



**TOWN OF MANSFIELD**  
**TOWN COUNCIL MEETING**  
**MONDAY, October 27, 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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EXECUTIVE SESSION

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REGULAR MEETING-MANSFIELD TOWN COUNCIL-OCTOBER 14, 2003

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: Haddad, Hawkins, Holinko, Paterson, Clouette, Thorkelson

Absent: Bellm, Schaefer, Martin

II. APPROVAL OF MINUTES

Mr. Haddad moved and Mr. Hawkins seconded to approve the minutes of September 22, 2003 as presented.

So passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

IV. PUBLIC HEARING

1. Fee Waiver Ordinance

No comments from the public.

V. OLD BUSINESS

2. Fee Waiver Ordinance

Mr. Haddad moved to adopt the amendment to the Fee Waivers Ordinance-Chapter 122, Article III of the Mansfield Code of Ordinances as proposed by staff in its draft dated October 14, 2003 and which amendment will become effective 21 days after publication in a newspaper having circulation in the Town of Mansfield.

Seconded by Mr. Hawkins.

So passed unanimously.

3. Bowhunting on Town-owned Land

No vote was taken. Mr. Holinko is willing to work on any task force that is formed to study this issue.

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

No action needed to be taken on this item.

5. Open Space Acquisition-Vernon Property

Mr. Haddad moved and Mr. Thorkelson seconded to adopt the following resolution:

RESOLVED, that Martin H. Berliner, Town Manager, of the Town of Mansfield, be and hereby is authorized to execute on behalf of the Town of Mansfield a Grant Agreement and Easement under the Open Space and Watershed Land Acquisition Program with the Statute of Connecticut for financial assistance to acquire permanent interest in land known as Vernon Property, OSWA-149 and to manage said land as open space land pursuant to Section 76-131d of the Connecticut General Statutes.

So passed unanimously.

6. Department of Parks and Recreation Program Fee Structure

No action taken, however the staff will come back to the Council with the wording for Recreation's spring brochure.

7. Underage Drinking, University Spring Weekend and President Austin's Task Force on Substance Abuse.

The subcommittee of the Town/Gown Committee will have a preliminary report in December.

## VI. NEW BUSINESS

8. Reauthorization to Acquire Easements for Rt. 44 Bikeway/Walkway

Mr. Thorkelson moved and Mr. Holinko seconded that, effective October 14, 2003, to adopt the resolution proposed by the Director of Public Works in his correspondence dated October 8, 2003 to authorize the acquisition of certain properties and easements to construct and maintain a bikeway and required appurtenances for the Birch Road/Route 44 bikeway/walkway project.

So passed unanimously.

9. Proclamation in Honor of Southeast School's Receipt of Green Flag Award for Environmental Leadership.



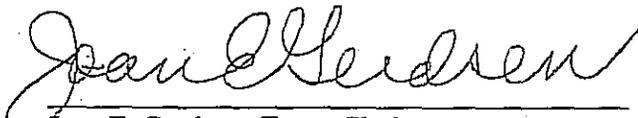
**RESOLUTION IN SUPPORT OF THE ACQUISITION KNOWN AS VERNON  
PROPERTY**

I, Joan E. Gerdson, do hereby certify that I am the CLERK of the Town of Mansfield, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 4 South Eagleville Road, that I am the keeper of the corporate records and seal. That the following is a true and correct copy of resolutions duly adopted and ratified by the Mansfield Town Council on October 14, 2003, in accordance with the constituent charter of the Town of Mansfield; and that the same has not in any way been modified, repealed or rescinded, but is in full force and effect.

RESOLVED, that Martin H. Berliner, of The Town of Mansfield be and hereby is authorized to execute on behalf of the Town of Mansfield a Grant Agreement and Easement under the Open Space and Watershed Land Acquisition Program with the State of Connecticut for financial assistance to acquire permanent interest in land known as Vernon Property, OSWA -149 and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.

BE IT FURTHER KNOWN that Martin H. Berliner was appointed Town Manager and that his term of office began on May 5, 1979 and will continue at the will of the Town Council. The Town Manager serves as the Chief Executive Officer for the Town of Mansfield and is duly authorized to enter into agreements and contracts on behalf of the Town of Mansfield.

Dated at Mansfield, Connecticut this 14<sup>th</sup> day of October 2003.

  
\_\_\_\_\_  
Joan E. Gerdson, Town Clerk

TOWN OF MANSFIELD  
TOWN CLERK



JOAN GERDSEN, TOWN CLERK.

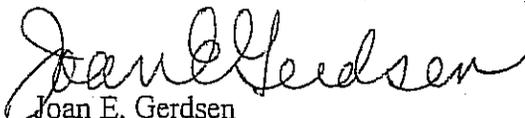
AUDREY P. BECK BUILDING  
4 SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3302

I, Joan E. Gerdson, Town Clerk of Mansfield, DO HEREBY CERTIFY, that the following is a true and correct copy of a resolution duly adopted at a meeting of the Town Council of the Town of Mansfield, duly held and convened on October 14, 2003, at which a quorum of the Town Council was present and acting throughout and such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLVED: Effective October 14, 2003, to adopt the resolution by the Director of Public Works in his correspondence dated October 8, 2003 to authorize the acquisition of certain properties and easements to construct and maintain a bikeway and required appurtenances for the Birch Road/Route 44 bikeway/walkway project.

Attached is the complete resolution.

IN WITNESS THEREOF, the undersigned has affixed her signature and the corporate seal of the Town of Mansfield this 20<sup>th</sup> day of October, 2003.

  
Joan E. Gerdson  
Town Clerk

"The Town Council of the Town of Mansfield, in accordance with the Right-of-Way Agreement with the Connecticut Department of Transportation for the Birch Road Bikeway, state project #77-198 signed on August 29, 2002, finds that the convenience and necessity of the Town requires the acquisition of the following properties and easements for the purpose of public travel by bicycle and foot:

<u>Property Address</u>	<u>Owner</u>	<u>Description of Easement and Map Reference</u>	<u>Appraised Value</u>
3 Clubhouse Circle	Clubhouse Assoc.	46,784 sq. ft. easement along the Birch Rd. frontage and a 9,286 sq. ft. piece of property under the current location of Birch Rd. as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Clubhouse Associates LLC, Scale 1:500, March, 2002, Sheets 7A & 7B".	\$6,950
<del>574 &amp; 596 Middle Tpk</del>	<del>Savings Bank of Manchester</del>	<del>17,211 sq. ft. easement along the Middle Tpk. frontage as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Savings Bank of Manchester, Scale 1:500, March 2002, Sheet 3".</del>	<del>\$2,580</del>
316 Hunting Lodge Rd.	Mihalopoulos	1,419 sq. ft. easement along the Birch Rd. frontage as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Theodore and John Mihalopoulos, Scale 1:250, March 2002, Sheet 10".	\$200
504 Middle Tpk	Van Scoy	5,335 sq. ft. easement and 2,589 sq. ft. right for temporary work area along the Middle Tpk. frontage as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Christopher and Christine Van Scoy, Scale 1:250, March 2002, Sheet 6".	\$925
Birch/Hunting Lodge Rd.	Borovilon	10,401 sq. ft. easement along the Birch Road frontage as shown on the right-of-way survey map "Town of Mansfield Map Showing Easement Acquired from Gionula Borovilon, Scale 1:250, March 2002, Sheet 9".	\$520

The acquisition of these properties to construct and maintain a bikeway and required appurtenances at the above shown appraised values and to acquire <sup>P. 5</sup> said property and property rights by judicial

Mr. Thorkelson moved and Mr. Haddad seconded that effective October 14, 2003, to authorize the Mayor to issue the attached proclamation in honor of the Southeast Elementary School's Green Flag Award.

So passed unanimously.

10. Proclamation Designating the Month of October as Breast Cancer Awareness Month in the Town of Mansfield

Mr. Clouette moved and Mr. Haddad seconded that effective October 14, 2003, to designate the month of October as Breast Cancer Awareness Month in the Town of Mansfield and to authorize the Mayor to issue the proclamation as presented by Town Staff.

Vote by voice, thought that vote failed. Town Council then reconsidered its vote.

Second vote on motion passed. Mr. Thorkelson abstained.

11. Proclamation Designating October 15, 2003 as White Cane Safety Day in the Town of Mansfield

Mr. Haddad moved and Mr. Hawkins seconded to authorize the Mayor to issue the attached proclamation designating Wednesday, October 15, 2003 as "White Cane Safety Day" in the Town of Mansfield.

So passed unanimously.

12. Resolution in Support of Smoking Ban

Mr. Haddad moved and Mr. Hawkins seconded to adopt the following resolution:

RESOLVED, effective October 14, 2003, to approve the attached resolution in support of the State of Connecticut's new smoking ban.

So passed unanimously.

13. Rural Minor Collector Grant-Clover Mill Loop

Mr. Clouette moved and Mr. Haddad seconded to approve the following resolution:

RESOLVED, effective October 14, 2003, to approve the attached resolution accepting the Rural Minor Collector Grant application in order to secure funding for a pavement reclamation project on Clover Mill Road.

So passed unanimously.



*Town of Mansfield  
Proclamation  
Designating the Month of October 2003 as Breast Cancer  
Awareness Month*

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*WHEREAS, October 2003 has been designated the National and the Connecticut Breast Cancer Awareness Month; and*

*WHEREAS, early detection and prompt treatment can significantly reduce suffering and deaths caused by this disease; and*

*WHEREAS, mammography is recognized as the single most effective method of detecting breast cancer long before physical symptoms can be detected;*

*NOW, THEREFORE, I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby proclaim the Month of October 2003 as Breast Cancer Awareness Month in the Town of Mansfield, urging all women and their families to become educated about breast cancer and the importance of regular mammography screening.*

*Elizabeth C. Paterson*

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*Elizabeth C. Paterson  
Mayor of Mansfield, Connecticut*



*Town of Mansfield  
Proclamation*

*Designating October 15, 2003 as White Cane Safety Day in Mansfield*

WHEREAS, the white cane and the dog guide have come to symbolize every blind person's right to pursue and achieve a full and independent life, and the use of the white cane or the dog guide allows blind persons to travel safely and effectively to undertake gainful employment and to otherwise fully participate in society; and,

WHEREAS, Connecticut State law secures the right of blind persons to carry and use a white cane or be accompanied by a dog guide, whether on the streets and highways, traveling on public transportation, utilizing public accommodations, locating housing or working on the job, and Connecticut law also requires motorists to exercise appropriate caution when approaching a blind person using a white cane or dog guide; and,

WHEREAS, Connecticut law further encourages employers, both in the private and public sector, to explore and utilize the skills and potentials for productivity of the blind citizens of Connecticut and to recognize their capabilities and respect their worth as individuals; and,

WHEREAS, the State of Connecticut, with the assistance and cooperation of the National Federation of the Blind of Connecticut can look forward to an ever-increasing awareness of the abilities of blind people and to a greater acceptance of blind people in the competitive labor market;

NOW, THEREFORE, I, Elizabeth C. Paterson, Mayor of the Town of Mansfield, do hereby proclaim October 15, 2003, as WHITE CANE SAFETY DAY for the Town of Mansfield and call upon our schools, institutions and business leaders to take the lead in ensuring full acceptance and equal opportunities for the blind of Connecticut, and I also urge all citizens to recognize and respect the white cane and the dog guide as representing safety, dignity and self-help for the blind of Connecticut.

Dated at Mansfield, Connecticut, this 15<sup>th</sup> day of October 2003.

*Elizabeth C. Paterson*

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*Elizabeth C. Paterson  
Mayor*



## RESOLUTION IN SUPPORT THE STATE OF CONNECTICUT'S SMOKING BAN

*Whereas*, as of October 1, 2003, all restaurants and bars must be smoke-free pursuant to Connecticut state law (Public Act 03-45) and establishments with a café or tavern permit or the bar area of a bowling alley must be smoke-free by April 1, 2004.

---

*Whereas*, the smoking ban will protect the health of families in public areas and employees in small businesses, bars and restaurants by dramatically reducing exposure to second hand smoke.

*Whereas*, secondhand smoke is the third leading cause of preventable death in the United States, killing approximately 53,000 people each year (from heart disease, lung cancer and other cancers). Secondhand smoke is a group A carcinogen, of which there is no safe level of exposure and hotel, restaurant and bar workers are especially vulnerable to the harmful effectors of secondhand smoke because of longer exposure at work than patrons.

NOW THEREFORE BE IT RESOLVED, the Town of Mansfield congratulates the State of Connecticut for enacting this important public health initiative and sincerely thanks restaurants and bars in our town for going smoke free for the health of its patrons and employees.

Adopted this 14<sup>th</sup> day of October 2003.

*Elizabeth C. Peterson*

TOWN OF MANSFIELD  
TOWN CLERK



RESOLUTION

Reconstruction of Clover Mill Road from Route 195 (North) to Route 195 (South).

WHEREAS, the Town of Mansfield has published a legal notice display ad, mailed a news release to a number of officials and agencies, and mailed a formal letter to abutting property owners, announcing that Federal STP Transportation funds are being proposed to be used for a transportation project known as the reclamation of the Clover Mill Road loop and that public comment will be accepted; and

WHEREAS, the Windham Regional Planning District (WinCOG) has selected this project as a regional priority and has agreed to utilize federal funds for right-of-way and construction activities; and

WHEREAS, the project is located on a municipally owned road, the preliminary engineering phase will be performed by the Town of Mansfield or its consultant, utilizing 100% local funds, and rights-of-way are not expected to be required for this project; and

WHEREAS, the Mansfield Town Council has considered the concerns of the residents and finds that the proposed reclamation of the Clover Mill Road loop is in the best interest of the Town and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the motoring public.

WHEREAS the Town of Mansfield, based on the above information, and by virtue of this resolution, hereby fully supports the proposed project.

Voted on the 14<sup>th</sup> day of OCTOBER 2003

Town Seal

  
Joan E. Gerdson  
P. 10  
Town Clerk

14. An Ordinance Regulating Possession of Alcohol by Persons Under 21 Years of Age.

Mr. Haddad moved and Mr. Hawkins seconded to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on November 10, 2003 to solicit public comment regarding a proposed ordinance regulating the possession of alcohol by persons under 21 years of age.

So passed unanimously.

15. Fiscal Year 2003-04 Wage Adjustment for Nonunion Personnel.

Mr. Haddad moved and Mr. Holinko seconded that effective October 14, 2003 to increase the pay rates in the Town Administrators Pay Plan by 2.75 percent, retroactive to July 1, 2003.

So passed unanimously.

VII. QUARTERLY REPORTS

VIII. DEPARTMENTAL REPORTS

IX. REPORTS OF COUNCIL COMMITTEES

X. REPORTS OF COUNCIL MEMBERS

XI. TOWN MANAGERS REPORT

The Drainage project on Maple Road will necessitate the closure of the road from 9-2 beginning October 14, 2003.

There is a new monthly magazine called the "Bittersweet Dispatch" which welcomes the natural areas volunteers and is sponsored by the Friends of Mansfield Parks under the supervision of the Mansfield Parks and Recreation.

The Mansfield Fire Department has received a grant for \$86,397 under the USFA Grant Awards.

XII. FUTURE AGENDAS

XIII. PETITIONS, REQUESTS AND COMMUNICATIONS

16. Misc. Material re Full-Day Kindergarten and "No Child Left Behind" Legislation

17. Women's Center of Northeastern Connecticut re: Town of Mansfield's Financial Support

18. P. Davies re: Refuse Collection in Mansfield

19. R. Miller re: Stadium Detention Basin, Storm Water Sampling Report, 2<sup>nd</sup> Quarter 2003
20. Department of Public Works-Mount Hope Road Culvert Replacement to Begin"
21. Mansfield Natural Areas Volunteers-"Bittersweet Dispatch"
22. M. Berliner re: Fireworks Display at Mansfield Hollow Park
23. M. Berliner re: Long-term Monitoring Plan for UConn Landfill
24. M. Berliner re: Environmental Research Institute
25. J. Gerdson re: Vacancy on Board of Assessment Appeals
26. Mansfield Public Library Newsletter-October 2003
27. The Daily Campus-"Professor discusses working NASA"
28. The Daily Campus-"Mansfield Development on schedule"
29. Connecticut Siting Council re: Certificate of Environmental Compatibility and Public Need for Cogeneration Plant
30. C.van Zelm re; Update on Municipal Development Plan
31. Connecticut Siting Council re: Certificate of Environmental Compatibility and Public Need for Wireless Telecommunications Facility at 111 Middle Turnpike, Mansfield , Connecticut
32. Planning and Zoning Commission re: PZC approval of proposed telecommunications tower and related facilities adjacent to Town Garage
33. Connecticut Siting Council re: Request to Approve Tower Sharing for Proposed Telecommunications Facility at 230 Clover Mill Road
34. Connecticut conference of Municipalities Legislative Update
35. B. Robinson re: Thank you letter
36. University of Connecticut re: Stadium Road Detention Basin
37. J. Jackman re: Naugatuck, Poquonnock Bridge, Thompson and Williamsville Fire Co. Receive Grant Awards

#### XIV. EXECUTIVE SESSION

At 8:35 p.m. Mr. Haddad moved and Mr. Thorkelson seconded to go into Executive session with the Town Manager on a personnel matter.

So passed unanimously.

At 8:55 p.m. Mr. Clouette moved to come out of executive session. Seconded by Mr. Holinko.

So passed unanimously.

#### XV. ADJOURNMENT

At 8:56 p.m. Mr. Clouette moved and Mr. Holinko seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

**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

October 27, 2003

Town Council  
Town of Mansfield

**Re: Proclamation in Honor of Southeast School's Receipt of Green Flag Award for  
Environmental Leadership (Item #9, 10-14-03 Agenda)**

Dear Town Council:

We have invited the Southeast School's Green Thumb Club to Monday night's meeting in order to present them with the Town Council's proclamation in honor of their recent Green Flag Award. We will also be serving some light refreshments in celebration of the club's achievement.

Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach:(1)



*Town of Mansfield  
Proclamation  
In celebration of the Green Flag Award given to  
Southeast Elementary School*

*Whereas, on Wednesday, September 17, 2003 a Green Flag Award was presented by the Center for Health, Environment and Justice to Mansfield's Southeast Elementary School for its demonstrated Environmental Leadership; and*

*Whereas, the Green Flag Award recognizes Southeast's efforts in promoting recycling, integrated pest management, indoor air quality, and use of nontoxic chemicals within the school; and*

*Whereas, Southeast was one of about a dozen schools in the country to be included in a national launch of the Green Flag Program, sponsored by the Center for Health, Environment and Justice; and*

*Whereas, Southeast was the only elementary school selected nationwide to receive a Green Flag Award for recycling; and*

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and the Town Council that Southeast Elementary School be recognized by the Town of Mansfield for its distinguished effort to become a leader in improving the community's environment.

*IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 14th day of October in the year 2003.*

---

Elizabeth C. Paterson  
Mayor, Town of Mansfield  
October 14, 2003

**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

October 27, 2003

Town Council  
Town of Mansfield

**Re: NECASA Grant Program to Support the Activities of Local Alcohol, Tobacco, and Other Drug Abuse Prevention Councils**

Dear Town Council:

As explained in the attached, the Local Prevention Councils (LCP) grant is designed to foster the continued development of local municipal-based activities focused on the prevention of alcohol, tobacco and other drug use. Through the LCP, representative groups of students, professionals, and other residents are able to assist in the development of these activities. The specific purposes of the grant are to facilitate the development of abuse prevention initiatives at the local level, increase public awareness focused on the prevention of abuse and stimulate the development of local substance abuse prevention activities.

This grant can provide a maximum of \$3,300 annually to fund the Mansfield Middle School's Ambassador's Club, as well as the Youth Services Bureau's Project Safe Homes and the high school's Safe Graduation program. The program has provided support for information dissemination, education and positive alternatives to substance abuse. Staff recommends that a grant application be submitted to procure this funding.

If the Council concurs with this recommendation, the following motion is in order:

*Move, effective October 27, 2003, to authorize the Town Manager to submit an application in the amount of \$3,300 to the Northeast Communities Against Substance Abuse (NECASA) to support the activities of local alcohol, tobacco, and other drug abuse prevention councils.*

Respectfully submitted,

Martin H. Berliner  
Town Manager

## Town Council Agenda Item Summary

**To:** Martin Berliner, Town Manager  
**From:** Kevin Grunwald, Director of Social Services *KG*  
**Date:** October 20, 2003  
**Re:** NECASA Grant Program to Support the Activities of Local Alcohol, Tobacco, and Other Drug Abuse Prevention Councils

### 1) **Subject matter/background –**

The LPCP grant is designed to foster the continued development of local municipal-based activities focused on the prevention of ATOD use. The development of these activities is coordinated and facilitated through local prevention councils (ADAPT in Mansfield), which are representative advisory groups of students, professionals and other residents. More specifically, the purpose of this grant is to:

- a. Facilitate the development of ATOD abuse prevention initiatives at the local level with the support of chief elected officials.
- b. Increase public awareness focused on the prevention of ATOD abuse.
- c. Stimulate the development of local substance abuse prevention activities.

### 2) **Financial impact –**

This grant provides a maximum of \$3300 annually to fund the Ambassador's Club of Mansfield Middle School, Project Safe Homes and Safe Graduation.

### 3) **Legal review –**

Not applicable.

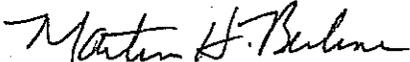
### 4) **Recommendation –**

I recommend that we submit this grant application. This program has operated successfully for many years and provides support for information dissemination, education and positive alternatives to substance abuse.

### 5) **Attachments –**

Grant Application

**ATTACHMENT B**  
**FUNDING APPLICATION**  
**2003-2004**

<b>1</b>	APPLICATION DATE October 20, 2003	FUNDING START DATE July 1, 2003
<b>2</b>	Applicant Agency (Legal Name & Address) Town of Mansfield 4 South Eagleville Road Storrs, CT 06268  FEIN <u>06-600-2032</u>	
<b>3</b>	Contact Person (programmatic)  Janit P. Romayko, LCSW	Telephone Number  (860) 429-3317
	Title  Coordinator	Fax Number  (860) 429-6863
<b>4</b>	Contact Person (Fiscal)  Jeffrey Smith	Telephone Number  (860) 429-3343
	Title  Finance Director	Fax Number  (860) 429-6863
<b>5</b>	List town(s) included in application  Town of Mansfield	
<b>6</b>	IS LITIGATION PENDING ON ANY OF THE APPLICANT ORGANIZATION'S PROGRAMS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, ATTACH EXPLANATION.	
<b>FUNDING SUMMARY</b>		
<b>7</b>	PROGRAM TYPE	DOLLARS REQUESTED
	Local Prevention Council ADAPT	\$3300.00
		\$3300.00
<small>I certify that to the best of my knowledge and belief, the information in this application is true and correct, the document has been duly authorized by the governing body of the contractor, the contractor has legal authority to apply for assistance, the contractor will comply with applicable state and/or federal regulations, and that I am a duly authorized signatory for the contractor.</small>		
	NAME (print or type)	TITLE
	Martin H. Berliner	Town Manager
	SIGNATURE	DATE
		10-20-03

B-1

## FUNDING APPLICATION

8	Council Name: <u>ADAPT</u> Telephone # <u>(860) 429-3317</u> Address <u>c/o Youth Service Bureau</u> <u>4 South Eagleville Road</u> City & State <u>Storrs, CT</u> Zip Code <u>06268</u> Contact Name: <u>Janit P. Romayko</u>
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Scope of Funded Activities:																				
9	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">List Cities/Towns Included</th> <th style="text-align: left; border-bottom: 1px solid black;">Amount Allocated</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">Ambassador's Club</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Safe Homes</td> <td style="border-bottom: 1px solid black;">\$200</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Mansfield Middle School Film</td> <td style="border-bottom: 1px solid black;">\$900</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Safe Graduation</td> <td style="border-bottom: 1px solid black;">\$2200</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> </tbody> </table>	List Cities/Towns Included	Amount Allocated	Ambassador's Club		Safe Homes	\$200	Mansfield Middle School Film	\$900	Safe Graduation	\$2200									Strategies Covered in Programming (check all that apply - minimum of 2 required) <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Information Dissemination</li> <li><input checked="" type="checkbox"/> Education</li> <li><input checked="" type="checkbox"/> Community-Based Processes</li> <li><input checked="" type="checkbox"/> Alternatives</li> <li><input type="checkbox"/> Problem Identification &amp; Referral</li> <li><input checked="" type="checkbox"/> Environmental</li> </ul>
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Mansfield Middle School Film	\$900																			
Safe Graduation	\$2200																			

10	Target Population (see instructions) <u>Mansfield Students K-12</u> Estimate Number of Individuals to be Served <u>1530; K-8:670, 9-12:800</u> <u>Adults:60</u>
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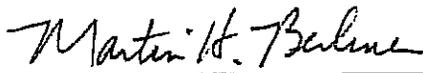
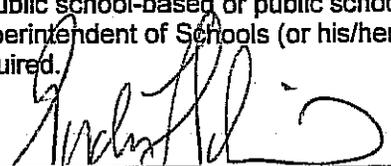
**FUNDING APPLICATION  
PROJECTED PROGRAM ACTIVITY MEASURES**

11	<b>PREVENTION PROGRAMS</b>	
<b>STRATEGIES</b>	<b>PROPOSED ACTIVITIES</b>	<b>NUMBERS TO BE SERVED</b>
<b>INFORMATION DISSEMINATION</b>	Safe Homes (AT)	K-8:670 9-12:800 Parents:500
<b>EDUCATION</b>	Safe Homes (AT) Parent Education	K-8:670 9-12:800 Parents:500
<b>COMMUNITY BASED PROCESSES</b>	Safe Homes (AT)	K-8:670 9-12:800 Parents:500
<b>ALTERNATIVES</b>	Safe Graduation (AT)	9-12:200 Adults:60
<b>PROBLEM IDENTIFICATION &amp; REFERRAL</b>		
<b>ENVIRONMENTAL</b>	CYATS/CS 7th/8th Grade (CT Youth Against Tobacco & Smoking and Community Service Group at Mansfield Middle School)	5-8:670 Adults: 100 MMS Staff

(Duplicate if additional space is required)

Indicate activities supporting the CT Coalition to Stop Underage Drinking initiative with an (A) and activities supporting the Mobilizing Against Access to Tobacco for Children's Health (MATCH) initiative with a (T). See Attachment F for examples of prevention activities that support the two coalitions.

## FUNDING APPLICATION

12	<p>In order to receive funds for the LPCP grant program, a Council must be in existence. Do you have a permanent Council established?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>List members of council, include titles and business or home address where appropriate - please use form provided (Attachment C). Attach additional pages if necessary.</p>
13	<p>Itemized budget of expenses narrative - be as specific as possible (see Schedule 4b).</p>
14	<p>Authorizing Signature(s). In order for this application to be considered for funding, it must be signed by the chief elected municipal official (mayor or first selectman) or the Town Manager. In cases of a multi-town application, this application must be accompanied by authorizing letters from each chief elected official (or Town Manager) of the towns involved.</p> <p style="margin-left: 40px;">               _____ Town Manager              Authorized Signature                      Title         </p> <p style="margin-left: 100px;">             _____              Mansfield              _____              City/Town         </p>
15	<p>If public school-based or public school-related program activities are proposed, the signature of Superintendent of Schools (or his/her designee) of local and/or regional education agency is required.</p> <p style="margin-left: 40px;">               _____ Mansfield              Authorized Signature                      Local or Regional Education Agency         </p>

**FUNDING APPLICATION**

**ITEMIZED BUDGET  
SCHEDULE 4b**

**FUNDING PERIOD:** July 1, 2003 - June 30, 2004

**Source & Amount of Income:**

**Program Expenses:**

Mansfield:	Safe Graduation 2004:	\$2200
	Safe Homes:	\$200
	Parent Education:	\$900
		<hr/>
		\$3300

B-5

**FUNDING APPLICATION**

**BUDGET  
NARRATIVE**

**FUNDING PERIOD:** July 1, 2003 - June 30, 2004

**Briefly describe proposed expenses listed on Schedule 4b:**

Safe Graduation 2004: \$2200

Facility Rental: \$1500

Prizes: \$700

Safe Homes: \$200

Refreshments for  
Parent Meeting: \$200

Parent Education: \$900

Speakers: \$200

Ambassadors: \$200

Supplies: \$100

Refreshments: \$200

Curriculum: \$200



**ATTACHMENT G**

**Letter of Intent to Contract  
Local Prevention Council Program  
2003-2004**

The Town of Mansfield intends to apply for Local Prevention Council Program funds  
(Council Name)

for the 2003-2004 funding period. We will submit a completed application by October 20, 2003

We understand that all funds must be used by the June 30, 2004 end date.

Towns covered by this application: Mansfield

Martin H. Baline  
Authorized Signature (Chief Elected  
Municipal Official – Mayor/First Selectman)

10-20-03  
Date

SEND TO: **NECASA, 559 Hartford Pike, Suite 210B, Dayville, CT 06241**

**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

October 27, 2003

Town Council  
Town of Mansfield

**Re: Capital Projects Fund**

Dear Town Council:

Attached please find an analysis of current and proposed revenue and expenditure budgets for specific capital projects. Staff recommends that the Council adopt the adjustments as presented by the Director of Finance.

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

*Move, effective October 27, 2003 to adopt the adjustments to the Capital Projects Fund, as presented by the Director of Finance in his memorandum dated October 21, 2003.*

Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach:(1)

---

**INTER**

**OFFICE**

**MEMO**

---

**FINANCE DEPARTMENT, TOWN OF MANSFIELD**

**To:** Martin H. Berliner, Town Manager  
**From:** Jeffrey H. Smith, Director of Finance  
**Subject:** Capital Projects Fund  
**Date:** October 21, 2003

Attached is an analysis of current and proposed revenue and expenditure budgets for specific capital projects. If adopted as presented, it will accomplish the following:

1. Officially close out completed projects:

81815 Revenue Collection System	84104 Parking Lot Lighting – Senior Ctr
81914 Council Chamber Sound System	84210 Daycare Cabinet Replacement
83720 Hydroseeding Unit	86261 Middle School Stage Curtains
83722 Sewer Flushing Unit	

2. Increase funding for the following completed overspent projects:

81815 Revenue Collection System	(\$ 2,063)
83722 Sewer Flushing Unit	( 136)

3. Set up project 84120 – Downtown Revitalization as a Town capital project. This project was previously set up in the Mansfield Downtown Partnership Fund, but the funding grants involved are payable to the Town, not the Partnership, so it is necessary to account for the project in the Town's capital projects fund.

4. Fund the salary and fringe benefits of the Capital Projects Coordinator for fiscal year 2003/04.

5. Amend Project 86260 Deferred Maintenance Projects by \$100,000 by transferring same from account 270-62263. Account 62263 is a Special Revenue Fund where we accounted for the proceeds of State Grants used to offset the educational costs of children sent to special programs out of our school district by State agencies. Also included within this fund is tuition income received from parents of regular education children attending our preschool program. This account is under the control of the Board of Education. Because of the volatility of Special Education costs and the tendency of the State Department of Education to reduce or disallow payments after the fact, it has been our policy to maintain a year-to-year balance in the account of approximately \$50,000 - \$75,000. Our experience this past fiscal year was exceptionally good (that is – the majority of our students sent out of district received state agency placement grants), the balance in the fund has increased to \$167,000. In September the Mansfield Board of Education approved it's year-end budget transfers and approved my request to move \$100,000 from account 270-62263 to the Capital Projects Fund - Deferred Maintenance account. I am requesting your approval to make this transfer.

JHS:Imp

Attachment

PROPOSED CAPITAL FUND BUDGET CHANGES  
Page 1 of 1

JOB #	DESCRIPTION	FUNDING SOURCE	REVENUE BUDGET					EXPENDITURE BUDGET			ACTUAL EXPEND.	BALANCE TO SPEND (OVERSPENT)	
			CURRENT BUDGET	BUDGET CHANGE	PROPOSED BUDGET	ACTUAL REVENUES	OVER/ (UNDER) PROPOSED	CURRENT BUDGET	BUDGET CHANGE	PROPOSED EXPEND.			
80101	Capital Projects Coord.	CNR		\$54,200	\$54,200			(\$54,200)		\$54,200	\$54,200	\$9,800	\$44,800 *
81815	Revenue Collection System	CNR	50,000	2,063	52,063	50,000		(2,063)	50,000	2,063	52,063	52,063	*
81914	Council Chamber Sound System	CNR	9,000		9,000	9,000			9,000		9,000	9,000	*
83720	Hydroseeding Unit	CNR	5,000		5,000	5,000			5,000		5,000	5,000	*
83722	Sewer Flushing Unit	CNR	55,000	136	55,136	55,000		(136)	55,000	136	55,136	55,136	*
84104	Parking Lot Lighting - Senior Center	CNR	5,000		5,000	5,000			5,000		5,000	5,000	*
84120	Downtown Revitalization	STEAP USDA		500,000 90,000	500,000 90,000			(500,000) (90,000)					
	Total 84120			590,000	590,000			(590,000)	590,000		590,000	53,936	536,064
84210	Daycare Cabinet Replacement	MDD	5,000		5,000	5,000			5,000		5,000	5,000	*
86260	Deferred Maintenance Projects	CNR Other Operating	45,000 36,436		45,000 136,436	45,000 36,436							
	Total 86260		81,436	100,000	181,436	81,436		(100,000)	81,436	100,000	181,436	59,160	122,276
86261	MMS Stage Curtains	CNR	10,000		10,000	10,000			10,000		10,000	10,000	*
	TOTALS		\$220,436	\$746,399	\$966,835	\$220,436		(\$746,399)	\$220,436	\$746,399	\$966,835	\$263,895	\$702,940

\* Indicates Project Closed

Recap of Funding Changes:

STEAP Grant	\$500,000
USDA Grant	90,000
CNR Fund	56,399
Other Operating	100,000
	<u>\$746,399</u>

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**TOWN OF MANSFIELD**  
TOWN COUNCIL



Elizabeth C. Paterson, Mayor

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

October 27, 2003

Town Council  
Town of Mansfield

**Re: Compensation Adjustment for Town Manager**

Dear Town Council:

Following our recent review of the Town Manager's performance, I would like to recommend the following changes to his compensation:

- 1) A 2.75 percent increase, retroactive to July 1, 2003, to the Town Manager's current salary of \$117,951 (As you will recall, we recently awarded a 2.75 percent wage increase to the town's nonunion personnel.);
- 2) A higher cost share and revised prescription coverage for the Town Manager's health insurance plan, again in line with the benefit offered to nonunion personnel; and
- 3) An increase of \$1,000 to the Town Manager's annual annuity, bringing the total annuity payment to \$14,000 per year.

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

*Move, effective October 27, 2003, to modify the Town Manager's compensation as follows: 1) a 2.75 percent wage increase retroactive to July 1, 2003; 2) health insurance coverage as provided to the town's nonunion personnel; and 3) an annual annuity payment of \$14,000 per year.*

Respectfully submitted,

Elizabeth C. Paterson  
Mayor

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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

October 27, 2003

Town Council  
Town of Mansfield

**Re: Length of Service Award Program for Emergency Services Volunteer Personnel**

Dear Town Council:

As part of the action plan for the Emergency Services Operation and Management Improvement Project, the Emergency Services Management Team has been working to develop a proposed length of service award program (LOSAP) for volunteer emergency services personnel. Over the past few years, the Town Council has budgeted funds to finance such a program.

A length of service award program functions much like pension plan, except that it is specifically targeted for volunteer firefighters and ambulance personnel. From the management team's perspective, we view the LOSAP as one component of a volunteer recruitment and retention program that would offer a range of benefits to attract and retain qualified and active volunteers.

To prepare the LOSAP, the team drafted specifications for the plan and solicited quotes from three plan providers. We have identified a preferred plan provider that could provide a quality program for a reasonable cost. Under our proposal, the town would officially sponsor the plan. On a day-to-day basis, our Emergency Services Administrator would serve as the plan administrator to ensure compliance with the plan specifications and the management team would function as plan trustees to hear appeals, conduct an annual audit of the plan and otherwise assist with the administration of the LOSAP.

**Plan Components**

The key components of the proposed length of service awards program are as follows:

*Effective date:* The effective date of the plan would be retroactive to January 1, 2003, and the program would officially commence on January 1, 2004.

*Eligibility:* Volunteers who are at least 18 years old and who meet the criteria of an "active member" would be eligible to participate in the plan. The plan would be restricted to volunteers. Employees who have also served as volunteers would be eligible to receive plan benefits only for their volunteer service and not for service earned as an employee. The volunteer departments

and the management team will set the criteria to define an "active member" and will consider factors such as the volunteer's completion of mandatory training and his/her response to a minimum number of calls/incidents per year.

*Benefit formula:* The monthly benefit would be \$7 for each year of earned service, with a maximum benefit of 30 years service or \$210 per month. Volunteers continuing beyond 30 years service would not receive an additional benefit.

*Prior service:* The plan would credit up to 15 years of earned past service retroactive from the effective date of January 1, 2003. Therefore, a volunteer vested in the plan with earned 15 years earned service would receive a benefit of \$105 per month (\$7 X 15 years) or \$1,260 per year if he/she retired as of the effective date of the plan.

*Normal retirement:* The normal retirement age would be the first of the month following the attainment of age 65. However, volunteers 65 and older could remain active members following the commencement of benefits under the plan.

*Vesting:* Members would be 100-percent vested in the plan with ten years eligible service.

*Death benefit:* The pre-retirement death benefits would be the greater of: 1) the accrued benefit at of the time of death; or 2) a life benefit of \$10,000.

*Total members quoted:* The census included 47 members eligible for participation in the plan.

*Total annual contribution:* With 47 eligible members, the plan would cost approximately \$30,000 per year, including administration costs.

### **Recommendation**

Because the Town of Mansfield is highly dependent on its volunteer corps to deliver emergency services in an effective and efficient manner, the emergency services management team recommends that the Town Council authorize staff to implement the proposed length of service awards program (LOSAP).

As stated above, the plan would cost approximately \$30,000 per year under the current census. If the census decreases or increases, the premium would be adjusted accordingly. Over the past few years, the town has budgeted roughly \$90,000 to fund the program. We would need to spend approximately \$60,000 of that amount in order to implement the plan in January 2004 with a retroactive effective date of January 1, 2003. (We think the January 2003 effective date is important because it has taken some time to develop a proposed program.)

The management team did discuss the viability of spending more of the reserve to extend the prior service amount from 15 to 20 years. We decided against that option because we would like to use the balance of the reserve to fund other elements of a volunteer recruitment and retention program in addition to the LOSAP. As explained earlier, we see the LOSAP as one component of such a program. We think the LOSAP is more focused on retaining the existing membership, and that we will need additional incentives to attract new members. Once we develop other

components of a larger recruitment and retention program, we will bring that proposal to the Council for review.

If the Council concurs with this recommendation, the following motion is in order:

*Move, effective October 27, 2003, to authorize staff to implement the length of service awards program (LOSAP) for volunteer emergency services personnel, as proposed by the Emergency Services Management Team in its memorandum dated October 27, 2003.*

Respectfully submitted,

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Martin H. Berliner (on behalf of the Emergency Services Management Team)  
Town Manager

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MINUTES  
MANSFIELD PLANNING & ZONING COMMISSION  
Regular Meeting, Tuesday, October 7, 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: B. Pociask  
Alternates absent: B. Mutch, B. Ryan  
Staff present: C. Hirsch (Zoning Agent), G. Padick (Town Planner)

Chairman Barberet called the meeting to order at 8:40 p.m., appointing Alternate Pociask to act as a voting member, noting that it would have been Alternate Ryan's turn to act, had she been present.

Holt MOVED, Plante seconded to add consideration of the Town Attorney's bill received tonight to the Agenda under Communications and Bills; MOTION PASSED unanimously.

9/15/03 Minutes – Favretti MOVED, Holt seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Plante (disqualified).

Zoning Agent's Report – The September Activity Update Report was noted.

Illuminarium Convergence's display of holiday prayer flags - Mr. Hirsch's 10/1/03 memo discusses the display. He also updated the Commission on the illegal display of cars for sale around town.

Continued Public Hearing, special permit application of T. Casey for proposed office/workshop at 609 Storrs Rd., file 554-2 - Mr. Casey had submitted a revised landscaping plan dated 10/2/03 prepared by landscaper P. Berry, who explained her plans for a landscaped 8 ft.-wide raised bed to screen parked vehicles from view from Rt. 195, adding that the stand-alone island would also be landscaped. A small screened dumpster is planned for the site, but its exact location has not been determined. Mr. Casey said he would utilize the existing free-standing sign, which complies with signage regulations, and would submit a drawing of the sign later on. Parking was discussed extensively. Mrs. Holt expressed concern for protection of the swamp across the road from the existing building, also part of the Morneau property, saying the adjoining roadside should never be used for parking. Mr. Casey stated that he would keep his two box trucks parked in the rear of the building as much as possible. He said only 3 small trees would have to be removed to provide some parking space at the rear of the building. He added, however, that one garage bay could sometimes be available to park one of the trucks, although he would prefer not to do so. He felt the existing heavy tree buffer between the adjoining Mills property and the site should protect the Mills land, adding that fencing could also be erected along the rear of the building. Mr. Casey gave as his proposed hours of business M-F 7 a.m. to 5 p.m. and Saturdays from 7. a.m. until noon. He noted that the site would serve mainly as a staging area, as his work takes place at other locations. He noted he frequently arrives before 7 a.m., and his trucks often return after 5 p.m., but then are simply parked for the night. He said he expects very little visitor traffic at the workshop, and has no concern regarding theft or vandalism, since motion sensors and the existing outside lighting would operate at night. Mr. Casey reported the well shared with the Mills property was tested for pesticides in 1980 and none were found; the Health Director, however, notes that the testing was done long ago and current methods and standards were therefore not available. Mr. Casey said he is willing to have the water re-tested. He said an existing underground tank is to be removed and the soil tested for contaminants and removed if necessary. Public comment was then invited.

B. Parker, neighboring Storrs Rd. property-owner, resubmitted her letter of 9/15/03 and expressed continued concern regarding visibility of the box trucks, number of vehicles parked in front, dumpster and snow storage area locations and noise levels. She requested that neighborhood concerns be taken into consideration if the application is approved.

R. Mills, Storrs Rd. southern abutter, expressed concern that the parked vehicles would attract criminals to the area. He stated that he has no concern regarding the quality of the well water, because he has known for decades the water is contaminated with petrochemicals, and has been drinking water from Park Spring since 1970.

He stated that the contamination did not originate on the Morneau property. He submitted the 1980 test results and said he has no objection to the proposed use other than his concern over crimes resulting from the parked vehicles. The Public Hearing was closed at 9:30 p.m. Mr. Favretti agreed to draft a motion for the next meeting.

### Old Business

Holt subdivision, 4 proposed lots on Browns Rd., file 1210, MAD 11/12/03 – Mrs. Holt is disqualified on this application. Comments from the Town Planner (10/1/03) and Open Space Preservation Committee (9/16/03) were noted, along with the applicant's request for an extension. Favretti MOVED, Hall seconded to grant the request of Katherine Holt for a 35-day extension of the decision period on her application for a 4-lot subdivision on Browns Rd. MOTION PASSED unanimously. Landscape architect P. Miniutti discussed the overall plan to divide 11.2 acres of land into four subdivision lots with an open space dedication of 2.41 acres. He said the applicant wishes to retain the remaining 31 acres of her property as protected open space and a potential building site. He defended the choice of open space dedication land by saying it would serve to link existing open spaces and trails and would help to protect nearby wetlands, and submitted a memo in defense of the proposed dedication. He noted that the 2.4-acre proposed open space parcel, which contains the highest point on the subdivision site and includes scenic views, would be accessible from all 4 subdivision lots. He said the land would be allowed to remain in its natural state, except for moving or removal of fallen or dangerous trees. Mr. Miniutti stated that the strongest possible language would be used in the lot deeds in order to protect the natural status of the open space, adding that the applicant feels a neighborhood association could be helpful in this regard. He noted that the existing Joshua's Trust Holt Trail would be moved farther away from the development. He gave reasons why the subject land was not simply deeded to Joshua's Trust and added that he has walked the site with the local USDA director, who, he said, supports the applicant's open space proposal.

A mixture of underground and overhead utilities are shown on the plans, and Mr. Miniutti outlined his consultation with Northeast Utilities representative T. Goodwin in this regard. He stated that an overhead crossing of Browns Rd. is possible without impacting any large trees. M. Dilaj, project engineer, stated that the potentially affected driveway could not be shifted without sacrificing good sightlines. Additional alternatives for running utilities were discussed. The application will be discussed further at the next meeting.

Perfetto, proposed professional office uses at 922 and 930 Stafford Rd., file 1054-3. Mrs. Holt had disqualified herself on this matter. Mr. Padick's 9/29/03 update memo was noted, and then Kochenburger MOVED, Favretti seconded to approve with conditions the special permit application (file 1054-3) of Roger Perfetto for office uses and site improvements on property located at 922 and 930 Stafford Road in an RAR-40/MF zone, as submitted to the Commission and shown on plans dated 4/15/03, revised through 9/2/03 and as presented at a Public Hearing on 9/2/03. 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. This approval authorizes completion of site improvements and occupancy of office spaces in the following phases:
  - A. Prior to the office use of the upper level of 922 Stafford Road, the southerly parking lot shall be reconfigured and striped as per the approved plan and the new grass swale drainage work shall be completed;
  - B. Prior to any use of the office building at 930 Stafford Road, the new well, new septic system and Phase I parking lot (as labeled on the plans) and all other site work, including landscaping, shall be completed or bonded as per regulatory provisions and approved plans;
  - C. Prior to use of the upper floor of 930 Stafford Road, the Phase II gravel parking lot shall be completed.
2. The final site plans shall be revised as follows:
  - A. The drainage swale design and associated landscaping shall be revised as necessary to address Inland Wetland Agency approval requirements;
  - B. The landscaping plan for the swale area shall incorporate specific mulch provisions that will facilitate long-term maintenance and the retention of the swale area as an attractive landscape feature. The revised landscape plan shall be approved by the PZC officers, with staff assistance
  - C. The plan shall clarify provisions for an accessible transition between the entrance for 930 Stafford Road and the adjacent handicap parking spaces;

- D. The standard parking spaces along the southerly side of 930 Stafford Road shall be widened to a width of 10 feet. The adjacent islands and the parking chart shall be appropriately revised to reflect the loss of one space;
  - E. Specific fencing provisions shall be added to the landscape plan. The revised detail shall be found acceptable by the PZC officers, with staff assistance;
  - F. The lighting reference shall be revised to incorporate a 70-watt lamp, as presented at the 9/2/03 Public Hearing;
  - G. Final plans shall be signed and sealed by all responsible professionals.
3. Due to the site's location within a stratified drift aquifer area and the proximity of site improvements to wetland/watercourse areas, the drainage swale shall be monitored frequently and any accumulated sediment shall be promptly removed to minimize movement into the pond area. Furthermore, the landscape management provisions cited on Sheet 3 of the site plans shall be strictly adhered to by the applicant and any successors in title.
  4. Any new signage shall be submitted to the Commission for approval;
  5. The subject property shall not be divided or reduced in size without prior approval of the Commission.
  6. This permit shall not become valid until the applicant obtains the permit form from the Planning Office and files it on the Land Records. MOTION PASSED unanimously.

Freedom Green developer's requests for release of some escrow funds from Phase III and Phase IVA and permission to begin construction on Phase IVB, file 636-4 -Written comments from the Town Planner and Ass't. Town Engineer (both 10/2/03) were noted, along with a 9/29/03 memo from engineer R. Amantea outlining which items the developer has agreed to undertake at his expense as of that date and a 9/29/03 letter from B. Otto, the complex's property manager, on behalf of The Villages at Freedom Green homeowners association. Mr. Padick briefly reviewed the present construction/completion status and described the 10/7/03 site visit, which was attended by Association President A. Baldwin, representatives of the complex's property management company, several Freedom Green property-owners, Mr. Amantea, the developers and the Town Planner, Zoning Agent and Ass't. Town Engineer. The 2-hour site walk covered Phases III and IV and included identification of a number of areas where additional work should be done, some by the developers, some not. Mr. Padick said Town staff will re-visit the site after a heavy rain to determine which items are appropriate for PZC consideration. He felt that no new escrow funds for Phase III should be released until additional work, including grading, seeding and permanent stabilization have occurred. He said additional work still needed in Phase IVA includes lawn and drainage work. Noting that the necessary work would cost significantly less than the remaining escrow funds, he recommended that some funds be released at this time. He said the primary infrastructure must be complete and an adequate grading and landscaping plan must be submitted before construction on IVB could begin. Staff's recommendation is that at least one building in Phase IVB could be approved for construction this fall.

It had been stated repeatedly at previous meetings by unit-owners and homeowners association president Baldwin that the pump station (part of Phase II) has continual problems. The association has now hired an independent consultant to evaluate the pump station and its plans. More information on these issues should be available by the 10/20 meeting. Ms. Baldwin said that the independent engineer's study will also be passed on to the PZC. Drainage was noted by many unit-owners as another primary problem, along with related issues of erosion control and landscaping. Completion of all previously-required elements of the infrastructure was also requested by the owners prior to release of any funds allowing for any new construction. The pump station and the other items noted above were discussed extensively between Commission members, the developers' engineer and G. Buck, Esq., the developers' legal counsel, who noted items of complaint he believes are warranty/maintenance issues that should be undertaken by the developers, not issues for PZC consideration. He requested that the Phase III escrow amount be reduced to \$17,500, and that \$300,000 of the escrow funds for Phase IVA be released for the developer to complete the remaining work in these phases. Mr. Buck also requested permission to begin work on at least 2 buildings this fall (preferably 3), pending presentation of evidence of good faith of completion by the developer of all items in his written listing by the 10/20 meeting, if weather permits. In response to a member's question, Mr. Padick stated he felt it would be appropriate for the PZC to consider financial need in making its decisions on the requests. Ms. Otto, property manager for the complex, questioned the developers' claim that storm drainage and regrading work in Phase IVA have been completed and noted that at the site walk that morning Mr. Amantea had agreed that many more items need attention or repair. She stated that there should be curbing along the roadways as well as the driveways, to help prevent drainage and icing. She concluded by voicing unit-owners' general fear that without needed care the complex could become uninsurable.

At the conclusion of discussion, members agreed they would like all supplemental information to be submitted for discussion at the next PZC meeting (10/20).

"Well House" proposed 2-lot subdivision (Parrow). Browns Rd., file 1212 – Memos were noted from the Town Planner (10/2/03), Ass't. Town Eng'r. (9/30/03), Health Off. and Fire Marshal (both 10/2/03). Discussion was put off until the next meeting in anticipation of the submission of supplemental information (see memos above).

Raynor proposed 1-lot subdivision, Moulton Rd., file 1213 – Written comments have been received from the Town Planner (10/1/03), Ass't. Town Eng'r. (10/1/03) and Health Officer (10/2/03). Mrs. Holt had disqualified herself on this application. Mr. Padick reported that revised plans have been submitted, but staff have not had time to review them. Principal issues noted were open space dedication and whether the Development Area Envelope should or should not include wetlands. Project engineer M. Dilaj reported that no development is planned within the wetlands and noted that they are already protected by the Wetlands Regulations; the TWA had granted the project a license at its meeting earlier in the evening. Mr. Dilaj participated in discussion of possible development of the open space in the future, concluding that it could not be developed. He said the applicant would consider a conservation easement. Mr. Dilaj said his office had not mailed out the required notifications to abutting property-owners, but would send them out immediately. Mr. Kochenburger agreed to draft a motion for the next meeting.

#### Town Planner's Verbal Updates

Storrs Center "Downtown" project – Members' packets for this meeting contained several informative update communications.

UConn Hazardous Waste Storage Facility Site Study – The study will take about 90 days to complete.

AT&T telecommunication towers – The CT Siting Council has approved new telecommunication towers for location at Rts. 44/32 and Rt. 44/Cedar Swamp Rd. AT&T has also requested permission from the Siting Council for tower-sharing at the site of the new tower to be erected off Clover Mill Rd..

Proposed Univ. of CT cogeneration plant and substation – The CT Siting Council has reviewed the plans and does not feel that this proposal requires a permit from them.

Town/University Relations Committee – A meeting is scheduled for Tuesday, 10/14/03.

#### New Business

"Windswept Manor" subdivision, request for waiver of underground utilities, file 1198 – Written comments were received from the Town Planner (10/2/03, with attach.) and a 10/2/03 letter from Landscape Architect J. Alexopoulos, discussing potential effects on significant trees and the tree canopy along East Rd. Applicant T. Mazzola, Mr. Padick and members of the Commission discussed this issue, with Mr. Favretti noting that the English oaks under consideration are not a native species and do not appear to be healthy, and so could be sacrificed. Mr. Mazzola has requested permission for above-ground utilities, which would require a ¾ vote of the Commission, since the Regulations now require underground utilities in new subdivisions. Mr. Mazzola stated he could successfully put in overhead utility wires without damage to any trees. After further discussion between members, Holt MOVED, Gardner seconded that the Commission retain its original 3/24/03 approval condition (#6) requiring construction of underground utilities along East Road. MOTION PASSED unanimously.

New subdivision application, "Smith Farms," 6 proposed lots off Coventry Rd., file 1214 – Gardner MOVED, Holt seconded to receive the subdivision application (file 1214) submitted by Reja Acquisition Corp. for a 6-lot subdivision, "Smith Farms, Phase II" on property located at the north side of Coventry Road, owned by the applicant, as shown on plans dated 8/03 revised through 9/17/03 and as described in other application submissions, and to refer said application to the staff, Design Review Panel, Town Council, Conservation Commission, Parks Advisory Committee, Open Space Preservation Committee and Recreation Advisory Committee for review and comments. MOTION PASSED unanimously.

Communications and Bills – as noted on the Agenda or distributed at the meeting. Holt MOVED, Kochenburger seconded to pay the Town Attorney's 9/30/03 bill in the amount of \$2,496; MOTION PASSED unanimously.

The meeting was adjourned at 12 midnight.

Respectfully submitted, Katherine K. Holt, Secretary

**TOWN OF MANSFIELD**  
**Community Center Building Committee Meeting**  
**September 29, 2003**  
**MINUTES**

Present: M. Paquette, D. Hoyle, A. Rash, J. Pandolfo, S. Goldman, ~~M. Johnson~~

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

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

**1. Call to Order**

A. Rash convened the meeting at 7:10 p.m.

**2. Approval of Minutes**

Minutes of the September 15, 2003 meeting were accepted.

**3. Audience to Visitors**

None

**4. Additions to the Agenda**

None

**5. Staff Reports**

a. Construction Manager's Report – K. Boutin gave a brief update on the progress of the work at the site. K. Boutin reported that the elevator had passed the State inspection. The boilers should be up and running within the next couple of days and that the pool circulation systems would be running tomorrow. On Wednesday the carpet would be installed in the sitting room.

K. Boutin then reported that he, D. McNaughton (ICC Site Superintendent) and M. Nintean (Building Official) went through the building today. M. Nintean did a rough walk-thru on items that had to be corrected before a Temporary Certificate of Occupancy (T.C.O.) could be issued.

b. Architect's Report – D. Harazim had nothing to report.

**6. Old Business**

None

**7. New Business**

None

J. Pandolfo moved to adjourn at 8:06 pm. M. Paquette seconded.

Respectfully Submitted,

Linda Patenaude,  
Capital Projects and Personnel Assistant

# Town of Mansfield Parks and Recreation Department

Mansfield Community Center  
Building Committee  
Oct. 20, 2003  
AGENDA ITEM # 5.0



Mansfield  
Community  
Center

## *Building Description & Features*

### GENERAL

The Mansfield Community Center is a two story structure of 38,000 square feet, with a building footprint of 30,200 square feet. Exterior building materials consist of split-faced concrete block with precast concrete accents, aluminum window frames, translucent wall panels, and asphalt shingle roofing and EPDM roofing. Site improvements include parking\* (see details below), a new curb cut on South Eagleville Road, lighting, plantings, green space (which also serves as ice rink in winter months), walkways, benches and bike racks.

### \*PARKING

Parking additions include 94 new spots, 6 handicapped spots, supplemented by 77 Town Hall spots and 124 High School spots, which are available during non-Town Hall hours, after school, and on weekends. Should parking become a problem, a parking reserve area of 71 spots is planned on the site on the South side of the building parallel to South Eagleville Road.

### MAIN LOBBY

630 Sq. Ft., includes main reception desk, and ceramic tile floor, glass showcases.

### SITTING ROOM

650 Sq. Ft., open to second floor, open access for the public regardless of membership status, curtainwall windows to peak, computer for internet access, television, carpet, lounge furniture, free coffee cart at selected times.

### COMMUNITY ROOM

1050 Sq. Ft (including storage room & small service kitchen), Vinyl Composition Tile (VCT) floor, seating for up to 50 lecture style, dry erase board, special lighting for art displays.

### CONFERENCE ROOM

200 Sq. Ft., includes conference table & seating for ten, dry erase board, carpet.

### PARKS & RECREATION OFFICES

1,000 Sq. Ft., includes two individual offices and open office areas for six staff, carpet, direct access to conference room.

### CHILD CARE ROOM

500 Sq. Ft., includes child size toilet room, cubbies, VCT floor, access to outdoor fenced play area, double wide doors for overflow into Arts & Crafts Room.

### ARTS & CRAFTS ROOM

600 Sq. Ft., includes storage cabinets, deep sink VCT floor, double wide doors for overflow from Teen Center.

### TEEN CENTER

850 Sq. Ft., includes circular lounge area with carpet, VCT floor, television, storage cabinets, computer for internet access, table games, double wide doors for overflow into Arts & Crafts Room.

### LOCKER ROOMS

1,700 Sq. Ft., includes three individual Family Changing Rooms, Men's & Women's locker rooms each with: 5 showers with private changing area and bench, and one HC shower, phenolic plastic dividers and benches, 48 - 12"x15"x36" Lyon metal lockers and 24 - 15"x18"x36" lockers in each, ceramic tile floor, swim suit dryer, mounted hair dryers.

### POOL

8,600 Sq. Ft., includes small office, storage room, filter room, spectator seating for 120 \* people, Lap Pool - 6 lane x 25 yards, 4' to 5' to 12' deep, 151,875 gallons, 78-80 degree water, one meter diving board, Neptune Benson gutter system fully recessed at ends and semi-recessed on sides, Neptune Benson high rate sand filter with 6 hour turnover, Therapy Pool 12' x 28', 4' to 5' deep, 11,100 gallons, 90 degree water, Neptune Benson high rate sand filter with 2 hour turnover, Trane air handling unit linked to DesChamps pool dehumidification & energy recovery units.

### GYM

7,900 Sq. Ft., includes suspended walking/jogging track (see details below), regulation main basketball and volleyball courts, volleyball and basketball side courts, adjustable height hoops on side courts, bleacher seating for 130 spectators, Robbins Sportwood Ultra Star maple floor system, divider curtain, storage room.

### WALKING/JOGGING TRACK

Suspended at mesanine level of Gym, accessed from second floor upper lobby, fire exit as a second means of egress at north side of gym, 1/16 mile two lane track, Robbins Pulastic JV Jog poured rubber floor.

### DANCE/AEROBICS ROOM

1,100 Sq. Ft., includes internal remote headset microphone & stereo system, built-in storage cabinets, built-in bench with cubbie storage under, mirrored wall with adjustable height dance bar, Robins Continuous Strip Mach 1 maple floor system.

### FITNESS CENTER

1,500 Sq. Ft., includes staff control desk, mirrored wall, open access to corridor, Robbins Galaxy 500 resilient rubber floor, Precor Cardio equipment (9 treadmills, 6 elliptical trainers, 3 recumbent bikes, 2 upright bikes, 1 stair stepper, 1 stretch trainer) 1 Concept II rowing machine, 12 Schwinn Elite spin bikes, 14 various Icarian strength training machines, 1 Smith machine, limited free weights and dumbbells.

### SUPPORT FACILITIES

11,720 Sq. Ft., includes Boiler Room, Custodial Closets, Fan Rooms, Elevator, Public Toilets, Corridors & Stairs, Misc. Storage, Electrical Room, Elevator Machine Room, Fire Pump Room, Wall Thicknesses.

### SOFTWARE

Vermont Systems, RecTrac (Activity Registration, Facility Reservations, League Scheduling, Pass Management) and WebTrac for internet registration.

### SECURITY SYSTEM

Sonitrol System 4000 Security, sound & motion activation, local door alarms, integrated access control, pre-cabled for future cameras.

### TELEPHONE SYSTEM

Intertel Phone system installed by Business Electronics, Inc., linked to internal paging system, zone control.

\* ITEMS P.42ADVED FROM PROJECT

EASTERN HIGHLANDS HEALTH DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING  
THURSDAY – August 21, 2003  
COVENTRY TOWN HALL – BOARD ROOM B

Board Members Present: M Berliner, J Elsesser, W Kennedy, D Smith, J Patton, P Schur (alternate), J Devereaux, M Kurland

Board Members Absent: R Knight, J Stille (alternate), E Paterson

Staff Present: R Miller, Dr Dardick

Meeting was called to order at 4:40pm by Vice Chairperson Patton.

Dr Dardick introduced a new area physician to the Board, Dr. Ross Winaker.

A MOTION was made by J Elsesser, seconded by M Kurland, to approve the minutes as presented of the board meeting on June 19, 2003. THE MOTION PASSED unanimously.

No public were present.

#### OLD BUSINESS

R Miller presented an amended Bioterrorism grant contract to the Board. Major amendments include a \$10,000 increase in award and identified Smallpox Mass Vaccination Plan as a deliverable. R Miller also notified the board that the second year award is expected to be as much as \$70,000-\$80,000. The State DPH's expectation is that this money will be used to hire a full time Bioterrorism planner. Because the award contract will not be executed until well into the contract period, the hiring process is to begin prior to receiving the award.

A MOTION was made by J Elsesser, seconded by M Kurland, to ratify the Department of Public Health amended grant contract Log #2002-465-2 as signed by the Director of Health and submitted on July 28, 2003 to the Connecticut Department of Public Health. THE MOTION PASSED unanimously.

R Miller presented the second year CVH grant contract to the Board. It was noted that there has been some difficulty in getting volunteer participation in CVH workgroups from the public.

A MOTION was made to ratify the Department of Public Health contract lognumber 2004-208 for \$40,000 as signed by the Director of Health and submitted on July 30, 2003 to the Department of Public Health. THE MOTION PASSED unanimously.

R Miller presented a proposed Director Performance Evaluation Tool. J Elsesser expressed concern that the rating scale language is negatively biased. W Kennedy concurred. By consensus, the tool is to be sent back to the personnel subcommittee for language revisions. Consensus recommendations made by the Board include increasing the rating scale from four (4) to five (5) rating grades and using language that is not negatively biased.

#### NEW BUSINESS

R Miller presented the final draft of the Smallpox Mass Vaccination plan to the Board. Changes and comments discussed and noted. A MOTION was made by M Kurland, seconded by J Elsesser, to authorize the Director of Health to submit the document entitled the Eastern Highlands Health District Draft Plan Smallpox Mass Vaccination Region #40, revised 8/13/03, to the Connecticut DPH for review and comment. THE MOTION PASSED unanimously.

R Miller recommended a FY03/04 staff salary increase of 2.7%. End of year balance sheets were distributed as part of the discussion. Board members discussed current fiscal deficits experienced in local government and expressed further concern with Heath District operating deficits in FY02/03.

A MOTION was made by J Elsesser, seconded by M Berliner, to increase the staff's salary by 2.7% for he fiscal year 2003-04 effective October 1, 2003. THE MOTION PASSED unanimously.

By concensus, the Board asked that the Director convey to the staff the Board's appreciation of staff and the need for staff to assist in the fiscal stability of the HealthDistrict during these difficult fiscal times.

## TOWN REPORTS

### TOLLAND

WPCA Board discussed. Crandel's Beach temporary closing due to elevated bacteria levels discussed.

### BOLTON

Center School well project near completion. Health Fair set for October, with a pool clinic and national child ID program featured.

### COVENTRY

Sewer project moving along quite fast, well into Phase II. Connections for the Phase II area should be this fall. Phase III projected to be completed this time next summer. Clean Water Act funding increase of 5% expected. Kids Station Pediatrics opened in Meadowbrook Plaza. Schools were cited for public water system violations. Two restaurants, Reggie's Place and The Penalty Box, are being evicted due to landlord's intention to sell the property. Coventry Pizza approved for expansion. Nextel bringing in towers for cell phone usage.

### MANSFIELD

Uconn Landfill public meeting to be held on September 4, 2003, 3:30pm. Community Center should be opening in 4-6 weeks. WCMH to be providing a wellness program within the Community Center. Eastbrook Mall management closed Tin Tsin III. Wings Over Storrs moved to a new location. Tree of Life closed. Mansfield Depot lost to a fire.

### WILLINGTON

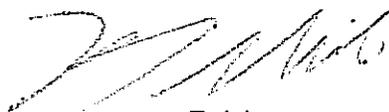
School water systems cited for violations by the DPH.

## DIRECTOR'S REPORT

Three crows have been reported as positive for carrying WNV within the district. The state's budget maintains FY02/03 per capita grant funding levels through FY 03/04. Bioterrorism update discussed.

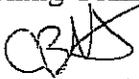
A MOTION was made by J Elsesser, seconded by M Berliner, to adjourn the meeting. THE MOTION PASSED unanimously. The meeting adjourned at 6:15.

Respectfully Submitted



P. 44  
Robert L. Miller, Secretary

To: Town Council/Planning & Zoning Commission  
 From: Curt Hirsch, Zoning Agent  
 Date: October 15, 2003



**Re: *Monthly Report of Zoning Enforcement Activity***  
*For the month of September 2003*

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	21	21	11	62	41
Certificates of Compliance issued	15	14	8	39	36
Site inspections	42	48	36	113	105
Complaints received from the Public	2	5	4	11	19
Complaints requiring inspection	2	5	4	11	19
Potential/Actual violations found	1	2	2	5	6
Enforcement letters	6	4	10	16	25
Notices to issue ZBA forms	5	2	0	10	7
Notices of Zoning Violations issued	1	3	3	6	8
Zoning Citations issued	0	0	0	1	2

Zoning permits issued this month for single family homes = 3, multi-fm = 0  
 2003/04 Fiscal year to date: s-fm = 10, multi-fm = 3

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Managers

MANSFIELD BEAUTIFICATION COMMITTEE MINUTES

Date: October 6, 2003

Place: Mansfield Town Hall

Attendance:

- Brian Krystof, Chair
- Isabelle Atwood
- Jackie Bopp
- David Hall
- Mary Dean Lindsay
- Pat Maines
- Carol Markowitz
- Frank Trainor
- Sidney Waxman

Chair Brian Krystof opened the meeting at 8:00 P.M. It was noted that all of the committee was at the meeting. Many compliments were received regarding the Mansfield Center plants in containers.

Reference was made to the listing prepared in May of areas in Mansfield that should be considered for improvement. Brian will discuss this list with Lon Hultgren and our suggestions for planting. Areas to be mentioned include the Vinton School and Mount Hope.

Nominations to recognize outstanding landscape displays with award certificates were:

- (1) Mansfield Center General Store
- (2) Eastbrook Mall
- (3) Best Western Regent Inn
- (4) Holiday Mall
- (5) College of Agriculture
- (6) University of Connecticut Landscape Department
- (7) Lawrence Real Estate
- (8) Garden Gate Club for area behind Historical Society
- (9) CVS

Mention was made of our December 2002 bus trip to view the holiday displays in Mansfield and that we anticipate scheduling another this year about the 18<sup>th</sup>. A definite date will be set at our November meeting.

Meeting adjourned at 9:00 P.M.

CC: Ms. Joan Gerdson, Town Clerk  
Mr. Lon Hultgren, Director of Public Works

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Mansfield

MANSFIELD HISTORIC DISTRICT COMMISSION

October 7, 2003

HEARING: Peter Friedland appeared at a hearing to discuss obtaining a certificate of appropriateness to build a detached post-and-beam barn on his property at 17 Chaffeeville Rd., Mansfield Center. The builder will be South Windham Post and Beam, the company that built the barns at Holiday Hill and in Gurleyville. The barn would have double-hung windows and a chimney, either of masonry or metal. It would be built of cedar clapboards and be 28 ft. x 42 ft. in size. The windows at the front would be identical and would be made of wood as would front door.

The hearing was closed and the meeting called to order at 8:45. The minutes of the September 9 meeting were approved.

The certificate of appropriateness for the Friedland barn was approved, with the condition that a photo or specifications of the doors and windows of the structure will be sent to the Commission prior to installation.

G. Bruhn noted that she has not yet contacted the Town Planner regarding the design of the house proposed for the lot in the Windswept Development of the Spring Hill Historic District but will do so.

Respectfully submitted,

Jody Newmyer  
Clerk

**TOWN OF MANSFIELD**  
**OPEN SPACE PRESERVATION COMMITTEE**  
**Minutes of September 16, 2003 Meeting**

Members Present: Jim Morrow, Steve Lowery, David Silsbee, Vicky Wetherell

1. The meeting was called to order at 7:30 p.m.
2. The minutes of the August 19, 2003 meeting were approved.

3. Downtown Mansfield Partnership

Cynthia van Zelm and Al Hawkins presented current plans for development of the "Storrs Downtown" area, including commercial and residential buildings and a green. The committee made recommendations for various aspects of the project.

4. Field Trips and Recommendations to the Town Council

The committee reviewed the results of a field trip to three properties in August:

A. Hitchcock property: The committee declined to recommend this property due to concerns about 1) liability for the long dam 2) the expense of bringing the dam up to current DEP standards and 3) the ongoing high maintenance costs.

B. Green/McDaniels property: The committee will recommend that the Town Manager write a general letter of interest to the estate executor for preserving a connection between Joshua Trust properties (current and future).

C. Albino-Micacci: The committee will obtain further information before making a recommendation.

The committee reviewed and approved a revised map of a proposed preservation area on the Merrow property.

5. Review of Open Space Dedication in a Proposed Subdivision

The committee reviewed "The Woods" proposed subdivision and will forward its comments to the Town Planner.

6. Bow Hunting on Town Land

The committee recommended that the Town Council form a task force with representatives from appropriate groups to investigate and advise the Council about the feasibility of bow hunting on Town Land.

7. The meeting was adjourned at 9:50.

**TOWN/UNIVERSITY RELATIONS COMMITTEE  
COMMITTEE MEETING  
Tuesday, September 9, 2003  
Audrey P. Beck Municipal Building  
Council Chambers**

**Minutes**

Present: A. Barberet, M. Berliner, T. Callahan, Bruce Clouette, E. Daniels, J. Gauthier, C. Henry, R. Miller, AJ Pappanikou, E. Paterson, L. Schilling

Absent: P. Barry, R. Hudd, W. Simpson

Staff: M. Hart, G. Padick

**1. Opportunity for Public to Address the Committee**

None

**2. July 8, 2003 Meeting Minutes**

AJ Pappanikou made a motion to approve the minutes from the July 8, 2003 meeting. Tom Callahan seconded. The motion passed unanimously.

**3. Update re: Mansfield Downtown Partnership**

Tom Callahan reported that the Partnership's finance committee had interviewed two potential developers for the Storrs Center project. While the committee felt that either developer could complete the project, the members expressed a clear preference for the firm of Leyland Alliance, based upon three reasons: 1) Leyland's perceived sensitivity to the needs of a university community; 2) their enthusiasm and preparation for this particular project; and 3) the strength of the composition of Leyland's project team. Betsy Paterson added that the Leyland's enthusiasm is very apparent, and AJ Pappanikou said that all references that he has heard regarding the firm have been positive.

**4. UConn Landfill**

Larry Schilling reported that all of the permits have been submitted in support of the University's long-term monitoring and closure plan for the landfill. The University hopes to start work in October, but if the permits are not received in time, they may need to delay the work until the following spring.

Bruce Clouette stated that the landfill represents a good model in which the University has handled a particular problem in a fair manner, and is there a way to

address future issues in a like manner? Rich Miller responded that the University is beginning an investment in solid waste management and Tom Callahan added that the UConn 2000 and 21<sup>st</sup> century programs have provided funding to allow the University to correct infrastructure deficiencies.

#### **5. Substance Abuse Task Force**

Tom Callahan reported that the University had appointed five representatives to a work group that would be charged with developing practical suggestions for implementing the recommendations outlined in President Austin's substance abuse task force. Tom requested that the town identify five representatives for the work group, and Elizabeth Paterson agreed to assist with this suggestion.

#### **6. UConn Spring Weekend**

There was no discussion on this topic.

#### **7. Update on University Master Plan Process**

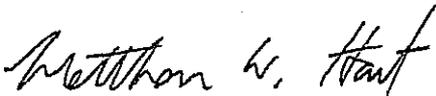
Larry Schilling and Rich Miller explained that the University would be conducting public meetings to: 1) review progress on the master plan update; and 2) discuss the East Campus specifically.

#### **8. Other Business**

- a. Freshmen move-in period – Martin Berliner stated that the town would like to offer alternate routes for University freshmen moving in to campus to alleviate some of the traffic enforcement concerns. Tom Callahan answered that the University would welcome the town's suggestions.

The committee adjourned the meeting at 5:15 p.m.

Respectfully submitted,



Matthew Hart  
Assistant Town Manager



**TOWN OF MANSFIELD  
TOWN COUNCIL**

Elizabeth C. Paterson, Mayor

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

October 20, 2003

Ms. Adel Urban  
First Selectman  
Town of Columbia  
323 Route 87  
Columbia, Connecticut 06237

Dear Adel:

On behalf of the Town of Mansfield, we would like to congratulate you upon your upcoming retirement. We have enjoyed working with you on issues impacting our respective communities, and we thank you for your efforts on behalf of our region and our state. With your retirement, the Town of Columbia and eastern Connecticut will be losing an effective leader and a great asset. However, we are confident that you have prepared the town well for the upcoming transition.

We wish you all the best in the years to come. Enjoy!

Sincerely,

  
Elizabeth C. Paterson  
Mayor

  
Martin H. Berliner  
Town Manager

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APPLICATION REFERRAL

Mansfield Planning & Zoning Commission

Town Council

- TO:  Public Works Dep't., c/o Ass't. Town Engineer
- Health Officer
- Design Review Panel
- Committee on the Needs of Persons with Disabilities
- Fire Marshal
- Traffic Authority

Recreation Advisory Committee

- Conservation Commission
- Open Space Preservation Committee
- PARKS ADVISORY COMMITTEE

The Planning and Zoning Commission has received a 6 lot subdivision application and will consider the application at a ~~Public Hearing~~ regular meeting on November 3. Please review the application and reply with your comments to the Planning Office before October 30. For more information, please contact the Planning Office, 429-3330.

APPLICATION INFORMATION

Applicant: Reja Acquisitions Corp

Owner: SAME

Agent(s): Messier Associates (engineering) L. Jacobs (Attorney)

Proposed use: 6 lot subdivision "Smith Farms" phase I

Location: Coventry Road

Zone classification: RAR-40

Other pertinent information:

- Due to various committee meeting schedules it is recognized that some reports may not be available until after 11/03/03.

- The Inland Wetland Agency has scheduled a public hearing on a license application regarding this proposal for 11/03/03
- Phase I involves 78 acres; A future phase II involves 87 acres.

signed

date 10/8/03

9/02

- The proposal includes a <sup>P.55</sup> 7 acre open space parcel to be donated to the Town + an additional 30± acres with conservation

file # 1214  
filing date 10/6/03

MANSFIELD PLANNING & ZONING COMMISSION  
APPLICATION FOR SUBDIVISION OR RESUBDIVISION APPROVAL

Name of subdivision Smith Farms - Phase I

Name of subdivider (applicant) ReJA Acquisition Corp. Phone # (860) 649-4800  
(please PRINT)

Address P.O. Box 855 Manchester CT 06045  
(street) ReJA Acquisition Corp. (town) (state) (zip)

Signature [Signature] (owner )  
(optionee) \_\_\_\_\_ Date 10/6/03

OWNER (IF OTHER THAN SUBDIVIDER)

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
(please PRINT)

Address \_\_\_\_\_  
(street) (town) (state) (zip)

Signature \_\_\_\_\_ Date \_\_\_\_\_

FEES - See Town Council-approved Fee Schedule and  
Eastern Highlands Health District Plan Review Fee Schedule

SUBDIVISION DATA

Location: North Side of Coventry Road - Access Map 27 / Block 56

Zoning district RAR-40 Total # of acres 78.0454 +/-  
Total # of lots 6

EXTENSION OF TIME

Pursuant to Section 8-26d, subsection (b) of the Connecticut General Statutes, the undersigned applicant hereby consents to an extension of time within which the Planning and Zoning Commission is required by law to approve, modify and approve or disapprove a subdivision plan known as Smith Farms - Phase I

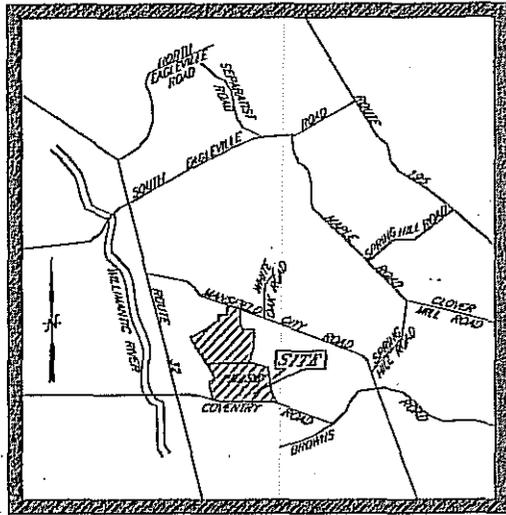
and located at/on Coventry Road, Mansfield, CT

It is agreed that such extension of time shall not exceed 65 days and it is understood that this extension of time is in addition to the first 65-day period after the receipt of the application by the Planning & Zoning Commission.

Signature [Signature] Date 10/6/03  
1/01

# "SMITH FARMS DEVELOPMENT" SUBDIVISION PLAN

COVENTRY ROAD  
MANSFIELD, CONNECTICUT  
AUGUST, 2003



LOCATION MAP  
(NOT TO SCALE)

## SHEET INDEX

- 1 TITLE PAGE
- 2 GENERAL LOCATION PLAN
- 3 SUBDIVISION PLAN
- 4 SUBDIVISION PLAN
- 5 TOPOGRAPHIC SITE DEVELOPMENT PLAN
- 6 TOPOGRAPHIC SITE DEVELOPMENT PLAN
- 7 TOPOGRAPHIC SITE DEVELOPMENT PLAN
- 8 SOIL TEST DATA & SEPTIC SYSTEM DESIGN CRITERIA
- 9 EROSION AND SEDIMENT CONTROL PROCEDURES & DETAILS

### PROJECT DESIGN TEAM

LAND SURVEYOR & SITS  
CIVIL ENGINEER

MESSIER & ASSOCIATES, INC.  
288 MAIN STREET  
MANCHESTER, CT 06040

WETLAND & ENVIRONMENTAL  
CONSULTANT

CONNECTICUT ECOSYSTEMS, LLC  
38 WESTLAND AVENUE  
WEST HARTFORD, CT 06107

LANDSCAPE ARCHITECT

JULIUS CYLA FABOS, PHD  
45 CANTON AVENUE  
AMHERST, MA. 01002

OWNER:  
REJA ACQUISITION CORP.  
C/O THOMAS BOYLE  
P.O. BOX 855  
MANCHESTER, CT. 06040

APPLICANT/SUBDIVIDER:  
REJA ACQUISITION CORP.  
P.O. BOX 855  
MANCHESTER, CT. 06040

MANSFIELD	LAND	RECORDS
RECEIVED FOR RECORDING:		
FORM CLERK	DATE	FILE MAP NO.
APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION:		
CHAIRMAN OR SECRETARY	DATE	
APPROVED BY THE DIRECTOR OF HEALTH:		
CHAIRMAN OR SECRETARY	DATE	
APPROVED BY THE DIRECTOR OF PUBLIC WORKS:		
CHAIRMAN OR SECRETARY	DATE	
APPROVED BY THE MANSFIELD WETLANDS COMMISSION:		
CHAIRMAN OR SECRETARY	DATE	

ZONING DATA  
(ZONE R1B-40)

NOTE:  
FOR ALL LOTS DOWNSIDE THE BULKING AREA  
DRAINAGE SHALL BE AT STREET LINE  
PLOT PLAN TO BE MANSFIELD ZONING AND  
SUBDIVISION ATTACHMENT

This subdivision is approved by the Planning Commission of the Town of Mansfield, Connecticut.

Location: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Consent to this subdivision is given by the Planning Commission of the Town of Mansfield, Connecticut, on this 15th day of August, 2003.



ROBERT S. MESSIER  
L.S. 11202

ANDREW E. MESSIER, JR.  
P.L. 10211

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MESSIER & ASSOCIATES, INC.  
SURVEYORS - ENGINEERS

REV	DATE	DESCRIPTION

MESSIER & ASSOCIATES, Inc.  
SURVEYORS - ENGINEERS  
MANCHESTER, CT. 06040-1211  
PUTNAM, CT. (860) 853-1171

PLANNING - SURVEY - DESIGN - CONSTRUCTION

TITLE SHEET





APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION

DATE: \_\_\_\_\_

APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION

DATE: \_\_\_\_\_

APPROVED BY THE DIRECTOR OF HEALTH

DATE: \_\_\_\_\_

APPROVED BY THE DIRECTOR OF PUBLIC WORKS

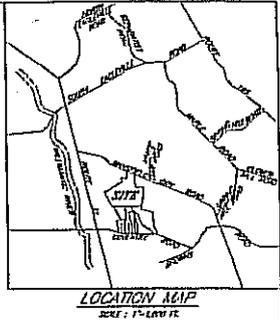
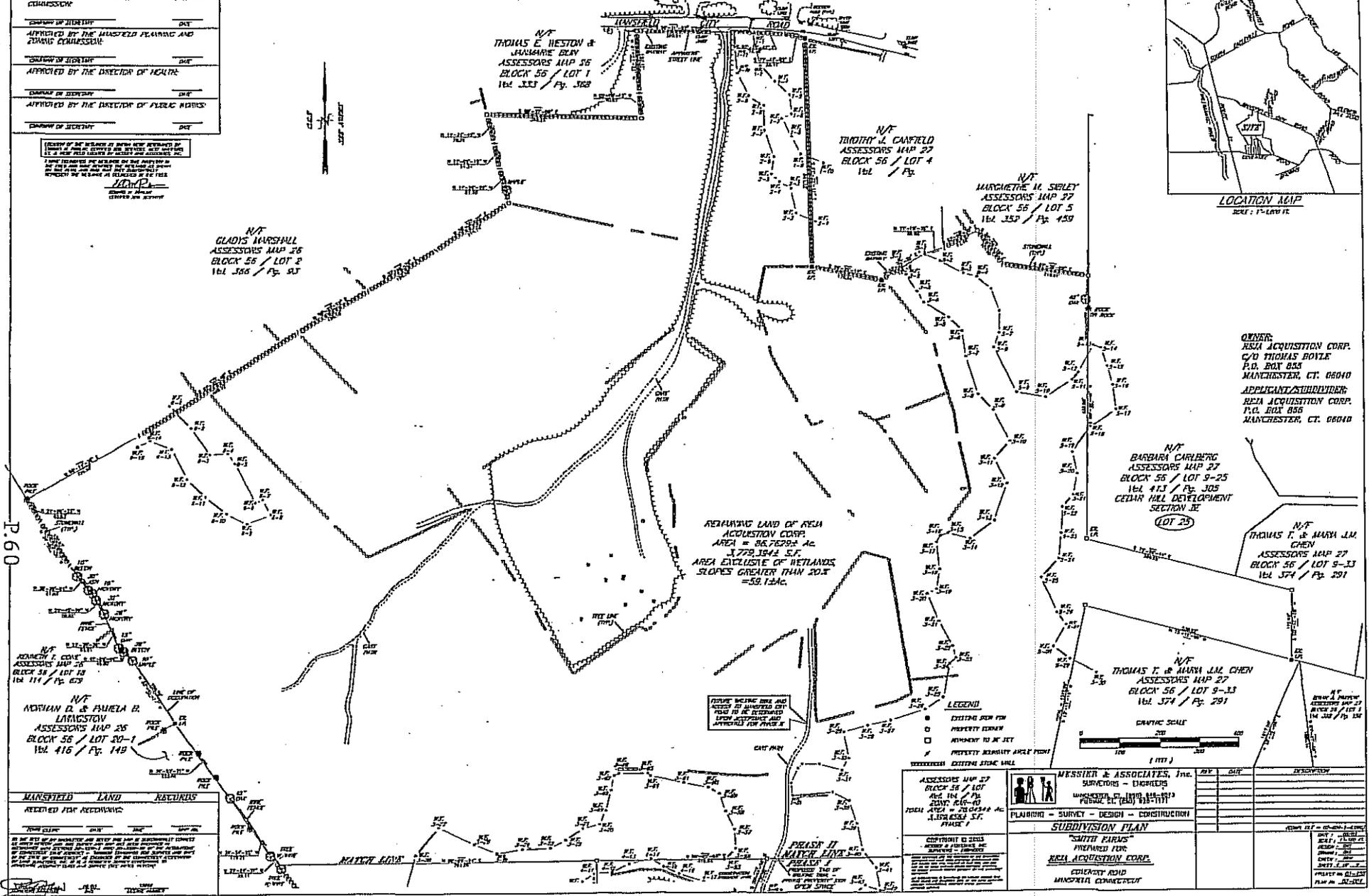
DATE: \_\_\_\_\_

NOTICE TO THE PUBLIC: THIS SUBDIVISION PLAN IS SUBJECT TO THE REVIEW AND APPROVAL OF THE MANSFIELD PLANNING AND ZONING COMMISSION, THE MANSFIELD BOARD OF HEALTH, AND THE MANSFIELD BOARD OF PUBLIC WORKS. THE APPLICANT ACCEPTS THE RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED AND THE COMPLETION OF ALL NECESSARY PERMITS AND REGULATORY REQUIREMENTS.

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

P.60



N/T  
GLADYS MARSHALL  
ASSESSORS MAP 26  
BLOCK 56 / LOT 2  
164 358 / Pg. 53

N/T  
THOMAS E. HESTON &  
JANUARE DEAY  
ASSESSORS MAP 26  
BLOCK 56 / LOT 1  
164 353 / Pg. 56

N/T  
TIMOTHY J. CANFIELD  
ASSESSORS MAP 27  
BLOCK 56 / LOT 4  
164 / Pg.

N/T  
MARGHERITE H. SIBLEY  
ASSESSORS MAP 27  
BLOCK 56 / LOT 5  
164 357 / Pg. 439

N/T  
BARBARA CARLBERG  
ASSESSORS MAP 27  
BLOCK 56 / LOT 9-25  
164 413 / Pg. 305  
CEDAR HILL DEVELOPMENT  
SECTION B  
(LOT 25)

OWNER:  
REHA ACQUISITION CORP.  
C/O THOMAS BOYLE  
P.O. BOX 855  
MANCHESTER, CT. 06040  
APPLICANT/SUBDIVIDER:  
REHA ACQUISITION CORP.  
P.O. BOX 855  
MANCHESTER, CT. 06040

N/T  
THOMAS E. & MARY J.M.  
CHEN  
ASSESSORS MAP 27  
BLOCK 56 / LOT 9-13  
164 374 / Pg. 291

LEGEND

- EXISTING SUBDIVISION
- PROPERTY BOUNDARY
- ADJACENT TO BE SET
- PROPERTY BOUNDARY ANGLE FROM
- EXISTING STAKE MARK

**MANSFIELD LAND NATURALS**

RECEIVED FOR RECORDING

DATE	TIME	BY	REMARKS

ASSESSORS MAP 27  
BLOCK 56 / LOT  
164 104 / Pg.  
2017 216-00  
TOTAL AREA = 250,000 AC.  
3,800,000 S.F.  
PHASE I

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**MESSIER & ASSOCIATES, Inc.**  
SURVEYORS - ENGINEERS  
MANCHESTER, CT. 06040-0013  
PHONE: 603.881.1111

PLANNING - SURVEY - DESIGN - CONSTRUCTION

**SUBDIVISION PLAN**

"SMITH FARMS"  
PREPARED FOR:  
**REHA ACQUISITION CORP.**  
C/O THOMAS BOYLE  
MANCHESTER, CONNECTICUT

DATE	TIME	BY	REMARKS

**MANFIELD LAND RECORDS**

RECORDED FOR RECORDING

APPROVED BY THE MANFIELD BOARD OF HEALTH

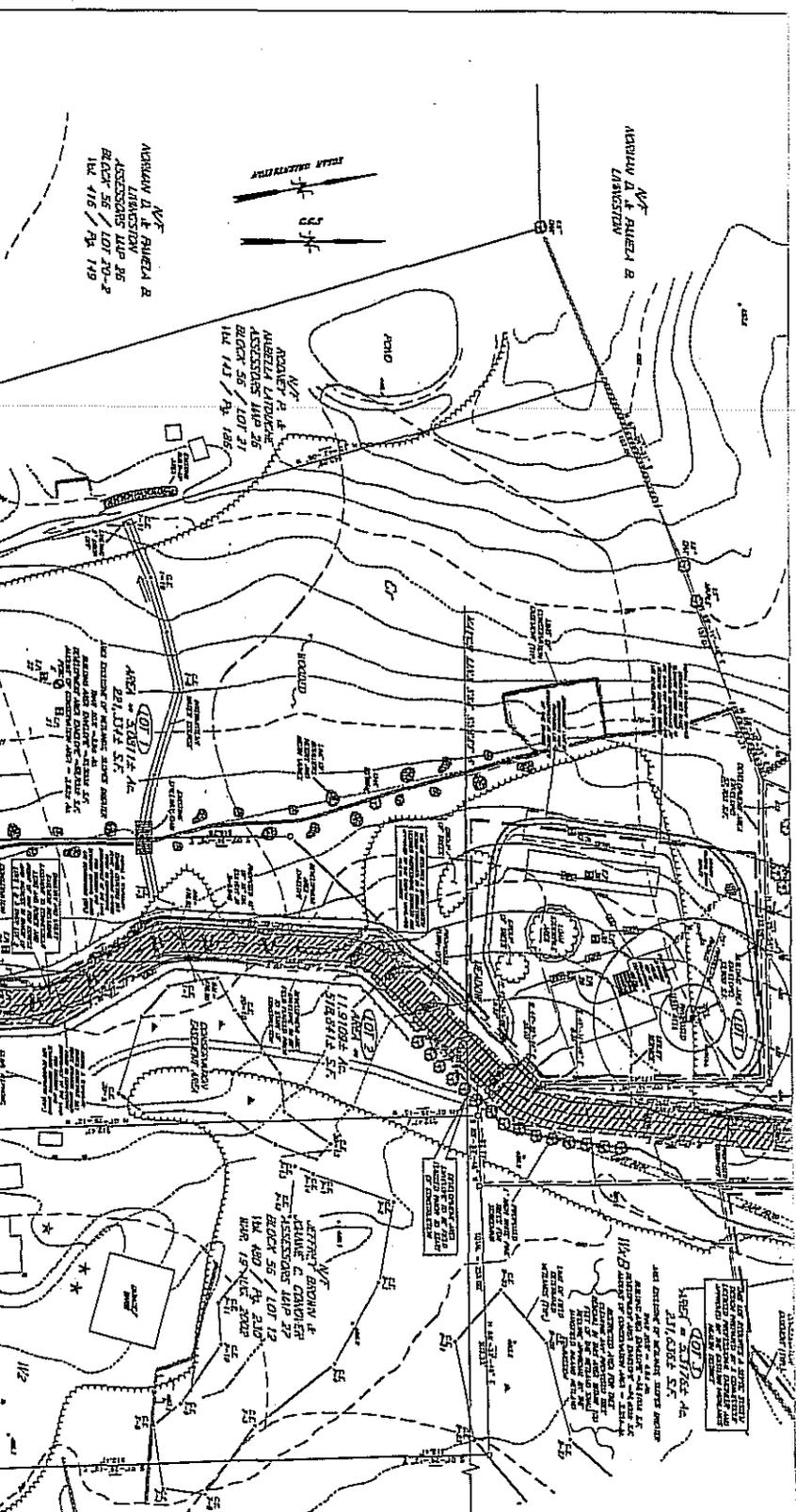
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APPROVED BY THE DIRECTOR OF HEALTH

APPROVED BY THE DIRECTOR OF PLANNING

APPROVED BY THE DIRECTOR OF ZONING

APPROVED BY THE DIRECTOR OF RECORDS



**MANFIELD LAND RECORDS**

RECORDED FOR RECORDING

APPROVED BY THE MANFIELD BOARD OF HEALTH

APPROVED BY THE MANFIELD PLANNING AND ZONING COMMISSION

APPROVED BY THE DIRECTOR OF HEALTH

APPROVED BY THE DIRECTOR OF PLANNING

APPROVED BY THE DIRECTOR OF ZONING

APPROVED BY THE DIRECTOR OF RECORDS

**MANFIELD LAND RECORDS**

RECORDED FOR RECORDING

APPROVED BY THE MANFIELD BOARD OF HEALTH

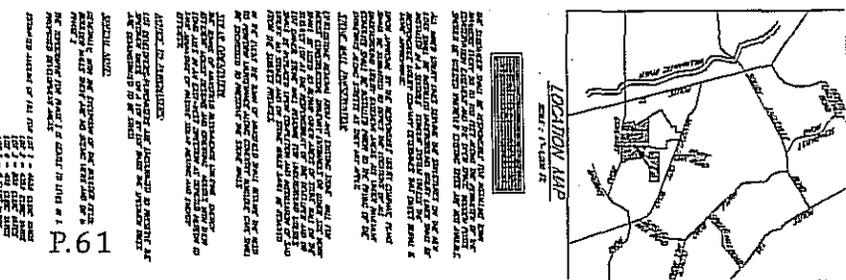
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APPROVED BY THE DIRECTOR OF HEALTH

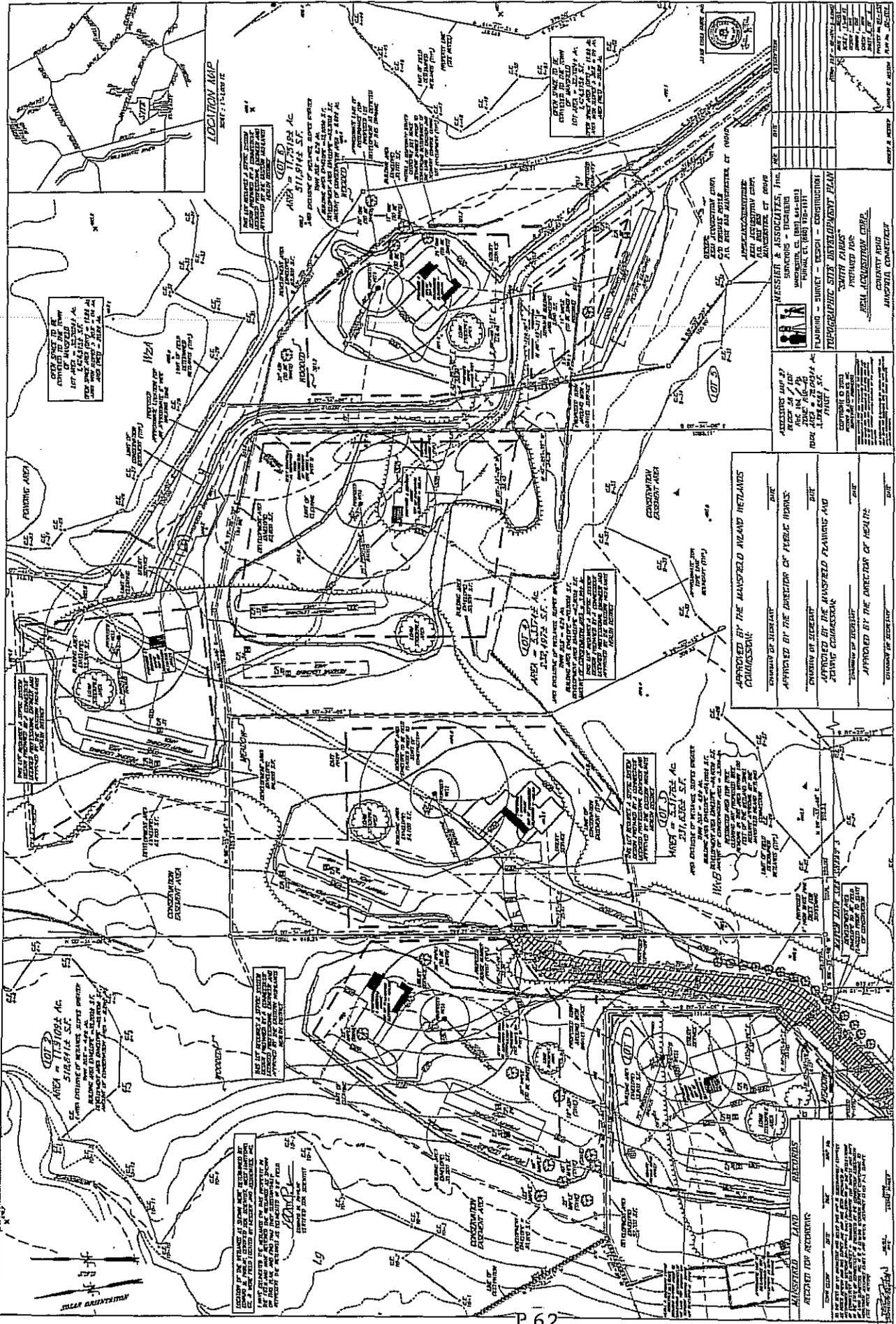
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APPROVED BY THE DIRECTOR OF ZONING

APPROVED BY THE DIRECTOR OF RECORDS



191



APPROVED BY THE MANSFIELD ISLAND WETLANDS COMMISSION

COMMISSIONER OF WETLANDS \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE DIRECTOR OF PUBLIC WORKS \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF SEWERAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION \_\_\_\_\_ DATE \_\_\_\_\_

COMMISSIONER OF SEWERAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE DIRECTOR OF HEALTH \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF HEALTH \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE MANSFIELD ISLAND WETLANDS COMMISSION

COMMISSIONER OF WETLANDS \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE DIRECTOR OF PUBLIC WORKS \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF SEWERAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION \_\_\_\_\_ DATE \_\_\_\_\_

COMMISSIONER OF SEWERAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE DIRECTOR OF HEALTH \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF HEALTH \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE MANSFIELD ISLAND WETLANDS COMMISSION

COMMISSIONER OF WETLANDS \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE DIRECTOR OF PUBLIC WORKS \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF SEWERAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION \_\_\_\_\_ DATE \_\_\_\_\_

COMMISSIONER OF SEWERAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE DIRECTOR OF HEALTH \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF HEALTH \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE MANSFIELD ISLAND WETLANDS COMMISSION

COMMISSIONER OF WETLANDS \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE DIRECTOR OF PUBLIC WORKS \_\_\_\_\_ DATE \_\_\_\_\_

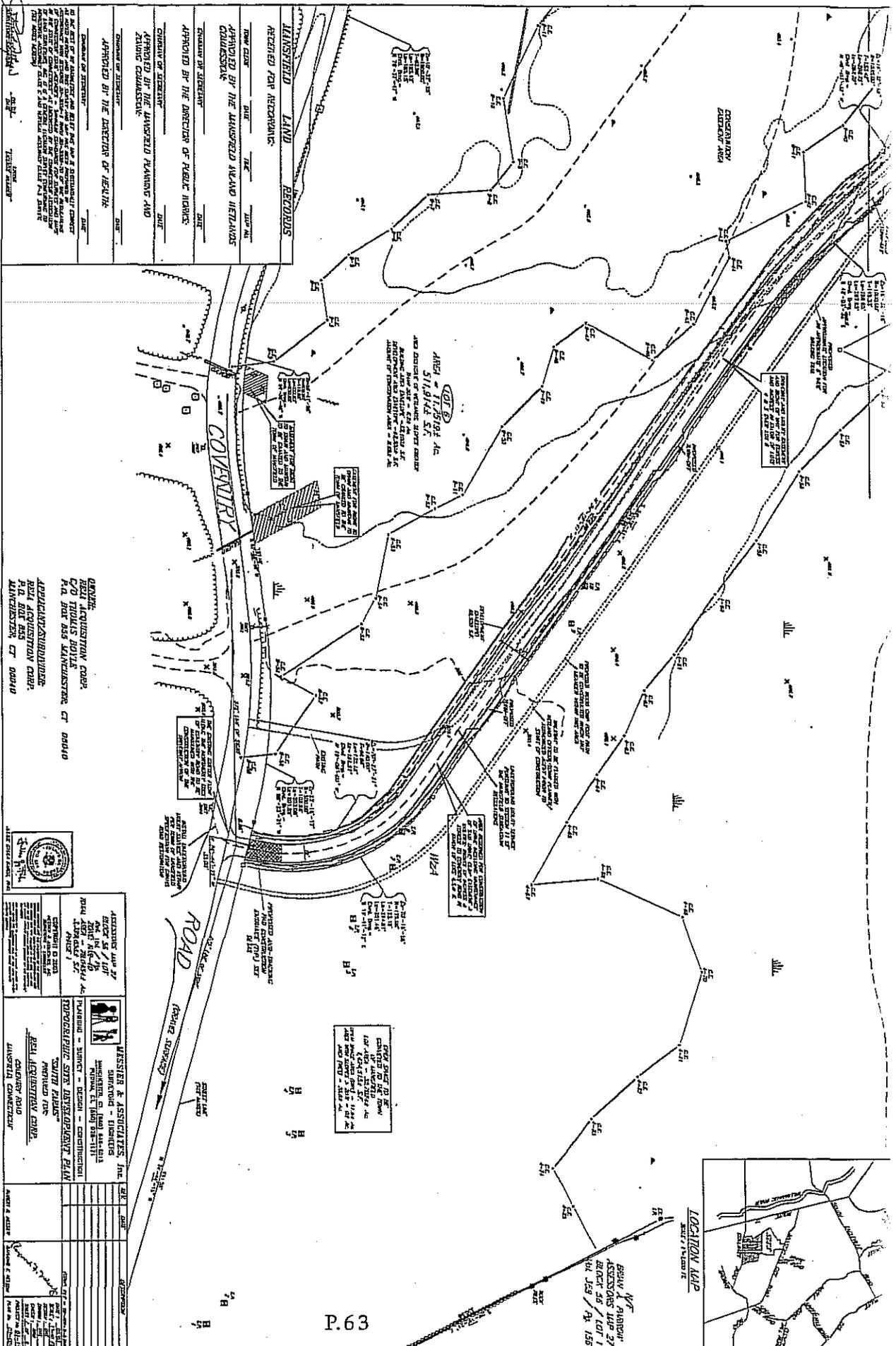
DIRECTOR OF SEWERAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE MANSFIELD PLANNING AND ZONING COMMISSION \_\_\_\_\_ DATE \_\_\_\_\_

COMMISSIONER OF SEWERAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE DIRECTOR OF HEALTH \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF HEALTH \_\_\_\_\_ DATE \_\_\_\_\_



**MANUSCRIPT LAND RECORDS**

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APPROVED BY THE DIRECTOR OF PUBLIC WORKS

APPROVED BY THE MANUSCRIPT PLANNING AND ZONING COMMISSION

APPROVED BY THE DIRECTOR OF RESURVEY

**COVENTRY ROAD**

**FISHING HARBOR**

**AREA - 17,091 AC 51,814 SF**

THIS DEVELOPMENT IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. THE DEVELOPMENT SHALL BE COMPLETED WITHIN THE PERIOD OF SIX MONTHS FROM THE DATE OF THE ISSUANCE OF THE PERMIT.

2. THE DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE ZONING REGULATIONS AND THE MANUSCRIPT PLANNING AND ZONING COMMISSION'S DECISION.

3. THE DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE STATE AND FEDERAL LAWS AND REGULATIONS.

4. THE DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE LOCAL ORDINANCES AND REGULATIONS.

**GENERAL BOUNDARY**

**APPLICANT'S ADDRESS:**  
 1000 ACQUISITION CORP.  
 P.O. BOX 50  
 MANUSCRIPT, CT 06410

**APPLICANT'S ATTORNEY:**  
 1000 ACQUISITION CORP.  
 P.O. BOX 50  
 MANUSCRIPT, CT 06410

<p><b>ASSISTING MAP 27</b>        2000 ACQUISITION CORP.        1000 ACQUISITION CORP.        P.O. BOX 50        MANUSCRIPT, CT 06410</p>	<p><b>MISSISSIPPI &amp; ASSOCIATES, INC.</b>        1000 ACQUISITION CORP.        1000 ACQUISITION CORP.        P.O. BOX 50        MANUSCRIPT, CT 06410</p>
<p><b>PLANNING - SURVEY - DESIGN - CONSTRUCTION</b>        MISSISSIPPI &amp; ASSOCIATES, INC.        1000 ACQUISITION CORP.        1000 ACQUISITION CORP.        P.O. BOX 50        MANUSCRIPT, CT 06410</p>	<p><b>REAL ESTATE BROKER</b>        MISSISSIPPI &amp; ASSOCIATES, INC.        1000 ACQUISITION CORP.        1000 ACQUISITION CORP.        P.O. BOX 50        MANUSCRIPT, CT 06410</p>





1. **GENERAL**  
 This drawing is a part of the contract documents for the construction of the project. It is to be read in conjunction with the other drawings and specifications. It is the responsibility of the contractor to verify the accuracy of the information shown on this drawing and to make any necessary adjustments to the work to conform to the contract documents.

2. **NOTES**  
 A. All dimensions are in feet and inches, unless otherwise noted.  
 B. All materials shall be of the highest quality and shall conform to the specifications of the American Institute of Steel Construction, Inc. (AISC) and the American Concrete Institute (ACI).  
 C. All work shall be done in accordance with the latest editions of the Building Code of America (BCA) and the International Building Code (IBC).  
 D. All work shall be done in accordance with the latest editions of the National Electrical Code (NEC) and the National Fire Protection Association (NFPA) Code.

3. **REFERENCES**  
 A. American Institute of Steel Construction, Inc. (AISC) - Steel Construction Manual, 13th Edition, 1989.  
 B. American Concrete Institute (ACI) - Concrete Reinforcing Steel Institute (CRSI) - Reinforcing Steel Detailing Manual, 1993.  
 C. Building Code of America (BCA) - International Building Code (IBC), 2003 Edition.  
 D. National Electrical Code (NEC) - National Fire Protection Association (NFPA) - National Electrical Code, 2002 Edition.

4. **REVISIONS**  
 A. All revisions shall be indicated by a circled number and a description of the change. The date of the revision shall also be indicated.  
 B. The contractor shall be responsible for keeping track of all revisions and for making the necessary adjustments to the work.

5. **CONTRACT DOCUMENTS**  
 A. The contract documents shall include the contract agreement, the specifications, and all drawings.  
 B. In the event of a conflict between the contract documents, the contract agreement shall prevail over the specifications, and the specifications shall prevail over the drawings.

6. **GENERAL NOTES**  
 A. All work shall be done in accordance with the contract documents.  
 B. The contractor shall be responsible for obtaining all necessary permits and for paying all associated fees.  
 C. The contractor shall be responsible for maintaining access to all adjacent properties at all times.

7. **APPROVALS**  
 A. The contractor shall obtain approval from the architect and the engineer before proceeding with any work.  
 B. The contractor shall be responsible for obtaining all necessary approvals from the local authorities.

8. **GENERAL NOTES**  
 A. All work shall be done in accordance with the contract documents.  
 B. The contractor shall be responsible for obtaining all necessary permits and for paying all associated fees.  
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9. **APPROVALS**  
 A. The contractor shall obtain approval from the architect and the engineer before proceeding with any work.  
 B. The contractor shall be responsible for obtaining all necessary approvals from the local authorities.

10. **GENERAL NOTES**  
 A. All work shall be done in accordance with the contract documents.  
 B. The contractor shall be responsible for obtaining all necessary permits and for paying all associated fees.  
 C. The contractor shall be responsible for maintaining access to all adjacent properties at all times.

11. **GENERAL NOTES**  
 A. All work shall be done in accordance with the contract documents.  
 B. The contractor shall be responsible for obtaining all necessary permits and for paying all associated fees.  
 C. The contractor shall be responsible for maintaining access to all adjacent properties at all times.

12. **APPROVALS**  
 A. The contractor shall obtain approval from the architect and the engineer before proceeding with any work.  
 B. The contractor shall be responsible for obtaining all necessary approvals from the local authorities.

13. **GENERAL NOTES**  
 A. All work shall be done in accordance with the contract documents.  
 B. The contractor shall be responsible for obtaining all necessary permits and for paying all associated fees.  
 C. The contractor shall be responsible for maintaining access to all adjacent properties at all times.

14. **APPROVALS**  
 A. The contractor shall obtain approval from the architect and the engineer before proceeding with any work.  
 B. The contractor shall be responsible for obtaining all necessary approvals from the local authorities.

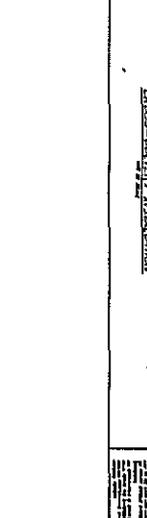
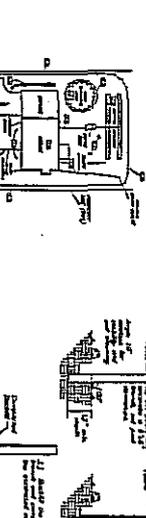
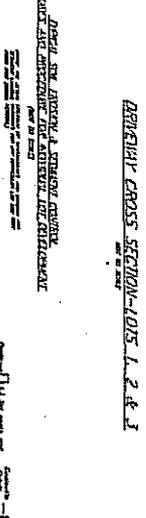
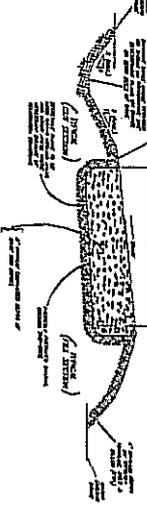
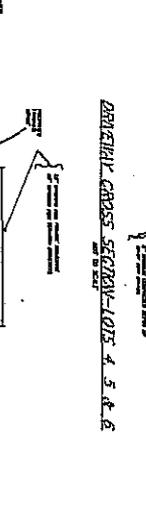
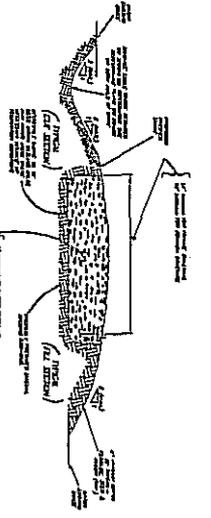
15. **GENERAL NOTES**  
 A. All work shall be done in accordance with the contract documents.  
 B. The contractor shall be responsible for obtaining all necessary permits and for paying all associated fees.  
 C. The contractor shall be responsible for maintaining access to all adjacent properties at all times.

16. **APPROVALS**  
 A. The contractor shall obtain approval from the architect and the engineer before proceeding with any work.  
 B. The contractor shall be responsible for obtaining all necessary approvals from the local authorities.

17. **GENERAL NOTES**  
 A. All work shall be done in accordance with the contract documents.  
 B. The contractor shall be responsible for obtaining all necessary permits and for paying all associated fees.  
 C. The contractor shall be responsible for maintaining access to all adjacent properties at all times.

18. **APPROVALS**  
 A. The contractor shall obtain approval from the architect and the engineer before proceeding with any work.  
 B. The contractor shall be responsible for obtaining all necessary approvals from the local authorities.

19. **GENERAL NOTES**  
 A. All work shall be done in accordance with the contract documents.  
 B. The contractor shall be responsible for obtaining all necessary permits and for paying all associated fees.  
 C. The contractor shall be responsible for maintaining access to all adjacent properties at all times.



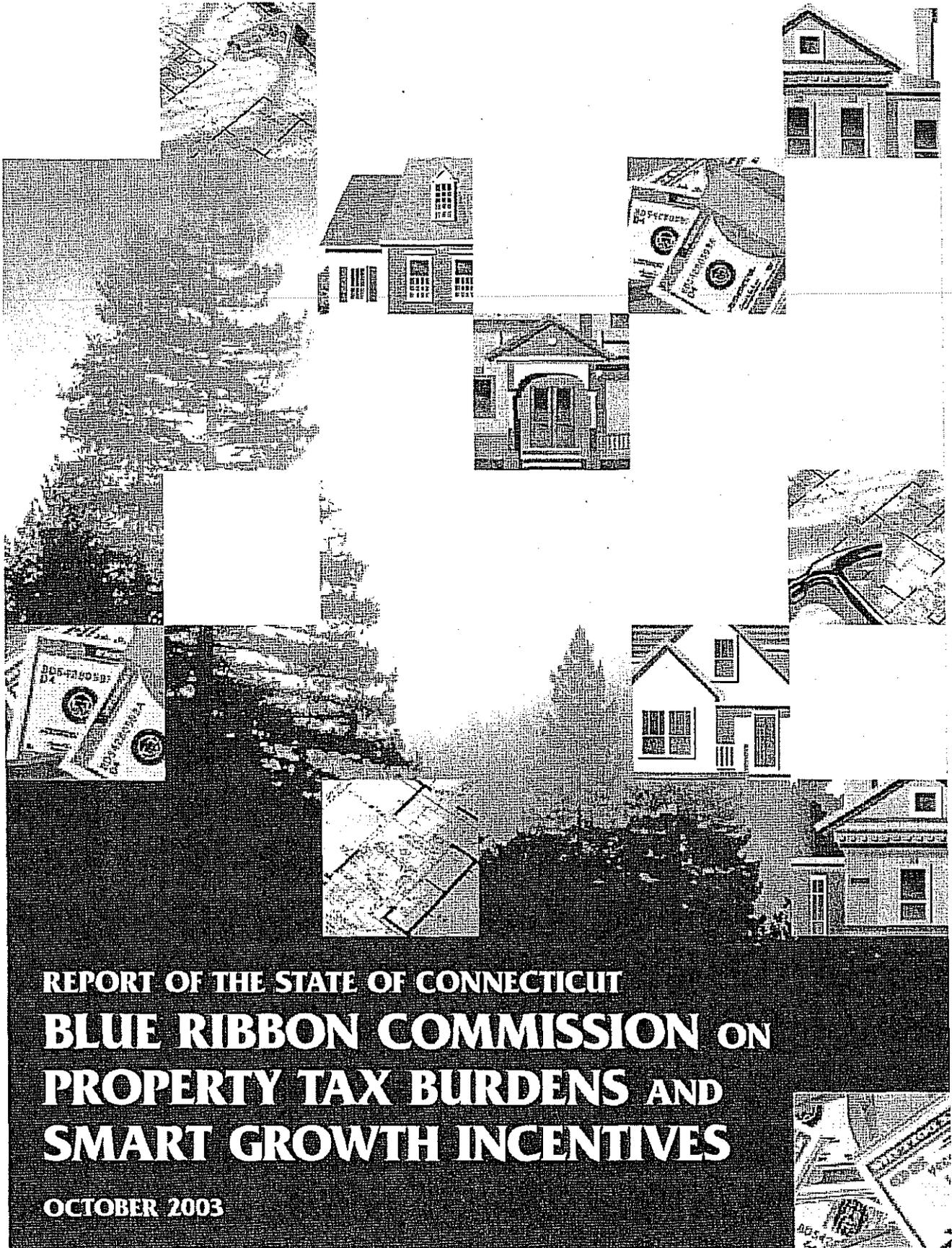
JOHN APPROVAL LETTERS

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**REPORT OF THE STATE OF CONNECTICUT  
BLUE RIBBON COMMISSION ON  
PROPERTY TAX BURDENS AND  
SMART GROWTH INCENTIVES**

**OCTOBER 2003**

**REPORT OF THE  
STATE OF CONNECTICUT**

**BLUE RIBBON  
COMMISSION**

**ON**

**PROPERTY TAX  
BURDENS**

**AND**

**SMART GROWTH  
INCENTIVES**

**OCTOBER 2003**

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## Purpose of the Report

The purpose of this report is to respond to Special Act 02-13, "An Act Concerning a Blue Ribbon Commission on Property Tax Burdens and Smart Growth Incentives." It is our hope that the report will encourage debate on the fiscal and land-use public policy challenges facing Connecticut. This report makes it clear that fiscal policy and land use policy are inextricably linked and must be addressed together in order to maintain and improve the quality of life in Connecticut. The report makes a number of recommendations in these areas. These recommendations are designed to jumpstart a long-overdue and serious discussion among state and local policymakers, business interests, the media, general public, and other stakeholders on what public policy initiatives should be pursued.

The recommendations contained in this report will undoubtedly require a significant, and in many cases controversial, redistribution of state and local taxes. It will be difficult to garner any taxpayer support for reform of our state-local tax system unless there is a sincere commitment to more efficient and cost-effective delivery of state and local services as a means of providing permanent and effective control of overall government spending. Cost drivers at the state and municipal levels – such as collective bargaining, binding arbitration, unfunded mandates, public subsidies, among others – must also be addressed concurrently so that increased state taxes mean reduced property taxes, not higher spending levels. A key goal of reform must be renewed economic growth, because we need to provide all our citizens with opportunities for good jobs. Only a growing economy will provide these opportunities and the increased revenue base necessary to reduce property taxes.

The issues raised in this report have also to varying degrees been raised by other groups and discussed in the following reports: *Connecticut Metropatterns: A Regional Agenda for Community and Prosperity in Connecticut* [Myron Orfield, et al] (2003) sponsored by the Office of Urban Affairs of the Archdiocese of Hartford; *Connecticut Strategic Economic Framework* [the "Gallis" report] (1999) and a new report *Connecticut: Economic Vitality and Land Use* (May 2003) from the Connecticut Regional Institute for the 21<sup>st</sup> Century; *Is Connecticut Sprawling* (2002) by the Regional Plan Association; *Promoting Smart Growth in Connecticut* (2002) by the Harvard Design School; *10 Principles of Smart Growth in Connecticut* (2001) by the Connecticut Conference of Municipalities; and work done by the Connecticut Chapter of the American Planning Association, the Connecticut Association of Homebuilders, and others.

**A concerted effort to address the fiscal and land-use problems in our state will improve the quality of life for all who live and work in Connecticut.**

**Members  
of the  
State of Connecticut Blue Ribbon Commission on  
Property Tax Burdens and Smart Growth Incentives**

<u>Name</u>	<u>Position/Occupation</u>	<u>Municipality/Affiliation</u>	<u>Appointing Authority</u>
* John DeStefano, Jr.	Mayor	City of New Haven	CT Conference of Municipalities
Alex Knopp	Mayor	City of Norwalk	CT Conference of Municipalities
Mary Lou Strom	Minority Leader, Town Council	Town of Enfield	CT Conference of Municipalities
Robert Harrel	First Selectman	Town of Darien	CT Conference of Municipalities
** Howard Dean	First Selectman	Town of Marlborough	CT Council of Small Towns
William Smith	Town Manager	Town of Granby	CT Council of Small Towns
Martin Berliner	Town Manager	Town of Mansfield	CT Council of Small Towns
Jonathan Harris	Mayor	Town of West Hartford	Senate President Pro Tempore
Robin Stein	Land Use Bureau Chief	City of Stamford	Speaker of the House
Peter Rosa	Executive Officer of Academic Affairs	CSU	Sen. Majority Leader
Dale Clark	First Selectman	Town of Sterling	House Majority Leader
Christine Nelson	Director of Land Use	Town of Old Saybrook	Sen. Minority Leader
Christopher Smith	Attorney	North Branford	House Minority Leader
Richard Crane	First Selectman	Town of Woodbury	Governor
W. David LeVasseur	Undersecretary	OPM	Designee of Secretary of Office of Policy and Management
Joseph Brennan	Vice President, Governmental Affairs	CBIA	CT Business and Industry Association
Lori Pelletier	Secretary/Treasurer	CT AFL-CIO	CT AFL-CIO

\* Chairperson

\*\* Vice-Chairperson



**Substitute Senate Bill No. 599**  
**Special Act No. 02-13**

**AN ACT CONCERNING A BLUE RIBBON COMMISSION ON PROPERTY TAX  
BURDENS AND SMART GROWTH INCENTIVES.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (*Effective from passage*) (a) There is established a Blue Ribbon Commission on Property Tax Burdens and Smart Growth to (1) evaluate personal and business property tax burdens in this state compared to other states and among this state's municipalities, (2) consider modifications and alternatives to the current system of property taxation, and (3) evaluate disincentives and incentives for smart growth. On or before October 1, 2003, said commission shall make a final report, including any findings or recommendations, in accordance with the provisions of section 11-4a of the general statutes.

(b) Said commission shall have seventeen members as follows: (1) Six members of whom one each shall be appointed by the president pro tempore of the Senate, the speaker of the House of Representatives, the majority leader of the Senate, the majority leader of the House of Representatives, the minority leader of the Senate and the minority leader of the House of Representatives, (2) one member appointed by the Governor, (3) the Secretary of the Office of Policy and Management, or the secretary's designee, (4) four members appointed by the Connecticut Conference of Municipalities, (5) three members appointed by the Council of Small Towns, (6) one member appointed by the Connecticut Business and Industry Association, and (7) one member appointed by the American Federation of Labor-Congress of Industrial Organizations. All appointments to the commission shall be made on or before July 1, 2002.

(c) The chairperson and vice-chairperson of the commission shall be jointly designated by the Connecticut Conference of Municipalities and the Council of Small Towns. The first meeting of the commission shall be held on or before July 1, 2002.

Approved June 13, 2002

## Executive Summary

In the Problem Statement adopted by the Blue Ribbon Commission on Property Tax Burdens and Smart Growth Incentives on March 21, 2003, the Commission asked "How we can have growth and be competitive with other states while at the same time maintaining who and what we are?" In order to fully address this question, and the others posed in the Problem Statement, (see section 3 for full text of Problem Statement) the Commission set up two Committees, one on Property Tax and the second on Smart Growth. Each committee prepared a report on their respective topics. The full Commission then reviewed, modified, combined and approved the recommendations as the full report of the Commission to the General Assembly.

The Property Tax Committee was charged with finding ways to reduce Connecticut's reliance on the property tax to fund local public services. It was determined that particular attention will need to be paid to K – 12 public education to achieve this objective. The Commission agreed that "reducing the reliance on the regressive property tax to pay for local services not only benefits the residents of Connecticut, but our business community as well." (See section 4 for complete text of Property Tax recommendations.)

The Smart Growth Committee's charge was to find ways to utilize more effective growth management measures to address the negative impacts associated with current land use practices in Connecticut. The Commission agreed that "Connecticut's historic fragmented growth patterns have generated the aforementioned problems commonly referred to as 'sprawl.' Our political leadership and citizenry must understand the importance of professional land use planning to effectively curb sprawl by utilizing 'smart growth' incentives." (See section 5 for complete text of Smart Growth recommendations.)

In addressing the specifics spelled out in the Problem Statement, this Executive Summary will provide the highlights of each of the Commission's recommendations, as related to the Problem Statement. The Problem Statement makes the following recommendations to attain the vision of a Connecticut that develops fiscal and land-use policies that grow well-paying jobs and invest in people, while at the same time preserving and enhancing the unique character of the state's quality of life that is so crucial to its economic success and vitality. Therefore, Connecticut needs to:

- Lessen reliance on the property tax by effecting changes in the state-local revenue system that will provide alternative means of raising revenue to support needed public services for residents and businesses. This will reduce the incentive for "fiscal zoning" and for short-sighted but now fiscally necessary development decisions.
- Increase the equity, stability, and sufficiency of the state-local revenue system.
- Pursue transportation strategies that work in support of smart growth policies.
- Promote land-use patterns that support transit alternatives to the automobile by creating the density needed to support such alternatives.
- Make urban centers more attractive for businesses, residents, and institutions.
- Create municipal and regional partnerships to reduce destructive intermunicipal competition for economic development and grand list growth. Cooperation is crucial to success in today's national and international economy.

- Establish strong incentives to promote consistency of local plans of development with state goals, while still reflecting local priorities; and also to ensure that state agency actions and local land use decisions are consistent with state goals.
- Strengthen the advisory state Plan of Conservation and Development so that it becomes a more effective growth management plan.

## Overview

*1. Lessen reliance on the property tax by effecting changes in the state-local revenue system that will provide alternative means of raising revenue to support needed public services for residents and businesses. This will reduce the incentive for "fiscal zoning" and for short-sighted but now fiscally necessary development decisions.*

*2. Increase the equity, stability, and sufficiency of the state-local revenue system.*

The Property Tax Committee presented a series of recommendations that would address these recommendations from the Problem Statement. Its central focus was to identify ways to reduce the fiscal imperative to grow municipal grand lists in order to raise the revenues needed to pay for local public services, particularly K-12 public education. Other non-property tax revenues were looked at.

### **a. Increasing State Aid for K-12 Public Education**

The first recommendation is that the Education Cost Sharing (ECS) formula be modified to eliminate the ECS funding cap and to increase the foundation under a modified ECS grant to \$7,900 at an estimated cost of at least \$500 million. Additionally the Commission recommends that each municipality receive from the State at least 50% of its minimum expenditure requirement (MER) for funding K-12 public education, at an estimated cost of at least \$300 million, and that that each municipality be reimbursed for at least 50% of its costs for special education, costing at least \$125 million.

In order to take into account the cost of living in individual municipalities, the Commission recommends that the ECS formula be modified to strike a better balance between property wealth and income wealth in order to determine how much a local school district should be expected to pay from local revenue sources to fund K-12 public education. The estimated cost for this recommendation is unknown.

### **b. Fully fund Payment-in-Lieu-of-Taxes [PILOT] Programs**

State payments-in-lieu-of-taxes (PILOTs) compensate municipalities for a portion of the revenue that cities and towns lose due to state-mandated property tax exemptions. If funding remains flat, and the assessed value of the exemptions grows, then the rate at which municipalities are being reimbursed declines. Therefore, another recommendation of the Commission is to reimburse municipalities 100% of the real and personal property taxes lost due to state-mandated exemptions under the major PILOT programs, at an estimated cost of \$250 million to the State.

### **c. Motor Vehicle Tax**

The Commission examined the motor vehicle tax, and recognizes that inequities exist and that the system of motor vehicle taxation in Connecticut should be addressed in the future. However, after reviewing all the options, the Commission could not come to a consensus and makes no specific recommendation. (See Table 1., page 30 for review of options examined.)

### **d. Local Revenue Diversification**

The Commission examined enabling municipalities to locally collect and retain revenue other than the property tax. The Commission found that local-option taxes levied on a municipality-by-municipality basis in a small state like Connecticut are generally counterproductive in that they tend to foster tax competition between communities and make high-tax towns that opt for additional taxes less competitive. Therefore, the Commission recommends that only a limited expansion of locally generated revenue be proposed through four specific mechanisms.

The first is the continuation of the increase, from \$1.10/\$1,000 to \$2.50/\$1,000, of the real estate conveyance tax which was initially increased in early 2003. It is estimated that this would increase revenues to the municipalities by approximately \$25 million.

Secondly, the Commission recommends the imposition of a 15% surcharge on top of the existing state room occupancy tax. This tax would be retained by the host municipalities, and is estimated to generate \$12 million. A third mechanism is the sharing, on a regional basis, of a portion of the state sales tax generated in each municipality, with the host community getting the greatest share as agreed to by the members of the regional organization (i.e. a Council of Governments). The amount generated/shared would vary by region. Finally, the Commission recommends the sharing of any other additional revenues on a regional basis, again with variable revenue gains.

### **e. Municipal Efficiencies**

In order to increase efficiency and "transparency" in municipal government operations, the Commission examined a number of procedures that could ultimately result in cost savings. These procedures, requiring enactment by the legislature, would promote a greater degree of municipal accountability and ensure that the property-tax burden on residents and businesses be reduced if significant state revenues are used to supplant revenues raised from the property tax.

The first recommendation in this area is to encourage more rigorous requirements for uniform financial reporting, financial policy making, and disclosure by municipal government through the formal adoption by local legislative bodies of a fund-balance reserve policy.

The Commission also recommends that the State Office of Policy and Management, or an entity selected by that office, examine the resulting financial reports from each municipality and present an annual report grading each municipality's financial management. These reports shall

be uniform, and summarize each category of financial management on which OPM deems appropriate to comment with a grade; the goal is to provide an assessment of the financial management of the community.

The Commission also recommends the creation of a more aggressive mechanism for state financial oversight if one, or a number of, 'triggers' or warnings are exceeded. The State, with appropriate input from local government representatives and others, would establish two classifications for local governments facing financial strain, with varying degrees of state oversight associated with each classification. The first classification would be a Watch List, in which the State would send written notice to the local municipality that, through a certain triggering mechanism, it has been placed on a watch list. The second classification would be actual financial oversight by the state government in which it could declare a local government to be in a state of financial distress if a number of criteria beyond those of the Watch List are triggered.

At the Watch List stage, the state government would send written notice to a local government that, through triggering certain criteria of fiscal strain, it has been placed on a Watch List. The notice would describe the criteria that caused the government to be placed on the Watch List, as well conditions that would need to be met for a local government to remove itself from the Watch List.

During the first year on the Watch List, the local government would be encouraged by the State to use technical assistance (locally selected, or that recommended by the state) to put in place a multi-year financial recovery plan, which would specify (a) the amount of deficit reduction to take place in each of the following three years necessary for a structurally balanced budget, and (b) management initiatives necessary to increase revenues and reduce spending such that the deficit-reduction targets are achieved. If the local government does not develop a recovery plan during its first year on the Watch List, and remains on the watch list for a second year, the State may require that the local government put in place a recovery plan.

If more dire actions are needed, and further criteria are triggered, the State could declare a local government to be in a state of financial distress. The State would appoint a financial oversight board, leaving the authority of elected officials and department heads in place, while the oversight board exercises its own authority to monitor operating and capital budgets and multi-year financial recovery plans, labor contracts, service contracts over a certain dollar amount, and debt issuance promulgated by local officials. The State would, together with the affected local government, develop a multi-year financial recovery plan using the State's staff or its agents, through some combination of local and state funding. Local officials would be responsible for carrying out the recovery plan.

In order to provide increased technical assistance from the State to local governments, the Commission recommends the identification of state employees and/or consultants to provide assistance to local governments. These state employees and/or consultants would be qualified in key areas of local government operations. Funding for this expertise could stem from a combination of state appropriations and state withholding of a portion of revenue transfers to local governments in need of such services.

Other efficiency measures recommended include the negotiation of master teacher contracts by region. Negotiating master teacher contracts in each region can inject stability into the process while still providing for cost-of-living differences between regions.

Additionally, the Commission recommends giving local legislative bodies greater control over Board of Education budgets by mandating that non-instructional Board of Education service delivery be consolidated with general government service delivery to reduce duplication and inefficiencies.

#### **f. Property Tax Rate Relief**

The Commission additionally recommends other ways to provide property tax rate relief to ensure that our residents and businesses benefit from the proposed realignment of the fiscal system. One idea is to implement a temporary spending cap on municipalities to cap total spending at 2.5% per year, or the rate of inflation. It also suggests that critical education areas should be exempt from the cap including: capital construction and debt service; transportation of school children; adult education; special education; and expenditures from income from community use of school facilities (see pages 30-31 for more detail).

*3. Land-use management policies that help curb uncontrolled sprawl, increase density adequate to support transit alternatives, and encourage reinvestment in urban areas need to be developed. Municipal land-use management is achieved primarily through zoning regulation and can be informed by policies that target or manage growth, resulting in "smart" growth.*

Although smart growth is not a universally agreed-upon concept, constant to it is the aim to:

- encourage development where infrastructure already exists, and conversely
- away from where it doesn't and where development would harm environmentally sensitive and precious land (e.g., farmlands, forests, open space, historical areas).

*4. Smart growth calls for a balance of conservation and development, and can be achieved through regulatory or incentive-based approaches, with the latter better fitting with Connecticut's character. Programs that target growth and preserve open space are essential to reversing current sprawl, which has numerous adverse consequences.*

#### **a. Create municipal and regional partnerships to reduce destructive intermunicipal competition for economic development and grand list growth.**

The Commission considered mandating consistency between municipal, regional and state plans, and related land use decisions, or combining state agencies that oversee land use decisions to ensure consistency with applicable plans of conservation and development. However, ultimately the Commission recommends requiring consistency between municipal, regional and state plans, and that certain smart growth goals be incorporated into each municipal set of land use regulations. The Commission finds that the implementation of smart growth policies will most effectively be accomplished through the voluntary consolidation of Regional Planning Organizations (RPOs), and Councils of Governments (COGs). This would include legislation

that would strengthen and further empower existing RPOs and COGs through fiscal incentives that include state funding formulas based upon the implementation of regional smart growth measures.

These strengthened RPOs and COGs would have new powers, including state revenue sharing between municipalities and between municipalities and the State. These strengthened COGs and RPOs could also make headway into issues such as land-use planning, housing and redevelopment efforts, teacher collective bargaining, joint service delivery, investment in regional priorities and the protection of farmland and other open space.

**b. Make urban centers more attractive for businesses, residents, and institutions.**

The Commission recommends a variety of fiscal incentives that encourage municipalities to promulgate land use regulations and Plans of Conservation and Development (PCDs) that encourage development in existing urban centers, along major state roadways and near existing transportation centers. These fiscal incentives could include state funding for infrastructure improvements and public service costs for municipalities that provide for such development.

Additionally, Connecticut's land use enabling legislation should be amended to require municipalities to designate "preferred growth areas" within their boundaries that are consistent with their applicable regional and state plans of conservation and development. Statutes should grant additional authorization for mixed-use development in existing centers, as well as density bonuses. Enabling legislation should also authorize "fast track" land use review and approval processes for "preferred development" in "target growth areas/corridors" and designated brownfields.

The State should strengthen its commitment to housing diversity by reaffirming the statements of the state PCD regarding integration of economic and racial groups. The regional plans of conservation and development should include a housing-needs assessment. Regional Planning Organizations (RPOs) should establish a fair-share allocation for affordable and mixed-income housing and require that each municipality develop implementation measures to meet the housing needs of all income levels as determined in the housing-needs assessment.

The Commission recommends several other pieces of enabling legislation also. One would provide fiscal incentives authorizing and encouraging the transfer of development rights on an intra- and inter-municipality basis, a second would target land acquisitions to protect natural resources, and a third would permit municipalities to utilize land value taxation measures to encourage highest and best use of unused real property by private owners without requiring additional municipal or state funding.

Fiscal incentives to discourage "exclusionary zoning" or "fiscal zoning" measures consistent with applicable regional and state PCDs are also recommended by the Commission, as well as an incentive for municipalities to promulgate municipal land use regulations that promote a mixture of housing alternatives.

**c. Generate information essential for making effective growth-management decisions. Create a layered Geographic Information System ("GIS") database identifying existing urban, suburban, rural areas, as well as infrastructure, brownfields, and natural resources. Conduct a statewide build-out analysis under current land use regulatory format. Conduct a statewide evaluation of public costs associated with sprawl.**

Three separate, but related, studies are required to generate information necessary for creating effective municipal, regional and state plans of conservation and development. The first is a "one-stop shop" database that provides an inventory of both existing infrastructure and natural resources. The second is a statewide build-out analysis. This analysis would include evaluations of the equitable allocation of water resources and sewer-avoidance policies, based on impacts of future land use development patterns. The third is a statewide evaluation of the public costs associated with continued unrestrained land use patterns in Connecticut.

**d. Establish strong incentives to promote consistency of local plans with state goals, while still reflecting local priorities; and also to ensure that state agency actions are consistent with state goals.**

The Commission recommends amendments to Connecticut's land use enabling legislation that requires consistency between municipal, regional and state plans of conservation and development. In addition, Connecticut's land use enabling legislation should also require consistency between land use decisions and the plans and finally, the enabling legislation should require consistency between each municipality's set of land use regulations, and its plan of conservation and development, as well as the applicable regional and state plans.

The municipal, regional and state plans, and applicable municipal land use regulations, must be required to include the smart growth incentives discussed below. By requiring the inclusion of these incentives within the plans and municipal regulations, the tools for effective growth management will be available to every municipality. Municipal indemnification for legal costs associated with the successful defense of land use regulations promulgated to promote consistency between municipal plans and applicable regional and state plans is also a necessity. Fiscal incentives may be promulgated to encourage compliance with these requirements.

These requirements are necessary to integrate the municipal, regional and state plans of conservation and development, and explicitly provide smart growth incentives within each municipality's set of land use regulations.

**e. Strengthen the advisory state Plan of Conservation and Development so that it becomes a more effective growth management plan.**

The Commission feels that consistency among municipal, regional and state plans of conservation and development would result in a stronger state plan. Therefore, the Commission recommends amendments to Connecticut's land use enabling legislation that requires greater consistency. In addition, Connecticut's land use enabling legislation should also require consistency between local land use decisions and the plans.

Municipalities must be further required to identify those portions of their land use regulations and plans that are, and are not, consistent with their respective regional and state plans.

Additionally, periodic reviews at the regional and/or state level should be required to evaluate the degree to which the aforementioned plans are consistent. It is also felt that fiscal incentives, such as those discussed later in this subsection, should be promulgated to encourage compliance with these requirements.

**f. Pursue transportation strategies that work in support of smart growth policies.**

The Commission recommends coordinating various transportation assets by developing an alternate scheme for classifying the road network that will better distinguish the dominant land use and transportation policy being articulated for each particular roadway segment. Also, the State should encourage mass transit and railroad transportation by supporting rail transportation alternatives and regional transportation centers, including building more parking garages, decreasing rail travel-times and increasing the number of trains.

An additional recommendation is to provide for enabling legislation with fiscal incentives and/or state mandates authorizing and encouraging the transfer of development rights on an intra- and inter-municipality basis, as well as the encouragement of ride-sharing programs, such as provide parking areas, as well as provision for walk-ability enhancements such as sidewalks in suburban areas.

**g. Promote land-use patterns that support transit alternatives to the automobile by creating the density needed to support them.**

The Commission is cognizant of the need to promote physical activity, public health and green space and recommends incentives to encourage land use, transportation and development policies and practices to meet those goals. Additionally, it recommends the allocation of more resources to promote pedestrian safety and alternative transportation modes such as transit-oriented priority-development investment areas. It also recommends defining opportunities along corridors and at stations, and to define state, regional and municipal responsibilities for transportation corridor and station-area development, similar to but separate from "priority growth areas."

**h. Land use education. Provide training for tax policy and land use decision-makers at the state, regional, and municipal levels concerning the benefits of Smart Growth measures. Provide youth-orientated programs promoting the need for Smart Growth measures to ensure the sustainability of our communities.**

A training program for tax policy, and land use policy and decision-makers, should be created based upon the coordination of educational programs currently provided by the University of Connecticut's Center for Land Use Education and Research (CLEAR) and the UCONN Cooperative Extension System, including the Non-point Education for Municipal Officials (NEMO), and incorporating the associated workshops conducted (on a pro bono basis) by the

Connecticut Land Use Education Partnership (CLUEP). The results of the studies recommended in Section I of this Report would be used to update the training program. Specifically, the program would discuss the costs associated with sprawl, utilize the build-out analysis, and disseminate to, and train land use officials and staff about, the information gathered from a comprehensive GIS database. The coordinated training program would educate tax policy and land use decision-makers for effectively planning Connecticut's future.

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## Problem Statement

State of Connecticut Blue Ribbon Commission

On Property Tax Burdens and Smart Growth Incentives

Connecticut has long had a quality of life that is the envy of other states. Within its small confines, it boasts a wide variety of terrain, with acres of farmland and open space, bountiful forests, secluded waterways, and scenic shoreline. Its vibrant and livable communities range along the wide spectrum from central urban to remote rural. Its manufacturing, financial, and, more recently, biotechnology economy has brought most of its citizens a standard of living unequalled elsewhere in the country. Its lifestyles range from impoverished, modest, to upper-middle-class and wealthy. This diversity, combined with its first-rate education system and numerous cultural attractions, has proved a lure to business and industry, whose choice of Connecticut as a place to locate has enriched its economy and helped maintain its unique way of life.

But the closing decades of the 20<sup>th</sup> century brought changes that threaten that variety and that way of life. More and more farmland, forested land, and open space has given way to development. We are well on our way to becoming wall-to-wall suburb. Such development brings with it more roads, more congestion, and more pollution. Today the shoreline is less identified with its scenic nature than with its congested corridor, I-95. We are losing our remote rural character, and the central urban core has become increasingly distressed. Fragmented land-use policies and patterns encourage competition for limited resources without a regional approach.

As Connecticut enters the 21<sup>st</sup> century, we need to have a vision of the kind of state we want to be in that century and beyond. How do we maintain and enhance a quality way of life while planning for our state to remain competitive in a national and international 21<sup>st</sup>-century economy, one in which small municipalities may no longer be able to independently compete on the necessary state, national and global scale? How do we see our limited land used in the 22<sup>nd</sup>-century? How do we reduce socio-economic inequality and maintain inclusive, pro-family places to live? In short, how do we keep Connecticut Connecticut?—that place of livable communities, forests, open spaces, and all the amenities that make for a quality of life that will attract new businesses and residents while retaining those we have.

To frame that vision we need first to address the issues Connecticut is confronting that are diminishing the quality of life for its residents. We then need to determine how we can attain that vision—how we can have growth and be competitive with other states while at the same time maintaining who and what we are.

### *Loss of Open Space and Lack of Targeted Growth*

*Sprawl* is a significant threat to our quality of life in Connecticut. Although Connecticut's population is remaining essentially stable, more and more land is being developed. Sprawl is characterized by:

- vast land consumption, with consequent *loss of farms, forest and open space*. Connecticut is among the top ten states in loss of land to development (1982–1997). Loss of open space is particularly noticeable at the metropolitan fringe – those outer-ring municipalities previously of rural character – but also consumption of remaining undeveloped land in existing suburban communities.
- disinvestment in the city core, with consequent *decline of and flight from urban areas*, along with *economic and racial segregation*. Sixty-two percent of those below the poverty level are concentrated in ten municipalities (according to the 2000 Census) largely because that's where the state's subsidized and rental housing options are concentrated.

Developments that contribute to sprawl are marked by:

- low-density,
- auto-dependence, and
- location beyond existing urban and suburban neighborhoods and infrastructure.

Land-use management policies that help curb uncontrolled sprawl, increase density adequate to support transit alternatives, and encourage reinvestment in urban areas need to be developed. Municipal land-use management is achieved primarily through zoning regulation and can be informed by policies that target or manage growth, resulting in "smart" growth.

Although smart growth is not a universally agreed-upon concept, constant to it is the aim to:

- encourage development where infrastructure already exists, and conversely
- away from where it doesn't and where development would harm environmentally sensitive and precious land (e.g., farmlands, forests, open space, historical areas).

Smart growth calls for a balance of conservation and development, and can be achieved through regulatory or incentive-based approaches, with the latter better fitting with Connecticut's character. Programs that target growth and preserve open space are essential to reversing current sprawl, which has, in addition to those mentioned above, these further adverse consequences:

- *Increased traffic congestion*. Low-density precludes mass transit. Since 1970 the number of registered vehicles has increased 38 percent, while the population increased by 12.3 percent. The state's major arteries are extremely congested at peak hours. Increased traffic results in:

- decrease in air quality. Auto exhaust is a major source of ground-level ozone. The EPA rates Fairfield County “severe” and the rest of the state “serious.”
- negative effect on business location decisions.
- *Overcrowded schools* in outlying suburbs lacking the necessary commercial and industrial tax base to support them, combined with
- *Declining population* in cities and older suburbs struggling to maintain a commercial and industrial base, resulting in:
  - spiraling property taxes all around (more than 80 percent of non-reval municipalities increased taxes in 2003).
- *Unused infrastructure* (e.g., sewer and utility systems) and blight (e.g., empty lots, burned-out buildings) in core metropolitan areas and, increasingly, at their fringes.
- Increased cost of infrastructure and services burden municipal budgets without tax revenue to off-set such costs.
- *Potentially overtaxed water supplies, aquifers and delivery systems* that may be unable to supply the future needs of all users in the urban core, suburban and rural areas of the state.
- *Lack of affordable housing.* Municipalities resort to zoning policies, which favor single-family dwellings on large residential lots and discourages the building of multifamily units or single-family units on smaller-sized lots.

Although current state zoning laws and programs contain elements of smart growth, these have proved inadequate in providing the necessary management to contain sprawl.

- The state Plan of Conservation and Development, which designates areas for high-intensity development and areas for conservation, applies to capital state projects only and has little bearing on local and regional land-use decisions.
- Zoning laws that incorporate smart growth techniques lack enforcement provisions or sufficient incentives, e.g.
  - Municipalities are required *only to notify* contiguous towns affected by border projects.
  - The law allowing for transfer of development rights is underused.
  - Weak requirements that development comply with municipal, regional and state plans of conservation and development.
- Programs that use fiscal and tax policy to steer development by providing tax credits are frequently hampered by permit processes or federal liability (e.g., in the case of brownfields).

Land is limited and development is largely irreversible. Unless land-use patterns change and future growth is targeted, most of the state will be suburbanized in the next few decades and the state will have:

- more distressed cities and towns,
- increasingly distressed inner suburbs,
- increasing socio-economic inequality,
- increasing strains on outer suburbs,
- more roads and traffic congestion, with irreversible destruction of Connecticut heritage,
- deterioration in quality of life and in economic competitiveness, and
- increasing strains on public health.

The very character of the state, or of a community within it, that brought people to it in the first place will be destroyed.

### *Overreliance on Property Tax*

A significant contributor to sprawl is overreliance on property taxes. Municipalities faced with growing needs are left with little choice but to zone in the most advantageous (i.e., revenue-producing, service-limiting) way. Cities, older suburbs and rural communities not facing significant new development face small, and often shrinking, tax bases measured per capita, which can lead to loss of competitiveness as taxes increase and service capacity decreases.

The problem of sprawl cannot be addressed without simultaneously addressing the property tax burden in Connecticut, where it is the primary generator of revenue for municipalities (65 percent). The property tax is the largest state-local tax on state residents and businesses, and it is constantly increasing. Most of it (nearly 60 percent) goes to pay for K-12 public education. As a result, some examples of property tax overburden are:

- The property tax burden is the third highest in the nation on a per capita basis and tenth highest in percentage of personal income.
- Property tax rates in Connecticut are above the national average.
- Connecticut is more reliant on property taxation for funding K-12 education than all other states in the nation.
- The state ranks second in the northeast and fourth in the country in regard to commercial property tax.
- The property tax burden for businesses in Connecticut is above the national average (fifth highest in the Northeast, seventeenth highest in the nation).
- The property tax burden on businesses is nearly four times greater than their state corporate income tax burden (\$1.6 billion as opposed to \$445 million).

As structured, the property tax component of the state-local revenue system provides municipalities with economic incentives to:

- limit residential developments that generate public school students, and
- compete against each other for commercial and industrial projects.

This results in:

- land-use policies designed principally to cultivate grand lists and maximize local property tax revenues.
- continued population movement outward, away from higher taxes, creating sprawl.
- disinvestment in our cities and urbanized towns.
- rising effective property tax rates to meet constantly increasing education needs (41 percent increase since 1991).
- a negative effect on the cost of doing business in the state.
- intermunicipal competition for tax-base development that makes cooperation in other areas more difficult.
- an antifamily bias, through seeking the benefits of revenue without the burden of educating more children.
  - Middle class families are struggling with housing costs and the goal of homeownership, and constrained development of moderate-cost housing is likely a factor.
  - The problems due to high housing costs indicate that simple anti-growth policies are not the smart growth strategies that best address Connecticut's challenges.
- a disproportionate burden on those least able to pay.
  - Property is not an accurate measure of wealth and does not correlate with ability to pay.
  - Property tax is effectively subsidized for the 40 percent of state residents who itemize on their federal income taxes and qualify for the property tax credit state on their income taxes; its poorer residents often do not reach the required threshold to itemize or even to pay income taxes.
  - The elderly on fixed incomes are often forced to move from communities they've lived in all their lives.
  - Problems of central cities and stressed towns are exacerbated; with low per capita income and high tax rates, they are unable to raise revenue adequate for needed services.

### *Attaining the Vision: Recommendations*

Connecticut needs to develop fiscal and land-use policies that grow well-paying jobs and invest in people while at the same time preserving and enhancing the unique character of the state's quality of life so crucial to its economic success and vitality. It needs to:

- Lessen reliance on the property tax by effecting changes in the state-local revenue system that will provide alternative means of raising revenue to support needed public services for residents and businesses. This will reduce the incentive for fiscal zoning and for short-sighted but now fiscally necessary development decisions.
- Increase the equity, stability, and sufficiency of the state-local revenue system.
- Pursue transportation strategies that work in support of smart growth policies.
- Promote land-use patterns that support transit alternatives to the automobile by creating the density needed to support them.

- Make urban centers more attractive for businesses, residents, and institutions.
- Create municipal and regional partnerships to reduce destructive intermunicipal competition for economic development and grand list growth. Cooperation is crucial to success in today's national and international economy.
- Establish strong incentives to promote consistency of local plans with state goals, while still reflecting local priorities; and also to ensure that state agency actions are consistent with state goals.
  - Strengthen the advisory state Plan of Conservation and Development so that it becomes a more effective growth management plan.

*Experience in areas of the country that have instituted tax reform and smart growth policies indicates that two items are essential to the fairness and success of such programs. The first, proposed fundamental changes to public policy must be based on the most accurate and comprehensive information possible; second, education of all the stakeholders is vital.*

While much solid useful information has been brought into focus during the meetings of this task force we have also learned that some information is not available to us at this time. We have learned that we lack state specific, comprehensive information on:

- The identification and measurement of the sustainability of Connecticut's aquifers and other water supply sources;
- The economic effects of the current tax structure (local, state and federal) on particular demographic groups and geographic areas; and
- Statewide build out projections.

Educational efforts need to be centered on both the public and private sectors and must seek to build support at all levels of government, but most especially legislative and gubernatorial support. At all levels those concerned have to understand:

- the benefits that will occur;
- the effects on their citizens and communities;
- the places that will be protected; and
- the savings that will occur.

Adoption and implementation of these goals is no easy task. It will require the formation of broad coalitions with a sense of shared destiny to overcome local, parochial concerns. And once enacted through legislation, smart growth plans must be effectively maintained and managed by oversight groups. The task is worth the effort. The future character of the state is at stake.

# Property Tax Reform Recommendations

## *Statement of Objectives*

There have been several property tax reform studies completed in Connecticut in the last few decades. Historically, the property tax reform proposals that have come from these studies have been enacted or rejected on a piecemeal basis and not dealt with in a comprehensive fashion as intended.

Therefore, it is important to make clear that the recommendations included in this report are intended to work in concert with each other. Taken as a whole, they can significantly improve the current system of state and local government finance. Taken separately, these recommendations could serve to increase the property tax burden or to severely impair the delivery of local public services provided in Connecticut.

In addition, this report places an emphasis on the notion that cities and towns and the State are partners in governing Connecticut. The dynamics of this relationship have a direct impact on the quality of life in our state. Paying for and providing public services in Connecticut are a joint responsibility of state government and local governments.

This section of the report makes a number of recommendations that would require the State to provide additional funding for locally delivered (particularly for K-12 public education). For these recommendations to successfully reduce the property tax burden, it is imperative that the State live up to its funding commitments -- not only on a temporary basis, but for the long-term.

The objective of this report is ultimately to reduce the property tax burden on individuals and businesses in Connecticut. The initiatives contained in this section of the report are integral to achieving that goal. Education finance reform, empowering councils of governments, achieving a greater degree of governmental accountability, revitalizing distressed municipalities and spurring economic growth are all important pieces to the overall solution.

## Introduction

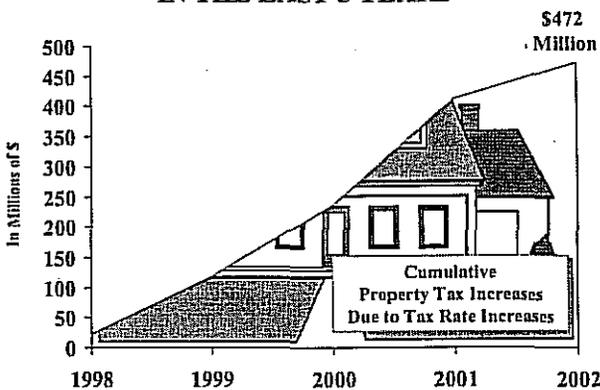
The Blue Ribbon Commission on Property Tax Burdens and Smart Growth Incentives looked at ways to reduce Connecticut's reliance on the property tax to fund local public services – particularly to fund K-12 public education.

Reducing the reliance on the regressive property tax to pay for local public services not only benefits the residents of Connecticut but our business community as well. Businesses in Connecticut pay over \$1.5 billion in property taxes, well above the amount paid by businesses in other Connecticut taxes.

In FY 2002-03, the total statewide property tax levy in Connecticut is approximately \$6 billion. This is significantly more than is raised by the State's two largest revenue generators, the state personal income tax -- \$4.3 billion and the state sales tax -- \$3.1 billion.

Property tax revenue has continued to increase despite sluggish grand list growth. This is because municipalities have been forced to increase property tax rates to keep pace with the cost of providing public services. In the last 5 years, property taxes statewide have increased by almost \$500 million due to property tax rate increases alone.

### PROPERTY TAXES IN CT HAVE RISEN BY \$472 MILLION DUE TO TAX RATE INCREASES\* IN THE LAST 5 YEARS



\*Excludes increases caused by increase in property values.

Source: CCM calculations based on data from OPM Municipal Fiscal Indicators.

### CONNECTICUT TAXPAYER'S DOLLAR IN 2003



PROPERTY TAXES  
40%

PERSONAL INCOME TAX  
29%

SALES TAXES  
20%

CORPORATION INCOME TAX 3%

OTHER TAXES 8%

K-12 public education is the single largest local government expenditure in Connecticut. It is estimated to cost about \$7 billion per year. While State aid to municipalities has risen 40% (approximately \$600 million) overall since 1995, the State's average share of these education costs this year is 39%, and has been declining. More and more of the costs of K-12 public education in Connecticut are being borne by the property tax.

This over dependence on property taxes to fund local public services causes municipalities to engage in destructive competition for grand list growth that has resulted in bad land use decisions and costly and inefficient sprawl development. This sprawl means that development does not occur where the infrastructure to support it already exists but instead occurs in

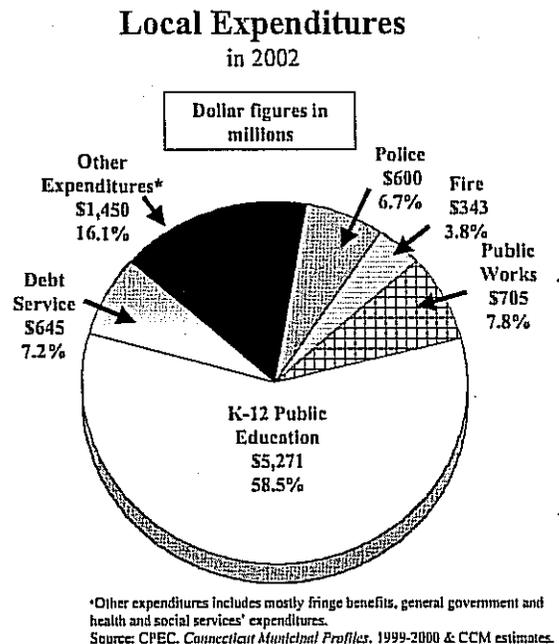
previously undisturbed areas where new roads, schools, sewers and other infrastructure must be built. The present system promotes disinvestments in our cities and urbanized towns. This adds to traffic woes, the loss of open space and disfigures the face of Connecticut.

*The central focus of the Blue Ribbon Commission has been to identify ways to reduce the fiscal imperative to grow municipal grand lists in order to raise the property tax revenues needed to pay for local public services, particularly K-12 public education. Other, non-property tax revenues were looked at. The following recommendations reflect this priority.*

## ***I. Measures to Shift the Burden Away From the Property Tax***

### **A. Increasing State Aid for K-12 Public Education**

The commission recommends that state aid for education be increased significantly by ensuring that (a) a modified Education Cost Sharing [ECS] formula that takes into account the varied fiscal needs of urban, suburban and rural communities be fully funded; (b) each municipality receive from the State at least 50% of its minimum expenditure requirement [MER] for funding K-12 public education; (c) each municipality be reimbursed by the State for at least 50% of the costs for special education; and (d) the modified ECS formula strike a better balance between property wealth and income wealth (particularly cost-of-living differences) in order to determine what a local school district should be expected to pay from local revenue sources to fund K-12 public education.



#### ***1. Fully-fund a modified Education Cost Sharing (ECS) grant.***

There are a number of problems with the ECS grant formula and with the artificial limits placed on the funding growth of the grant.

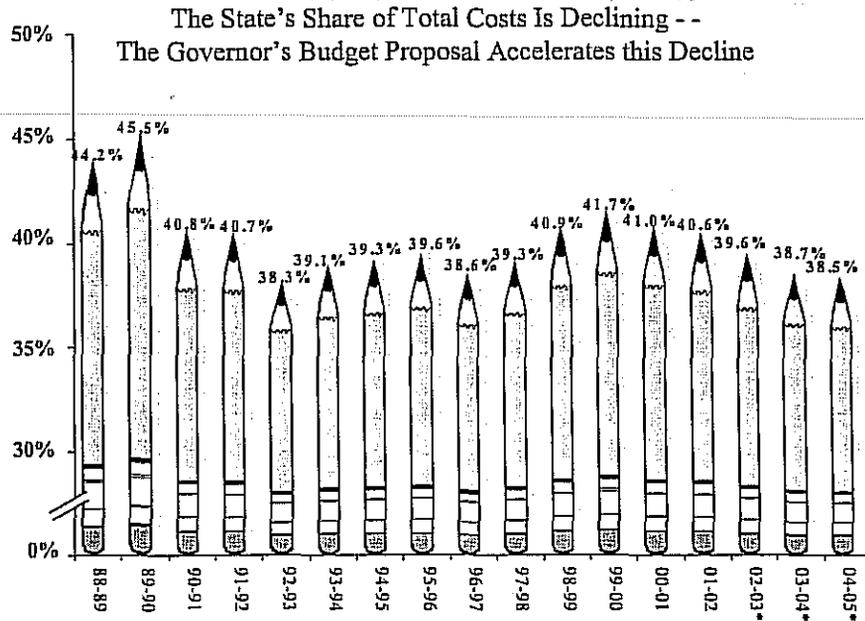
In addition, over the life of the ECS formula, there have been numerous changes made on a yearly basis. The formula must be made more consistent and predictable for state and local governments and the schoolchildren and parents they serve.

The ECS grant is currently calculated so that a majority of funding goes to the poorest communities with the most students (Bridgeport, Hartford, New Haven and Waterbury are scheduled to receive 33% of total ECS funding in FY 2003-04). However, the ECS calculation fails to take into account the needs of other municipalities that have similar challenges. The ECS formula should be designed to benefit all municipalities depending on each town's particular needs. Based on the data elements used in the ECS formula, some municipalities may appear to

be slightly wealthier than the largest cities, but also have many residents with very low ability-to-pay thresholds.

In addition, since 1995, each town's annual ECS allotment has been capped (i.e. it cannot grow by more than 6%), so that grants to towns with growing enrollments or declining wealth have

## State Aid for K-12 Public Education:



Source: CT State Dept. of Education.  
\* 2002-03, 2003-04 & 2004-05 are CCM estimates. 2003-04 & 2004-05 are based on the Governor's budget proposal.

fallen significantly below the formula's intended funding level. Until a funding cap is removed, other enhancements to ECS, such as minimum aid and increases in the foundation, are largely ineffective because no community can receive a year-to-year increase beyond what the cap allows.

The foundation is the per-pupil figure on which the ECS calculation is based. The foundation has been frozen at \$5,891 for the last 4 years. If the foundation had risen in accordance with actual costs as originally intended, the present foundation level of \$5,891 would instead be set at \$7,900.

*Therefore, the commission recommends modifying the ECS formula, eliminating the ECS funding cap and increasing the foundation under a modified ECS grant to \$7,900.*

### Estimated Cost – at least \$500 million

**2. Require that each municipality receive from the State at least 50% of its minimum expenditure requirement (MER) for funding K-12 public education.**

The MER represents the minimum level that school districts are mandated by the State to spend on certain education programs. The MER level differs by community and is determined by the previous year's MER, plus any additional ECS funding, minus a resident student adjustment if the district has lost student population. The MER is based on a foundation level times the number of need students in a district.

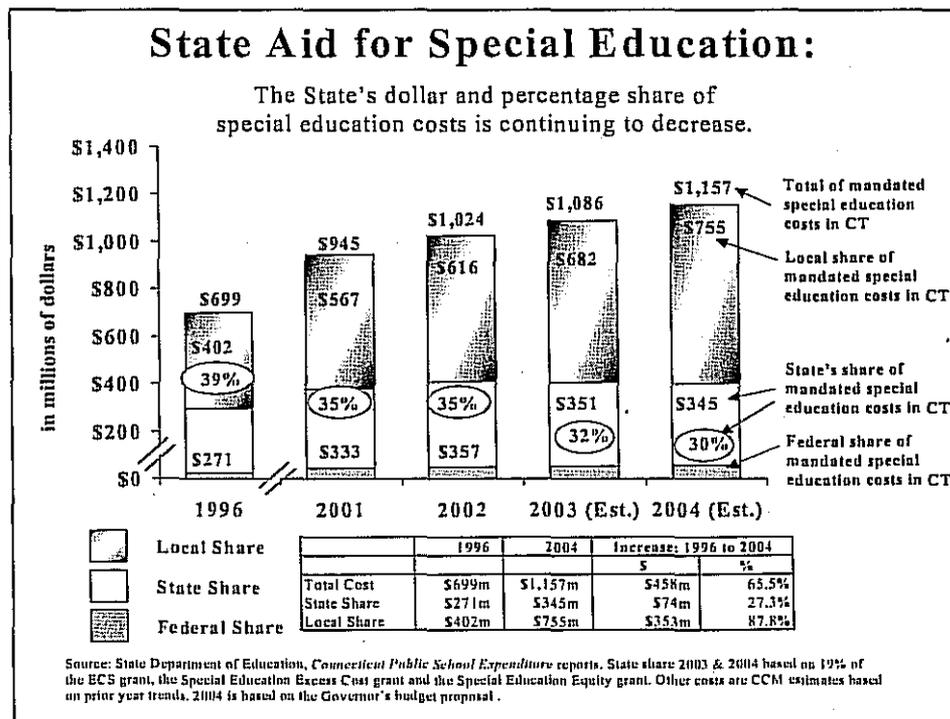
Currently, only "regular" program expenditures count towards a school district's MER. Not included towards a district's MER are special education expenditures, capital construction and debt service payments, transportation expenditures and expenditures from certain state and federal grants.

Over reliance on the property tax to fund K-12 public education is not just a problem of Connecticut's largest communities. Education budgets make up to 80% of the total budgets in some Connecticut towns and the statewide average is almost 60%. Without additional non-property tax revenues to offset the rising cost of providing local public education, the property tax burdens in **all** communities will continue to contribute to destructive competition for grand list growth and bad land use decisions.

*Therefore, the commission recommends that if the preceding increases in funding under a modified ECS do not allow municipalities to receive at least 50% of its minimum expenditure requirement, that revenue sources other than the property tax be used to ensure that each community receives 50%. Needier communities should receive more.*

Estimated Cost – at least \$300 million

**3. Require that each municipality be reimbursed for at least 50% of its costs for special education.**



Even though special education costs are increasing faster than overall education costs, the State's share of funding for these services continues to decline. In FY 2002-03 the State is contributing an estimated 32% of the over \$1 billion needed to provide special education services in Connecticut. Special education is a statewide issue and the delivery of these services should not be dependent on the differing fiscal abilities of individual school districts and towns.

*Therefore, the commission recommends that each municipality receive at least 50% of its special education funding through revenue sources other than the property tax. Needier communities should receive more.*

Estimated Cost – at least \$125 million

***4. Require the ECS formula be modified to strike a better balance between property wealth and income wealth - - particularly cost-of-living differences - - in order to determine what a local school district should be expected to pay from local revenue sources to fund K-12 public education.***

Currently, the State uses a complex formula to distribute ECS funds that is based, in part, on the property wealth and income levels in each town, with a tilt towards property wealth. The factor not taken into account in the ECS formula is the cost-of-living in municipalities. What this means is that in some communities, property wealth appears to be high in relation to other cities and towns, but only because the cost-of-living is also high. The current formula penalizes some communities with pockets of poverty by assuming that its residents have a greater ability to pay than actually exists. All taxes are paid out of income and the ECS formula should do a better job of reflecting that reality.

*Therefore, the commission recommends that the ECS formula take into account cost-of-living relationships between communities when determining the distribution of ECS funds.*

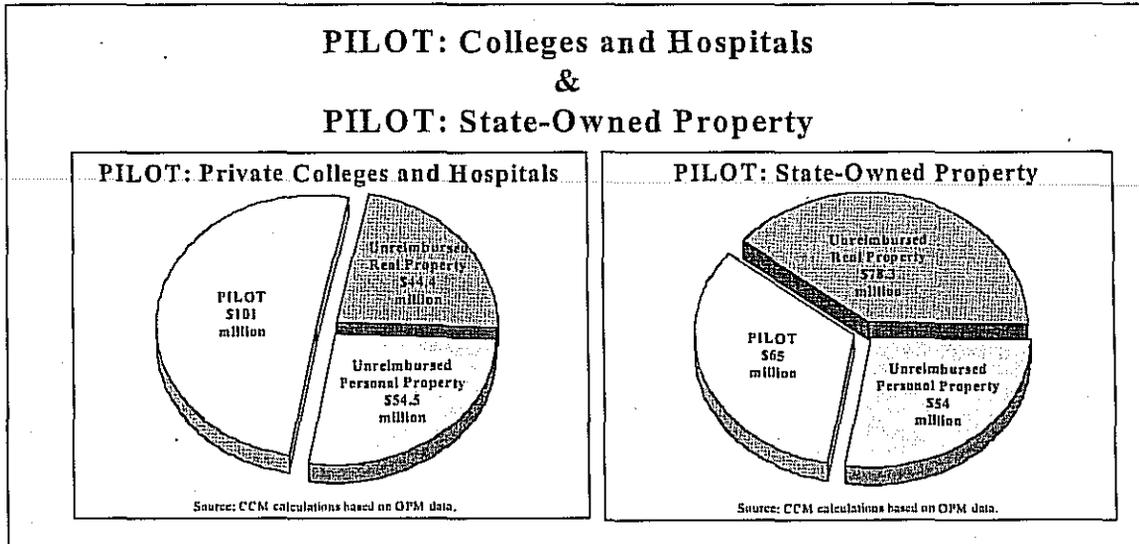
Estimated Cost - Unknown

**B. Fully-fund Payment-in-Lieu-of-Taxes [PILOT] Programs**

***1. Reimburse municipalities 100% of the real and personal property tax loss due to state-mandated property tax exemptions under the major PILOT programs.***

State payments-in-lieu-of-taxes [PILOTs] compensate municipalities for only a portion of the revenue that cities and towns lose due to state-mandated property tax exemptions. If funding remains flat, and the assessed value of the exemptions grows, then the rate at which municipalities are being reimbursed declines.

For example, municipalities were reimbursed \$101 million -- or 69% -- of the real property taxes lost under the PILOT for Colleges and Hospitals in FY 2002-03. However, in FY 2003-04, the assessed value of the tax-exempt property under this program is scheduled to increase to approximately \$156 million. If this grant were funded at \$101 million again in FY 2003-04, that funding would represent a reimbursement rate of only 65%.



The statutory reimbursement rate under the PILOT for Colleges and Hospitals is 77%. The actual reimbursement rate has been steadily declining from 75% in FY 2000-01, to 73% in FY 2001-02, to 69% in FY 2002-03 and lower in FY 2003-04 if funding is not increased.

Likewise, the statutory reimbursement rate under the PILOT for State-Owned Property is 45%. The actual reimbursement rate has been steadily declining from 43% in FY 2000-01, to 41% in FY 2001-02, to 37% in FY 2002-03 and lower in FY 2003-04 if funding is not increased.

Connecticut has been a leader in reimbursing municipalities for property tax losses due to state-mandated property tax exemptions. However, such PILOTs compensate municipalities for only a portion of the revenue that towns and cities lose to these exemptions.

*Therefore, the commission recommends that the State reimburse municipalities 100% for the tax loss due to the mandated property tax exemptions under the PILOT for Colleges and Hospitals and the PILOT for State Owned Property. This reimbursement should include payment for both real and personal property tax exemptions.*

Estimated Cost - \$250 million

### C. The Motor Vehicle Tax

Currently, Connecticut's municipalities collect approximately \$550 million in property taxes on motor vehicles per year. However, this particular property tax is viewed as especially unfair because residents in different communities pay vastly different taxes on the same property. This system encourages some Connecticut residents to register motor vehicles in other lower-tax municipalities or even out-of-state, causing significant local revenue losses and administrative difficulties. Municipalities spend an inordinate amount of administrative resources to collect this tax.

The question of how to address the motor vehicle tax posed significant public policy challenges to the Blue Ribbon Commission. The commission looked at a variety of ways to make the motor vehicle tax more equitable without reducing revenues for some communities or increasing the tax burden for residents in other municipalities.

The commission discussed various scenarios under the elimination of the motor vehicle tax or options under a statewide mill rate (see Table 1 opposite). However, there was no clear consensus on the options discussed.

*Therefore, the commission does not make any recommendations in regard to the motor vehicle tax, but recognizes that inequities exist and that the system of motor vehicle taxation in Connecticut will need to be addressed in the future.*

#### FOR DISCUSSION PURPOSES ONLY

Table 1.

##### Options to reform Connecticut's system of motor vehicle taxation

✓ *Eliminate the motor vehicle tax entirely.*

*Pro:*

- Instantly eliminates almost 10% of the property tax burden statewide.
- Eliminates disparate motor vehicle tax burdens between towns.
- Eliminates the local administration work involved in levying and collecting this tax.

*Con:*

- Municipalities lose \$550 million in motor vehicle revenue statewide.

✓ *Eliminate the motor vehicle tax (or phase-in elimination) with the State reimbursing municipalities for lost revenue. (see attachment for description of Virginia approach)*

*Pro:*

- Eventually eliminates almost 10% of the property tax burden statewide.
- Eliminates disparate motor vehicle tax burdens between towns.
- Eliminates the local administration work involved in levying and collecting this tax.

*Con:*

- Municipalities must rely on the State for this revenue source. Municipal reimbursements may be dependant on state revenue collections.

✓ *Implement a statewide mill rate, without a hold-harmless provision.*

*Pro:*

- Eliminates disparate motor vehicle tax burdens between towns.
- Could generate more revenue for some municipalities.

*Con:*

- Some towns would receive less revenue than they currently receive.
- Residents of some towns would have to pay greater motor vehicle taxes.

✓ *Implement a statewide mill rate with a hold harmless provision that requires all municipalities to receive the amount of revenue received before the statewide mill rate took effect.*

*Pro:*

- Eliminates disparate motor vehicle tax burdens between towns.
- Could generate more revenue for some municipalities and the same amount for others.

*Con:*

- Residents of some towns would have to pay greater motor vehicle taxes.
- Additional state revenue needed to supplement the income of the hold-harmless municipalities.

✓ *Status quo. Each town levies and collects their own taxes on motor vehicles.*

*Pro:*

- Municipalities continue to collect \$550 million of their own revenue.

*Con:*

- Residents will continue to illegally register motor vehicles in other municipalities or out-of-state to avoid high tax municipalities.
- Municipalities will have to continue to incur the costs of administering this tax.

## D. Local Revenue Diversification

### *1. Enable municipalities locally to collect and retain revenue other than the property tax.*

The property tax is Connecticut's only major locally generated revenue source. One of the methods to reduce over reliance on the property tax is to enable municipalities to generate revenue from other means.

The commission believes that local-option taxes on a municipality-by-municipality basis in a small state like Connecticut are generally counterproductive - - they tend to foster tax competition between communities and make high-tax towns that opt for additional taxes less competitive. The commission believes that regional revenue sharing offers the best model (see G, pages 36-38.)

*Therefore, the commission recommends that only a limited expansion of locally generated revenue be proposed:*

*(a) the continuation of the increase, from \$1.10/\$1,000 to \$2.50/\$1,000, under the real estate conveyance tax.*

#### Estimated Revenue Gain - \$25 million

*(b) the imposition of a 15% surcharge on the state room occupancy tax to be retained by host municipalities.*

#### Estimated Revenue Gain - \$12 million

*(c) sharing, on a regional basis, a portion of the state sales tax generated in each municipality with the host community getting the greatest share as agreed to by the members of the regional organization (i.e. a Council of Governments).*

#### Estimated Revenue Gain – Variable

*(d) sharing any other additional revenues on a regional basis.*

#### Estimated Revenue Gain - Variable

## E. Municipal Reporting and Accountability

A priority for changes to the state and local tax system should be an increase in budget "transparency" and accountability on the state and local level.

*Therefore, the commission recommends establishing measures through state legislative action that promote a greater degree of municipal accountability and ensure that the property tax burden on residents and businesses be reduced if significant state revenues are used to supplant property tax revenues. The following are some examples of ways to increase municipal accountability:*

1. Encourage more rigorous requirements for uniform financial reporting, financial policy making, and disclosure by municipal government.
  - (a) Formal adoption by local government legislative bodies of a fund balance reserve policy, which describes the minimum fund balance reserve to be maintained in the general operating fund (e.g. 5 percent), the types of revenue-enhancement and cost-containment actions that will be undertaken to meet minimum reserve levels, exceptional circumstances that would be legitimate causes of fund balance reserve to drop – temporarily, until corrective action led to recovery over time – below the minimum threshold (e.g., natural disaster, steep cuts in state revenue transfers), and the amount of time allowed before fund balance reserves are to return to the minimum level set forth in the policy.
  - (b) In consultation, with the Connecticut Office of Policy & Management, CT Government Finance Officers Association, Government Accounting Standards Board or other body of the accounting profession, Connecticut Conference of Municipalities, Connecticut Council of Small Towns, and local government representatives, development of standards for form and content of operating and capital budgets (pre-fiscal year accountability), quarterly financial reports (accountability and opportunity for corrective action during a fiscal year), and financial reporting (end of the fiscal year). Among content and indicator requirements would be the following:
    - Fund balance reserves;
    - Pension fund liability and contributions for the current fiscal year, and at least three prior fiscal years, as a percent of that required to meet adequate, actuarially-determined funding requirements;
    - Outstanding debt as a share of operating revenues and expenditures, assessed taxable property, and per capita debt burden;
    - Separation, heart-and-hypertension and other health care, and other non-debt-related long-term liabilities;
    - For operating budgets, presentation – by major revenue source, expenditure object class, and fund balance – of actual results versus those budgeted for at least three prior fiscal years;

- Presentation of key assumptions for principal revenue sources and expenditure object classes for the upcoming fiscal year's budget, distinguishing material one-time revenue sources and expenditures from those that are recurring;
  - Include in the presentation of the operating budget a multi-year financial plan (recommended by the credit rating agency Fitch as an important indicator of sound fiscal management), presenting – by major revenue source, expenditure object class, and resulting fund balance – the local government's fiscal position for at least the next three years, including a clear presentation of principal assumptions that drive the projections. If projected recurring expenditures exceed projected recurring revenue in any of the three future years, the budget/multi-year plan would describe the actions to be taken to restore balance;
  - Presentation of off-balance sheet accounts; and
  - Plan for implementing conclusions and recommendations in independent auditors' management letters.
- (c) The State Office of Policy and Management, or an entity selected by that office, shall examine the resulting financial reports from each municipality and present an annual report grading each municipalities' financial management. These reports shall be uniform, and summarize each category of financial management on which OPM deems appropriate to comment with a grade. A principal goal of the reports will be to give members of the public without wide knowledge of municipal finance a means to assess the financial management of their municipality. The reports will be publicly available and distributed to the local press.
2. Create a more aggressive mechanism for state financial oversight if one, or a number of, 'triggers' or warnings are exceeded.
- (a) The State, with appropriate input from CCM, COST, local government representatives and others, would establish two classifications for local governments facing financial strain, with varying degrees of state oversight associated with each classification:
- Watch List. The state government would send written notice to a local government that, through triggering certain criteria of fiscal strain, it has been placed on a watch list. Such criteria may include some combination of (1) a number of consecutive years of operating budget deficits, (2) excessive use of one-time revenue sources to balance the budget, (3) excessive debt burden, (4) a number of consecutive years of tax collection rate falling by at least a percentage point, (5) multiple or a substantial downgrade by credit rating agencies within a certain amount of time, (6) repeated failure to comply with financial reporting requirements, and/or (7) pattern of insufficient funding of

pension obligations. The notice would describe the criteria that caused the government to be placed on the watch list, as well conditions that would need to be met for a local government to remove itself from the watch list.

During the first year on the watch list, the local government would be encouraged by the State to use technical assistance (locally selected, or that recommended by the state) to put in place a multi-year financial recovery plan; which would define the amount of deficit reduction to take place in each of the following three years necessary for a structurally balanced budget, as well as management initiatives necessary to increase revenues and reduce spending such that the deficit-reduction targets are achieved. If the local government does not develop a recovery plan during its first year on the watch list, and remains on the watch list for a second year, the State may require that the local government put in place a recovery plan, meeting the State's content requirements for said plan.

- Financial Oversight. The state government could declare a local government to be in a state of financial distress if a number of criteria are triggered beyond those of the watch list, such as (1) negative fund balance or multiple years of negligible fund balance, (2) property tax collection rate falling below 85 percent, (3) a material default on outstanding debt, (4) findings of large-scale fiscal malfeasance, and (5) consistent failure to comply with conditions associated with the watch list. The State would appoint a financial oversight board, leaving authority of elected officials and department heads in place, while the oversight board exercises its authority to monitor operating and capital budgets and multi-year financial recovery plans, labor contracts, service contracts over a certain dollar amount, and debt issuance promulgated by local officials. The State would, together with the local government, develop a multi-year financial recovery plan through the State's staff or its agents, through some combination of local and state funding. Local officials would be responsible for carrying out the recovery plan.

State statute would define the conditions for establishment, appointment process, funding sources, authority, conditions for dissolution, and other aspects of a financial oversight board, either on a case-by-case basis, or providing discretion to the governor, with advice of the legislature.

3. Provide increased technical assistance from the State to local governments.
  - (a) Identification of state employees and/or consultants to serve as technical assistance providers to local governments. These state employees and/or consultants would demonstrate to the State's satisfaction qualifications in key areas of local government operations (e.g., personnel management, operational improvements, tax assessments and collection, accounting, budgeting, management information systems, investment management, debt management, engineering). Funding for this expertise could stem from a combination of state

appropriations and state withholding of a portion of revenue transfers to local governments in need or such services.

Support and coordination for the implementation of recommendations provided by such consultants would come from the State.

#### F. Property Tax Rate Relief

Members of the Blue Ribbon Commission on Property Tax Burdens and Smart Growth Incentives recognize that it is important that a significant share of new state revenues to towns and cities be used for property tax rate relief. It is also important to recognize that increased state revenue must also be used to fund local service delivery.

*Therefore, the commission recommends that a portion of increased state aid be dedicated to the reduction of the property tax rate in every municipality.*

*To ensure that increased state aid be used primarily for the reduction of each town's property tax burden, the commission recommends the following:*

1. Implement a temporary spending cap on municipalities.

Cap total municipal spending, including education, at the greater of 2.5% per year or the rate of inflation.

This spending cap shall remain in place from the time that significant state revenues are used to supplant property tax revenues until such time that these revenues are completely phased-in over a specifically defined period (e.g. 4 years).

The following items should not be subject to the municipal spending cap:

#### Education items exempted from MER calculations, including:

- Capital construction and debt service
- Transportation of school children
- Adult education
- Special education
- Expenditures from income from community use of school facilities

#### Some items exempted from municipal spending cap calculations

These items are presently exempted from the State spending cap:

- Expenditures for the implementation of federal mandates and court orders.
- Principal and interest on bonds, notes or other evidences of indebtedness.

Such cap could only be overridden with a supermajority (2/3rds) vote of the local legislative body. For this purpose, the local legislative body in town meeting towns would be the board of selectmen.

## 2. Implement other efficiency measures

- (a) Negotiate master teacher contracts by Council of Government regions.  
Negotiating master teacher contracts in each region can inject stability into the process while still providing for cost-of-living differences between regions.

Each region will have a bargaining team that is composed of school board and general government officials as appointed by the Council of Governments.

- (b) Give the local legislative body greater control over Board of Education budgets. This can be accomplished by:
  - (i) Mandating that non-instructional Board of Education service delivery be consolidated with general government service delivery to reduce duplication and inefficiencies. For example, towns and school districts could combine buildings and grounds functions and finance departments.

## G. A New and Expanded Role for Councils of Government (COGs)

***1. Councils of Government (COGs) should be encouraged to be formed statewide and granted greater authority to make revenue sharing, land-use, and certain collective bargaining decisions.***

In addition to the property tax reform initiatives listed above, the Blue Ribbon Commission is also recommending an initiative that will help foster regional cooperation and policymaking.

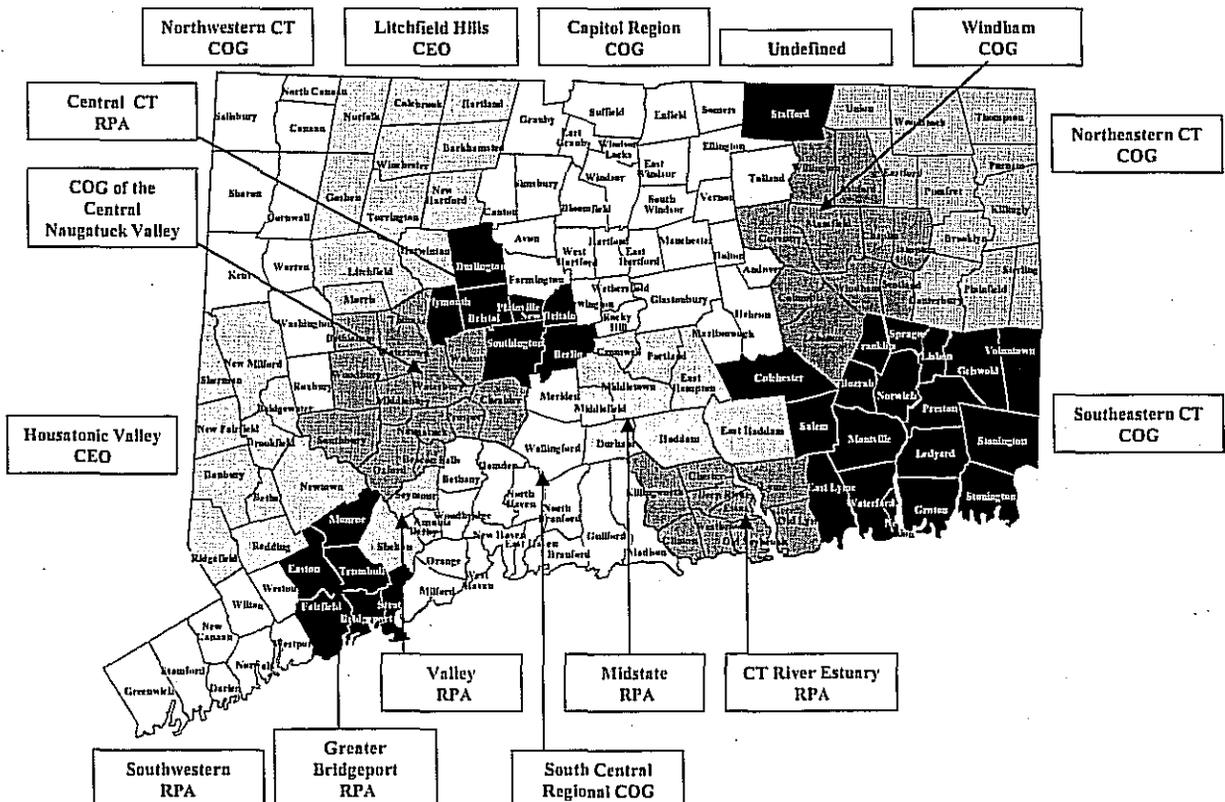
There are Councils of Governments (COGs) already established in some parts of Connecticut and other regional planning agencies throughout the State. If strengthened and expanded statewide, COGs could play a critical sub-state role in encouraging regional cooperation while honoring Connecticut's tradition of local control.

Provide incentives for the formation of strengthened COG-like structures by reserving new powers, including state revenue sharing, to these new entities. These strengthened COG-like structures could make headway on a whole host of regional issues, such as land-use planning, housing and redevelopment efforts, teacher collective bargaining [see recommendation 2(a) on previous page], joint service delivery, investment in regional priorities and the protection of farmland and other open space.

By modifying and strengthening existing regional entities and emphasizing consensus building, it is possible for Connecticut to preserve its essential character, improve its economic prospects and address its difficult problems of concentrated poverty and racial segregation.

*The commission recommends that Councils of Government (COGs) be authorized to (a) share state revenues [e.g. a portion of the state sales tax], (b) share local property taxes [pursuant to existing law -- CGS 7-148bb], (c) bond for capital projects, in order to support coordinated economic development strategies, regional assets, and other projects, (d) make certain land-use decisions on a regional basis, (e) facilitate joint service delivery [pursuant to existing law -- CGS 7-148cc], (f) negotiate master teacher contracts [see recommendation 2(a) on previous page], (g) receive stronger financial and other incentives for municipalities to consolidate and/or cooperate on a multi-municipal or regional basis and to find areas of cooperation with state government (i.e. the consolidation of state and local road maintenance facilities and operations). (h) help municipalities consolidate the many special taxing and other districts to increase efficiency and accountability, and (i) help towns and cities better use the resources of municipal workers and teachers in fashioning more efficient and effective ways to deliver public services.*

## Regional Planning Organizations in Connecticut



The aforementioned recommendations will increase the ability of state and local government to increase efficiency up, down, and across the public service delivery spectrum.

#### H. Other Measures to Revitalize Distressed Municipalities and Connecticut's Economy

One of the ways to decrease the over-reliance on the property tax is to create a vibrant economy in Connecticut's distressed urbanized cities and towns. Programs targeted towards the urban centers benefit not only the host municipalities, but outlying communities and the regions as well. Economically healthy urban centers are less likely to pass their problems onto its suburbs through out-migration or the need for financial support.

*Therefore, the commission recommends the adoption of the following initiatives geared toward revitalizing distressed urban centers in Connecticut and creating a healthier economy:*

1. Create income tax credits for people living in specifically designated urban areas. For example, residents living in certain urban centers could receive income tax credits up to 50% of their total income tax bill.
2. Allow sales tax inducements for people shopping in specifically designated urban areas. For example, create urban district zones where the sales tax on retail items is only 3%, as opposed to the statewide rate of 6%.
3. Maintain the property tax exemption for all new manufacturing equipment without requiring state reimbursement.

#### I. Providing Tools to Make Better Tax Policy Decisions

*1. In order to make better fiscal policy decisions in the future, better data needs to be available and more detailed analyses need to be performed.*

*(a) The commission recommends that the State conduct a biennial (in the off-year of the budget) tax incidence study to guide future decisions on state and local tax policy.*

A tax incidence study is an analysis that shows the current federal, state and local tax burden borne by Connecticut taxpayers with different income levels and municipal residence. This study would also assess how changes in the state and local tax environment would change the tax burdens across each of these groups of taxpayers.

Estimated Cost - \$100,000

*(b) The commission also recommends that the responsibility to collect and provide all fiscal and other information relevant to taxation be housed in one state agency.*

Estimated Cost – Unknown

## J. State Revenue Changes

The underpinning of these recommendations is that there needs to be a shift from the regressive property tax to more progressive state revenue sources to fund local public services, particularly K-12 public education.

An equitable tax is one which treats equals similarly, and which is based on ability to pay.

Horizontal equity refers to the notion that a tax should impose an equal tax burden on people in roughly similar financial situations. The property tax fails this test because taxpayers in similar financial situations often pay varying property taxes based on their municipality of residence.

Equity suggests that the tax burden should increase with the ability to pay, so that wealthier residents have a higher tax burden as a percentage of their income than the less wealthy. The property tax fails this test as well. In particular, seniors and other fixed-income taxpayers often pay a much higher percentage of their income than other taxpayers.

*Therefore, the commission recommends that the state use its more progressive revenue sources to supplant property tax revenues.*

*Decisions concerning the specifics of the amount and breadth of state revenue sources used to displace property tax revenues must be informed by tax incidence and other analyses that will allow state policymakers to more clearly understand the implications of public policy changes in this area.*

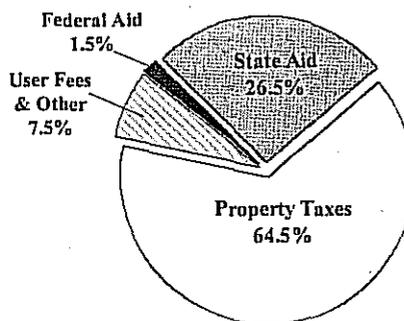
*Connecticut presently does not have the analytical tools and information available to understand the full implications of state and local tax policy changes on individuals and households.*

## **Conclusion**

Public policy options to reduce the burden of the property tax to fund local public services, particularly to fund K-12 public education, are limited. Revenue can either be derived from a state source, a new regional source, a new local source, or a combination of all three.

The recommendations in this report rely primarily on state revenue, but also include additional regional and local revenue to reduce the reliance on the property tax.

## **Local Revenues in Connecticut**



Source: OPM Municipal Fiscal Indicators, 10/01 and CCN data for FY 2000

The decision to rely primarily on State revenues stems from a few factors: (a) the State's revenue raising options are currently far more diverse and equitable than those of local governments; (b) using state revenue sources eliminates unhealthy competition among municipalities; (c) collecting revenue (i.e. sales tax revenue or income tax revenue) at the state level is less cumbersome than each municipality or region collecting its own revenue; and (d) the State and municipalities are partners in governing Connecticut. The State has the responsibility and the resources to assure that high-quality public services are available to residents of all communities, particularly the delivery of K-12 public education.

### STATE REVENUE SOURCES

Revenue Source	\$ (In Millions)	% of Total
Personal Income Tax	\$ 4,300	32.2%
Sales Tax	3,100	23.2%
Federal Grants	2,312	17.3%
Motor Fuels Tax	463	3.5%
Corporations	445	3.3%
Indian Gaming Payments	394	2.9%
Transfer to the Resources of the General Fund	284	2.1%
Transfers - Special Revenue	269	2.0%
License, Permits and Fees	266	2.0%
Cigarettes and Tobacco	242	1.8%
Insurance Companies	225	1.7%
MV Receipts	204	1.5%
Public Service Corporations	171	1.3%
Miscellaneous Revenue	157	1.2%
Inheritance and Estate	145	1.1%
Transfer From the Tobacco Settlement Fund	133	1.0%
Tobacco Settlement Fund	133	1.0%
Real Estate Conveyance	118	0.9%
<b>Totals</b>	<b>\$ 13,361</b>	<b>100.0%</b>

Source: Comptroller's monthly report to the Governor dated 9/3/02.

Regardless of the revenue source, it is important that Connecticut's local governments become less reliant on the property tax. The by-products of Connecticut's current system are having adverse effects on the quality-of-life in the state. The current state and local tax system in Connecticut contributes to costly and inefficient sprawl development, the loss of open space and agricultural lands, traffic congestion, and other woes that threaten our economic vitality.

A recent article in *The New York Times* cites that the State of New Jersey will run out of land for development in the

next twenty years under present land use practices. As of 1997, 39% of New Jersey's land area was developed. Connecticut was not far behind. As of 1997, 29% of Connecticut's land area was developed.

If the current over-reliance on the property tax is allowed to persist, Connecticut residents will continue to flee our cities and inner ring suburbs and chew up more and more of the state's undeveloped land. By 2023, the rural, suburban and urban diversity that makes Connecticut unique could be lost forever.

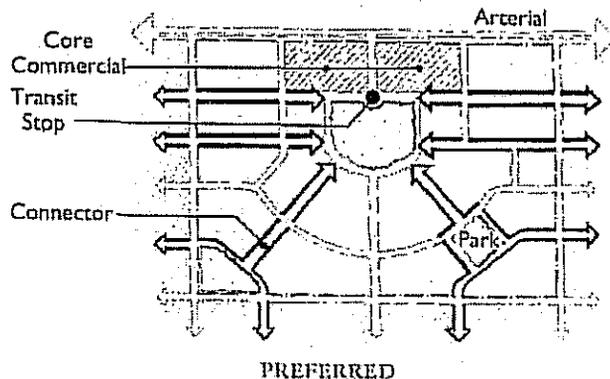
Property tax reform, increased municipal accountability, empowered Councils of Government, and revitalizing distressed municipalities are the keys to opening the door of socioeconomic success for those who live and do business in our state.

# Smart Growth Recommendations

## Introduction

By its simplest definition, Smart Growth is a comprehensive planning process that encourages more efficient land use patterns of development that accommodate sustainable economic growth, reduce transportation congestion, protect natural resources, preserve the traditional character of communities and ensure equitable access to affordable housing, jobs and community services. Smart growth recognizes connections between development and quality of life. It leverages new growth to improve the community. The features that distinguish smart growth in a community vary from place to place. In general, smart growth invests time, attention, and resources in restoring community and vitality to center cities and older suburbs. New smart growth is more town-centered, is transit and pedestrian oriented, and has a greater mix of housing, commercial and retail uses. It also preserves open space and many other environmental amenities. But there is no "one-size-fits-all" solution. Successful communities do tend to have one thing in common--a vision of where they want to go and of what things they value in their community--and their plans for development reflect these values. (Taken from the Smart Growth Network.)

Given this definition, the history of Smart Growth in Connecticut demonstrates both strengths and weaknesses in developing, implementing and supporting policies and actions that promote a comprehensive planning process. Not only do we need to build upon those strengths, but we must also identify and correct our weaknesses if we are to be successful.



Source: The New Urbanism

Connecticut already has a number of strong Smart Growth tools at its disposal. Unlike some states commonly perceived as being leaders in Smart Growth (most notably Maryland and New Jersey), Connecticut has produced statewide plans of conservation and development since 1979. These plans have been used to guide the state's growth, resource management and state investment policies. Among our other strengths are our recent, aggressive open space protection and preservation initiative, our Farmland Preservation Program, our Brownfield remediation program, our commitment to the revitalization of a number of major urban areas, and economic cluster initiative.

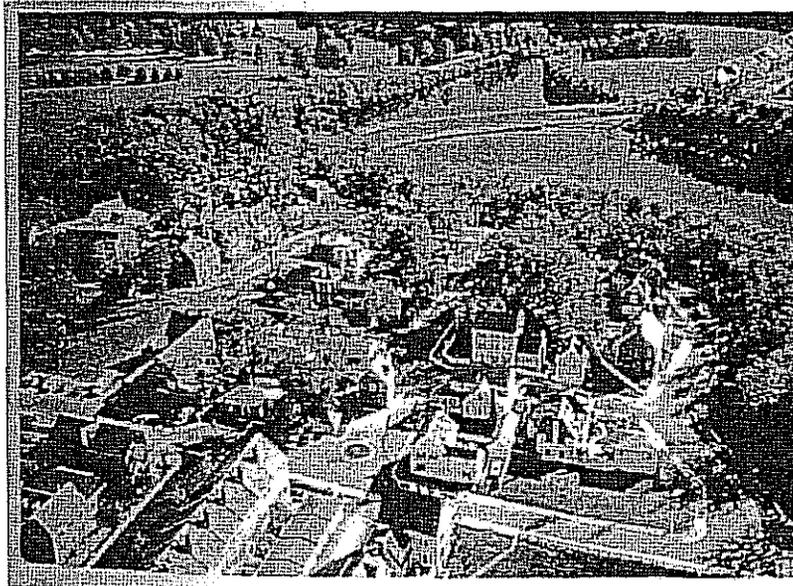
One of our weaknesses is that we have not always utilized these strong tools in a comprehensive and coordinated manner and we haven't promoted them as integral parts of an overall statewide Smart Growth strategy.

Another of our weaknesses in the implementation of Smart Growth concerns the nature of sub-state regionalism in Connecticut. Unlike forty-eight of the other states in the country, Connecticut does not have a county system of government. County governments were abolished in 1960 and no uniform, true replacement intermediate level of government has existed since that time. Connecticut has designated fifteen planning regions across the state which encompass all but one of Connecticut's municipalities. Within each region, the constituent municipalities voluntarily created a Regional Planning Organization (RPO), one of whose statutory responsibilities is to prepare a regional plan of development:

These fifteen RPOs are the closest regional entities available to Connecticut's political leaders. If Smart Growth is to truly become part of the mindset of the leaders and citizens of Connecticut, a review of and statutory modifications to strengthen and further empower these RPOs must occur in order to provide a familiar, regional vehicle to implement issues that require regional responses.

The Commission has reviewed ways to promote "Smart Growth" measures to address problems associated with Connecticut's current fragmented land use practices.

Promoting Smart Growth measures will reduce the substantial public costs attributed to ineffective land use practices that result in what is commonly referred to as "sprawl." Many of the strategies involved with Smart Growth measures do not have significant price tags. Indeed, most measures simply involve the more efficient management of resources through the land use regulatory process.



Source: New American Urbanism

Connecticut's historic land use practices are premised upon a "bottom-up" approach. Most land use decisions are made at the local level by 169 municipalities. These decisions are made without any required consistency with applicable regional and state plans of conservation and development. Therefore, there is no effective implementation of land use decision-making on a regional or statewide basis. This is counter to Smart Growth.

Problems generated by Connecticut's current land use practices include the lack of an integrated state, regional and municipal planning process, development outside of existing centralized infrastructure to the detriment of urban centers and first-ring suburban areas, segregation of land uses that reduces diversity and housing opportunities within communities, transportation

congestion attributed to low density development that does not support alternate transportation measures, and the municipal fiscal imperative to promote development for the purpose of growing individual grand lists to raise money for funding public services.

The Commission recommends a “roadmap for Smart Growth” based upon a more regional/statewide approach to the land use decision-making process. This approach is based upon policy reform and fiscal incentives, rather than mandates (e.g., providing state funding for transportation improvements for development approved in designated growth areas). This “incentive model” proposes that Smart Growth incentives be implemented incrementally over multiple five (5) year time periods. This incremental approach is used by other states such as Maryland.

Our political leadership and citizenry must understand the importance of professional planning to effectively reduce inefficient patterns of development by utilizing Smart Growth concepts and incentives. Educating both citizens and public officials of the state as to the substantial costs associated with current development patterns is an essential component for implementing meaningful Smart Growth measures. Therefore, a study to determine the costs associated with current development patterns, such as that recently performed in Rhode Island, is an important first step.

Better planning tools, such as a statewide digital database mapping system (i.e., geographic information system) and a statewide build-out analysis, are required to promote a uniform destiny and enhance economic growth for the state. Finally, the Commission acknowledges that promoting more sustainable development for our communities is inter-related with any attempt to reform Connecticut’s fiscal policies.

Connecticut’s land use model is at a point in its evolutionary process where changes must be made to minimize the costs generated under the current development format. The time for this required transformation is now.

The Commission’s recommendations for implementing Smart Growth incentives in Connecticut are categorized into four areas: I. Generate Information Essential for Making Effective Growth Management Decisions; II. Develop Meaningful Plans of Development on the State, Regional, and Municipal Levels, and Require Specific Goals in the Plans; III. Provide for Stronger Regional Planning Organizations (“RPOs”); and IV. Education of Decision-Makers and Citizens.

## ***Recommendations***

### ***A. Generate Information Essential for Making Effective Growth Management Decisions.***

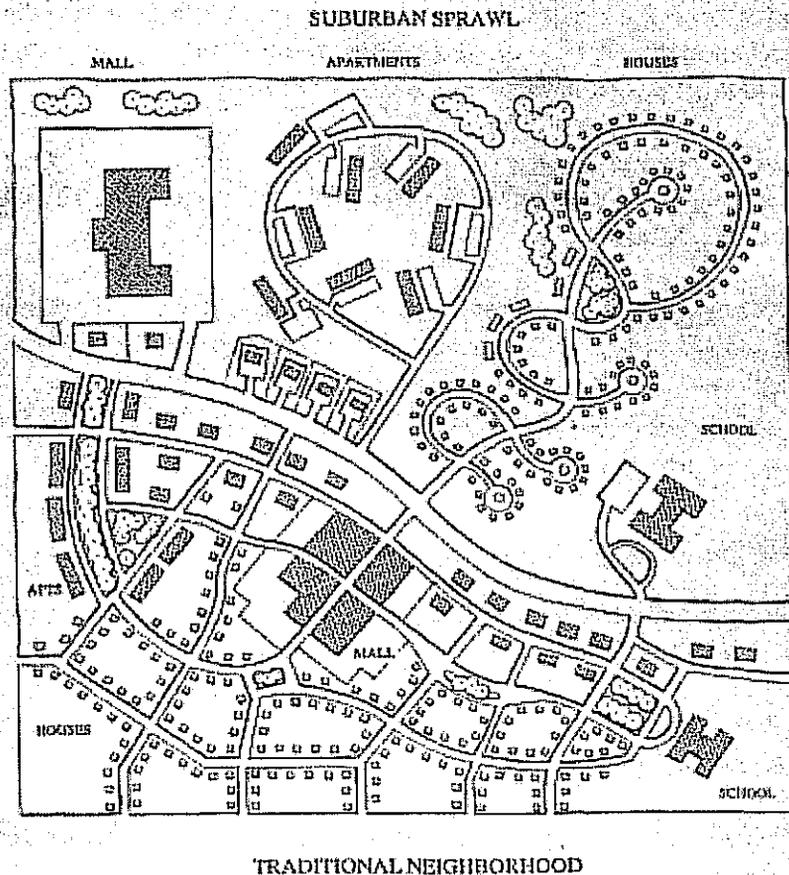
- i. Create a layered Geographic Information System (“GIS”) database identifying existing urban, suburban, rural areas, as well as infrastructure, brownfields, and natural resources.***
- ii. Conduct a statewide build-out analysis under current land use regulatory format.***

iii. *Conduct a statewide evaluation of public costs associated with sprawl.*

**Detail**

Three separate, but related, studies are required to generate information necessary for creating effective municipal, regional and state plans of conservation and development. The first is a "one stop shop" database that provides an inventory of both existing infrastructure and natural resources. The second is a statewide build-out analysis. This analysis would include evaluations of the equitable allocation of water resources and sewer avoidance policies, based on impacts upon future land use development patterns. The third is a statewide evaluation of the public costs associated with continued unrestrained land use patterns in Connecticut.

First, it is critical that a statewide Geographic Information System ("GIS") database of existing infrastructure and natural resources be compiled. This single GIS database would enable land use decisions to be based upon the effective management of existing infrastructure and natural resources in promoting sustainable communities. This uniform database would include: industrial sites; brownfields and superfund sites; infrastructure such as roadways, railways, airports, marine transportation centers; water and sewer facilities; and natural resources including aquifers, water resources such as wetlands and watercourses, open space, and agricultural/farm lands.



Source: Regional Plan Association

Second, a statewide build-out analysis is required to demonstrate what land use patterns can be expected to occur under the state's current land use regulatory format. Such an analysis would provide a picture of what the state would, quite literally, look like if development continues under existing land use regulations. One obvious purpose of this process is to permit citizens, and political leadership, to answer the question: "Is this where we want to be in ten, twenty or fifty years?" If the answer is in the negative, then the specific Smart Growth concepts and incentives discussed further in this report may be used to develop more meaningful and efficient plans to achieve sustainable communities.

The build-out analysis would include an historical component to demonstrate how our existing development has occurred over time. In addition, the build-out analysis should provide a multi-year water allocation analysis, comparable to that being undertaken by Rhode Island's Water Resource Board, that includes both an inventory and assessment of the state's surface and groundwater resources to determine how these resources may best be utilized to support projected growth and economic development. It should also indicate how transportation systems would be affected by build-out. Finally, the build-out analysis should contain an evaluation of the existing statewide sewer planning processes and the resultant individual municipal plans that specifically addresses whether sewer avoidance encourages sprawl, and is consistent with the state plan of conservation and development. The Commission recommends that the state's sewer planning process be consistent with the state's plan of conservation and development.

Third, a statewide study is required to determine the public costs associated with the continuation of our current land use policies. This study would determine the anticipated costs of public improvements such as roads, sewer and water facilities, as well as public services such as schools, police, fire and emergency services, under current build-out patterns. In addition, the study would provide a cost analysis for a build-out scenario that incorporates Smart Growth concepts and incentives such as those recommended in this report. This information would provide a framework for evaluating whether the recommended Smart Growth measures actually result in a public cost savings relative to a build-out under current conditions.

The total costs associated with these three studies is \$5M.

***B. Develop Meaningful Plans of Conservation and Development on the State, Regional, and Municipal Levels and Require Specific Goals in the Plans.***

- i. Integrate state, regional and municipal plans of conservation and development.*
- ii. Require Smart Growth principles to be included in plans.*
- iii. Target growth on a regional basis.*
- iv. Coordinate transportation, water and sewer systems infrastructure and land use planning.*

- v. *Promote diversity in housing.*
- vi. *Provide fiscal incentives.*

## Detail

### *Integrated plans for Smart Growth*

Land use decision-making in Connecticut is essentially a local, municipal process. Although zoning legislation provides for municipal, regional and state plans of conservation and development, there is no legislative requirement that the plans be consistent. Furthermore, there exists no legislative requirement that land use decisions at the municipal level be consistent with the regional and state plans.



Source: The New Urbanism

The Commission recommends amendments to Connecticut's land use enabling legislation that requires greater consistency between municipal, regional and state plans of conservation and development. In addition, Connecticut's land use enabling legislation should also require consistency between local land use decisions and the plans. Finally, the enabling legislation should require consistency between each municipality's set of land use regulations, and its plan of conservation and development, as well as the applicable regional and state plans.

Municipalities must be further required to identify those portions of their land use regulations and plans that are, and are not, consistent with their respective regional and state plans. The municipal, regional and state plans, and applicable municipal land use regulations, must be required to include the smart growth incentives discussed below. By requiring the inclusion of these incentives within the plans and municipal regulations, the tools for effective growth management will be available to every municipality.

Periodic reviews at the regional and/or state level should be required to evaluate the degree to which the aforementioned plans are consistent. Provision should also be made for municipal indemnification for legal costs associated with the successful defense of land use regulations promulgated to promote consistency between municipal plans and applicable regional and state plans.

Municipal, regional and state plans of conservation and development should be required to address a common set of Smart Growth principles. Currently, municipalities and Regional

Planning Organizations are only required to note any inconsistencies with the State Plan of Conservation and Development when revising their own plans. Therefore, it is recommended that the legislature establish a process for the creation of statutory Smart Growth principles.

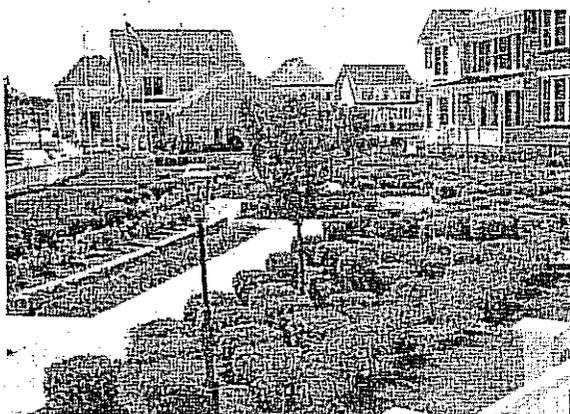
This process should begin with the convening of a legislative task force to develop proposed statutory Smart Growth principles and to establish intergovernmental review procedures when state, regional and municipal plans of conservation and development are revised. The task force should also evaluate such concepts as Priority Funding Areas, Corridor Management Areas, Pre-Selected Sites and others to determine their applicability to Smart Growth principles and to locational guide map criteria. The task force's recommendations would then be presented to the General Assembly for adoption.

Fiscal incentives, such as those discussed later in this subsection, should be promulgated to encourage compliance with these requirements.

These requirements are necessary to integrate the municipal, regional and state plans of conservation and development, and explicitly provide Smart Growth incentives within each municipality's set of land use regulations. An integrated format would provide for a more predictable, fair and cost-effective land use decision-making process. In addition, an integrated format maximizes the opportunity for the most effective implementation of Smart Growth incentives on a regional basis. This is discussed more specifically later in this report.

### *Targeted Growth*

An essential concept of Smart Growth is that future growth be encouraged toward developed centers where there is existing infrastructure. This serves a twofold objective. First, it promotes redevelopment of older urban centers and first-ring suburbs that suffer from the loss of revenue attributed to the abandonment of these areas by the state's residential and business populations.



Source: New Jersey Department of Planning

Second, it helps to preserve the outer-ring suburbs and rural areas from development where those communities will then be required to expend limited resources to upgrade the infrastructure and public services demanded by new development.

Therefore, the Commission recommends a variety of fiscal incentives that would encourage municipalities, preferably on a regional basis, to promulgate land use regulations and plans to encourage development in existing urban centers, along existing transportation infrastructure and

centers (rail, water and road), and in proximity to sewer and other utility facilities. Such fiscal incentives would include state funding for infrastructure improvements and public service costs for municipalities that provide for such development. In addition, the Commission recommends

further dedicated funding to acquire open space and purchase development rights to preserve existing farmlands.

Connecticut's land use enabling legislation should be modified to strongly encourage municipalities to designate preferred growth areas within their boundaries that are consistent with their applicable regional and state plans of conservation and development. Additional authorization for mixed-use (commercial/residential) development in existing centers, as well as provision for density bonuses for below market rate housing or cluster subdivision development should be authorized. Enabling legislation authorizing "fast track" land use review and approval processes for "preferred development" in "target growth areas/corridors" or for designated brownfields should also be provided.

The Commission recommends enabling legislation for municipal tax abatement and other programs to encourage residential restoration in existing urban and suburban areas. These programs may also include individual tax abatements, and create urban/suburban – investment districts that offer business and sales tax incentives. These fiscal incentives are more specifically discussed in the *Fiscal* subsection of this report. These incentives provide additional tools to encourage growth in targeted areas.

The Commission also suggests several pieces of enabling legislation. One would provide fiscal incentives authorizing and encouraging the transfer of development rights on an intra- and inter-municipality basis. A second would target land acquisitions to protect natural resources. A third would permit municipalities to utilize land value taxation measures to encourage highest and best use of unused real property by private owners without requiring additional municipal or state funding. A fourth would authorize regional sales or other taxes to promote smart growth infrastructure or regional asset development.

### *Transportation*

Connecticut has embarked on a major new effort to upgrade its transportation system. The Commission recommends that this effort improve the coordination of transportation and land use planning. One way to help improve this coordination would be to integrate economic development and related land use issues into the state's Long Range and Master Transportation Plans, as well as into studies the state does concerning transportation corridors, and individual development proposals.

New transportation investments should be made that would encourage redevelopment in existing centers rather than make it easy to bring development to new areas. Similarly, high density development should be encouraged near existing rail, road and other transportation corridors, rather than in undeveloped



Source: Regional Plan Association

areas that would require new roads and other infrastructure expenditures. Finally, within transit-oriented priority-development investment areas there should be a streamlined regulatory review and approval process in order to focus development in these targeted growth areas.

Mass transit alternatives play an important role in managing growth and stimulating Smart Growth patterns, as are incentives for use of existing mass transit options. For example, expanding ride sharing programs, and increasing parking and bus stops and increasing train trip frequency, would promote usage of these alternatives.

Finally, the Commission recognizes the need to promote physical activity, public health and green space. Therefore, the Commission recommends incentives to encourage land use, transportation and development policies to meet these goals. Examples are resources that promote pedestrian safety, walkable neighborhoods, rails to trails programs, and alternative transportation modes such as biking.

### *Housing*

The State should strengthen its commitment to housing diversity by reaffirming the statements in the Conservation and Development Plan regarding the integration of economic and racial groups. The Regional Plans of Conservation and Development should include a housing needs assessment. Regional Planning Organizations (“RPOs”) should establish a fair-share allocation for affordable and mixed-income housing and require that each municipality develop implementation measures to meet the housing needs of all income levels as determined in the housing needs assessment.



Source: Regional Plan Association

Fiscal incentives to encourage “inclusionary zoning” and mixed-income developments are recommended. The State should consider priority funding in infrastructure investments to those regions and municipalities that provide for affordable and mixed-income housing. “Exclusionary” land use measures, such as minimum floor areas for residential units, restrictions on multi-family development, minimum multi-bay garages, prohibition of accessory units should be discouraged, if necessary by statute.

The Commission recommends legislation encouraging regional cooperation to meet affordable housing requirements as provided by Section 8-30g. Additionally, provision for individual tax abatements or credits for residential restoration in urban areas to encourage socio-economic diversity in our urban centers is recommended.

## *Fiscal Incentives*

Fiscal incentives are essential to encourage municipalities to adopt Smart Growth principles. Some examples include: (a.) individual tax abatements and credits for residential restoration in urban and suburban areas to encourage socio-economic diversity in our urban centers and inner-ring suburbs; (b.) provision for priority urban-investment districts through corporate tax incentives; (c.) incentives for the promotion of urban service corridors that provide mixed-use zoning districts for residential, retail, and commercial environments; (d.) incentives for the promulgation of land use regulations that streamline the regulatory review and approval process in targeted growth areas at both the local and state levels; and (e.) incentives for inter-municipal collaboration for provision of public services such as regional and magnet schools, recycling facilities, water and sewerage treatment facilities, waste disposal facilities, and recreational facilities.

Fiscal incentives such as state funding for infrastructure improvements, or state funding for public education costs, should be formulated, in part, to “reward” municipalities, on a regional basis, for planning and making land use decisions that provide for development in targeted growth areas. Such measures would encourage development to existing centers and infrastructure, and thereby further preserve less developed areas within a region.

### *C. Provide for Stronger Regional Planning Organizations (“RPOs”)*

- i. Provide mechanisms for the strengthening and increased empowerment of RPOs.*
- ii. Provide for stronger regional plans and conservation and development (“PCDs”).*
- iii. Provide funding mechanisms and other effective land use tools to ensure the utilization of regional PCDs, consistent with municipal and state PCDs.*

### **Detail**

Land use decision-making in Connecticut is essentially a municipal process. Although land use legislation provides for regional and state plans of conservation and development (“PCDs”), there exists no meaningful provision that the municipal PCDs within a particular region are consistent with the regional PCD, or that the municipal and regional PCDs are consistent with the state PCD. Furthermore, there exists no statutory requirement that land use decisions at the municipal level are consistent with applicable municipal, regional and state PCDs.

The Commission recognizes that Connecticut’s “bottom-up” land use decision-making formula does not provide for consistency between the municipal land use decision-making process, and either the applicable regional or state PCDs.

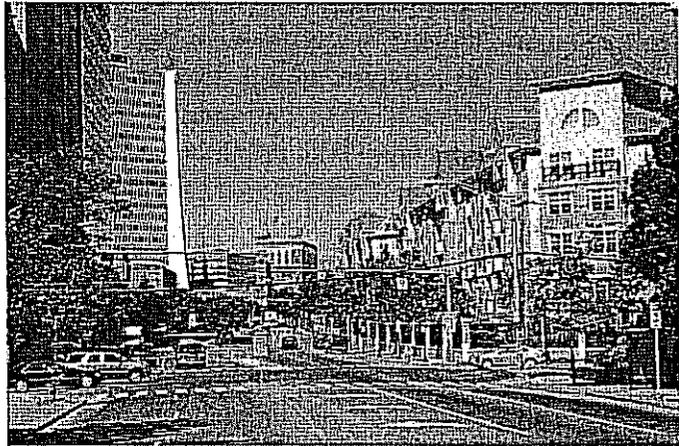
The Commission considered mandating consistency between municipal, regional and state PCDs, and related land use decisions. The Commission also considered recommending that a particular state agency, or perhaps a combination of state agencies (Office of Policy and Management, Department of Environmental Protection, and Department of Transportation –

similar to that created in Massachusetts), oversee land use decisions to ensure consistency with applicable PCDs.

However, the Commission recommends requiring consistency between municipal, regional and state PCDs, and that certain Smart Growth goals be incorporated into each municipal set of land use regulations. The Commission further recommends that fiscal incentives be used to encourage municipalities to provide for such consistency in their plans and goals in their regulations, and use these tools in their land use decision-making process.

The Commission finds that the implementation of Smart Growth policies will most effectively be accomplished through empowering and further strengthening Regional Planning Organizations (“RPOs”). Providing mechanisms for the strengthening and increased empowerment of RPOs results in a number of benefits. First, regional planning can become a more important component in the planning process. Second, existing infrastructure can be used and public services can be provided on a more efficient and equitable basis. Third, resources such as aquifers, waterways and agricultural lands may be better protected and utilized. Fourth, more powerful RPOs can maximize the economies of scale of its individual members for planning, economic development, transportation, educational and housing purposes.

Therefore, the Commission recommends legislation that empowers and further strengthens the RPOs. This could be encouraged through fiscal incentives that include state funding formulas premised upon the implementation of regional Smart Growth measures. For example, additional state funding for infrastructure improvements, and public services such as education costs, could be provided to municipalities that utilize, on a regional basis, Smart Growth measures such as targeted growth areas in their land use decision-making processes.



Source: Regional Plan Association

In addition, the Commission recommends additional legislation that provides incentives for a greater degree of asset and revenue sharing within and among municipalities, and between municipalities and the State. This will provide a mechanism to enable municipalities to consolidate public services such as schools, sewer and water facilities, and recreational facilities on a more cost-efficient basis and will enable municipalities to more effectively compete for tax-generating development on a regional basis, thereby reducing the need for the destructive and costly inter-municipal competition for such development that currently exists.

The provision of fiscal incentives that encourage further regional cooperation of municipalities is critical for promoting economic development that maximizes the utilization of existing infrastructure and public services, while simultaneously preserving natural resources such as

aquifers, wetlands, watercourses, open space, and agricultural lands. The result of this regional approach is more sustainable communities.

#### **D. Education**

- i. Provide training for tax policy and land use decision-makers at the state, regional and municipal levels concerning the benefits of Smart Growth measures.*
- ii. Provide youth orientated programs promoting the need for Smart Growth measures to ensure the sustainability of our communities.*

#### **Detail**

A training program for tax policy, and land use policy and decision-makers, should be created based upon the coordination of educational programs currently provided by the University of Connecticut's Center for Land Use Education and Research (CLEAR) and the Cooperative Extension System, including the Non-point Education for Municipal Officials (NEMO), and incorporating the associated workshops conducted (on a pro bono basis) by the Connecticut Land Use Education Partnership (CLUPEP). The results of the studies recommended in Section A of these Smart Growth recommendations would be used to update the training program. Specifically, the program would discuss the costs associated with sprawl, utilize the build-out analysis, and disseminate to, and train land use officials and staff about, the information gathered from a comprehensive GIS database. The coordinated training program would educate tax policy and land use decision-makers for effectively planning Connecticut's future.

The Commission further recommends promoting educational civic programs for our youth on the sustainability of our communities comparable to the "benefits of recycling" educational programs. The program would be comparable to the training described above for decision-makers, on an age-appropriate basis, including computer training in GIS.



Source: Regional Plan Association

## *Conclusion*

The Commission's *Recommendations* for implementing Smart Growth incentives in Connecticut are based upon four essential principles.

First, we must generate information essential for preparing meaningful plans of conservation and development at the municipal, regional and state levels. This information must not only inventory the Connecticut's existing infrastructure and natural resources, but include an analysis that projects build-out trends and the public costs associated with current development patterns. Second, based upon this information, we can then formulate meaningful land use plans defining where we wish to go, and require that these plans have specific smart growth goals to ensure that we get there. Third, there must exist a statutory and regulatory format based upon a regional approach that authorizes and encourages Smart Growth measures to effectuate the implementation of our land use plans. Fourth, provision must be made for the education of our current, and future, decision-makers as to how best to achieve, and maintain, sustainable communities through the utilization of Smart Growth measures.

## Background

### Selected List of Publications Reviewed by the Blue Ribbon Commission

*Connecticut's Current State-Local Tax System: A Comparative Analysis.* Prepared for the State of Connecticut Blue Ribbon Commission on Property Tax Burdens and Smart Growth Incentives by Don Klepper-Smith. September 27, 2002.

*Connecticut Metropatterns: A Regional Agenda for Community and Prosperity in Connecticut.* Ameregis Metropolitan Area Research Corporation. March 2003. Excerpts from *Connecticut Metropatterns* report are included in this report. For the full report, please visit [www.oua-adh.org/CenterEdge\\_project.htm](http://www.oua-adh.org/CenterEdge_project.htm).

*Promoting Smart Growth in Connecticut.* Harvard Design School. January 2002.

*Is Connecticut Sprawling.* 2002. Regional Plan Association. Included as Appendix in Connecticut: Economic Vitality and Land Use (see below).

*Connecticut: Economic Vitality and Land Use.* Connecticut Regional Institute for the 21<sup>st</sup> Century. May, 2003.

Item #10



<http://www.ctnow.com/news/opinion/columnists/hc-plccondon1005.artoct05,1,126779.column?coll=hc-columnists-opinion>

## Expanding Our City Limits For The Common Good

Tom Condon

October 5 2003

When we extol the virtues of Hartford to friends around the country, we usually mention that it's only two hours from Boston or New York.

We view Boston and New York, rightly, as places good to be near. They are big cities; exciting, energetic places, home to world-class cultural, entertainment, sports, commercial and financial entities.

Connecticut doesn't have a Hub or Big Apple. We have five mid-size cities, and they have their charms. But we don't have a focal point, a major city.

Should we? If planning ever came back into vogue, and we were to plan for the 21st Century, should we think about turning Hartford into a larger city?

If we were starting today to create a form of governance for the Hartford area, we probably wouldn't break it up into all these little towns. Most of the towns were created because of transportation difficulties in the colonial era, and that problem is behind us, except at rush hour.

But, we're used to things as they are and would be reluctant to change - land of steady habits and all. On the other hand, we're not stupid. The towns in Greater Hartford are losing state funding while they're being whipsawed by union contracts, rising school costs and other expenses. If it made sense to consolidate some or all services, we might be able to overcome our bias against it.

For argument's sake, what if eight members of the Metropolitan District - Bloomfield, East Hartford, Hartford, Newington, Rocky Hill, West Hartford, Wethersfield and Windsor - consolidated into one municipality? The result would be a city of 356,000 people, if my math is correct, larger than St. Louis, Pittsburgh, Tampa and Cincinnati, about the same size as Miami and just smaller than Minneapolis. That's different company than we keep now.

The new city ought to run more efficiently as services are consolidated. Instead of eight police or fire chiefs, for example, there'd be one. There should be economies in master union contracts.

As the dominant city in the state, it would get the most attention from the state legislature, as Providence does in Rhode Island. Large cities also tend to attract more federal funds.

We'd be a Top 50 city, a marketing tool. By drawing in the suburbs, Hartford would cease being one of poorest cities in the country. We ought to be able to draw a big league sports team ... naw, forget it.

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**MANSFIELD PUBLIC SCHOOLS  
MEMORANDUM**

TO: Board of Education Members  
 FROM: Gordon Schimmel  
 SUBJECT: Enrollment  
 DATE: October 1, 2003

Item #11

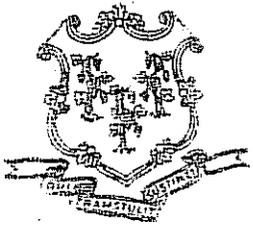
MIDDLE SCHOOL		
	10/1/02	10/1/03
5 <sup>th</sup> grade	159	172
6 <sup>th</sup> grade	172	168
7 <sup>th</sup> grade	156	176
8 <sup>th</sup> grade	162	161
Total	649	677
GOODWIN ELEMENTARY SCHOOL		
	10/1/02	10/1/03
Kindergarten	21, 18	16, 19
1 <sup>st</sup> grade	13, 11, 12	14, 14, 15
2 <sup>nd</sup> grade	14, 14, 14, 14	13, 13, 13
3 <sup>rd</sup> grade	17, 17, 17	21, 21, 22
4 <sup>th</sup> grade	18, 16, 17	18, 18, 18
Preschool	10, 13	13, 11
Total	256	259
SOUTHEAST ELEMENTARY SCHOOL		
	10/1/02	10/1/03
Kindergarten	15, 16, 14	16, 18
1 <sup>st</sup> grade	15, 13, 15	14, 13, 14, 13
2 <sup>nd</sup> grade	15, 15, 16	19, 21
3 <sup>rd</sup> grade	17, 16	15, 16, 15
4 <sup>th</sup> grade	17, 15, 16, 16	15, 17
Preschool	10, 12	11, 12
Total	253	229
VINTON ELEMENTARY SCHOOL		
	10/1/02	10/1/03
Kindergarten	15, 15	16, 18
1 <sup>st</sup> grade	13, 14, 13	15, 16, 16
2 <sup>nd</sup> grade	16, 17, 17	15, 15, 15
3 <sup>rd</sup> grade	19, 19, 19	15, 15, 15
4 <sup>th</sup> grade	19, 19, 18	19, 19, 19
Preschool	10, 11	10, 11
Total	254	249
<b>Total - All Schools</b>	<b>1,420</b>	<b>1,414</b>

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STATE OF CONNECTICUT  
EXECUTIVE CHAMBERS  
HARTFORD, CONNECTICUT  
06106

Item #12

JOHN G. ROWLAND  
GOVERNOR

REC'D OCT 15 2003

October 14, 2003

Town of Mansfield  
c/o Mayor Elizabeth C. Paterson  
Audrey P. Beck Building  
Four South Eagleville Road  
Mansfield, Connecticut 06268

Dear Friends:

On behalf of the State of Connecticut, it is a pleasure to extend greetings and congratulations as you celebrate the 300<sup>th</sup> Anniversary of the Town of Mansfield, Connecticut at the Tercentennial Ball on October 18, 2003.

As one of the oldest and most historic towns in our Nation, Mansfield is rich in New England tradition. This Tercentennial Ball, as the culmination of a year and a half of celebration of the Town's incorporation as an independent municipality in the great State of Connecticut, also provides a fine opportunity to recognize the many men and women that have made Mansfield a grand Connecticut town.

It is a privilege to extend my words of tribute to all as you gather to celebrate this remarkable milestone.

Sincerely,

A handwritten signature in cursive script that reads "John G. Rowland".

JOHN G. ROWLAND  
Governor

JGR/ba

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## Connecticut Council of Small Towns

1245 Farmington Avenue, 101 West Hartford, Connecticut 06107  
 Phone: (860) 231-7100 • Fax: (860) 233-1982 • E-Mail: smalltowns@erols.com

# Town Leaders Seminar Invitation

**RUSH To:** 1<sup>st</sup> Selectmen, Mayors & Managers  
**From:** Bart Russell, Executive Director  
**Date:** October 19, 2003  
**Subject:** MARK YOUR CALENDARS FOR *FREE* COST LUNCHEON SEMINAR!

**RSVP TODAY...FOR COST'S**

**2003 GRASSROOTS GOVERNMENT LEADERSHIP INSTITUTE!**

**G**reetings! On behalf of the Board of Directors of the Connecticut Council of Small Towns (COST), I'd like to invite you (and one other representative from your town) to attend COST's *FREE Grassroots Government Leadership Institute...* for new (and returning) town leaders.

The event, which includes informal lunch, is *free* for public officials and will take place on Wednesday, December 3, 2003 (9:30 a.m. to 1:00 p.m.) in the Old Judiciary Room on the 3<sup>rd</sup> floor of the State Capitol. (Accompanying this invitation are directions to the parking lot of the Legislative Office Building, which is connected to the Capitol via a 1<sup>st</sup> floor tunnel)

The purpose of the *Grassroots Government Leadership Seminar* is to inform new small town officials about problem-solving and other resources available to them from COST, state agencies and other organizations AND to inform them about their role in the state policymaking process.

Participants will also have an opportunity to hear from and meet veteran town officials, who will share their "pearls of wisdom" - based on many years of experience as town decision-makers. A copy of the *Grassroots Government Leadership Institute* agenda is enclosed for your review.

If you would like to attend, please fax the attached registration form to COST (860/231-1982) no later than November 19<sup>th</sup>. You may make a copy of the registration form to sign-up an additional attendee from your town. Please note that seating is limited and *registrations will be accepted on a "first come, first served" basis.*

**SPECIAL REQUEST:** If you are not running for re-election, please arrange to pass this information and registration form on to whoever succeeds you as CEO. Thanks.

## **Directions to the Legislative Office Building (LOB) Garage**

**FROM I-84 (EAST):** Take Exit 48 -Capitol Avenue exit. Turn right off of the exit ramp and proceed past the Legislative Office Building. Immediately past the LOB, take the first right and proceed past the LOB and the Capitol parking garage. Continue all the way to the back of the garage to enter for parking. Take the parking garage elevator to the third floor. Cross the connector for entry to the third floor of the LOB.

**FROM I-84 (WEST):** Take Exit 48 - Asylum Street exit. Turn right at the light onto Asylum Street. Take a left turn at the first light onto Broad Street and proceed past the State Armory. Take the first left onto a short access road. At the end of access road, take a left and drive to the rear of the garage for entry. Take the parking garage elevator to the third floor and cross the connector for entry to the third floor of the LOB.

**FROM ROUTE 44:** Take Asylum Avenue from North Main Street in West Hartford. At the Intersection where Hartford Insurance Group Headquarters Building is on the left, take a right onto Broad Street and proceed through two stoplights. After you pass the State Armory on your left, take the first left onto a short access road. At the end of access road, take a left and drive to the rear of the garage for entry. Take the parking garage elevator to the third floor and cross the connector for entry to the third floor of the LOB.

**FROM I-91 NORTH OR SOUTH:** Take Exit 29A - Capitol Area exit and proceed halfway around traffic circle at the end of the long exit road (which goes under the Hartford Public Library). Drive onto Elm Street, keeping Bushnell Park on your right. At the traffic light facing the Capitol, take a left onto Trinity Street. Turn right onto Capitol Avenue. Drive past the Capitol and the I-84 Exit/Entry ramp. Just past the highway entry/exit, turn right onto the access driveway to the LOB, passing the LOB and the parking garage. Continue to the back for entry to the garage. Take the parking garage elevator to the third floor and cross the connector for entry to the third floor of the LOB.

**GETTING TO THE CAPITOL:** Take the 3<sup>rd</sup> floor elevator to the lobby of the LOB. After exiting the elevator look to your left for the underground tunnel to the Capitol. Walk through the tunnel and take the escalator to the first floor of the Capitol building. You may take an elevator or the stairs to the Old Judiciary Room on the 3<sup>rd</sup> floor.

# CONNECTICUT COUNCIL OF SMALL TOWNS

## GRASSROOTS GOVERNMENT LEADERSHIP INSTITUTE FOR NEWLY ELECTED (AND RETURNING) TOWN GOVERNMENT OFFICIALS

WEDNESDAY, DECEMBER 3, 2003 • OLD JUDICIARY ROOM  
STATE CAPITAL ★ 3RD FLOOR ★ HARTFORD, CT

### AGENDA

**FREE REGISTRATION**

- 9:30 AM REGISTRATION
- 9:45 WELCOME AND INTRODUCTORY REMARKS  
Bart Russell, Executive Director, CT Council of Small Towns  
Special Greetings: Lt. Governor Jodi Reil\*
- 10:00 LOCAL GOVERNMENT INFORMATION & RESOURCES PANEL
  - What You Need to Know about CT's Freedom of Information (FOI) Laws  
*State FOI Commission Staff\**
  - CT Office of Policy & Management (OPM) Resources for Town Leaders  
*W. David LeVasseur, OPM Undersecretary for Intergovernmental Policy*
  - Grant Funding for Small Towns: Get Your Community's Fair Share  
*Larry Wagner, CEO, L. Wagner & Associates*
  - Question & Answer Period*
- 10:45 TOWN GOVERNMENT VETERANS: "PEARLS OF WISDOM" PANEL  
Moderator: *Jenny Contois, 1st Selectman, Town of Colchester*  
*Question & Answer Period*
- 11:30 YOUR ROLE IN THE STATE LEGISLATIVE PROCESS
  - Panel of State Legislators
  - Question & Answer Period*
- NOON NETWORKING BREAK
- 12:15 PM COMPLIMENTARY LUNCHEON – GREETINGS AND REMARKS
  - Senate President Pro Tempore Kevin Sullivan\*
  - Senate Minority Leader Lou DeLuca\*
- 1:00 ADJOURNMENT

**FREE LUNCH**

\*: invited

The conference fee is **FREE** for town officials (maximum two people per town).  
*Registration (first come, first served) is required!*

Name \_\_\_\_\_

Town or organization \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

 Please fax your registration to COST at (860) 233-1982

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**Long-Term Impact Analysis of the University of Connecticut's Fenton River Water Supply Wells  
on the Habitat of the Fenton River**

2<sup>nd</sup> Technical Advisory Group (TAG) Meeting

Item #14

June 12, 2003

Time: 12:30 PM

On June 12, 2003, the Fenton River Group meeting took place in Room 207 of the W. B. Young Building with the following participants:

Participants	e-mail address	Affiliation
George E. Hoag	<a href="mailto:Ghoag@engr.uconn.edu">Ghoag@engr.uconn.edu</a>	UConn
Glen S. Warner	<a href="mailto:Glenn.warner@uconn.edu">Glenn.warner@uconn.edu</a>	UConn
Fred Ogden	<a href="mailto:Ogden@engr.uconn.edu">Ogden@engr.uconn.edu</a>	UConn
Rich Miller	<a href="mailto:Rich.miller@uconn.edu">Rich.miller@uconn.edu</a>	UConn
Maryann Ettinger	<a href="mailto:Maryann.ettinger@uconn.edu">Maryann.ettinger@uconn.edu</a>	UConn
Michael Rogalus III	<a href="mailto:Mir02002@uconn.edu">Mir02002@uconn.edu</a>	UConn
Juan Manuel Stella	<a href="mailto:Juan.Stella@huskymail.uconn.edu">Juan.Stella@huskymail.uconn.edu</a>	UConn
Farhad Nadim	<a href="mailto:Fnadim@eri.uconn.edu">Fnadim@eri.uconn.edu</a>	UConn
Gregory Padick	<a href="mailto:Padickgj@mansfieldct.org">Padickgj@mansfieldct.org</a>	Town of Mansfield
J. Michael Callahan	<a href="mailto:Callahanjm@mail.ataengrs.com">Callahanjm@mail.ataengrs.com</a>	Willimantic Water Works
Gardner Bent	<a href="mailto:Gbent@usgs.gov">Gbent@usgs.gov</a>	USGS
Jeff Starn	<a href="mailto:Jjstarn@usgs.gov">Jjstarn@usgs.gov</a>	USGS
Janet R. Stone	<a href="mailto:Jrstone@usgs.gov">Jrstone@usgs.gov</a>	USGS
Remo Mondazzi	<a href="mailto:Ramondaz@usgs.gov">Ramondaz@usgs.gov</a>	USGS
Quentin Kessel	<a href="mailto:Quentinkessel@earthlink.net">Quentinkessel@earthlink.net</a>	-
Rick Jacobson	<a href="mailto:obso@canr.cag.uconn.edu">obso@canr.cag.uconn.edu</a>	UConn
Corinne Fitting	<a href="mailto:Corinne.fitting@po.state.ct.us">Corinne.fitting@po.state.ct.us</a>	CTDEP
Brian O. Murphy	<a href="mailto:Brian.murphy@po.state.ct.us">Brian.murphy@po.state.ct.us</a>	CTDEP
Jeff Smith	<a href="mailto:Jeff.Smith@po.state.ct.us">Jeff.Smith@po.state.ct.us</a>	OPM
Townsend Barker	<a href="mailto:Townsend.g.barker@usace.com">Townsend.g.barker@usace.com</a>	US Army Corps of Eng.

UConn: University of Connecticut

USGS: United States Geological Survey

CTDEP: Connecticut Department of Environmental Protection

OPM: Connecticut State Office of Policy and Management

## Meeting Agenda

- I. Welcome and introductions, Technical Advisory Group (Miller) (lunch served).
- II. Change in fisheries assessment and modeling personnel. UConn departure of Rob Neumann (Hoag).
- III. Site visit to the Fenton River well field and its environment.
- IV. Returning to the W. B. Young Building, open discussion period.
- V. Subcommittee proposals (Miller, Hoag).
- VI. Update on ground water system work (Starn, Hoag).
- VII. Update the fisheries habitat work (TBD).
- VIII. Update of surface water work (Warner, Ogden)
- IX. Open discussion (all).
- X. Goals of the next meeting (all).
- XI. Conclusion/adjournment (Miller)

A brief summary of the meeting is as follows:

The meeting started at 12:30 PM. Richard Miller (Dir. Envir. Policy at UConn) gave a brief introduction of the project to the meeting members. He stated that the project was comprised of three stages as follows:

1. Run simulations for increased use of the Fenton River wellfields.
2. Assess the impact of excess pumping on flow and the aquatic habitat in the Fenton River.
3. Submission of the study report.

There were two primary uses of the study report as follows:

1. Data will be submitted OPM who has requested the study.  
Enable CTDEP/CTDPH to more accurately predict the EI of potential increase in pumping rates from the wellfield caused by potential increase in demand as a result of UConn's continued growth Uconn 2000 and 21<sup>st</sup> Century.
2. The study report would serve as a technical recommendation guideline to senior administration/operations at UConn.

Recommendations will then be appropriately factored into WS management decisions.

Dr. Hoag handed out the meeting agenda and requested everyone to give their comments and feedbacks on every Fenton River Group meeting summary that was forwarded to them within a few weeks after the meeting took place. He stated that today's meeting was specifically planned for interested

parties to visit the Fenton River Project study site (pump houses, surface water flow, piezometers, monitoring wells and the natural habitat of the river). Dr. Hoag mentioned that Dr. Neumann was leaving UConn for University of Southern Illinois and his departure would bring about a gap in the study related to the fisheries section of the study.

Rich Miller noted that efforts were under way to fill Dr. Neumann's place in the study.

Dr. Hoag added that Rick Jacobson had recently become a doctoral student at UConn and would be actively involved in fisheries section of the project.

Dr. Hoag handed out a summary map of the project area. He noted that of the four pumping wells along the Fenton River, wells (B, C, and D) were deep wells that penetrated all the way down to the base of the stratified drift. Well A was a hand-dug well and was not very deep. At each time period, two wells would be pumping water.

Maryann Ettinger stated that during the site visit, visitors might notice that wells A and B are on. Wells C and D would start later in the day.

Mike Callahan asked about the water treatment system at the Fenton River well field and if the study was going to consider water quality criteria.

In response Dr. Hoag stated that there was a chlorination system in the field near the reservoir and the study was primarily aimed at water quantity.

Dr. Warner then gave a brief presentation regarding water level measurements (level-loggers, flow measurement weirs and rating curves).

### Field Trip

Site visit started by visiting pump house A. Dr. Ogden gave a brief explanation of the well and its pumping system. Maryann discussed the flow meter that was placed outside the pump house in 1999. The group then proceeded towards the intersection of Robert's Brook and the Fenton River. Rick Jacobson talked about the fish habitat in the river (fish species and their preferred locations of spawning and breeding) and the application of the PHABSIM model in the Fenton River study.

Janet Stone of USGS then talked about the bedrock strike formation along the Fenton River and displayed the clay-silty soil cores that were taken from the riverbed by USGS drilling team. Then, with the aid of the soil surficial map from the Surficial Geology of the Spring Hill Quadrangle Report generated by Dr. Rahn in 1970, she gave a brief explanation of the site geology.

Mike Rogalus exhibited the application of minitrolls (automatic water level loggers) in one of the monitoring wells.

Site visit ended at about 3:30 and everyone was back in W. B. Young building by 3:45 PM.

Greg Padick of the Town of Mansfield discussed the formation of subcommittees. One subcommittee could have members from the Dep. of Natural Resources and the Geology Department. It was suggested to have a few representatives from outside on the technical advisory group, and the possibility of being an active TAG member and join one of the subcommittees.

Mike Callahan asked if there had been a pumping strategy in place yet and how the excess pumped water was going to be disposed. In response Dr. Hoag said that the pumping strategy was being worked on and would soon be available and in regards to the pumped water, the plan was to pump and use the water.

Dr. Hoag noted that subcommittee proposals would be worked on and e-mailed to everyone for feedbacks and recommendations.

Dr. Ogden gave a brief presentation regarding the flow measurement strategies at low flow periods. He noted that building weirs for flow measurements may cause small reservoirs and backwaters behind the weirs that could extend to about 20 feet upstream. These artifact reservoirs could recharge the ground water aquifers and cause subsurface flushing which needed to be measured.

Brian Murphy of DEP asked if the backwater would have any impacts on the fish study and the data collection.

Dr. Hoag responded that care would be taken to avoid the coincidence of these two measurements.

Mike Callahan asked about the duration of the pumping tests.

Dr. Hoag responded that the duration would be three months and possibly starting in the second half of July. We will generate pump curves for UConn Facilities in order to have them informed in advance for coordination. Dr. Hoag continued that UConn monitoring wells with three USGS bedrock wells were installed and at all flow measurement locations, shallow piezometers would be utilized.

Rick Jacobson described the mesohabitats of the Fenton River as uniformly distributed. Consequently, there was a great deal of flexibility in locating transects for the habitat modeling exercise, hence areas backwatered by weirs could be avoided.

Dr. Ogden stated that weirs would be placed in late July and would be taken out as soon as measurements were completed. Dr. Warner added that the frequencies of low flows would be observed.

Greg Padick and Mike Callahan asked if a public meeting was in future agenda to specifically include the property owners of the study area.

Dr. Hoag noted that Fact Sheets would be used for public communication.

Mike Callahan stated that for the water projects that they have had in the past, the public was informed four times a year through local newspapers.

Dr. Hoag stated that the next group meeting would be held in September of 2003 and asked everyone to send their feedbacks once they received the summary of the group meeting. Meeting ended around 4:30 PM.

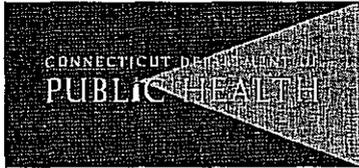
PS: It should be noted that pump tests have been delayed by a couple of factors. The Fenton River flow rates during the spring and summer months of 2003 have been exceeding the normal average flow of the river and optimum low flow conditions for pump tests were not achieved during the summer period. Permit from the University of Connecticut is needed to control the Fenton River well field during the pump test period. In addition, CTDEP permits for installations of weirs and flow measurement devices are also required.

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STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
Health Care Quality, Health Statistics & Analysis

Keeping Connecticut Healthy

Item #15

John G. Rowland  
Governor

Norma Gyle, R.N., Ph.D.  
Acting Commissioner

## ESTIMATED POPULATIONS IN CONNECTICUT AS OF JULY 1, 2002

Population estimates of Connecticut's eight counties and 169 towns for 2002 were prepared for distribution by the Connecticut Department of Public Health (DPH), Division of Health Care Quality, Health Statistics and Analysis. These estimates constitute the basis of birth, death, and other population-based rates for 2002 and forward.

### Method of Estimation

#### County and Town Estimates

Town population estimates for July 1, 2002 were released by the U.S. Census Bureau's (USCB) Population Estimates Program on July 10, 2003.<sup>(1)</sup> The USCB figures were adopted for the state's town-level estimates, with modifications made to correct misallocations in the April 1, 2000 Census population of 7 towns that have been certified by the USCB but that have not yet been incorporated into their 2002 estimates.<sup>(2)</sup> These corrections involved shifts among towns within counties, and did not, therefore, affect the county and state estimates published by the USCB. The method used by the USCB was described in detail (<http://eire.census.gov/popest/topics/methodology/citymeth.php>).

### 2002 Population Estimates

The July 1, 2002 population estimate for the state of Connecticut, compared to the July 1, 2000 population estimated by the Connecticut DPH, is shown below.<sup>(3)</sup> The 2002 estimate was 50,954 higher than the 2000 estimate of 3,409,549. Population estimates for Connecticut's counties and towns are given in the attached table.

## ESTIMATED POPULATION OF CONNECTICUT AS OF JULY 1, 2002

Estimated Population	Change in Population, 2000-2002	
	Number	Percent
3,460,503	+ 50,954	+ 1.49%

*For further information please contact:*

Connecticut Department of Public Health, Division of Health Care Quality, Health Statistics & Analysis  
410 Capitol Avenue, MS#13PPE, P.O. Box 340308, Hartford, CT 06134-0308

Phone: (860) 509-7120

Fax: (860) 509-7160

E-mail: [webmaster.dph@po.state.ct.us](mailto:webmaster.dph@po.state.ct.us)

*These estimates are also available at: <http://www.state.ct.us/dph/OPPE/popest.htm>*

**Notes:**

- (1) *SUB-EST2002-15-09-Connecticut Minor Civil Division Population Estimates and Population Change, Sorted within County: April 1, 2000 to July 1, 2002*, Population Division, Bureau of the Census, U.S. Department of Commerce, Washington, DC 20233, Press Release, July 10, 2003 (<http://www.census.gov/Press-Release/www/2003/cb03-106.html>).
- (2) As part of their Count Question Resolution (CQR) process, the USCB has certified corrections to the original April 1, 2000 population figures for thirteen Connecticut towns. These changes involved offsetting gains and losses for seven towns, and among 9, were related to the misallocation of non-institutional group quarters facilities, e.g. students in university dormitories. The changes for seven of these towns, which were not reflected in the 2002 estimates released by the USCB, were incorporated into the DPH 2002 estimates:
  - a) 36 of the 4/1/2000 population were moved from Coventry to Mansfield,
  - b) 60 of the 4/1/2000 population were moved from Tolland to Mansfield,
  - c) 2,396 of the 4/1/2000 population were moved from East Hampton to Middletown,
  - d) 514 of the 4/1/2000 population were moved from Waterford to New London

Corrections certified by the U.S. Census Bureau for four other towns, Roxbury, Washington, New Milford, and Woodbury, were not incorporated into the DPH estimates because additional information is required to estimate the statewide age-sex distribution associated with these changes.

In addition, an earlier correction that shifted 2,543 of the 4/1/2000 population from West Hartford to Hartford was already reflected in the 2002 estimates released by the U.S. Census Bureau.

- (3) *Estimated Populations in Connecticut as of July 1, 2000*. Hartford: Connecticut Department of Public Health, Office of Policy, Planning, and Evaluation, September 2001.

CONNECTICUT POPULATION ESTIMATES AS OF JULY 1, 2002  
 BY COUNTY AND TOWN  
 (State Total = 3,460,503)

County	Est. Pop.	County	Est. Pop.
Fairfield	896,202	New Haven	835,657
Hartford	867,332	New London	262,689
Litchfield	186,515	Tolland	141,089
Middlesex	159,679	Windham	111,340

Town	Est. Pop.	Town	Est. Pop.	Town	Est. Pop.	Town	Est. Pop.
Andover	3,115	East Haven	28,563	Monroe	19,551	Sherman	3,972
Ansonia	18,739	East Lyme	17,983	Montville	19,606	Simsbury	23,421
Ashford	4,223	East Windsor	10,095	Morris	2,371	Somers	10,608
Avon	16,346	Eastford	1,642	Naugatuck	31,429	South Windsor	24,846
Barkhamsted	3,610	Easton	7,483	New Britain	71,589	Southbury	18,953
Beacon Falls	5,475	Ellington	13,571	New Canaan	19,734	Southington	40,943
Berlin	19,116	Enfield	45,379	New Fairfield	14,149	Sprague	2,971
Bethany	5,202	Essex	6,730	New Hartford	6,413	Stafford	11,592
Bethel	18,449	Fairfield	57,715	New Haven	124,176	Stamford	119,850
Bethlehem	3,540	Farmington	24,189	New London	26,582	Sterling	3,204
Bloomfield	19,794	Franklin	1,881	New Milford	27,959	Stonington	18,084
Bolton	5,154	Glastonbury	32,575	Newington	29,623	Stratford	50,171
Bozrah	2,407	Goshen	2,860	Newtown	25,866	Suffield	14,021
Branford	28,951	Granby	10,696	Norfolk	1,673	Thomaston	7,766
Bridgeport	140,104	Greenwich	61,784	North Branford	14,095	Thompson	9,064
Bridgewater	1,867	Griswold	10,988	North Canaan	3,376	Tolland	13,945
Bristol	60,541	Groton	40,270	North Haven	23,460	Torrington	35,655
Brookfield	15,923	Gulford	21,868	North Stonington	5,096	Trumbull	34,857
Brooklyn	7,361	Haddam	7,360	Norwalk	84,127	Union	721
Burlington	8,640	Hamden	57,927	Norwich	36,003	Vernon	28,718
Canaan	1,095	Hampton	1,859	Old Lyme	7,442	Voluntown	2,579
Canterbury	4,825	Hartford	124,558	Old Saybrook	10,485	Wallingford	43,826
Canton	9,061	Hartland	2,053	Orange	13,383	Warren	1,302
Chaplin	2,331	Harwinton	5,429	Oxford	10,430	Washington	3,670
Cheshire	29,096	Hebron	8,907	Plainfield	15,017	Waterbury	107,883
Chester	3,811	Kent	2,907	Plainville	17,407	Waterford	18,925
Clinton	13,406	Killingly	16,740	Plymouth	11,976	Watertown	22,100
Colchester	14,998	Killingworth	6,280	Pomfret	3,923	West Hartford	61,365
Colebrook	1,511	Lebanon	7,076	Portland	9,125	West Haven	52,733
Columbia	5,150	Ledyard	14,882	Preston	4,760	Westbrook	6,507
Cornwall	1,454	Lisbon	4,159	Prospect	9,052	Weston	10,229
Coventry	11,938	Litchfield	8,480	Putnam	9,060	Westport	26,171
Cromwell	13,370	Lyme	2,059	Redding	8,504	Wethersfield	26,390
Danbury	76,917	Madison	18,546	Ridgefield	24,054	Willington	6,116
Darien	19,887	Manchester	55,084	Rocky Hill	18,305	Wilton	17,860
Deep River	4,725	Mansfield	21,554	Roxbury	2,250	Winchester	10,755
Derby	12,520	Marlborough	5,979	Salem	3,938	Windham	22,976
Durham	6,982	Meriden	58,675	Salisbury	4,022	Windsor	28,519
East Granby	4,910	Middlebury	6,648	Scotland	1,597	Windsor Locks	12,237
East Haddam	8,638	Middlefield	4,273	Seymour	15,727	Wolcott	15,882
East Hampton	11,435	Middletown	46,552	Sharon	3,008	Woodbridge	9,146
East Hartford	49,650	Milford	53,472	Shelton	38,845	Woodbury	9,466
						Woodstock	7,518

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**ANALYSIS OF STATE GRANTS**  
**FY 2003/2004**

	<u>BUDGET</u>	<u>CURRENT STATE ESTIMATE</u>	<u>DIFFERENCE</u>
Pilot	4,790,570	4,797,040	6,470
Pequot	1,361,183	1,702,421	341,238
Town Road	78,495	79,680	1,185
LOCIP	208,950	208,948	-2
ECS	8,397,650	8,440,217	42,567
Veterans Property Tax Exemption	15,800	4,125	-11,675
Property Tax Exemption Totally Disabled	1,370	0	-1,370
<b>Totals</b>	<u>14,854,018</u>	<u>15,232,431</u>	<u>378,413</u>

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