Development

Beyond memberships and programs there are a number of revenue opportunities that need to be developed and implemented. Center "workout gear", workout related items, food and drink items, and special programming all provide the center with additional income. It is our suggestion we work with Parks & Rec to develop a complete product/service extension strategy.

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

February 10, 2003

Town Council
Town of Mansfield

**Re: Nomination of Quinebaug-Shetucket Heritage Corridor to National Trust for
Historic Preservation's Eleven Most Endangered Historic Places List for 2003**

Dear Town Council:

As explained in the attached communication, the Quinebaug-Shetucket Heritage Corridor is being nominated to the National Trust for Historic Preservation's "Eleven Most Endangered Places List for 2003." In a conversation with the executive director of the Quinebaug-Shetucket Heritage Corridor, staff has learned that heritage corridor's placement on the list may assist the organization in its efforts to retain federal funding.

The Parks Advisory Committee has reviewed this issue and unanimously supports the heritage corridor's nomination to the list, and requests that the Town Council do the same. If the Town Council supports this recommendation, the following motion is in order:

Move, to authorize the Mayor to transmit a letter in support of the nomination of the Quinebaug-Shetucket Heritage Corridor to the National Trust for Historic Preservation's "Eleven Most Endangered Places List for 2003."

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(2)



Town of Mansfield Parks Advisory Committee

Sue Craig, Chair
Patricia Bresnahan
Dirk Fecho
John Fisher
Heather Fried
Jean Haskell
Jacquelyn Perfetto
Kristen Schwab
David Silsbee

Four South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Phone: 860-429-3321
Email: Parks&Rec@MansfieldCT.org

TO: Town Council
FROM: Parks Advisory Committee
DATE: February 5, 2003
SUBJECT: Heritage Corridor Nomination

At our February 5, 2003 meeting, the Parks Advisory Committee reviewed the correspondence from the Quinebaug and Shetucket Rivers Valley National Heritage Corridor regarding their nomination to the National Trust for Historic Preservation's Eleven Most Endangered Places List for 2003. The committee unanimously supports the nomination and we encourage the Town Council to do the same.

REC'D JAN 24 2003



QUINEBAUG-SHETUCKET
HERITAGE CORRIDOR, INC.
Preserving the Last Green Valley

Memo

To: All Corridor towns, members and committees

*From: Charlene Perkins Cutler
Executive Director
Quinebaug-Shetucket Heritage Corridor, Inc.
107 Providence St.
Putnam, CT 06260*

Date: January 21, 2003

Quinebaug and Shetucket Rivers Valley National Heritage Corridor is being nominated to the National Trust for Historic Preservation's Eleven Most Endangered Historic Places List for 2003. (See nomination text attached.)

Anyone wishing to support or oppose this nomination should do so by email to 11most@nthp.org.

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Nomination:

Eleven Most Endangered Historic Places, 2003

NARRATIVE

The Quinebaug and Shetucket Rivers Valley National Heritage Corridor, also known as "The Last Green Valley," was designated a National Heritage Corridor in 1994 for one simple fact: it is the last large tract of predominately undeveloped land in the coastal sprawl between Boston and Washington, D.C. [See map and satellite image attached.] The region is:

- 1,080 square miles in northeastern Connecticut and south central Massachusetts
- more than half the size of Grand Canyon National Park
- land mass of which 70% remains forests and farms
- a tourist destination: nationally known for Old Sturbridge Village and other historic sites, and for abundant, quality recreational opportunities
- located within 1 hour of three of New England's four largest urban centers
- located within 2.5 hours of 25 million people
- relatively low land prices

The Last Green Valley is at immediate risk because:

- the lowest milk prices in 20 years are forcing farmers out of business, resulting in a loss of open space and rural character;
- the Corridor's 35 towns are mostly small, volunteer run, with no professional planners; 3 have no zoning;
- development pressure grows exponentially each year, especially from single-family, large-lot subdivisions and potential casinos/resorts that are not subject to local or state zoning/environmental regulations.

To preserve The Last Green Valley we must:

- bring focus to the resources and why they are threatened,
- direct public policy to assist the preservation effort,
- attract sufficient levels of funding to accomplish the mission of the National Heritage Corridor, whose management entity has yet to receive a full appropriation from Congress. Delays in sufficient current year funding levels have delayed much-needed programming.

Overwhelming support for the mission is illustrated by:

- sustained grassroots involvement and work of hundreds,
- our 35 towns, all of which have signed the Community Compact, accepting the goals/objectives of our management plan,
- our partners, including the Nature Conservancy, the Trust for Public Lands, the Connecticut Audubon Society, the Universities of Connecticut and Massachusetts, state agencies, other public and private entities.

Recognition on the list of 11 Most Endangered Historic Places would help us to:

- communicate our case,
- influence public policy at all levels to sustain the Last Green Valley,

- raise additional funds for essential programming, including the education and inspiration of future stewards,
- engage stakeholders in solution-seeking, particularly at the local level

We would also hope to work in partnership with the National Trust for Historic Preservation, particularly in increasing our knowledge and understanding of what resources exist to assist us, and to help us work with the government and foundations in seeking funds for this critical work.

MINUTES
MANSFIELD COMMISSION ON AGING
MEETING HELD ON JANUARY 13, 2003

Present: Phil Fichandler, Chair Pro Tem, Barbara Ivry, Carol Phillips, Beth Acebo, Nora Stevens, and Robert Gouldsbrough.

Staff: Kevin Grunwald, Jean Ann Kenny, Marilyn Gerling,

- I. **Call to Order:** Phil Fichandler called the meeting to order at 2:35 PM.
- II. **Appointment of Recording Secretary:** Nora Stevens agreed to take the minutes for this meeting.
- III. The minutes of the December 9, 2002 meeting were approved as corrected: Correction of the spelling of Carol Phillips' name and under old business, the second sentence should read: Discussion followed and Phil Fichandler moved that the Commission not make this recommendation to the Town Council but when a position on the Commission becomes available that the Commission recommend to the Nominating Committee that the President of the Senior Center Association be considered for that vacancy.
- IV. **Communications:** Director of Social Services, Kevin Grunwald, was introduced to the Commission; members then introduced themselves to him.
- V. **Optional Reports:**
 - A. **Wellness Center, Education and MCNR :** Jean Kenny presented her December report. A copy is attached. In addition to the written report, Jean mentioned that Windham Hospital staff had notified her that the current outreach program would be discontinued at the end of January 2003. The VNA East nurse and Wendy Murakami, APRN will still provide services at the Wellness Center. On behalf of the Mansfield Center for Nursing and Rehabilitation, Jean expressed concern about the financial reduction of payment during the last year, by Medicaid and State funding. She also expressed concern regarding the closing of the Willimantic Social Service Office, which will interfere with patients getting on Medicaid in a timely manner.
 - B. **Senior Center, Social, Recreational and Education:** Marilyn Gerling presented her December report. A copy is attached. In addition to her written report, Marilyn announced the formation of a new Breast Cancer Support Group, which will meet on February 10, at 1:30 in the Senior Center.

Phil Fichandler reported that the Senior Center's computers had all been upgraded and that I.B.M. donated a new computer, which will be placed in the hall, and be accessible to everyone. He also expressed the hope for increase participation in the computer classes.

C. Housing: no report

D. Related Town and Regional Organizations:

Town Plan of Conservation and Development- Carol Phillips reported that this group is continuing to identify land use issues and the potential revenue to the Town. This group will meet on January 28th and 30th; with Jan. 30th meeting an open meeting on economic issues. This meeting will be at the Senior Center.

Town Community Center: Ray Moore stated that the Community Center will probably not make the targeted July opening because of the severe weather this winter. On January 22nd, Curt Vicente will come to the Senior Center to give an update on the progress.

VI. Old Business:

Reports on Agency requests for funding from Mansfield.

1. Community Companion and Homemaking Services: Jean presented Phil Secker's report. A copy is attached. Phil was not able to attend this meeting. A copy is attached. The \$4,000.00 requested was the same as the current year and after discussion, N. Stevens moved, second by R. Moore, to grant the request. The motion passed.
2. Dial-a-Ride and Dial-a-Ride, ADA (WRCC): Jean presented Mary Thatcher's report. A copy is attached. Mary was not able to attend this meeting. A copy is attached. B. Ivry moved, second by R. Moore, that we approve this request: however, during our subsequent discussion, a need was indicated for addition information. B. Ivry and R. Moore withdrew their motion. R. Moore again moved that we honor this request, but there was no second. N. Stevens asked Kevin Grunwald for his opinion. He stated that he had found there were really no guidelines in place, a situation he hopes to correct. N. Stevens then moved, with a second by B. Ivry, to table this request until the February 10th meeting. The motion passed.
3. McSweeney Senior Center: Phil Fichandler presented his report. A copy is attached. The request was for an increase from \$5,000.00 to \$6,000.00. After discussion, P. Fichandler moved, second by C. Phillips, to deny the increase and approve \$5,000.00. The motion passed.
4. Meals on Wheels: Jean presented Lib Norris's report. A copy is attached. Lib was not able to attend this meeting. A copy is attached. The request represented a decrease of \$43.00. C. Phillips moved, with a second by R. Moore that we grant this request. The motion passed.
5. VNA East: Nora Stevens presented this report. A copy is attached. VNA East requested an increase from \$9,000.00 to \$10,000. During the discussion several issues about the request were identified, including the fact that Mansfield's funding of \$9,000.00 is almost one third of the total \$25,900.00 from the ten participating towns. How is our share being determined? While we recognize and appreciate the value of the service of the VNA, we voted on the motion of N. Stevens, second by R. Moore to deny the increase and approve the \$9,000.00. The motion passed.

6. Mansfield Senior Center Association, Inc.: Phil Fichandler presented this report. A copy is attached. The request was for \$7,500.00, a \$500.00 decrease from the current amount. R. Moore moved, second by C. Phillips to grant the request. The motion passed.

VIII New Business:

Kevin Grunwald mentioned that he and J. Kenny are looking for supplementary funds for social services and are investigating the possible availability of funds from the Older Americans Act.

IX Adjournment:

The meeting adjourned at 4:10 PM.

Next Meeting Monday, February 10, 2003 at 2:30 PM, Mansfield Senior Center.

Respectfully submitted,

Nora Stevens
Secretary Pro Tem

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**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Offices
Tuesday, January 7, 2003**

MINUTES

Present: Steve Bacon, Phil Barry, Martin Berliner, Dale Dreyfuss, Mike Gergler, Wendy Halle, Al Hawkins, Philip Lodewick, Betsy Paterson, Dave Pepin, Steve Rogers, Phil Spak, Betsy Treiber, Frank Vasington

Staff: C. van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:00 p.m.

2. Opportunity for Public to Comment

Greg Padick, Mansfield Town Planner, reported that the Mansfield Planning and Zoning Commission reviewed the draft Partnership meeting notes from December and some members had questions about references to the proposed town green. They said that a green designed with open areas was important. There was some concern expressed that decisions had already been made about design of the green. Mr. Padick said he assured the Commission that no final decisions had been made yet.

3. Approval of Minutes

Steve Bacon made a motion to approve the minutes. Dale Dreyfuss seconded. The minutes were approved unanimously.

4. Approval of Calendar for Board Meetings in 2003

Betsy Treiber made a motion to approve the calendar of Partnership meetings for 2003. Steve Bacon seconded the motion. There was some discussion that the March 4 meeting date may need to be changed, as there is an UConn women's basketball game in Hartford at 7 pm. The motion was approved.

5. Appointment of Committee Members

Steve Bacon made a motion to approve the appointment of Kathryn Myers to the Planning and Design Committee. Betsy Paterson seconded the motion. The motion was approved unanimously.

6. Senior Membership Rate

Betsy Treiber made a motion to provide a senior rate of \$10 for persons 60 years and above (based on the Membership Development Committee's recommendation). Wendy Halle seconded. The motion passed with Dale Dreyfuss and Marty Berliner voting no.

7. Update on Municipal Development Plan

Phil Barry said the Finance and Administration Committee continues to work with Looney Ricks Kiss to finalize a Scope of Work for services. This includes negotiation on cost. Philip Lodewick asked if any proposed changes would affect the timeline. Mr. Barry did not think this would result in delays.

8. Update on Hiring Partnership Attorney

Mr. Bacon reported that an ad hoc committee of himself, Mr. Berliner, and Mr. Dreyfuss met to discuss the hiring of an attorney for the Partnership. The Partnership will put together a Request for Qualifications for an attorney for the Partnership. The Partnership will investigate advertising for an attorney through the Connecticut Law Tribune. An attorney would be hired on an as needed basis with criteria including a legal land use and environmental background.

9. Report from Committees

Membership Development – Ms. Treiber said there were now 152 members of the Partnership. She said the emphasis over the next month would be to solicit memberships from the UConn Advocates who live in Mansfield.

Planning and Design – Mr. Bacon said the Planning and Design Committee met in December and continued its discussion on the town green. The next step is to talk to Looney Ricks Kiss about the design criteria that the Committee developed.

Advertising and Promotion – Ms. van Zelm gave the Advertising and Promotion Committee report in Mr. Woods' absence. Ms. van Zelm said she and Mr. Woods would meet with the Town's Arts Advisory Committee about the idea of using Husky Blues for art space. Ms. Paterson said the Committee was investigating ways to distribute a newsletter including through local newspapers where the cost would be none due to payment for advertising space by businesses. Mr. Pepin said he looked forward to a future update from Mr. Woods on planned construction at the School of Fine Arts and its connection with new downtown development.

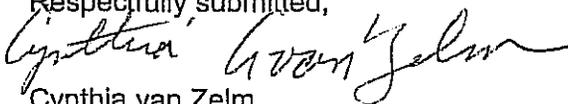
10. Other

Frank Vasington referred to correspondence in the Board members' packets related to the Environmental Impact Evaluation for the proposed Graduate Student Apartments and Downtown Mansfield Master Plan Projects. He asked whether the Partnership needs to formally reply to the comments. Mr. Dreyfuss noted that the correspondence was directed to the University and they will be replying to the comments. Al Hawkins noted the importance of the Partnership taking the comments into account during the next planning and design phase.

11. Adjourn

The meeting adjourned at 4:30 PM. The next meeting is set for February 4 at 4 PM.

Respectfully submitted,



Cynthia van Zelm
Executive Director, Mansfield Downtown Partnership

TOWN OF MANSFIELD
Community Center Building Committee Meeting
January 06, 2003
MINUTES

Present: A. Rash, D. Hoyle, C. Kueffner, M. Paquette, J. Pandolfo, M. Johnson

Staff: Town Manager M. Berliner, Capital Projects and Personnel Assistant L. Patenaude, Director of Parks and Recreation C. Vincente

Others: Construction Manager K. Boutin, Architect D. Harazim

1. Call to Order

A. Rash convened the meeting at 7:00 p.m.

2. Approval of Minutes

The minutes of the November 18, 2002 meeting were approved.

3. Audience to Visitors

None

4. Additions to the Agenda

None

5. Staff Reports

- a. Construction Manager's Report –K. Boutin gave an overview of what was occurring on site and what was to occur within the next couple of weeks. It was reported that electrical and mechanical work has bottled up due to the fact that the roof is not done over the boiler and mechanical rooms. A. Rash wanted to know what part of the work for the coming period was weather dependent? K. Boutin reported that the pool filter room roof needed to be done and that the equipment was in storage until that roof was done.

M. Berliner questioned the strength of the concrete of the pool. K. Boutin replied that the next test hadn't come up yet and that of the four panels one core has not come up to strength and that the next test is scheduled for 56 days.

M. Berliner requested an allowance report from the construction manager. C. Kueffner asked where if the allowance money was disbursed from. K. Boutin replied that it was held and disbursed from Industrial Construction.

- b. Architect's Report – D. Harazim wanted to bring to the Committee's attention that now would be the time to start thinking of items to include if there were money left over in contingency. He stressed that no decisions had to be made as of yet, but that it would be beneficial to obtain pricing. The items mentioned were: kitchen, tac serv, tile materials – gym and lobby and acoustical paneling for the ceiling, pcp, 1011 gym areas. A. Rash stated that D. Harazim could get prices and that the Committee could prioritize at a later date.

C. Kueffner wanted to know if there is a list of equipment that is needed. C. Vincente replied that there is a nineteen page list that he has prepared by room or area of the building. C. Kueffner asked if anyone had contacted UConn surplus. C. Vincente replied that all potential resources will be looked at once the list is prioritized.

6. Old Business

None.

7. New Business

A. Rash was pleased to report that the staffing plan had been approved. C. Vincente pointed out that personnel were to be phased in.

C. Vincente requested that the meeting schedule sent out with the packet be approved.

C. Kueffner asked what the status of the Kalwall was. K. Boutin replied that he should have approved shop drawings tomorrow. M. Berliner pointed out that the windows and precast are supposed to be delivered this week. J. Pandolfo mentioned that the project would have some punchlist items.

The meeting schedule was approved by the Committee.

The next regular meeting is February 3, 2003 at 7:00 p.m.

The meeting was adjourned at 7:45 pm.

Respectfully Submitted,

Linda Patenaude,
Capital Projects and Personnel Assistant

INDUSTRIAL CONSTRUCTION COMPANY, INC.

752 North Mountain Road
Newington, Connecticut 06111-1496

(860) 953-5667
Fax (860) 953-2145

Founded in 1921

Job Meeting Minutes

MEETING NO: 20

DATE: January 20, 2003
PROJECT: Mansfield Community Center
LOCATION: Town Hall, Council Chambers
ADDRESS: 4 South Eagleville Road, Mansfield, CT

*Mansfield Community Center
Building Committee
February 3, 2003
AGENDA ITEM # 5.a.i*

ATTENDEES

Town Of Mansfield (TOM)	Martin Berliner
Town Of Mansfield (TOM)	Linda Patenaude
Town Of Mansfield (TOM)	Mike Nintean
Town Of Mansfield (TOM)	Curt Vincente
The S/L/A/M Collaborative (SLAM)	John VanderMaelen
Industrial Construction Company, Inc. (ICC)	Dave McNaughton
Industrial Construction Company, Inc. (ICC)	Ken Boutin
Electrical Contractors, Inc. (ECI)	Mark Gamache
LaRosa Building Group, LLC (LBG)	Ron Scrittorale
LaRosa Building Group, LLC (LBG)	C. Scott Murray
Milton Beebe & Sons (MBS)	Not Represented
Norconn Services	Paul Hamilton
Patriot Mechanical Services (PMS)	Ron Becotte
Rizzo Construction Pool Co. (RP)	Not Represented
Shepard Steel Company (SSC)	Not Represented
Sullivan/Benson (SB)	Not Represented

Next Job meeting will be in the Council Chambers on Wednesday, January 22, 2003, at 9:00am.

Meeting took place at Mansfield Town Hall in Council Chambers and began at 9:00am. on January 8, 2003.

1. Safety/owner coordination/record keeping

- | | | |
|----------|-----|---|
| ALL SUBS | 1.1 | Contractors should submit copies of their Material Safety Data Sheets and safety programs to ICC. MSDS will be filed and available in the project field office. |
| ALL SUBS | 1.2 | Contractors and employees operation equipment or driving vehicles on or around site should drive with caution. Watch out for students and other pedestrians in area. |
| ALL SUBS | 1.3 | Daily clean up required in work areas. |
| ALL SUBS | 1.4 | Call 911 in case of an emergency. Job site is behind Town Office Building at 4 South Eagleville Road. Fire extinguishers and first aid kit are located in field office. |
| ALL SUBS | 1.5 | This is a HARD HAT project. Hard hats must be worn at all times by workers and visitors to job site. All visitors are to sign-in at ICC field office. |
| ALL SUBS | 1.6 | Contractors using forklifts or cranes on site should submit copy of operator certifications or license. 103. |

- ALL SUBS 1.7 Any contractors planning any activity which will impact the Town Offices in any way is to coordinate with ICC well in advance so arrangements can be made with the Owner.
- ALL SUBS 1.8 Project Emergency Plan posted in field offices.
- ALL SUBS 1.9 The nearest medical center is Med-East medical Walk-In Center at 1703 West Main (Route 32) in Willimantic. Telephone number is (860) 456-1252. Directions are available in Construction Manager's Field Office.
- ALL SUBS 1.10 The nearest hospital is Windham Community Memorial Hospital at 112 Mansfield Avenue in Willimantic. Main telephone number is (860) 456-9116. Directions available in ICC field Office.
- ALL SUBS 1.11 Mechanical, electrical and pool contractors are to schedule inspections of their work directly with Building Department and advise ICC superintendent. Contractors may write up their own inspection reports that the Building Official can sign after inspection of work. Copies of contractor's inspection reports should be given to ICC Superintendent. We will note inspection in our Daily Log.
- ALL SUBS 1.12 Building Inspector Mike Nintean stated the Building Dept. workload is increasing and contractors should schedule inspections 24 hours in advance.
- ICC 1.13 ICC will schedule inspections with Building Department for items covered by its Building Permit. ICC will also schedule inspections done by Special Inspector and Test Lab.
- SSC 1.14 Rain water is leaking through metal roof deck over pool. Roof deck side seams and end-laps were caulked during installation of decking. The leaks appear to be at the roof deck end-laps where the corners lap one another. Shepard Steel will re-caulk end-laps. **11.20.02:** Shepard has caulking material on site. **12.4.02:** Shepard waiting for better weather conditions. Past month has been too wet. **12.18.02:** Shepard will do caulking this week if weather permits. **1.8.03:** SSC caulked roof deck end laps 12/21/02.
- 1.15 **12.18.02:** Materials Testing Inc. (MTI) recorded a low mortar strength for a 56-day break in Test Report 1080AB. A 112-day break is scheduled for 1/28/03.

2. Submittals

- ALL SUBS 2.1 Contractors should review requirements for Submittals and Product Substitutions in Specification Section 01335. Contractors are to review and stamp submittals before submitting to the Construction Manager. Contractors are to submit 5 copies plus the number of copies they want returned for their use. Use arrows or circle items requiring selection on product data sheets.
- ALL 2.2 Review Submittal Report for items in review or requiring action.
- LBG 2.3 Kalwall shop drawings and engineering calculations returned "Revise and Resubmit". Shop drawings being reviewed by LaRosa and Kalwall. LaRosa needs to resubmit. **9.25.02:** LaRosa to resubmit revised shop drawings to ICC when received from Kalwall. **10.9.02:** LBG to expedite Kalwall shop drawing revisions (i.e. windows missed on original submittal). The amount of deflection is also an issue. Kalwall's deflection of L/80 on shop drawings does not meet L/175 specified by Architect. **10.23.02:** p. 104 LBG will meet to resolve issues. Kalwall is approximately an eight-week lead item after approval of shop drawings. **11.6.02:**

Kalwall issues resolved. Kalwall preparing wind load calculations and shop drawings. LaRosa reported 1 to 2 weeks for submission of shop drawings.

11.20.02: Kalwall submitting sketches later today detailing the stiffeners that will be used to meet the deflection requirements. SLAM will review. The exterior face of each mullion will get a stiffener batten. Shop drawings are being revised and will be submitted as soon as possible for review and approval. **12.4.02:** Kalwall shop drawings needed ASAP. Kalwall is working out details where their product connects to the Kawneer aluminum windows at the Teen Center. ICC suggested to LaRosa that Kalwall submit shop drawings for all the other translucent windows while they finish details for the windows at the Teen Center. **12.18.02:** LaRosa expects to receive shop drawings from Kalwall tomorrow 12/19/02. **1.8.03:** Kalwall shop drawings were submitted to and reviewed by SLAM. Drawings returned to ICC "Approved as Corrected" on 1/7/03. ICC returned to LaRosa this morning. Three sloped head units on Line-I have to be resubmitted for approval. Corrected shop drawings will be required for record.

- SLAM, TOM 2.4 Security system information needed for rear entrance door. Junction boxes provided for two keypads at rear entrance. **11.20.02:** Information needed for type of security hardware planned for rear entrance. Raceway roughed to door head for wiring access to aluminum door frame. **12.18.02:** Raceways were provided from keypad locations to Door 137A based on the limited information available about future security hardware.
- TOM/SLAM/ATA 2.5 Information for the telephone/paging system is needed from BEI to coordinate electrical work being done by ECI. ICC and ECI need copies of equipment submittals, product cut sheets and shop drawings. **12.18.02:** BEI representative was in field to meet with ECI's electrician. BEI did not require backboxes for the gym speakers they are providing. BEI speakers will be mounted to a standard junction box. No written documentation has been received regarding this change. **1.8.03:** TOM will contact BEI for equipment cuts so SLAM/ATA can determine if there is adequate wall space for mounting paging equipment on wall in Electrical Room 135.
- TOM 2.6 Most of the electrical work being done for the security system is based on information shown on the electrical drawings and through informal meetings with Sonitrol's electrician. **12.18.02:** Additional electrical work was required by Sonitrol for door security not shown on the electrical drawings. Sonitrol provided a marked up plan in the field with this information on it. ECI requested information regarding security equipment so they could coordinate with their electrical work.
- LBG, SLAM 2.7 Precast Shop Drawings returned "Approved as Corrected". Mason and LBG have questions regarding pier details and joint locations. Some of these questions should have been asked before shop drawings submitted for approval. Clarification is needed on the pier details the Architect corrected on the shop drawings. Precast lead time is 4 to 5 weeks after approval of shop drawings. **11.20.02:** Wall section detail required for precast and wall construction at Teen Center curved wall. Architect should have sketch ready for Friday 11/22/02. First precast deliveries scheduled for middle of December. LBG to confirm dates. **12.4.02:** LBG reported delivery for precast pushed back to end of December. **12.18.02:** LaRosa reported precast should start getting delivered at the end of December. **1.8.03:** First delivery of precast received 1/7/03. More deliveries scheduled for this week. SLAM issued A-SK29 dated 1/2/03 for wall construction details at Teen Center windows. Precast details for lintels over windows reviewed with mason after meeting. CT Mason believes they have enough information to develop a shop drawing for precast lintels on curved wall. CT Mason will review with Continental Stone to determine if additional information is needed from SLAM.
- SLAM 2.8 Sitting Room storefront, p. 105^{vs} being redesigned by SLAM. Storefront frames being changed to curtain wall. **12.4.02:** Architect will be issuing Proposal Request

with sketches and information for revised window system. **12.18.02:** Proposal Request #20 from Architect for curtainwall system received by ICC. ICC sent to LaRosa for pricing. **1.8.03:** ICC reviewing pricing from LaRosa/Binswanger. LaRosa is waiting for pricing from metal framing subcontractor (R&L).

3. Changes

- ALL SUBS 3.1 Design changes may be issued in Proposal Request, Supplemental Instructions or as a RFI response. Contractors are to quote any change promptly to the CM, normally 5 working days after receipt of change.
- 3.2 The following changes are needed from the Architect:
 3.2.1. None.
- TOM/SLAM/ATA 3.3 Some items shown on Drawings ESK-6 and ESK-7 for revised paging system require coordination with Owner. ECI also needs backboxes from Town's vendor (BEI) for gym speakers. **11.6.02:** ICC will coordinate with Owner. **11.20.02:** ICC has coordinated locations of power and data outlets and phone jacks with Owner. ICC will provide marked-up drawings to ECI. **12.4.02:** Paging equipment shown in Electrical Room 135. ECI does not believe enough wall space is available for mounting this equipment and has suggested locating this equipment in Data Room 119B. RFI #122 dated 11/22/02 sent to ATA and SLAM for review and response. **12.18.02:** SLAM and ATA still reviewing RFI #122 regarding space for paging system equipment. The electrical room walls are built. Available wall space is limited after considering installation of other equipment and required working clearances. ATA and SLAM should verify space requirements for this equipment. **1.8.03:** TOM will get equipment cuts from BEI so SLAM/ATA can determine space requirements for the paging system equipment scheduled for Electrical Room 135.
- LBG, NS 3.4 SLAM to issue changes to roof fastening system over Pool area. **9.10.02:** SLAM issued PR # 13 and 14. **9.25.02:** LBG stated that the roofing contractor is preparing a cost proposal for PR # 13 and 14. LBG anticipates receiving the cost proposal today (9.25.02) and issuing to ICC on 9.26.02. **10.9.02:** ICC received cost proposal on 10.8.02. ICC/SLAM to review. **10.23.02:** SLAM is issuing P.R. #16 to incorporate all changes to date for pool roof. **11.6.02:** ICC wants to schedule a meeting to review roofing and proposed changes for pool roof. LaRosa reported roofer also has questions about proposed changes to roof design at pool area. Roofing meeting scheduled for 10/14/02 at Town Hall. **11.20.02:** Pricing needed from LaRosa and Norconn for roofing changes discussed in roofing meeting 11/14/02. **12.4.02:** No change in price for coverboard changes and addition of walk pads to roof-top equipment. LBG has not received pricing from NORCONN for pool roof change. Proposed change is to use adhesive or hot asphalt in lieu of screws to attach top layer of roof insulation board.
- LBG 3.5 The following PR's require pricing:
 3.51 Vistawall Curtainwall system for Sitting Room.
- ALL 3.6 Review RFI Report. Submit RFI's to the Construction Manager.
- TOM 3.7 ICC met with Mike Birdseye at SNET and CL&P on 7/12/02 to located property pole at northeast corner of Town Hall property. The utilities will be requesting easements across the Town Hall property for their utilities to the Community Center. T is in the process of surveying easements and writing legal descriptions. Part of easement is over southeast corner of E.O. Smith High School property. **9.25.02:** TOM needs to finalize this item ASAP. **10.9.02:** TOM stated that all required signatures would be in place no later than beginning of the week (10/14/02). **10.23.02:** Easements pending approval by all parties for Town and School District 19. Town has paid SNET for pole installation. **1.6.02:** Title Search being done this week. SNET pole

on site. TOM has notified SNET to install pole. ICC will also call Mike Birdseye at SNET. Pole scheduled for week of 11/17/02. **11.20.02:** SNET pole installed this afternoon. Beebe scheduled to install underground conduit from curb to pole this Friday 11/22/02. **12.4.02:** Beebe and ECI finished underground conduit run to pole. **12.18.02:** Town Attorney should be finalizing easement today. **1.8.03:** Town Council approval of easement on the agenda for their meeting Monday, 1/13/03.

- RIZZO 3.8 Additional information needed for Timing System for Lap Pool. SLAM will discuss with ATA and Pool Consultant. **9.25.02:** SLAM stated that concerns have been discussed and addressed. SLAM to issue ASI on resolution of this item. **10.9.02:** SLAM still needs to issue ASI. **10.23.02:** Information needed as soon as possible so conduit can be roughed in masonry walls and slabs at Pool Building. **11.6.02:** ECI needs junction boxes provided by Rizzo. **11.20.02:** ICC has requested junction boxes from Rizzo. **12.4.02:** Key switch box located on east wall of pool room to control power to scoreboard per direction from SLAM. **12.18.02:** Junction boxes should be in next week. **1.8.03:** Junction boxes on site. ECI will need layout information for box locations.
- 3.9 **1.8.03:** Submitted firestopping detail for 1st floor mechanical room walls on 8 and M Lines approved by Fire Marshal John Jackman. The top of the 8" block wall had to be reduced to 4" solid block to clear the steel beams running parallel with walls.
ITEM CLOSED

4. Contract Administration

- ALL 4.1 Certified Payroll Certificates are to be kept up-to-date and submitted to the Construction Manager for review.
- 4.2 To date the Owner has selected to do Alternate Nos. 11, 14, 15, 16, and 17.

5. Site Storage, Parking and Deliveries

- ALL 5.1 Coordinate on-site parking and storage requirements with CM's Superintendent.
- ALL 5.2. Parking lot is also available for storage if needed.
- ALL 5.3 The roofing contractor will require an area approximately 25' X 25' by pool building for asphalt kettle. An area for a small crane will also be needed for hoisting materials onto roofs. Most of the roofing materials will be stored up on the roof areas.

6. Schedule – General

- ALL SUBS 6.1. Review labor, material and equipment resources.
- ALL SUBS 6.2. Review schedule.
- LBG, NS 6.3. **11.20.02:** East and south walls of the pool area are needed for the flat roofs over the center building. Other masonry walls needed for flat roofs are exterior wall north of the boiler and mechanical room on second floor and exterior wall north of fire pump, electrical room and filter room. ECI also needs west wall of electrical room to continue their work in electrical room. Roofing work should start end of November. High flat roof over boiler and mechanical rooms and low flat roof over electrical, fire pump and filter rooms are high priority areas (all main building flat roofs north of Column Line 16). **12.4.02:** Tight roofs required to pull conductors and branch wiring and to continue work in boiler and mechanical rooms. **1.8.03:** Masonry walls completed around flat roof areas of main building. Roofing contractor will start roof over 2nd floor boiler and mechanical rooms tomorrow, 1/9/03 (weather permitting).

- 6.4 **12.4.02:** Roof shingles delivered today for sloped roofs. LaRosa installing SIPS panels on the south side. Roofer will start shingles on north side tomorrow 12/5/02. **12.18.02:** Shingles completed on north side. LaRosa installing SIPS on south side of pitched roof. Norconn is shingling south side right behind LaRosa's crew. Norconn should finish roof shingles tomorrow. **1.8.03:** Shingles completed on pitched roofs. Metal drip edge will be completed later with other sheet metal trim work. **ITEM CLOSED**
- LBG, NS 6.5 **12.4.02:** Roofer needed on job to do flat roofs on main building north of 16 Line and Gym. LaRosa also has to finish small wood framed parapets and masonry adjacent to these areas. Roofer is backed up on other jobs because of wet and cold weather. Paul Hamilton with Norconn said this job was next on his list. Patriot Mechanical reported they would be leaving job until roof is installed over Mechanical Room and Boiler Room. **12.18.02:** Materials for flat roofs over main building delivered this morning. **1.8.03:** Norconn will be roofing over mechanical and boiler room tomorrow, 1/9/03 (weather permitting).
- LBG 6.6 **1.8.03:** LaRosa needs manpower on site to continue work on fascias and soffits at gym and pool. No carpenters on site since 12/30/02.
- LBG 6.7 **1.8.03:** 1st Delivery of precast received 1/7/03. More deliveries scheduled for this week.
- LBG 6.8 **1.8.03:** Materials for Kawneer Windows and Entrances shipping this week to LaRosa's subcontractor, Binswanger Glass.

7. Trade Reports

- 7.1 M. Beebe & Sons, Inc. - Past Two Weeks
7.1.1 Plow snow in parking lot and driveway.
- 7.2 M. Beebe & Sons, Inc. - Next Two Weeks
7.2.1 No activity.
- 7.3 LaRosa Building Group - Past Two Weeks
7.3.1 Installed wood blocking for windows.
7.3.2 Continued fascia and soffits work on gym.
7.3.3 Finished exterior walls abutting flat roof areas over main building.
- 7.4 LaRosa Building Group - Next Two Weeks
7.4.1 Continue building exterior fascias and soffits at gym.
7.4.2 Start LVL and framing for exterior soffits at pool.
7.4.3 Lay split-face veneer for south elevation of pool building, Sitting Room and Teen Center.
7.4.4 Receive delivery and start setting precast stone sills for lower level windows.
7.4.5 Receive window materials and start fabrication of lower level windows.
7.4.6 Insulate and hang drywall for 2nd floor boiler and mechanical rooms.
7.4.7 Install roofing on flat roofs over main building north of 16 Line.
- 7.5 Shepard Steel Company - Past Two Weeks
7.5.1 Caulked roof deck end-laps over pool area.
- 7.6 Shepard Steel Company-Next Two Weeks
7.6.1 Install railings for Stairs S1 and S2.
7.6.2 Correct column clips and install tails on bow-string trusses under pitched roof area.
7.6.3 Finish bolting bond beam angles to structural steel beams.
- 7.7 Rizzo Pool - Past Two Weeks
7.7.1 Installed formwork for grouting pool outer.
7.7.2 Delivered junction boxes timing sysP.108
- 7.8 Rizzo Pool - Next Two Weeks

7.8.1 Grout pool gutter.

7.9 H.H.S. Mechanical – Past Two Weeks

7.9.1 Installed sprinklers on second floor.

7.10 H.H.S. Mechanical – Next Two Weeks

7.10.1 Continue sprinkler piping on second floor of main building.

7.11 Patriot Mechanical - Past Two Weeks

7.11.1 Set boilers on housekeeping pad.

7.11.2 Cut roof deck and installed boiler breeching.

7.11.3 Cut out heating lines for new strut at Stair S2.

7.12 Patriot Mechanical - Next Two Weeks

7.12.1 Continue work in mechanical and boiler rooms.

7.12.2 Continue drainage pipe for trench drains in pool area.

7.12.3 Start insulation for piping and ductwork.

7.12.4 Install rough electrical (low voltage) for automatic faucets and flushometers.

7.13 Electrical Contractors, Inc. - Past Two Weeks

7.13.1 Continued roughing electrical in framed and masonry walls.

7.14 Electrical Contractors, Inc. - Next Two Weeks

7.14.1 Pull conductors from switchgear to transformer.

7.14.2 Pull branch wiring inside main building.

7.14.3 Schedule CL&P to pull conductors for new electrical service.

8. Trade Items and Discussion

- | | | |
|---------|-------|---|
| | 8.1 | Bid Package No. 1 - Site Work |
| | 8.1.1 | No items. |
| | 8.2 | Bid Package No. 2 - General Trades |
| LBG, NS | 8.2.1 | Roofer needed on site to do main building flat roofs and gym. |
| | 8.3. | Bid Package No. 3 - Structural and Misc. Steel |
| SSC | 8.3.1 | Pool Roof deck to be caulked as originally specified. Test lab will inspect deck installation and caulking. ICC also inspected priming and caulking of deck. 9.25.02: ICC stated that the priming and caulking of deck is complete. ICC stated that there are still some small holes to patch. 10.9.02: SSC to finish patching at small holes. TOM requested reinspection of caulking on deck over pool. ICC sketched locations where rain water is leaking through deck end laps. Shepard will correct. 11.6.02: New caulking materials on site. Pool roof deck end laps are leaking in several locations and need to be re-caulked. 12.18.02: Shepard will caulk deck end-laps this week weather permitting. 1.8.03: Roof deck end-laps re-caulked on 12/21/02. |
| | 8.4. | Bid Package No. 4 – Swimming Pools |
| RP | 8.4.1 | Rizzo will shoot test panels while shotcreting pool shell. Specified mix design is a minimum of 4000 PSI. Mix Design sent to pool consultant for review and approval. 9.25.02: R&R stated to adjust cement content between 6 ^{1/2} – 7 bags of cement per cubic yard. 10.9.02: Test panels have been made. 11.6.02 Test reports to date for pool concrete have exceeded minimum requirements for strength. 12.4.02: One of the four shotcrete test panels done on 9/25/02 had a low break for the minimum 28-day strength (Test Report #S-1099). The test lab will do a 56-day test break on a core retrieved from the same test panel. The other three test panels done the same day exceeded the specified minimum 28-day compressive strength. 1.8.03: Pool filter room equipment ready to be shipped. ICC will discuss with Rizzo. Also need layout for housekeeping pads from Rizzo. |
| | 8.5. | Bid Package No. 5 - Plumbing and HVAC |

- LBG, NS 8.5.1. Tight roof needed to continue with mechanical and boiler room work. Roofer will be starting roof over 2nd floor boiler and mechanical rooms tomorrow, 1/9/03.
- HHS 8.6. Bid Package No. 6 - Fire Protection
 8.6.1 No items.
- 8.7. Bid Package No. 7 – Electrical
- SNET 8.7.1 ECI stated they need a tight roof.
- TOM 8.7.2 **12.4.02:** ECI asked TOM if utility easement through the Town Hall property is completed for utilities. CL&P has previously stated they want easement in place before installing their work. TOM checking on status. Attorney should be finalizing easement today according to TOM. **1.8.03:** Approval of easement on agenda for Town Council Meeting 1/13/03.

INDUSTRIAL CONSTRUCTION COMPANY, INC.

Kenneth M. Boutin

Cc: All present
All other trade contractors listed above
Building Committee
File

**INDUSTRIAL CONSTRUCTION
COMPANY, INC.**

752 North Mountain Road
Newington, Connecticut 06111

860.953.5667 Fax: 860.953.2145

Submittal Packages

Summary Log In Review, Grouped by To Company

<p>Wansfield Community Center Project Field Office 100 South Eagleville Road Wansfield, Connecticut 06268</p>	<p>Project # MANS-001 Tel: (860) 429-9875 Fax: (860) 429-9875</p>	<p>Industrial Construction Co., Inc.</p>
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Number-Rev	From Company	Description	To Company	Sent	Due	Rec'd	Days +/-	Action
LaRosa Building Group, LLC								
101-08633-3	Industrial Construction Co., Inc.	Kalwall: Design Calculations for Sloped Head Units on I-Line	LaRosa Building Group, LLC	1/7/2003	1/21/2003		-14	
102-08633-3	Industrial Construction Co., Inc.	Kalwall: Shop Drawings for Sloped Head Units on I-Line	LaRosa Building Group, LLC	1/7/2003	1/21/2003		-14	
101-1160-1	Industrial Construction Co., Inc.	Paint (High Performance Coatings)	LaRosa Building Group, LLC	12/9/2002	12/23/2002		15	
Northeast Aquatic Design								
101-03361-1	Industrial Construction Co., Inc.	Shotcrete Design Mix w/ 6.5 Bags Cement/CY	Northeast Aquatic Design	11/1/2002	11/15/2002		53	
101-13154-1	Industrial Construction Co., Inc.	Ceramic Tile for Therapy Pool (Depth Markers-Revised)	Northeast Aquatic Design	12/19/2002	1/2/2003		5	
Patriot Mechanical Services, LLC.								
05-15890-1	Industrial Construction Co., Inc.	Duct Hanger Wall Detail for Pool Area	Patriot Mechanical Services, LLC.	12/19/2002	1/2/2003		5	Revise and Resubmit
The S/L/A/M Collaborative								
01-09622-0	Industrial Construction Co., Inc.	Resilient Athletic Flooring	The S/L/A/M Collaborative	11/25/2002	12/9/2002		29	
Number of Submittal Packages in this Project: 7								

Summarized submittal log in review grouped by To Company. Reviewer tracking dates as well as the description, company and reviewer for each submittal package are shown.

**INDUSTRIAL CONSTRUCTION
COMPANY, INC.**

752 North Mountain Road
Newington, Connecticut 06111

860.953.5667 Fax: 860.953.2145

Request for Information

Summary Log of all Outstanding RFIs

Mansfield Community Center
Project Field Office
100 South Eagleville Road
Mansfield, Connecticut 06268

Project # MANS-001
Tel: (860) 429-9875 Fax: (860) 429-9875

Industrial Construction Co., Inc.

RFI #	Subject	Answer Company	Submitted	In Review	Date Req'd	Days Late	Amount	Delay
122	Location for Paging Equipment	Applied Thermodynamics Assoc's., Inc.	11/22/2002	46	11/29/2002	39		
125	Precast Pier Cap Detail	The S/L/A/M Collaborative	12/23/2002	15	12/30/2002	8		
126	Plastic Laminate Schedule	The S/L/A/M Collaborative	1/3/2003	4	1/10/2003	-3		

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Summarized outstanding RFIs, in a log format.

MINUTES
MANSFIELD PLANNING AND ZONING COMMISSION
Regular Meeting, Tuesday, January 21, 2003
Council Chambers, Audrey P. Beck Municipal Building

Members present: A. Barberet (Chairman), R. Favretti, B. Gardner, R. Hall, K. Holt, P. Kochenburger,
P. Plante, G. Zimmer
Members absent: J. Goodwin
Alternates present: E. Mann, B. Mutch
Alternates absent: B. Ryan
Staff present: C. Hirsch (Zoning Agent), G. Padick (Town Planner)

Chairman Barberet called the meeting to order at 7:13 p.m., appointing Alternate Mann to act in place of Mrs. Goodwin.

Minutes: 1/6/03 – Favretti MOVED, Gardner seconded to approve the Minutes as presented; MOTION PASSED unanimously.

1/13/03 field trip – Holt MOVED, Favretti seconded to approve the Minutes as presented; MOTION CARRIED, Holt, Favretti and Barberet in favor, all else disqualified.

Zoning Agent's Report – The January Enforcement Activity Report was noted.

Mr. Hirsch briefly explained the proposed amendment to the Town Zoning Citations Ordinance, after which Gardner MOVED, Holt seconded that the Commission endorse the proposed amendment to Section 1.a of the Town of Mansfield Zoning Citations Ordinance, because the proposed amendment will provide for an improvement in the Town's ability to enforce its zoning regulations. MOTION PASSED unanimously.

Charter Communications violation – Landscaping issues cannot now be rectified before spring; the Town continues to issue citations and fines, which the company continues to pay.

Negro court countersuit against the Town – Mr. Hirsch explained that the suit is to be heard next Monday; the Town has moved for dismissal of the case.

Public Petroleum flags – It was mentioned that the numerous flags above the filling station at Four Corners have become frayed; the Zoning Agent was directed to ask the Town Attorney whether the station owners can legally be directed to remove or replace them.

Old Business

Natchaug Hospital proposed expansion, file 937-4 – Barberet MOVED, Gardner seconded to approve with conditions the special permit application (file #937-4) of Natchaug Hospital for the expansion of existing facilities and uses on property located at 189 Storrs Rd. in a Planned Business-1 zone, as submitted to the Commission, including site plans dated 9/1/02, landscape plans with 11/4/02 issue date, architectural plans dated 9/11/02 and a Statement of Use dated 9/11/02, an undated storm water and landscape management plan, and as presented at Public Hearings on 11/4/02, 11/18/02 and 12/2/02. This approval is granted because the application as hereby approved is considered to be in compliance with Article V, Section B, Article IX, Section D.3.b, and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. Based on applicant submissions noted above and supplemental information presented at Public Hearings (including an 11/14/02 letter from Attorney General R. Blumenthal and Assistant Attorney General M. Regula; an 11/18/02 letter from Natchaug President and CEO S. Larcen with acceptance by K. Ragaglia, Commissioner, Connecticut Department of Children and Families; an 11/18/02 memorandum and an 11/25/02 letter from J. Feldman of Shipman and Goodwin, LLP; a 5/1/02 Request For Application report submitted by Natchaug Hospital for "Specialized Community Living Alternatives"; and an 11/27/02 letter from Town Attorney D. O'Brien), the Commission has determined that the proposed treatment program for young women between the ages of 12 and 18 can be authorized pursuant to Article IX, Section D.3.b, and the provisions of Article VII, which include "hospitals, sanitariums....and other residential treatment facilities" in the same permitted use category. This use determination is conditioned upon the following:
 - a. Any change or intensification in use from what was described by the applicant shall require subsequent review and approval by the Mansfield Planning and Zoning Commission. Any significant changes may require additional special permit approval.

- b. Natchaug Hospital shall retain control over the young women who are admitted into the proposed Natchaug Residential Treatment Program and subsequent transfers or discharges as specified in the above referenced 11/18/02 letter from S. Larcen and accepted by K. Ragaglia. Based on applicant testimony, Natchaug Hospital shall retain the right to limit admissions to those individuals that Natchaug determines would benefit from its treatment program;
2. This approval is for a new 16 bed facility to be located in a separate but attached building on the Natchaug Hospital property and associated site work. Any change in the number of persons to be served in the subject treatment program (16) or any change in the proposed building or related site improvements as hereby approved, shall require subsequent review and approval by the Planning and Zoning Commission. Any significant changes may require additional Special Permit approval;
 3. The following revisions shall be incorporated onto the site plans and landscape plans and submitted to the PZC for approval prior to filing this special permit on the Land Records:
 - a. The final site plans shall incorporate parking, fire lane and accessible handicap parking space revisions to address issues raised in reports from the Fire Marshal and Committee on the Needs of Persons with Disabilities. A minimum of 150 parking spaces (7 accessible) shall be provided. The Project Engineer's sketch submitted at the 11/18/02 Public Hearing shall be used as a starting point for incorporating necessary revisions.
 - b. The final site plans shall include a cross section of the paved parking areas and driveway access.
 - c. The final plans shall extend proposed buffer fencing and increase the number of buffer plantings adjacent to existing residential uses situated to the south of the proposed parking lot expansion. Additional buffer planting shall be added along the easterly side of the expanded parking area.
 - d. The final plans shall incorporate an 8-foot high wood board fence along the westerly side of the outdoor recreation area. This fence shall supplement the proposed 6-foot high chain link fence depicted on submitted plans and as described during the Public Hearings.
 - e. The estimated amount of fill and/or material removed shall be added to the plans, as described during the Public Hearings;
 - f. Site plans shall include lighting details including the method and intensity of proposed lighting.
 4. A construction phasing plan including a depiction of storage and staging areas shall be submitted to the PZC for approval prior to filing this special permit on the Land Records. This plan shall ensure that adequate parking will be available during the construction period and that emergency access is not blocked;
 5. Subsequent PZC approval shall be required for any changes to existing identity signage;
 6. Natchaug Hospital shall be responsible for implementing and maintaining the submitted stormwater and landscape management plans;
 7. As provided for in the PZC's 11/16/98 approval of an expanded use of the subject property, Natchaug Hospital shall be responsible for designing, obtaining PZC approval, and constructing additional parking spaces in the event the PZC determines at any future time that providing additional parking spaces to Natchaug Hospital an opportunity to comment, that the proposed 150 spaces have been approved for construction;
 8. As provided for in the PZC's 11/16/98 approval of an expanded use of the subject property, the PZC reserves the right to require Natchaug Hospital at any future time to change the driveway layout to a one-way pattern. The PZC shall not require future driveway changes to be approved by Natchaug Hospital an opportunity to comment and present associated information. This shall also be made to the Mansfield Traffic Authority and State Department of Transportation.
 9. To help address potential neighborhood impacts, prior to the issuance of a Certificate of Compliance for the subject project, Natchaug Hospital shall conduct an evening meeting to convey information about the subject treatment program and address any questions about the subject use. Invitations to this meeting, which shall be conducted by Natchaug senior management, shall be sent at least two weeks prior to the meeting to all property owners within five hundred feet of the Natchaug property and to the PZC members. Natchaug Officials are encouraged to have similar meetings at least once per year to keep neighbors informed and to help address any questions or problems that arise.
 10. To address a sightline issue noted in the Assistant Town Engineer's 10/31/02 report, prior to the issuance of a Certificate of Compliance for this new development project, the applicant shall meet with State Department of Transportation representatives, the Asst. Town Engineer and, as appropriate, the abutting property owner to the north, to review sight distances along Route 195 and any appropriate improvements, such as vegetation removal and minor regrading that can be readily implemented by the applicant. Any DOT-recommended sightline improvements that can be readily implemented by the applicant shall be

completed prior to the issuance of a Certificate of Compliance. If questions arise regarding this condition, the PZC shall determine the scope and nature of any required sightline improvements.

11. In accordance with the special Design Development District provisions of Article X, Section A.4.d, the PZC hereby authorizes the setback waivers necessary to locate the hospital building and parking areas as depicted on the approved site plans. The setback waivers are granted because they complement the project design without significantly impacting abutting properties, and because the subject site and abutting sites are all within the subject Planned Business-1 zone.
12. This permit shall not become valid until the applicant obtains the permit form from the Planning Office and files it on the Land Records.

After discussion both pro and con, the MOTION CARRIED, with Gardner, Kochenburger, Barberet, Hall and Zimmer in favor, and Holt, Plante, Mann and Favretti opposed.

Sibley Estates, 2 proposed lots off Mansfield City Rd., file 1199 – Favretti MOVED, Holt seconded to approve with conditions the subdivision application (file #1199) of MCRA, LLC for Sibley Estates, on property owned by B. McCarthy located on Mansfield City Road, in an RAR-40 zone, as submitted to the Commission and as shown on plans dated 10/29/02 as revised through 12/18/02. This approval is granted because the application as approved is considered to be in compliance with the Mansfield Zoning and Subdivision Regulations, and is granted with the following modifications or conditions:

1. Final plans shall be signed and sealed by the responsible surveyor, engineer and soil scientist;
2. Existing roadside stone walls and specimen trees and the existing stone wall enclosure located at the northwesterly corner of Lot 2 are considered significant historic and scenic features, and shall be preserved. In the event the depicted reserve area for Lot 2 is needed, the aforementioned stone wall enclosure shall be retained and/or rebuilt to preserve this feature. This notation shall be added to the final plans and specifically incorporated into the deeds for the subject lots;
3. Unless revisions are specifically authorized by the Commission, the building area envelopes as depicted on final plans shall serve as the setback lines for all future structures and site improvements, pursuant to Art. VIII of the Zoning Regulations. This condition shall be specifically incorporated into the deeds for Lots 1 and 2.
4. The final plans shall shift the depicted underground utility lines for Lot 2 as far as reasonably possible from depicted 26-inch and 28-inch maple trees. Furthermore, the plan shall clearly note that care needs to be taken during underground utility installations to prevent or minimize root damage to existing specimen trees depicted on the plans.
5. Unless subsequently waived by the PZC, the survey data shall be tied to the Connecticut Plane Coordinate System of 1983, pursuant to Section 6.5.b;
6. The Commission, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety- or one hundred and eighty-day filing extension has been granted):
 - A. Final maps, including submittal in digital form pursuant to Section 6.3.g, and right-of-way deeds for recording on the Land Records (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;
 - B. All monumentation, with Surveyor's Certificate, shall be completed or bonded pursuant to the Commission's approval action and Sec. 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant.

MOTION PASSED unanimously.

Proposed efficiency unit at 59 Homestead Dr., Woods, file 1200 – Holt MOVED, Favretti seconded to approve with conditions the special permit application (file 1200) of Premier Builders, LLC, for an efficiency apartment on property located at 59 Homestead Drive, in an RAR-40/MF zone, as submitted to the Commission and shown on a 12/5/02 site plan and undated floor plan, and as presented at Public Hearing on 1/6/03. This approval is granted because the application as hereby approved is considered to be in compliance with Article X, Section M, Article V, Section B, and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. This approval is granted for a one-bedroom efficiency unit in association with an existing single-family home having four additional bedrooms. Any increase in the number of bedrooms on this property shall necessitate subsequent review and approval from the Director of Health and the Planning and Zoning Commission;

2. This approval is conditioned upon continued compliance with Mansfield's zoning regulations for efficiency units, which include owner-occupancy requirements and limitations on the number of residents in an efficiency unit;
 3. This special permit shall not become valid until it is filed upon the Land Records by the applicant.
- This action approves necessary waivers of certain site plan submission requirements, as the submitted information has been found adequate to address applicable approval criteria. MOTION PASSED unanimously.

Upcoming Public Hearings, Feb. 3, 2003 – Windswept Manor, P. Malek, file 1198 (continued); proposed efficiency unit, Shaffer, Echo Rd.

Willimantic River Greenway proposal – Mr. Padick's 1/16/03 memo was noted; at the meeting, he explained how passage of the proposal would be beneficial in preservation of the river corridor for the future, and future Plans of Conservation and Development could include this concept. Favretti MOVED, Holt seconded that the Planning and Zoning Commission supports the proposed designation of a Willimantic River Greenway and recommends to the Town Council approval of the attached Resolution. MOTION PASSED unanimously.

Verbal Updates

Plan of Conservation & Development update – The final Citizens Committee meetings have now been held, and the comments and information from all the meetings will now be passed on to the PZC's Plan of Cons. & Dev. Committee, whose members are Holt, Favretti, Plante, Zimmer and Barberet. Meetings will take place every two weeks and are to begin in the near future. It is anticipated that a final draft of the proposed text will be ready for PZC consideration this spring and that the Plan update will be completed, brought to Public Hearing and approved by the end of 2003.

Lands of Unique Value Study – Final text, recommendations and mapping are expected within a month or two.

Downtown Partnership – Members noted excerpts from the University's responses to the DEP Environmental Impact Evaluation; Mr. Padick said the Town feels its comments and concerns have been addressed proactively by the University, indicating its willingness to work with the Town on the project.

Proposed telecommunications tower between Baxter and Cedar Swamp Rds. – An application is expected to be submitted to the CT Siting Council.

UConn landfill – A Public Availability Session is scheduled for 1/25/03, and a public meeting on the Draft Final Report is scheduled for 2/25/03 at 7 p.m. in the Council Chambers, at which the Comprehensive Report will be summarized and DEP will accept public comments on the results and recommendations for remediation. Members questioned seeming disparities regarding DEP and University statements, but Mr. Padick said the University will have to comply with the DEP Order. He said he will ascertain the positions of the Town and the Eastern Highlands Health District on the issue.

New Business

Windham referral, proposed 31-lot subdivision off High St. in Willimantic, at Mansfield Town line – Mr. Padick's 1/16/03 memo notes that the Town's drainage concerns, previously communicated to Windham by the Ass't. Town Engineer, have been satisfactorily addressed in revised drainage plans. Holt MOVED, Gardner seconded that the PZC Chairman, with staff assistance, communicate to the Windham Planning and Zoning Commission that it is essential that the subject subdivision be designed and constructed in a manner that ensures that there will be no drainage or sediment or erosion impacts on adjacent properties. MOTION PASSED unanimously.

Communications and Bills – As noted on the Agenda and distributed at the meeting. All members were encouraged to attend the 1/30/03 meeting addressing economic development in Mansfield. It is expected that the meeting will provide valuable information for use in the upcoming Plan of Conservation & Development.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES

MANSFIELD INLAND WETLAND AGENCY Regular Meeting, Monday, January 6, 2003 Council Chambers, Audrey P. Beck Municipal Building

Members present: A. Barberet (Chairman), R. Favretti, B. Gardner, J. Goodwin, R. Hall, K. Holt,
P. Kochenburger, P. Plante, G. Zimmer
Alternates present: E. Mann, B. Ryan
Alternates absent: B. Mutch
Staff present: G. Meitzler (Wetlands Agent)

Chairman Barberet called the meeting to order at 7:10 p.m., appointing Alternate Ryan to act in case of member disqualifications.

12/16/02 Minutes – Favretti MOVED, Hall seconded to approve the Minutes as presented; MOTION PASSED unanimously.

Communications – Conservation Commission draft Minutes of 12/18/02 meeting, re W1197, Russell/Milius, and the Wetlands Agent's Monthly Business memo, were noted.

Old Business

W1197. Russell/Milius. house addition on Chaffeeville Rd. – Comments from the Windham Water Works (12/11/02) and the Wetlands Agent (1/2/03) were noted. Holt MOVED, Favretti seconded to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Alexander Russell and Sarah Milius (file W1197) for work related to an addition to the existing house on property owned by the applicants located at 148 Chaffeeville Rd., as shown on 2 maps dated 11/25/02 and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. Appropriate sediment and erosion controls shall be in place prior to construction, maintained during construction, and removed when disturbed areas are completely stabilized;
2. Any change to the plans shall be brought back to the Agency as a request for modification;
3. This approval is valid for a period of five years (until 1/6/08), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment.

MOTION PASSED unanimously.

New Business – All the items discussed below are discussed in the Wetlands Agent's 1/2/03 New Business memo.

W1198. Silva. house construction. Summit Rd. – The application is for construction of a new house on Lot 1, Summit Rd. Members reviewed the submitted map dated 12/20/02, and felt that it was incomplete and confusing as to house and septic system locations. Goodwin MOVED, Holt seconded to receive the application submitted by Bruce W. Silva (file W1198) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for the relocation and construction of a single-family residence on Lot 1, Summit Road, on property owned by the applicant, as shown on a map dated 12/20/02 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously. The Wetlands Agent will direct the applicant to submit an accurate and complete map for the next meeting.

W1199. Stearns. request for license renewal for house construction on property on Stearns Rd. – Mr. Meitzler noted that the original license was issued to the previous owner five years ago, and under State Wetlands statutes, may be renewed once. He verified that he had visited the property and ascertained that there are no outstanding Orders against the property and there has been no substantial change in the land or circumstances. Hall MOVED, Holt seconded that the Agency grant renewal of a wetlands license under Section 5 of the Wetlands and Watercourses

Regulations of the Town of Mansfield to Ellen and Leslie Stearns for construction of a single-family home on Stearns Road, as shown on a map dated 8/19/95 and as described in other application submissions. This action is based on a finding of no significant impact and is conditioned upon appropriate erosion and sedimentation controls being in place prior to and maintained during construction, until disturbed areas are completely stabilized and re-established. This approval is valid until 11/6/05. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. MOTION PASSED unanimously.

W1098A, modification request, Mt. Laurel Builders/Civil Solutions, LLC, house construction (Wright) on Mansfield City Rd. – Both Mr. Meitzler's comments and those of project engineer J. Luczak explained that the proposed minor modification of the original plans places the house 20 feet closer to the wetlands, but the septic system would now be 15 feet farther from them; Mr. Meitzler felt that this would be more protective of the wetlands. Holt MOVED, Gardner seconded to both receive and approve the application of Mountain Laurel Builders/Civil Solutions, LLC for modification of an existing approval (file W1098A, previously approved on 8/7/00) for a subsurface sewage disposal plan modification on property owned by Susan Wright located on Lot 4, Dunnack Acres, Mansfield City Road, as shown on a map dated 9/17/02 and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. The appropriate erosion and sedimentation controls, as indicated on the plan and also with additional silt fence placed around the outlet of the foundation drain, shall be in place prior to construction, maintained during construction, and removed when disturbed areas are completely stabilized;
2. All other conditions of the previous approval shall remain in effect;
3. This approval is valid for a period of five years (until 1/6/08), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment.

MOTION PASSED unanimously.

Field trip – Scheduled for Monday, 1/13/03, at 1:30 p.m.

Wetlands Regulations Review Committee – to be scheduled at a later date.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

**EASTERN HIGHLANDS HEALTH DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING
THURSDAY – January 23, 2003
COVENTRY TOWN HALL – BOARD ROOM B**

Board Members Present: M Berliner, J Elsesser, W Kennedy, R Knight, M Kurland, E Paterson, J Patton, J Stille
Board Members Absent: P Schur (alternate), J Devereaux
Staff Present: R. Miller, J Smith, Dr Dardick

Meeting was called to order at 4:39pm by Chairperson Paterson.

A MOTION was made by R. Knight, seconded by J. Stille, to approve the minutes of the last board meeting with the following corrections: 1) Dr Dardick was present for the 12/19/02 meeting, 2) under town reports, replace "Coventry high school student" with "Coventry resident". THE MOTION PASSED unanimously.

SCHEDULED BUSINESS

A MOTION was made by R Knight, seconded by M Kurland, to open the public hearing for the FY03/04 Eastern Highlands Health District Budget and Fee Schedule. THE MOTION PASSED unanimously.

R Miller read the public hearing notice into the record (see copy attached).

No public were present. No written comments received.

A MOTION was made by R Knight, seconded by J Elsesser, to close the public hearing. THE MOTION PASSED unanimously.

A MOTION was made by R Knight, seconded by J Elsesser, to adopt the amended proposed FY03/04 Budget and Fee Schedule as presented. THE MOTION PASSED unanimously.

OLD BUSINESS

A MOTION was made by R Knight, seconded by J Elsesser, to adopt the proposed Eastern Highland's Health District Board of Director's bylaw changes as presented in the Bylaws document revised 1/16/03 (see attached copy). THE MOTION PASSED unanimously.

A MOTION was made by J Patton, seconded by J Elsesser, to elect M Berliner as Assistant Treasurer. THE MOTION PASSED unanimously.

A MOTION was made by J Elsesser, seconded by J Stille, that the Chair, Vice Chair and Assistant Treasurer will serve as the Executive Committee members. THE MOTION PASSED unanimously.

A MOTION was made by J Patton to elect R Knight to the Executive Committee. THE MOTION PASSED unanimously.

A MOTION was made by J Patton, seconded by M Kurland, to authorize the Executive Committee to serve as the Personnel and Budget Committees. THE MOTION PASSED unanimously.

A MOTION was made by J Elsesser, seconded by J Stille, that the Executive Committee shall serve as the sub committee to evaluate the annual evaluation system for the Director of Health. THE MOTION PASSED unanimously. By consensus, R Knight appointed as chair of subcommittee.

NEW BUSINESS

A MOTION was made by R Knight, seconded by W Kennedy, to accept the auditor's FY01/02 report as presented. THE MOTION PASSED unanimously.

TOWN REPORTS

BOLTON

Nothing new to report

COVENTRY

Sewer project loan closed. Started phases 1 and 2 of the sewer project.

MANSFIELD

Public availability session on landfill Saturday, January 25. February 25, public meeting scheduled. Bulky waste landfill now closed. Roma Restaurant now open.

TOLLAND

Council is WPCA. Updating sewer regulations. Sewer facility plan returned by the DEP to the town. Sewer expansion approved by town residents. Redefining existing sewer service area.

WILLINGTON

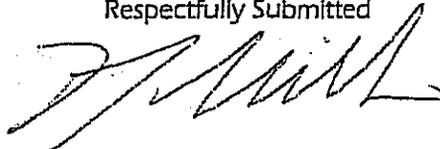
Hall School ongoing water issue discussed. DPH wants the oil tank removed from vicinity of well at Hall School. Senior Center needs water supply permit.

DIRECTOR'S REPORT

Director R Miller updated Board on Smallpox MVC planning issues. Board notified that cost sharing agreement needed with Towns for clinic financing. Cardiovascular kick-off event discussed.

Meeting adjourned at 5:39.

Respectfully Submitted



Robert L. Miller, Secretary



4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3388

**Eastern Highlands Health District
Public Hearing
Budget FY 03/04
& Fee Schedule**

The Eastern Highlands Health District will hold a Public Hearing on Thursday, January 23, 2003, at 4:30 p.m. in conference room B of the Coventry Town Hall, 1712 Main Street, Coventry Connecticut, to hear citizen's comments on the Amended Proposed FY 2003-2004 District Budget and associated proposed service fee schedule. At this hearing interested persons may appear and be heard and written communications received. Copies of the amended proposed District Budget and proposed fee schedule are available in the Bolton, Coventry, Mansfield, Tolland and Willington Town Clerk offices. Written comments will be received up to the close of the hearing and can be directed to the Health District Board of Directors at 4 South Eagleville Road, Mansfield, CT 06268.

Dated at Mansfield, Connecticut, this 8th day of January 2003.

Robert L. Miller
Director of Health

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Eastern Highlands Health District By-Laws

Article I Name

The name of the district shall be the Eastern Highlands Health District, or EHHD.

Article II Objective

The purpose of the district shall be to preserve and improve the status of the public health in the member towns by:

- (1) Upholding and enforcing the Connecticut Public Health Code, relevant State Statutes pertaining to public health, local ordinances and such regulations as may be adopted by the Board, and,
- (2) Working with other providers of health services in the member towns to coordinate existing programs and to plan and implement new public health programs.

Article III Membership

Section 1 – The Eastern Highlands Health District shall be composed of municipalities, which by vote of their respective legislative bodies, have joined the District. The Board of Health of the Eastern Highlands Health District shall vote upon the admission of other towns to the District provided the legislative body of the requesting municipality has voted to enter the District and has duly applied for admission.

Section 2 – Representation – Each municipality in the District shall appoint one member to the Eastern Highlands Health District for each 10,000 population or part thereof, but no municipality shall have more than five representatives.

Section 3 – Withdrawal – Any member municipality by vote of the legislative body may withdraw from the Eastern Highlands Health District in conformance with State Statute.

Article IV Board of Health

Section 1 – Membership – Each municipality which has voted to become a part of the District shall, by its duly elected body, appoint a representative(s) to serve on the Eastern Highlands Health District Board of Health, as called for in Article III, Section 2. Alternate representative(s) may be appointed to the Board at the option of the appointing authority.

Section 2 – Duties of the Board – The Board may make and promulgate reasonable rules and regulations for the promotion of general health within the District not to conflict with law and with the Public Health Code. The powers of the Board shall include, but are not limited to, the following enumerated powers:

To sue or be sued; to make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the Health District; to make and from time to time amend and repeal by-laws, rules and regulations; to acquire real estate and to have whatever other powers are necessary to properly carry out their powers and an independent entity of government. The Board functions as the general policy making body for the District and has overall budget adoption authority. However, the Board does not have any direct administrative authority over the daily operations of the District.

Section 3 – Officers – The Board at its December meeting shall elect a Chairperson, and a Vice Chairperson [*and Assistant Treasurer*]. The Director of Health will serve as Secretary and Assistant Treasurer. ~~The position of an Assistant Treasurer may also be appointed, who may or may not be a member of the Board.~~

Section 4 – Term of Office – The term of office for members of the Board shall be for three (3) years and [*they*] may be appointed for successive terms. ~~Initial appointments shall be staggered one, two or three year terms.~~

Section 5 – Meetings – The Board shall meet at least quarterly or at other times determined by the Chairperson. Notice of the meetings shall conform to the requirements of the Freedom of Information Act.

Section 6 – Minutes and Meeting Notices – The Board shall transmit all meeting notes and minutes of each meeting to the respective Town Clerk's Offices.

Section 7 – Quorum – For a five (5) member Board, [*a*] quorum is three Board members present at a duly constituted meeting. If the District Board has more than five members, a quorum is computed by dividing total Board membership in half plus one. In no event shall a quorum be established without at least one member from each town being in attendance.

Section 8 – Attendance – Each Board member will earnestly try to attend all meetings of the Board. In the event of the continued absence of a member, the Board will contact the appointing authority with its concerns. The appointing authority shall have the power to request that the member resign and another member shall be appointed.

Section 9 – Conflict of Interest – In the event that an apparent or real conflict of interest exists, the member will disqualify him(her)self from discussion or voting on the issue.

Article V Standing Committees

Section 1 – Personnel Committee – The Personnel Committee will be appointed by the Chairperson and will include at least three members, including the Chairperson. ~~The committee shall have representation on it from each member town.~~ The committee is empowered to consult with non-members for advice and recommendations as the need arises. The committee will meet at least yearly to study and recommend changes in policies, position and salary ranges. The committee will present recommendations on all personnel policies and practices to the Board of Health for approval.

Section 2 – Budget Committee – The Budget Committee will be appointed by the Chairperson and consist of at least three (3) members, including the Chairperson. ~~The committee shall have representation on it from each member of the town.~~ The committee is empowered to consult with non-members as needed. The Budget Committee will prepare and present the budget to the Board at a special budget meeting held prior to April 1 of each year.

[Section 3 – Executive Committee – The Board may elect an executive committee, consisting of at least three (3) members that shall include the Chairperson, Vice Chair and Assistant Treasurer. The Director of Health shall serve without a vote. The committee is empowered to consult with non-members as needed. Meetings may be held as necessary and called by the Chairperson. Only when necessary because of time constraints, this committee is empowered to act in the interim between sessions of the full Board. Activities and actions taken by the Executive Committee shall be reported to the board membership prior to the next regularly scheduled Board meeting. The full Board shall have the authority, upon a majority vote, to reverse or modify any action or decision made by the Executive Committee. The Executive Committee may serve as either the Personnel Committee or the Budget Committee or both, if authorized by a majority vote of the full Board.]

Article VI Director of Health

Section 1 – Qualifications – The Director of Health shall be trained in public health and hold a Master's Degree in Public Health and shall have at least two (2) years public health administration experience.

Section 2 – Duties – The Director of Health shall serve in a full-time capacity and perform such duties as are required of Directors of Health by the general statutes or the Public Health Code and as the Board specifies in its by-laws, regulations and policies. The Director of Health shall act as Secretary and Treasurer of the Board, without the right to vote. The Director of Health shall be the Executive Officer of the District. The Director of Health is an ex officio member of all standing committees.

Section 3 – Appointment – The Board, by majority vote shall, after approval of the Commissioner of Health Services, appoint some discreet person, possessing the qualifications specified in Section 1, Article VI to be Director of Health. The Board may appoint a person to serve as the acting Director of Health during such a time as the Director of Health is absent or a vacancy exists, provided such acting Director shall meet the qualifications for Directors of Health in Section 1, Article VI.

Section 4 – Removal – The Director of Health may be removed [only] pursuant to [the] Connecticut General Statutes.

Article VII Finances

Section 1 – Fiscal Years – The fiscal year of the District shall be from July 1 to June 30, inclusive.

Section 2 – Annual Budget – Prior to January 1 of each year, the Board shall estimate the amount of money required to pay the costs and expenses of the District during the ensuing year. A cash flow analysis for the budget year, indicating a plan for receipt of cash matching proposed expenditures, shall accompany the budget. Before February 1 of each year, the Board shall hold a public hearing on its proposed budget, two weeks notice of which shall be given in a newspaper having a circulation in each constituent municipality. Notice of the anticipated per capita costs to the member towns shall be sent as soon as possible to the chief executive officer of the towns, and quarterly bills sent to the towns beginning July 1. The Board of Health will appear before and present its budget to each Town Council, Board of Selectmen and/or Board of Finance during each council's budget adopting process.

Section 3 – For a five (five) member Board of Directors, the annual budget must be approved by four (4) votes. For a larger district, an affirmative vote of two thirds of all Board members must be cast to approve the budget. At least one affirmative vote must be cast by each town represented in the District.

Section 4 – Budget Amendments – The Board may amend a legally adopted budget without holding a public hearing, provided the per capita costs to the member towns do not increase as a result of the amendment. In the event that the District does not have adequate funds available, the Board shall notify each Chief Executive Officer of the anticipated increase in the per capita cost and schedule a public hearing for the supplemental appropriation. The Director of Health may make necessary line item changes in the operating portion of the budget without Board approval, providing the total operating portion of the budget does not increase.

The Director of Health must obtain the Board's approval for transferring money from reserve or depreciation accounts to any other part of the budget. The budget change must be brought to the attention of the Board at its next regularly scheduled meeting.

Section 5 – Audit – The Board shall require an annual audit of the finances of the Eastern Highlands Health District and the Board shall select the auditor annually.

Section 6 – Borrowing – Borrowing by the Board is prohibited unless the Town Council of each of the appointing towns affirmatively approve same.

Section 7 – Bonding – The Board shall purchase bonds with a surety company authorized to transact business in the state, for the faithful performance of the duties of Treasurer and Assistant Treasurer, in such sum and upon such conditions as the Board requires.

Section 8 – Insurances – The Eastern Highlands Health District shall purchase the following insurances; Professional Liability, Auto Liability, General Liability, Public Officials Liability and Workers' Compensation. The Board shall determine the appropriate levels of insurance with input from outside sources.

Section 9 – Fiscal Agent – The Town of Mansfield shall serve as Fiscal Agent for the Health District.

Article VIII Amendments

Amendments to the by-laws of the Eastern Highlands Health District shall be made only at a regularly scheduled meeting. Notice of the proposed changes shall be included in the notice of meeting at which the amendments will be considered. For a five (5) member Board of Directors, amendments must be approved by four (4) affirmative votes. For a larger district, a vote of two-thirds of the Board members shall be required to effect an amendment. At least one affirmative vote must be cast by each town represented in the District.

Revised January 16, 2003

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**Mansfield Youth Service Bureau
Advisory Board Meeting Minutes
Tuesday, January 14, 2003
10:00am
at Mansfield Municipal Building/YSB Office**

In attendance were: Frank Perrotti, Assistant Chairperson; Ethel Mantzaris, Chairperson; Kevin Grunwald, Director, Social Services Department; Janit Romayko, Coordinator, Mansfield Youth Service Bureau

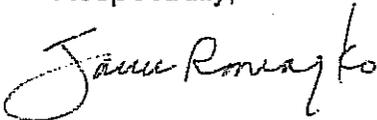
Agenda items included:

1. **Secretarial Position Update:** Frank Perrotti asked Kevin Grunwald about the YSB position. He said that he was getting a history of the positions and looking at the configuration of the three secretaries in the department. Frank Perrotti said that three residents had called him about the telephones not being answered at YSB. YSB phones are now being forwarded to SSD.
2. **Activity Update/Comments:**
 - a. **Working/single parent group:** at the Double AA Bus Company on Route 195/32 has resumed. Location and time of day (9am and 1pm) are perfect for bus driving parents as it is between bus runs, after pay is disbursed.
 - b. **Intergenerational group:** continued at Juniper Hill and seniors shared their stories of past holidays to the delight of their guests.
 - c. **Holiday donations:** many last minute donations were received from the Girl Scouts, BJ's Wholesale Club, UConn Hilltop Dormitory and Southeast School. YSB was able to restock the SSD Food Pantry with the food/can items.
 - d. **Clinical caseload:** remains high. Dr. Haney, YSB and school staff meet to discuss common cases. This roundtable discussion is held every other month.
 - e. **Grandparents Group:** met and may become involved in the subsidized guardianship legislation in the upcoming legislative session. "SG" has been voted down for the past 5 years even though numbers of grandparents caring for grandchildren has increased. YSB had 3 new cases this past month of such grandparents.
 - f. **YSB & Mansfield Board of Education:** received notice from OPM that grant for "Project Adventure" will not be refunded for 2002-2003. Fiscal constraints at the State of Connecticut level present this from happening. Additionally YSB may receive a 5% cut from SDE.

3. **Budget:** Kevin Grunwald reported that the YSB portion of the budget has been submitted in the first round with figures from 2002-2003.
4. **Grants:** Town will resubmit the Underage Drinking grant on 3/3/03. It will for a period of one year for \$25,000 to hire a part time (15-hour week) coordinator. Additionally, a \$100,000 Drug Free Communities grant may be submitted for similar efforts. ADAPT will be recommended for both grants and will meet on 1/30/03 at 4pm to discuss both grants. Ethel & Frank volunteered for ADAPT from YSB as liaisons.
5. **Other: Meetings** - the larger group meetings will be changed to earlier times in the months of February & April (February 4 & April 1) to accommodate schedules of space and personnel.

Meeting adjourned at 11:15am

Respectfully,



Janit Romayko
Secretary

Next meeting: Tuesday, February 4, 2003
12:00 Noon
at MMS Conference Room (near front office)

Agenda

1. **Program Update**
2. **Budget Update**
3. **Grant Update**
4. **Other**

advbadmins11403

MANSFIELD ARTS ADVISORY COMMITTEE

MEETING MINUTES

January 7, 2003

ATTENDING: Jay Ames, Scott Lehman, Jay O'Keefe, Steve Pringle, Tim Quinn, Derri Owen

GUESTS: David Woods, Dean of UConn School of Fine Arts and Cynthia VanZelm of the Mansfield Downtown Partnership

The meeting was called to order by Chairman Jay Ames at 7:05pm.

The meeting opened with a presentation by Cynthia VanZelm about the Mansfield Downtown Partnership's interest in the arts. The Partnership is composed of the Town of Mansfield, UConn and the Storrs business community. Its purpose is to revitalize Storrs Center and then later King Hill (by UConn) and Four Corners. Municipal development plans have to be approved by the Town and UConn. The Partnership wants to work with a developer.

David Woods talked about his department's excitement about the proposed town green (can be for use by people attending functions in the FA complex) – the FA Dept. wants to have an art gallery as part of the development. This gallery would be for exhibiting the work of local artists and UConn graduate students. UConn will support the cost of cleaning up the Husky Blues space as a temporary gallery.

A lot of discussion ensued about gallery possibilities – maybe run by the UConn Fine Arts graduate students and business graduate students?

Tim Quinn mentioned that our committee would like to have a seat on the governing board of the proposed gallery. Jay Ames agreed and clarified this. Jay Ames also mentioned including street performers in the use of the green. Mr. Woods said this idea was already under discussion.

Jay Ames encouraged the idea of outdoor sculpture, possibly even changing outdoor sculpture.

Mr. Woods and Ms. VanZelm left by 8:00pm.

Minutes of the last meeting were approved.

Discussion of Arts 300: Derri Owen will send Arts 300 info to the Quinebaug Shetucket Heritage Corridor. The Committee agreed that we each need to make calls to specific key people in various art groups, inviting their groups to participate and letting them know that we need to know about participation as soon as possible. Jay Ames will call the University's Puppet Program, the WAAC, Larry Wasjle, and Lon Hultgren (organ group). Steve Pringle will call Lenore Grunko, Mr. Trembly, Mr. Johnson, the E.O. Smith Chamber Singers, and Arts in Motion. Carol Pellegrine will contact the Windham Theatre Guild. Derri Owen will call Deb Csere, Karen Agner, the Quiet Corner Artists, Terse Karmel, the Open Studio Artists, Roger Crossgrove, Emine Cichowski, Susan Gere, Janet Jungden and Kelly Zimmermann. Jay O'Keefe will call Bob Bloom. Scott Lehman will call the Community School of the Arts, Bob

Lemmons of the Eastern CT Band, Jim Nardine of EOS and Bob Thurston. Jay Ames may pursue the group sculpture idea, and Derri Owen will pursue fiber artists.

Committees for Arts 300 celebrations need to be formed by March 1. Steve Pringle suggested creating a time lapse of the festival.

Jay Ames probably cannot make meeting times as scheduled. Following a discussion, this problem was tabled until the next meeting.

Tim Quinn suggested making Louisa Owen Sonstroem a student member of our committee (she attends the meetings with Derri). The Committee and Louisa will think about this for one month.

The meeting was adjourned at 8:42pm. Tim Quinn moved to end the meeting and Steve Pringle seconded it.



TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

January 30, 2003

Senator Donald E. Williams, Jr.
Co-chair, Environment Committee
Legislative Office Building
Room 3200
Hartford, Connecticut 06106-1591

Re: Legislation Concerning Recycling Practices in Connecticut

Dear Don:

The Town of Mansfield respectfully requests that you consider sponsoring three legislative bills that would advance recycling practices in Connecticut. All three proposed ideas would not involve the use of public funds, which is welcome news to us all in this difficult budget year. We believe that the constituents of this community overwhelmingly support these ideas as a step toward securing the future health, both human and environmental, of our state.

Proposal #1) The Town supports legislative action similar to last year's mercury legislation that would require manufacturers to design and finance a recycling program for electronic waste. Consumer electronics are one of the fastest growing elements of our waste stream. With the increasing speed of obsolescence, we need to have a mechanism to properly handle the hazardous components - leaded glass, mercury, cadmium and beryllium - found in computers and televisions. Fortunately, the Town of Mansfield does have a recycling program, but at quite a cost. Unfortunately, we are one of only two municipalities in the State of Connecticut that recycle electronics.

Proposal #2) We propose that the legislature enact legislation to return unclaimed bottle deposits to the state, with \$2 million of the proceeds to be dedicated to recycling via contributions to the Recycling Trust Fund. More specifically, we recommend that \$1 million of that amount be utilized for recycling grants to regions and municipalities, while the other \$1 million is used to help operate the DEP recycling unit. With the focus of this year's legislative session upon finding additional funding sources for vital state programs, it may also be time to use unclaimed bottle deposits to help reduce the budget deficit. Estimates vary on the millions of dollars now retained by beverage manufacturers. At present, the Recycling Trust Fund that pays for all state recycling programs and staff will be depleted in June of 2004. Because it is a trust fund account, new monies have to be allocated by July 2004 in order for the recycling unit to continue functioning.

If the DEP recycling unit ceases to function, we are concerned that the state will be unable to support its twelve-year old mandatory recycling law and finally achieve its 40 percent recycling goal set in 2000. Maintaining the state's current recycling rate of 24 percent is vital to reduce greenhouse gases as well as to fend off construction of another trash-to-energy facility. The state's recycling unit needs about \$1 million dollars to continue to operate.

Proposal #3) In order to help increase markets for glass aggregate, we request legislation to expand the beneficial use of this commodity for items such as road construction; bedding for drainage pipe, asphalt and concrete; or where the aggregate would replace sand or stone aggregate. Last year, the environment committee sponsored a bill to allow mixed glass aggregate to be used as landfill cover. This bill represented a victory for glass recyclers due to the dwindling markets for this commodity. However, very few landfills are left in Connecticut and, in the near future, the landfill cover legislation will no longer have relevance. Other states allow aggregate to be used in various construction projects without putting human and environmental health in jeopardy.

We understand the difficult choices that you and your fellow legislators will need to make this legislative session. We also see opportunity during these difficult times to implement legislation to improve recycling practices in the state. Furthermore, we are very interested in making our community a healthier, better and safer place to live. In the long run, our failure to act may prove a costly decision.

Thank you for your attention to this matter, and please do not hesitate to contact me with any concerns or questions.

Sincerely,



Martin H. Berliner
Town Manager
On behalf of the Mansfield Town Council

cc: Mansfield Town Council
State Representative Denise Merrill
Lon R. Hultgren, Director of Public Works
Virginia Walton, Recycling Coordinator
Solid Waste Advisory Committee

To: Martin H. Berliner, Mansfield Town Manager
 Fr.: Sgt. Michael B. Darcy, Mansfield Resident State Trooper Sergeant
 Date: January 27, 2003
 Subj.: Uniform Crime Reporting (U.C.R.) statistics for calendar year 2001

Offense Statistics for Year 2001			Agency or Area:	Mansfield	Pop:	20,840
Index Offense	Offenses		Clearances		Value Stolen	
	Number	Rate ²	Number	Pct.	Total	Average
Murder	0	0.0	0	—	\$0	—
Rape	3	14.4	0	0.0%	\$0	\$0
Robbery	8	38.4	5	62.5%	\$5,921	\$740
Aggravated Assault	17	81.6	9	52.9%	—	—
Burglary	128	614.2	8	6.3%	\$136,505	\$1,066
Larceny	122	585.4	72	59.0%	\$59,453	\$487
Motor Vehicle Theft	10	48.0	1	10.0%	\$73,350	\$7,335
Arson	1	4.8	1	100.0%	\$6,100	\$6,100
Crime Index Total¹:	288	1,382.0	95	33.0%	\$275,229	\$956
Arson not included			Value Recovered:		\$39,914	
All rates per 100,000 persons; crime rate of rape per 100,000 females is 27.9						

None of the above listed figures represent any crimes occurring on the UConn campus in Storrs that were investigated by the UConn Police. The UConn Police, like the other state college campus police agencies, have their own UCR reporting code so that crimes occurring on the campus are not attributed to the municipality the college is located in.

The UCR index crimes do not include many other offenses that personnel from this office and Troop C routinely investigate in Mansfield such as, disorderly conduct, vandalism, passing of bad checks, threatening, harassment, alcohol related crimes, forgery, fraud, narcotics violations, etc. As a result, the actual number of criminal offenses that occurred in Mansfield during 2001 is significantly higher than the number of index crimes (but that would also apply to the UCR statistics for all municipalities in this state). The UCR statistics are still, however, an accurate measure of crime in a municipality, particularly how a municipalities crime rate compares with other municipalities.

“Clearances” defined: For UCR purposes, law enforcement agencies clear or solve an offense when at least one person is arrested, charged with the offense, and turned over to the court for prosecution. Clearances may be for offenses that occurred in prior years. Several crimes may be cleared by the arrest of one individual, while the arrest of many persons may clear only one offense. Law enforcement may also clear a crime by exceptional means when an element beyond law enforcement control precludes action against the offender. Examples are suicide of the offender, offender justifiably killed, victim’s refusal to cooperate in the prosecution, and denial of extradition. To exceptionally clear a case law enforcement must know the offender’s identity, location, and have sufficient information to support an arrest.

Municipalities with populations from 17,000 to 23,999

<u>Municipality</u>	<u>Population</u>	<u>Total index crimes</u>	<u>Crime rate</u>	<u>Pct.cleared</u>
Ansonia	18,660	406	2,175.8	28.8
Berlin	18,319	482	2,631.1	26.1
Bethel	18,170	150	825.5	14.0
Bloomfield	19,699	758	3,847.9	38.7
Darien	19,719	232	1,176.5	20.7
East Lyme *	18,222	247	1,355.5	29.1
Farmington	23,776	764	3,213.3	32.2
Guilford	21,521	353	1,640.3	25.8
Madison	17,960	155	863.0	14.2
<i>Mansfield *</i>	<i>20,840</i>	<i>288</i>	<i>1,382.0</i>	<i>33.0</i>
Monroe	19,357	264	1,363.8	9.8
Montville*	18,653	296	1,586.9	40.5
New Caanan	19,506	128	656.2	7.0
North Haven	23,167	626	2,702.1	13.3
Plainville	17,427	609	3,494.6	32.0
Ridgefield	23,778	144	605.6	12.5
Rocky Hill	18,069	359	1,986.8	18.4
Simsbury	23,367	240	1,027.1	22.9
Southbury*	18,674	265	1,419.1	30.2
Stonington	18,009	358	1,987.9	19.8
Waterford	19,262	635	3,296.6	43.5
Watertown	21,785	429	1,969.2	10.3
Wilton	17,734	207	1,167.2	16.9

Municipalities with populations less than 17,000 but located in northeast Connecticut

Plainfield	14,703	364	2,475.7	18.1
Killingly **	16,566	386	2,330.1	51.6

Municipalities bordering Mansfield

Ashford***	4,121	25	606.6	20.0
Chaplin**	2,263	56	2,474.6	17.9
Windham***	7,074	207	2,926.2	49.3
Willimantic	15,914	797	5,008.2	25.0
Coventry	11,570	195	1,685.4	8.7
Willington***	5,993.0	73	1,218.1	17.8
UConn, Storrs	not listed	398	not listed	8.3

* Resident trooper(s) assigned to town and town police officers employed by town.

** Resident trooper(s) assigned to town with no town officers employed by town.

*** No resident trooper or town officers. Coverage provided by local State Police Troop.

It should be noted that of the 23 municipalities with populations between 17,000 and 23,999, Mansfield has the seventh (7th) highest population, the eleventh (11th) lowest number of index crimes, the tenth (10th) lowest crime rate, and the fourth (4th) highest clearance rate.

It should also be noted that Willimantic (our neighbors to the south) had the sixth (6th) highest crime rate (total number of index crimes divided by population) after Hartford, New Haven, Waterbury, Bridgeport, and New Britain, respectively.

All information is derived from "Crime in Connecticut 2001", Annual Report of the Uniform Crime Reporting Program, Connecticut State Police.

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Item #13

Martin H. Berliner

From: rpellegrine [rpellegrine@snet.net]
Sent: Thursday, February 06, 2003 8:52 AM
To: chroniclereporter@hotmail.com; mike@willi.com; Marty
Subject: We support an Open Process
attached is my letter:

Mansfield Republican Town Committee

P.O.Box 32

Mansfield Center, CT 06250

February 5, 2003

To Members of the Town Council and Martin Berliner;

We do not believe that the vacancy on the Region 19 Board of Education should be filled in "the usual way" as Mr. Berliner was quoted in The Chronicle.

The Regional Board of Education is a statutory board (CGS 10-46). CGS Section 10-46(c) states that a vacancy occurs... the legislative body of the town.... shall elect a successor to serve until the next general election...". There is no mention that the person replacing the resigned person belong to the same political party. The manner prescribed in our Town Charter (Section 206) is "the usual way" and does state that the person replacing the resigned person belong to the same political party. However, our Charter specifically excludes vacancies in positions created under the State Statutes.

2/6/2003

P.137

It would appear that the intention of the legislature creating regional boards was to make them less political, thus the specific elimination of chapter 146 (minority representation).

The Mansfield Republican Town Committee recommend that the Council as a committee or the Committee on Committees, publicize the fact that there is a vacancy on Region 19, set a date to hear from persons interested in serving on this important board, and then elect the individual who would best serve the Town of Mansfield and District 19.

Thank you for your kind consideration.

Sincerely,

Carol L. Pellegrine, chair

429-9598

2/6/2003

**Howard A Raphaelson
119 Timber Drive
Storrs, CT 06268-1210**

REC'D FEB - 3 2003

February 2, 2003

To the Town Council
Mansfield, Connecticut

Dear Council people,

Please understand that I don't like to pay taxes.

That said, I feel even more strongly that I want the present level of Mansfield services, or even improved services, to continue. When I moved to Mansfield in 1964, it was clear to me that Mansfield had fine schools, well-maintained roads, and a variety of other public benefits. I was sure this came with a price: homes that are more expensive and higher taxes. This has turned out to be only partly true. Homes cost more and sell for more in Mansfield than in surrounding towns. I am not sure that the real tax rate has been higher.

I selected Mansfield as my home because I believed it was the best town in the area. I had the choice of living in a number of nearby towns with minimum services and the lowest taxes the town government could manage. I have always had the choice to move to such a town, but chose to stay here. Please do not reduce services or the quality of the schools.

I understand that there is a cost to maintaining our way of life. So be it. I am certain that living in Mansfield is worth a few dollars more in taxes. Please continue to run the town in the same efficient way you have in the past, and I will pay my share of the costs.

Do others share my views? Everyone who has moved here or has chosen to stay has voted for our lifestyle and the associated costs.

Sincerely,



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Item #15

Storrs Friends Meeting
Religious Society of Friends (Quakers)
57 Hunting Lodge Rd.
Storrs, CT 06268

February 5, 2003

Mansfield Town Council
Betsy Paterson, Mayor
Audrey Beck Municipal Bldg.
Four South Eagleville Rd.
Storrs, CT 06226

Dear Mayor Paterson and Council Members:

On February 2, 2003, it was the unanimous sense of our called meeting for worship to conduct business to convey the following to you.

Faithful to the peace testimony that has guided Friends for 350 years and in keeping with the longstanding Quaker practice of speaking truth to power, we the Storrs Monthly Meeting of the Religious Society of Friends (Quakers) respectfully but strongly urge the Mansfield Town Council to adopt a resolution opposing waging a war against the people and territory of Iraq. However despicable the regime of Saddam Hussein, his overthrow by means of war cannot justify the frightful cost in lives and suffering of innocent Iraqis such a war would entail. As people of conscience we of the Storrs Friends Meeting feel an imperative need to voice our concern. All human beings are equally precious in the eyes of God. We cannot remain silent at this fateful time.

In peace,



Joe Pandolfo
Assistant Clerk

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February 6, 2003

Concerning War in Iraq:

Do not think this information might help you in your deliberations, especially regarding the relevance of WAR to our local interests. Obviously not only budget allocations and loss of life of our young service men and national guardsmen but also the availability of young personnel for firemen and police jobs have a large impact on how we as a town function. But this is far too parochial. The pre-emptive nature of this venture is unique and terrifying. The threat of going it alone by this administration sets a very dangerous precedent. The chaos which would ensue for Iraq, the Arab world and the World has not been adequately considered.

This kind of statement is another small way to make our concern known. Diplomacy and inspection are working. He should continue to work with the United Nations and honor its multilateral approach.

Eleanor B. Plank

John N. P. Clark

P.S. Given Secretary Powell's presentation of last Wednesday the case is made even more strongly for continuing and even more intensive international inspection, not war. While inspectors are at work Saddam is effectively prevented

1-1-03

ESSENT

Antiwar Sentiment Appears in County Seats and City Halls

By MICHAEL JANOFSKY

PORTLAND, Ore., Jan. 31 — spurred by local antiwar sentiment, tens of cities and counties around the country have passed resolutions exploring President Bush to slow down his confrontation with Iraq.

Some of the resolutions ask for more evidence that Iraq is hiding weapons. Some urge Mr. Bush to work more closely with the United Nations. Almost all oppose a unilateral strike.

City and county councils in 20 states have passed such measures, from small towns like Woodstock, N.Y., to cities as large as Chicago, Philadelphia and Detroit.

Many have liberal leanings, like Berkeley, Calif.; Madison, Wis.; and Santa Fe, N.M. But others, like Des Moines; San Luis Obispo, Calif.; and Blaine County, Idaho, have large numbers of Republican voters.

This past week, resolutions were approved by the Board of Commissioners of Multnomah County, which includes Portland; and by city councils in Cleveland; Tacoma, Wash.; Nederland, Colo.; Amherst, Mass.; and Topanga, Calif., bringing to 57 the number of municipalities that have acted. Together, they represent about 13 million people.

More resolutions may be on the way. Officials at the Institute for Policy Studies in Washington, a non-partisan group helping to organize municipal campaigns against the war, said that nearly 70 other cities and counties — and one state legislature, Maine's — were considering similar resolutions.

Ours reflects a growing ambivalence, even opposition, to a military mission of Iraq," said Alderman Joe Smallwood of Chicago, the largest city to take a stand, in a 46-to-1 vote two weeks ago. "There's a strong feeling here that the president has not made the case that we should depart from years of history of not launching preemptive strike against another nation."

The resolutions stray far from the debates over garbage and teacher salaries that usually ensnare local governments.

In some places, officials have resisted taking a symbolic stand on foreign policy, an issue reserved for the United States Congress. Last week, Portland's usually liberal City Council heard two hours of fervent

split in public opinion. "We're confident that the American people will support the president if Saddam Hussein chooses not to disarm peacefully and the United States leads a coalition to disarm him," she said.

But conservatives stand ready to try to mobilize a countermovement. Grover Norquist, president of Americans for Tax Reform, said his organization had sent every state legislature a proposed measure for adoption the day fighting starts that supports Mr. Bush's actions.

The resolutions are just one sign of an active antiwar movement. Today, the group Win Without War began airing a 30-second television spot featuring Bishop Melvin G. Talbert, the chief ecumenical officer of the United Methodist Church, which counts President Bush as a member.

In the advertisement, Bishop Talbert says that going to war "violates God's law and the teachings of Jesus Christ."

The advertisement also includes actress Janeane Garofalo, who asks whether the United States has the right to invade a country that "has done nothing to us."

While some local officials echo such sentiments, for others — including county commissioners here — the issue is not just the use of force, but the cost of war.

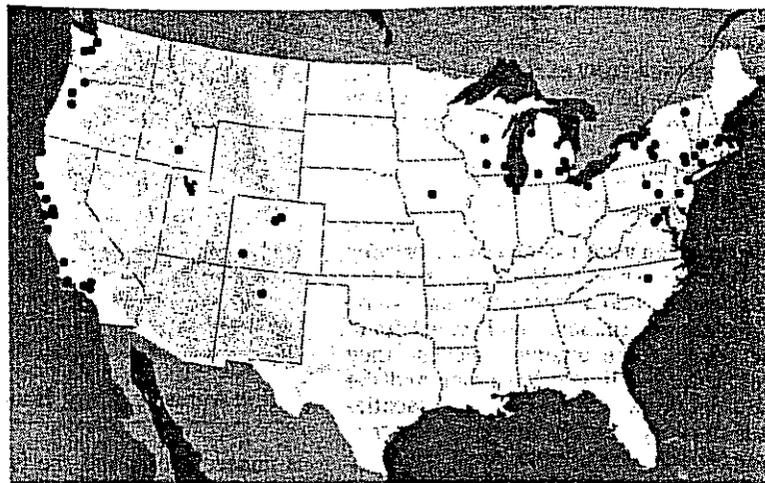
They say a war effort would cost billions of dollars that are desperately needed by cities and states, which have been hurt by the economic slowdown and the new costs of security since the Sept. 11, 2001, attacks.

"A protracted war with no sure end would have such a damaging effect on social spending," said Tom Hutchings, a city official in San Luis Obispo, where an antiwar resolution passed the City Council by a 4-to-1 vote this month. "This is not only a fiscal issue, but also a human issue."

Some lawmakers call such symbolic stands a waste of time. Lonnie Roberts, an Army veteran and former state lawmaker who cast the dissenting vote in Multnomah County, said he would rather debate local issues.

Of the resolution, Mr. Roberts said, "I believe this would not make any difference in Washington, D.C., at all. I used to send memos to Congress all the time and never heard back."

Sponsors in many cities and towns are unsure whether the resolutions



Voting 'No' to War in Iraq

Fifty-seven cities and counties have passed resolutions opposing war.

California	Indiana	Rochester
Arcata	Gary	Syracuse
Berkeley	Iowa	Woodstock
Mendocino County	Des Moines	North Carolina
Oakland	Maryland	Carboro
San Fernando	Baltimore	Ohio
San Francisco	Takoma Park	Cleveland
San Luis Obispo	Massachusetts	Oregon
Santa Barbara	Amherst	Corvallis
Santa Cruz	Brookline	Eugene
Sebastopol	Northampton	Multnomah County
Topanga	Somerville	Pennsylvania
West Hollywood	Michigan	Haines Township
Colorado	Ann Arbor	Philadelphia
Boulder	Detroit	York
Nederland	Ferndale	Vermont
Telluride	Kalamazoo	Burlington
Connecticut	Traverse City	Washington
New Haven	New Jersey	Olympia
Salisbury	Jersey City	Seattle
Idaho	New Mexico	Tacoma
Blaine County	Santa Fe	Wisconsin
Illinois	New York	Madison
Chicago	Danby	Milwaukee
Evanston	Ithaca	Stevens Point
	New Paltz	Washington DC

Source: Institute for Policy Studies

But on Thursday, by a 4-to-1 vote, the county Board of Commissioners trumped its largest city, passing a measure that opposes a "threatened violation of the United Nations Charter by unilateral, pre-emptive military action against the sovereign nation of Iraq, and the dangerous precedent such action would establish." It urges Mr. Bush and Congress to work "with and through" the United Nations.

"The time to express our concern is now," said Commissioner Serena Cruz, a cosponsor of the Multnomah County measure, "before our troops are put in harm's way."

Clare Buchan, a White House spokeswoman, dismissed the notion

"I don't think the administration paying us any attention," said W. Smallwood, an Air Force veteran and city councilman in York, Pa., who sponsored a resolution that passed there by a 3-to-2 vote. "The administration is hell-bent on doing what it wants to do."

But Mayor Marty Blum of San Barbara, Calif., where a measure passed by a 4-to-1 vote, said, "Voting antiwar resolutions passing and people marching, I feel like the administration must be listening."

"In September," Mr. Blum said, "the president said he would get war with Iraq and not talk to the United Nations. Now it feels like there's some kind of hesitation. I feel like he's changed his tune, but who knows what he's thinking."

The New York Times



Item #17

STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

OFFICE OF THE COMMISSIONER

REC'D JAN 30 2003

TELEPHONE
(860) 424-5008

TDD/TTY
1-800-842-4524

FAX
(860) 424-5129

Patricia A. Wilson-Coker, JD, MSW
COMMISSIONER

January 27, 2003

Dear Community Partner:

As you know, six of our sub-offices and outposts have closed or will be closing by the end of the month as a result of the state budgetary crisis. We have closed our offices in Bristol, Meriden, Norwalk, and Windham, as well as an outpost in Ansonia. The Killingly outpost will be closing by January 31, 2003. The Department has established toll free lines for the clients affected by the office closings so that they are able to contact their new workers without incurring any cost. Notices have been sent to each client providing them with the new toll free number as well as the location of the new office.

We would like your help in reminding our clients that most things they need to do to remain eligible or to apply for our programs do not require a visit to our offices and can be completed by mail or over the phone with verification mailed or faxed after the fact. Your assistance in reinforcing this with potential clients would be greatly appreciated.

A DSS help line at **1-800-842-2159** has been created for persons with disabilities if they need extra assistance after contacting the new office number. In addition, the Department has an agreement with the community action agencies in the towns where offices have closed to provide help to clients with disabilities in getting the required documents to the new offices. The agencies will assist with the completion of application and other forms and also assist clients with disabilities in submitting documents to the department. Finally, staff at the community action agencies will assist such clients with completing and forwarding to the department emergency applications for expedited Food Stamps and emergency cash or medical benefits.

A listing of the closed offices, the towns they formerly served and their new DSS offices, the toll free numbers, and the community action agencies is attached. Please share this information with your staff and anyone that you serve that might be helped by receiving this information. Thank you for your assistance. Your partnership is important to us as well as to those we serve.

Sincerely,

Patricia A. Wilson-Coker
Commissioner

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CLOSED DSS OFFICES

BRISTOL OFFICE clients from the towns **Bristol, Burlington, Plymouth and Southington** will now be served by the:

New Britain DSS Office
270 Lafayette Street, New Britain, CT 06053
(860) 612-3400 Toll Free: (866) 723-2591

BRISTOL OFFICE clients from the towns of **Avon, Canton, Farmington, and Simsbury** will now be served by the:

Hartford DSS Office
3580 Main Street, Hartford, CT 06120
(860) 723-1000

The Community Action Agency serving clients with disabilities from these towns is:

Bristol Community Organization (BCO)
100 North Main St., Suite 127, 2nd floor, Bristol Centre Mall, Bristol, CT 06010
(860)-582-2796 or (860) 589-8623

* * * * *

MERIDEN OFFICE clients from the towns of **Meriden and Wallingford** will now be served by the:

New Haven DSS Office
194 Bassett Street, New Haven, CT 06511
(203) 974-8000

The Community Action Agency serving clients with disabilities from these towns is:

New Opportunities for Greater Meriden
191 Pratt St., Meriden, CT
(203) 235-0278

* * * * *

ANSONIA OUTPOST clients from the towns of **Ansonia, Derby, Seymour and Shelton** will now be served by the:

New Haven DSS Office
194 Bassett Street, New Haven, CT 06511
(203) 974-8000

The Community Action Agency serving clients with disabilities from these towns is:

TEAM, Inc.
30 Elizabeth St., Derby, CT 06418
(203) 736-5420

* * * * *

NORWALK OFFICE clients from the towns of **Norwalk, Weston, and Westport** will now be served by the:

Bridgeport DSS Office

925 Housatonic Avenue, Bridgeport, CT 06606
(203) 551-2700, Toll Free: (877) 551-2700

NORWALK OFFICE clients from the towns of **New Canaan and Wilton** will now be served by the:

Stamford DSS Office

1642 Bedford Street, Stamford, CT 06905
(203) 251-9300, Toll Free:

The Community Action Agency serving clients with disabilities from these towns is:

Norwalk Economic Opportunity Now, Inc. (NEON)

Ben Franklin Building, 126 Flaxhill Rd., Norwalk, CT
(203) 899-1065 or (202) 899-1066

* * * * *

WINDHAM OFFICE clients from the towns of **Ashford, Chaplin, Columbia, Coventry, Hampton, Mansfield, Scotland, Union, Willington, and Windham** will now be served by the:

Norwich DSS Office

401 West Thames Street, Unit 102, Norwich, CT 06360
(860) 823-5000, Toll Free (800) 473-8909

The Community Action Agency serving clients with disabilities from these towns is:

The ACCESS Agency, Inc.

1315 Main Street., Willimantic, CT 06226
(860) 450-7487

KILLINGLY OUTPOST clients from the towns of **Brooklyn, Canterbury, Eastford, Killingly, Plainfield, Pomfret, Putnam, Sterling, Thompson and Woodstock** will now be served by the:

Norwich DSS Office

401 West Thames Street, Unit 102, Norwich, CT 06360
(860) 823-5000, Toll Free (800) 473-8909

The Community Action Agency serving clients with disabilities from these towns is:

The ACCESS Agency, Inc.

173A Mechanic St., Danielson, CT 06239
(860) 774-0418



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER MANAGEMENT
APPROVAL OF LEVEL A AQUIFER MAPPING



January 16, 2003

Larry G. Schilling
 Executive Director of Physical Plant
 UCONN Office of Facilities
 Box U-38, 624 Gilbert Rd Ext
 Storrs, CT 06269-1038

RE: Level A Aquifer Mapping for the Fenton River Well Field, University of Connecticut,
 Dated February, 2002
 #A078002-135-020306

Dear Mr. Schilling:

The above-referenced report, prepared by Leggette, Brashears & Graham, Inc., for the University of Connecticut and submitted on March 6, 2002, has been reviewed by the Department of Environmental Protection Bureau of Water Management. This Level A Aquifer Mapping and Report, with the 12/20/02 modification to Figure 8, are consistent with Section 22a-354b-1(b) of the Regulations of Connecticut State Agencies, and are hereby approved in accordance with Section 22a-354d of the Connecticut General Statutes.

If you have any questions regarding this matter, please contact Corinne Fitting at (860) 424-3724.

Sincerely,

Thomas M. Morrissey
 Director
 Planning & Standards Division

cc: Kenneth Taylor, Leggette, Brashears & Graham, Inc.
 Gregory Padick, Mansfield Town Planner
 Quentin Kessel, Mansfield Conservation Commission
 Susan Yorensen, Willington Planning & Zoning / Wetlands Agent
 Denise Ruzicka, DEP Water Resources Division
 James Okrongly, DPH Water Supply Planning
 Barbara Buddington, Windham Region Council of Governments
 Laura O'Donnell, Cohn & Birnbaum
 Sid Albertsen, OPM

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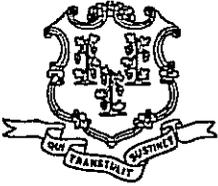
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STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER MANAGEMENT
PLANNING & STANDARDS DIVISION



January 16, 2003

REC'D JAN 24 2003

Mr. Gregory Padick
Town Planner
4 South Eagleville Rd
Mansfield, CT 06268

Re: Aquifer Protection for Mansfield

Dear Mr. Padick:

As you are aware, the University of Connecticut operates two public water supply well fields in Mansfield. These wells fields come under the Aquifer Protection Area Program established by §22a-354a through §22a-354bb of the Connecticut General Statutes. Mapping of the land area from which these wells draw their water (Level A Mapping) has been slowly progressing over the past few years. The Level A Mapping for the Fenton River Well Field has just been approved, and a copy of the approval and map are enclosed. The highlighted area on the map is the area that will be used to determine the final Aquifer Protection Area (APA) regulatory boundary and replaces the Level B Mapping submitted to the town in 1992.

§22a-354o, -354n, and -354e of the Connecticut General Statutes impose certain obligations concerning APAs on the municipalities, as outlined below. Note however, that all of these requirements hinge on both approval of the mapping, and promulgation of the land use regulations required by §22a-354i. The DEP has not yet adopted the regulations required for the municipalities to fulfill these obligations. Accordingly, the DEP interprets the statute as requiring the municipality to perform the specified actions within the given time frames after the land use regulations are promulgated. (We do not yet know what the time frame for promulgation of the land use regulations is.) Therefore, no official actions by your municipality are required at this time.

In part, these sections of the statute require the following:

- §22a-354o requires authorization of a Municipal Aquifer Protection Agency within 3 months of the adoption of the state land use regulations, and adoption of local aquifer protection regulations within 6 months of the approval of Level A Mapping;
- §22a-354n requires the municipality to delineate the APA on town maps;
- and §22a-354e requires the Aquifer Protection Agency to inventory land uses in the Level B areas within one year of authorization of the Aquifer Protection Agency.

The town of Mansfield, of course, has been pro-active in moving forward with local aquifer protection measures. Hopefully the mapping will help support the town's efforts. DEP continues to work on the Model Municipal Ordinance, which will be available shortly after the state land use regulations are promulgated. DEP has recently updated Mansfield's land use inventory in the Aquifer Protection Areas using federal funding through set-asides from the Safe Drinking Water Act. We will get the inventory information to you shortly.

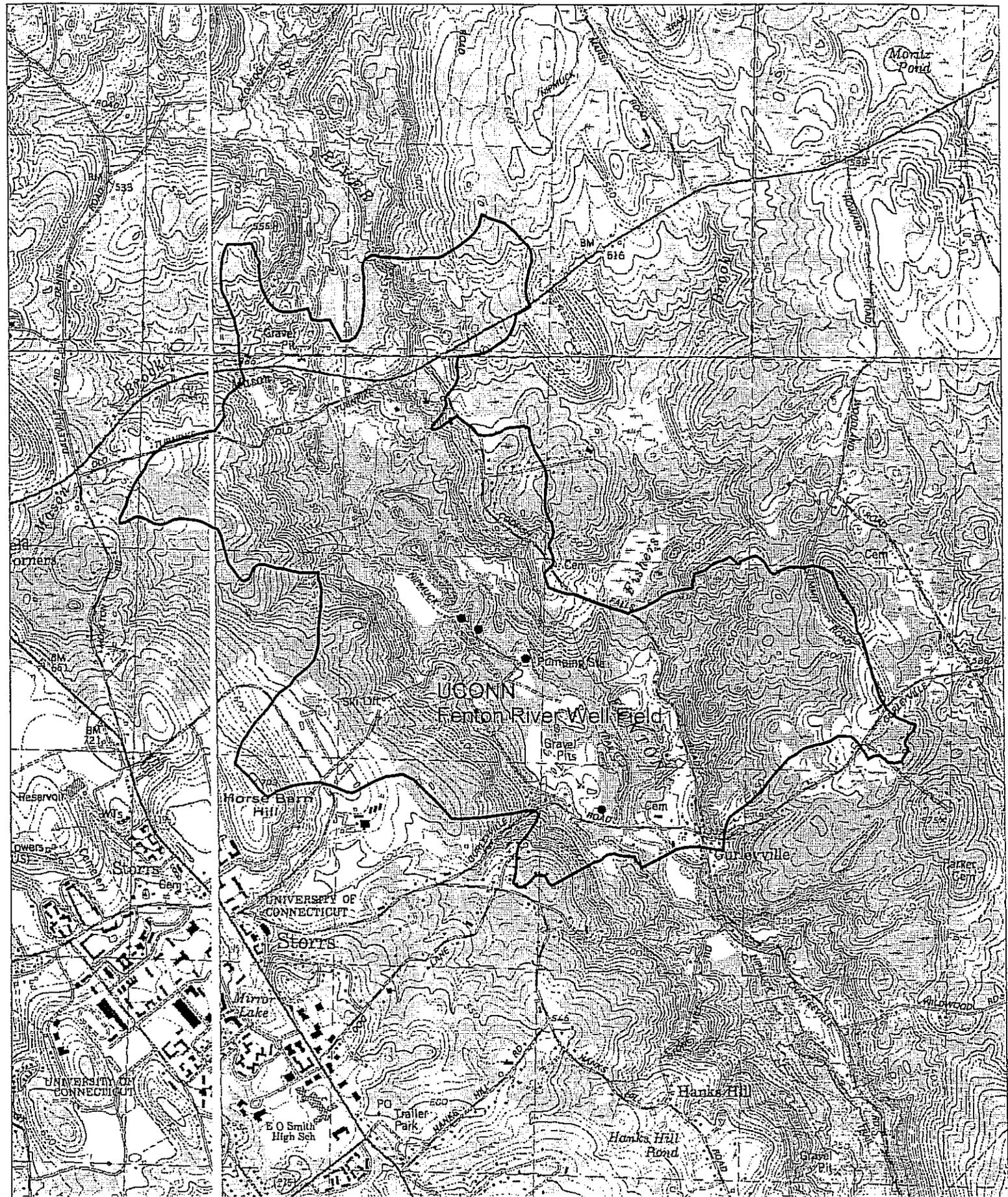
DEP will continue to support the town's protection efforts, and would be happy to answer any questions you may have. For questions on the mapping, please do not hesitate to contact Corinne Fitting at (860) 424-3724. Questions concerning municipal implementation of the APA program can be directed to Rob Hust at (860) 424-3718.

Sincerely,

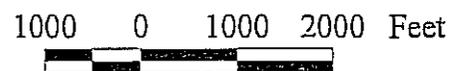


Fred S. Banach
Assistant Director

cc: Robert Hust, DEP Water Management
Martin Berliner, Town Manager
Mary Ann Ettinger, UCONN Office of Facilities



Level A Mapping
 University of Connecticut, Fenton River Well Field



1:24000

Map printed 1/14/2003



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1245 Farmington Avenue, 101
West Hartford, CT 06107
(860) 231-7100 Phone
(860) 233-1982 Fax
E-mail: smalltowns@crobs.com

Item #19

**Connecticut Council
on Small Towns**

COST Town Leaders' Bulletin

RUSH To: 1st Selectmen, Mayors, and Managers
From: Bart Russell, Executive Director
Date: 1/31/03
Re: Important News and Information



URGENT: Please Act Now to Make Your Voice Count at the Capital

Accompanying this Bulletin are several key pieces of information:

- ❖ A *Capital Watch* legislative report from COST on the current state budget crisis;
- ❖ COST's 2003 Legislative Platform, adopted by the membership during last week's annual meeting. The list of COST priorities includes bill numbers related to each issue. A ✓ symbol means you should urge your legislators to sponsor the bill and a ✗ symbol means you should urge your legislators to oppose the bill.
- ❖ A COST 2003 Legislative Action Network sign-up form. PLEASE identify issues you are most concerned with and which you would be willing to lobby for/against; and,
- ❖ "How-to" tips on lobbying from COST's *Legislative Tool Box*.

Please help COST help your town and small towns statewide by becoming a member of the Legislative Action Network and faxing your sign-up form to COST at (860) 233-1982. Thanks.

About Our People...and More

COST President **Howard Dean**, 1st Selectman of the Town of Marlborough, announced this week that he will not seek re-election this fall as his town's CEO. Howard has served in numerous posts as a COST leader for several years and will be sorely missed on the Board of Directors. When asked how he might spend some of his free time, Howard said that he intends to shave several strokes off his handicap. Golfers beware!...COST is pleased to welcome **Peter Sielman** as the newest member of its Board of Directors. Peter is the 1st Selectman of the Town of Salem...Welcome also to COST's newest "town member": Bridgewater (1st Selectman **William Stuart**)...Free for the asking: COST is pleased to announce the availability of *Limiting Small Town Liability - A Risk Management Primer for Small Town Leaders*. The publication was distributed to local officials who attended COST's annual meeting last week. The guidebook, published by the National Center for Small Communities, is free (\$2.50 postage and handling fee) and may be requested by calling COST at (860) 676-3070.

Capitol Watch



CONNECTICUT COUNCIL OF SMALL TOWNS

LEGISLATIVE ALERT • JANUARY 31, 2003

TOWN LEADERS MUST ACT TO SAVE TAR, ECS, AND OTHER STATE AID

The budget crisis "stand off" continues at the State Capitol. For those who attended the COST annual meeting last week, during which the legislative leadership (House Speaker Muri Lyons, House Minority Leader Robert Ward, Senate President Kevin Sullivan and Senate Republican Leader Lou DeLuca) debated policy options for "fixing" the budget crisis, this will probably not come as a surprise. And, now that the Legislature's Office of Fiscal Analysis has announced that it over-estimated revenues by more than \$200 million, the outlook for a budget resolution any time soon looks extremely cloudy.

In addition to making it extremely difficult for town leaders to make their budget plans for the next fiscal year, the budget crisis is already taking its toll on current town operations. \$68 million in PILOT grants (Reimbursement for Exempt Machinery, Equipment, and Commercial Vehicles Program) have been withheld from towns by the Rowland Administration and there's concern that Town Aid Road (TAR) funds, due to be paid today, will also be withheld from towns. COST is exploring legal options to force the State to make TAR payments, if checks are not dispersed today. Questions have also been raised about whether the State will try to withhold the next round of ECS payments, due soon. COST will monitor this situation closely.

TOWNS ARE A TARGET

It's clear that it has become "open season" on municipalities - at least for some decision-makers in Hartford - and COST needs your help now to help stop the insanity. Given that property taxes in Connecticut are among the highest in the Nation, and most towns cannot afford to raise local property taxes any higher, it makes absolutely no sense for state policymakers to make a bad situation worse by making towns pay for the State's fiscal problems.

As Mitchell Goldblatt, 1st Selectman of the Town of Orange, said in a message sent a few days ago to legislative leaders: "After listening to each of you this week at the COST Annual Meeting and you hearing our pleas, I hope you will be careful before making any mid-year cuts to municipalities. We have already budgeted this year and taxed our residents. A heavy

"After listening to each of you this week at the COST Annual Meeting...I hope you will be careful before making any mid-year cuts to municipalities. Mid-year cuts will affect services and result in higher than normal (property) taxes next year. Please do not transfer the state problem onto the backs of local taxpayers."

*Mitch Goldblatt, 1st Selectman
Town of Orange*

snowfall this winter is significantly affecting our budgets and mid-year cuts could prove to be devastating to town services. Mid-year cuts will affect services and result in higher than normal (property) taxes next year. Please do not transfer the state problem onto the backs of local taxpayers."

PLEASE ACT NOW!

Now is the time to make your voice count. Please call your state legislators and urge them to oppose efforts being made by some leaders to make drastic cuts in state aid to towns. Rank and file legislators - Democrats and Republicans alike - must stand united on behalf of Connecticut towns and local taxpayers.

For further information contact: Barton D. Russell, Executive Director
CT Council of Small Towns (COST), 1245 Farmington Avenue, 101, West Hartford, CT 06107
Phone (860) 231-7100 • Fax (860) 233-1982 • E-Mail: smalltowns@erols.com

Connecticut Council of Small Towns

2003 Legislative Priorities

STATE AID TO MUNICIPALITIES

COST strongly urges the State of Connecticut to take whatever action is necessary to restore reductions made in statutory state aid to municipalities and pass a biennial budget that – at a minimum – maintains municipal funding at 2001-2002 levels. While COST recognizes the extreme fiscal pressures facing the State, it does not believe such pressures justify a reduction in state funding to towns. Any reductions in state aid to towns will merely shift the State's fiscal burdens to towns and result in an untenable increase in local property taxes.

✓ **SB 477: AN ACT CONCERNING RESTORATION OF BUDGET REDUCTIONS TO MUNICIPAL GRANT PROGRAMS...** To restore cuts made to certain town programs, including town aid road, payments in lieu of taxes and local capital improvements since June 30, 2001.

✓ **HB 5855: AN ACT CONCERNING FUNDING FOR THE TOWN AID ROAD PROGRAM...** To provide continued and increased funding for the Town Aid Road Program.

✓ **HB 5855: AN ACT CONCERNING THE LOCAL CAPITAL IMPROVEMENT FUND...** To provide sixty-five million dollars for the local capital improvement project, fully funding aid to towns for capital improvements for fiscal year 2003-04.

INCREASE STATE SPECIAL EDUCATION PAYMENTS

COST advocates the removal of state payments for federally mandated special education services from the spending cap, and urges the State of Connecticut to pay the full cost of special education for children placed by the state. Further, COST strongly believes that the State should lower the threshold for special education excess cost grants from five times to two and one-half times the average educational cost of the school district.

✓ **HB 5762: AN ACT CONCERNING STATE SPECIAL EDUCATION PAYMENTS...** To provide relief to municipalities for the costs of special education.

RENEW THE SMALL TOWN ECONOMIC ASSISTANCE PROGRAM

COST advocates the renewal of the Small Town Economic Assistance Program during the 2003 session. COST is proposing to modify the program so that so-called "Urban Act" towns will be eligible to participate in STEAP if they opt out of the Urban Act grant program.

✓ **HB 5907 or HB 5905: AN ACT CONCERNING THE REAUTHORIZATION OF THE SMALL TOWN ECONOMIC ASSISTANCE PROGRAM...** To continue to provide financial assistance to towns with a population of less than thirty thousand.

PROHIBIT UNFUNDED STATE MANDATES

Unfunded state mandates put an unfair fiscal burden on towns. Municipalities are experiencing enormous financial difficulties because of their over-reliance on property taxes to pay for essential public services. In light of current reductions in state aid and the threat of even more draconian cuts, towns cannot afford new unfunded mandates. COST is absolutely opposed to any new mandate that is not entirely paid for by the State of Connecticut.

PREVAILING WAGES THRESHOLDS ON MUNICIPAL PROJECTS

COST will seek the passage of legislation to increase the minimum amount that municipal public works projects must be worth before the prevailing wage has to be paid to workers on the project. COST proposes making the prevailing wage law apply to projects involving new construction costing at least \$1 million instead of \$400,000 and to projects involving repairs

or alterations costing at least \$500,000 instead of \$100,000.

✓ **HB 5364: AN ACT RAISING PREVAILING WAGE THRESHOLDS ON MUNICIPAL PROJECTS...** To raise prevailing wage thresholds on municipal projects to one million dollars for new construction and to five hundred thousand dollars for other construction projects.

BINDING ARBITRATION

COST urges the passage of legislation to modify municipal binding arbitration laws so that to require that municipalities would be required to abide by the same binding arbitration rules and procedures used by the State of Connecticut.

✓ **HB 5563: AN ACT CONCERNING PROCEDURES FOR BINDING ARBITRATION FOR MUNICIPAL EMPLOYEES AND TEACHERS...** To make binding arbitration rules and procedure for town employees the same as the rules and procedures for state employees.

MANDATED REMOVAL OF LEVER VOTING MACHINES

COST members are opposed to policies that mandate the replacement of lever voting machines with electronic voting equipment.

✓ **HB 5443: AN ACT CONCERNING LEVER VOTING MACHINES...** To preserve the right of towns to use lever voting machines.

PRESERVE THE CURRENT MUNICIPAL PROBATE JUDGE SYSTEM

COST has previously supported enabling legislation that provided specific towns with the authority to merge their local probate courts. Such consolidation initiatives should be optional, not mandatory. COST opposes mandatory consolidation of local probate courts and supports the development of a fair and equitable fee structure to help relieve the financial pressures facing many probate courts.

PROMOTE AFFORDABLE HOUSING IN SMALL TOWNS

COST supports legislation that amends Connecticut's Affordable Housing Land Use Appeals Act to modify provisions such as the "10 year deed restriction", which discourage the expansion of "affordable housing" accessory apartments in small towns. COST also supports changes in the law that would provide towns with the option of offering property tax credits of up to \$250 to any homeowner who creates and leases an accessory apartment that meets the State's definition of "affordable housing".

MANDATED MUNICIPAL CODE OF ETHICS

✗ **HB 6105: AN ACT CONCERNING MUNICIPAL CODES OF ETHICS...** To strengthen safeguards against conflicts of interest and corruption at the municipal level by requiring a mandatory municipal code of ethics.

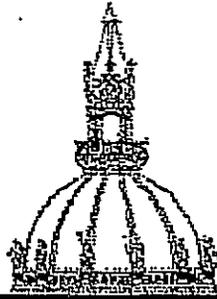
MANDATED PENSION BENEFITS FOR SCHOOL PARAPROFESSIONALS

✗ **HB 6212: AN ACT CONCERNING PENSIONS FOR MUNICIPAL PARAPROFESSIONALS AND NONCERTIFIED SCHOOL PERSONNEL...** To require municipalities to provide pension benefits for school paraprofessionals and other noncertified school personnel.

✓ = Urge Your Legislators to Sign on as a Sponsor

✗ = Urge Your Legislator to Oppose

Be Part of the...



Action

COST 2003 LEGISLATIVE ACTION NETWORK

COST has increased its legislative effectiveness during the past several years for two primary reasons:

1. COST membership has increased from 38 towns to approximately 100 towns; and,
2. Member 1st Selectmen, Mayors, Managers and others have become very active in the grassroots lobbying process through COST's Legislative Action Network.

During previous legislative sessions, COST's Legislative Action Network has played a major role in several of COST's legislative victories, e.g. increased funding for Town Aid Road and ECS, creation of the \$40 million Small Town Economic Assistance Program, and the defeat of a wide variety of unfunded mandate proposals...to name a few.

Now we face a new set of challenges and it is more important than ever for small towns leaders to work together for the cause of equity and fair funding. To this end, COST would like to know if you would be willing to participate in its Legislative Action Network for the 2003 Legislative Session AND whether there is an Issue Team on which you would like to serve. Please review the following and return (fax/mail) this form to COST indicating your preference(s).

ISSUE TEAMS

- ☆ **STATE AID TO TOWNS** (Please specify: ECS, Special Ed, STEAP, TAR, LoCIP, PILOT, Pequot funds)
- ☆ **CAMPAIGN AGAINST UNFUNDED STATE MANDATES**
- ☆ **OTHER POLICY ISSUES:**

- Property tax system reforms
- Expansion of casino gaming in Connecticut
- FOI Commission's Proposed E-Mail/Voice Mail Ruling
- Expense control/reduction initiatives (e.g., prevailing wages, binding arbitration)
- Other _____

LEGISLATIVE ACTION NETWORK SIGN-UP FORM

Yes, sign me up to be a member of a COST Legislative Action Network 2003...for the cause of strong grassroots government! I'm willing to testify at hearings and lobby legislators in person, and by phone-letter!

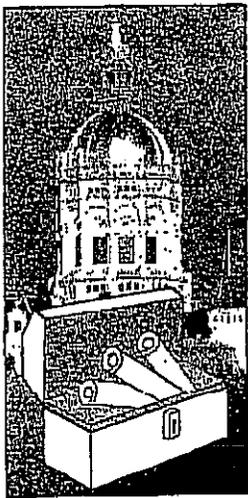
NAME _____ TOWN _____

E-MAIL _____ FAX _____

ISSUE(S) I AM MOST INTERESTED IN _____

For further information contact: Barton D. Russell, Executive Director, CT Council of Small Towns, 1245 Farmington Avenue, 101 West Hartford, CT 06107; Phone (860) 231-7100 • Fax: (860) 233-1982 • E-Mail: smalltowns@erols.com

LEGISLATIVE



TOOL BOX

WRITING LETTERS AND MAKING PHONE CALLS

Letters are among the most effective tools in communicating with a member of the legislature. They are read, circulated and counted. However, because of the massive amount of mail sent to the capitol each day, it is important to develop your letter around three basic principles:

1. Keep it local.
2. Keep it personal.
3. Keep it concise.

If you follow the three basic principles and other tips outlined below, your legislator and their staff will notice.

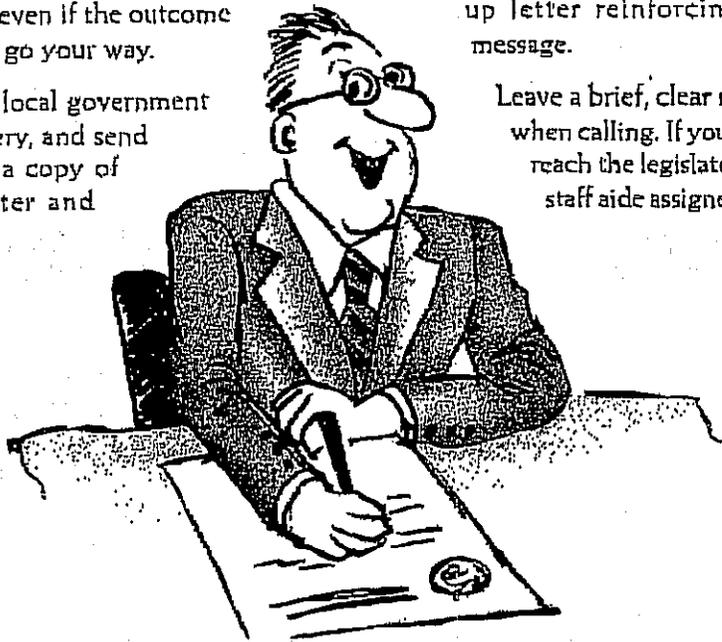
State the purpose of the letter in the first paragraph. If writing about a particular piece of legislation, be sure to include the bill number in the first paragraph and state your position or request for specific action.

Use your own words and anecdotal information to support your position. Avoid slogans or phrases from newsletters or form letters. Organizations may sometimes provide a sample letter but always adapt it to your local circumstances whenever possible. Legislators frequently quote constituent letters during floor debates and in committee meetings. Provide them with real stories and useful quotes.

Ask your legislator for a reply. You are entitled to know how and why your legislators take a particular position.

Be sure to thank legislators for their time and effort on your behalf, even if the outcome did not go your way.

Use local government stationery, and send **COST** a copy of the letter and



any correspondence. This helps us track which members have been contacted and develop legislative strategies.

PHONE CALLS

Like writing a letter, there are some key points to consider when calling a member of the legislature or their staff.

Use phone calls sparingly. Phone calls to your legislators' offices are best used when action must be taken quickly, such as the last days before a committee markup or a floor vote. After making the phone call, be sure to send an email message or fax a follow-up letter reinforcing your message.

Leave a brief, clear message when calling. If you cannot reach the legislator or the staff aide assigned to the

ADDRESSES AND SALUTATIONS

TO A STATE SENATOR:
The Honorable John Jones
Legislative Office Building
300 Capitol Avenue
Hartford, CT 06106-1591

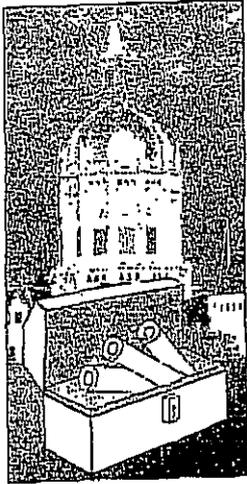
Dear Senator Jones:

TO A STATE REPRESENTATIVE:
The Honorable Jane Jones
Legislative Office Building
300 Capitol Avenue
Hartford, CT 06106-1591

Dear Representative Jones:

NOTE: When writing to a chair of a committee or the Speaker of the House, it is proper to address them as Mr. Chairman or Madam Chairwoman and Mr. Speaker.

LEGISLATIVE



TOOL BOX

« I avidly read the information sent by COST during the legislative session and find it very informative and helpful »

PERSONAL MEETINGS

Visiting state legislators is an important part of the overall lobbying effort for town leaders. Newly elected officials need to introduce themselves to their representatives and senators early in the session and begin a continuing relationship. A good working relationship with your senator or representative will make all your dealings in Hartford easier. These guidelines may help you to get your message across directly and effectively:

- ✦ Make an appointment by calling the legislator at the Capitol or at home. Indicate the issues you want to discuss.
- ✦ Do your homework. Study the issues to be covered in the visit. Know what you want to say.

Also, if you haven't already done so, invest some time in learning a little about your legislator's committee assignments, voting records on key issues, bills sponsored in recent years.

- ✦ Be on time. Limit the time of the meeting. Set a definite beginning and ending time sufficient to handle the issues you want to discuss, but not so long that the discussion drags.
- ✦ Be organized. Be sure to keep the discussion to one or perhaps two issues. If you are there in a group, be sure that everyone is prepared and that everyone agrees on the central message. Save internal debates for another time.
- ✦ Agree ahead of time the role of each participant and in what order people will speak. Prepare a few dramatic numbers or anecdotes to illustrate your points. Like most people, legislators are more likely

TOLL-FREE NUMBERS TO CONTACT YOUR CONNECTICUT LEGISLATORS

Senate Democrats: (800) 842-1420

Senate Republicans: (800) 842-1421

House Democrats: (800) 842-8267

House Republicans: (800) 842-8270

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ANDREW A. GLICKSON (also CT)
ROBERT L. OSAR (also TX)
MARYANN M. PALERMO
ROBERT C. SCHNEIDER
LOUIS R. TAFFERA

NEIL J. ALEXANDER (also CT)
CHARLES T. BAZYDLO (also NJ)
THOMAS R. BEIRNE (also DC)
THOMAS M. BLODMER
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SUSAN E.H. GORDON
KAREN G. GRANIK
JOSHUA J. GRAUER
WAYNE E. HELLER (also CT)
KENNETH F. JURIST
MICHAEL L. KATZ (also NJ)
JOSHUA E. KIMERLING (also CT)
DANIEL F. LEARY (also CT)
BARRY E. LONG

February 2, 2003

BY HAND

Mr. Gregory J. Padick
Town Planner
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268

Re: Proposed AT&T Wireless Communications Tower Facility

Dear Mr. Padick:

We are writing to provide you and the Town of Mansfield with an update and additional information regarding AT&T's proposed tower facility in the Town. As you know, AT&T has proposed a wireless communication tower facility at one of two properties in the Baxter Road/Cedar Swamp Road area of Town.

Since the public information session held at Town Hall on November 19, 2002, AT&T has been actively investigating alternatives to address various comments from members of the public. As you will recall from the public information session, several residents along Baxter Road requested AT&T to investigate other properties some of which had previously been reviewed by AT&T prior to its filing of a technical report. The four properties for further investigation were: Willard Home Improvement, Route 195; Towill Tree Farm, Middle Turnpike; Ferrigno property off of Cedar Swamp Road and Middle Turnpike; and the Villa Hills Golf Course at 497 Middle Turnpike. AT&T agreed to investigate each of these sites further prior to filing of its Siting Council application.

After that November meeting, AT&T site acquisition personnel visited each of the properties, observed the conditions and surroundings and obtained coordinates for a potential tower location on each property. Using those coordinates, AT&T's RF engineers conducted

CUDDY & FEDER & WORBY LLP

February 2, 2003

Page 2

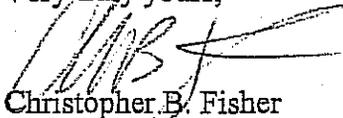
propagation analyses for each of the locations. Three of the locations (the Willard, Towill and Ferrigno properties) proved inadequate to provide coverage to the target area along Route 44, even at assumed tower heights up to 250 feet. The propagation analyses indicated that the Villa Hills Golf Course location would provide adequate coverage to the target area with a tower 120' tall, the same height as the proposed Cedar Swamp Road tower. AT&T confirmed this analysis through a drive test conducted at the property.

Given the foregoing, AT&T has entered into an agreement for use of the Villa Hills Golf Course property as a potential tower site. Enclosed for the Town's information are plans, descriptive materials and sight line graphics comparable to those provided as part of AT&T's technical report for the other two sites. The proposed tower site would be located at the rear of the golf course property and would utilize existing roads within the golf course for access. The sight line graphics indicate that the visibility of this site is similar to that of the Cedar Swamp Road location. Visual inspection of the surrounding area during the drive test (in which the crane was raised to heights of 100' and 150') confirmed the similarity in areas of visibility. Based on all these factors, AT&T intends to propose a site at Villa Hills Golf Course as part of its Siting Council application.

Moreover, please be advised that in response to the comments AT&T received from area residents at the public information session, AT&T plans to remove from consideration the site at 22 Baxter Road. This site had been designated in the technical report as Site A. As such, AT&T's Siting Council application will include two alternative locations for the proposed tower: the Cedar Swamp Road site and the Villa Hills Golf Course site.

We trust that this information is responsive to Town requests and the comments we received from the public at the informational session in November. Please be advised that we are currently working on AT&T's application and expect to formally file it with the Council sometime in February. We look forward to receiving any further Town comments in connection with AT&T's Siting Council application. Should you have any questions, please do not hesitate to contact me or Ms. Jennifer Gaudet. Thank you for your assistance and consideration throughout this process.

Very truly yours,



Christopher B. Fisher

cc: Ms. Jennifer Young-Gaudet