



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, November 24, 2003
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.
AGENDA

	PAGE
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
PUBLIC HEARING	
1. An Ordinance Regulating Possession of Alcohol by Persons Under 21 Years of Age	11
OLD BUSINESS	
2. An Ordinance Regulating Possession of Alcohol by Persons Under 21 Years of Age (Item #1, 11-10-03 Agenda)	13
3. Length of Service Awards Program for Volunteer Emergency Services Personnel (Item #6, 10-27-03 Agenda)	21
4. Amendment to Fee Waiver Ordinance (Item #2, 10-14-03 Agenda).....	25
5. Financial Statements Dated September 30, 2003 (Item #8, 11-10-03 Agenda) (Previously Distributed)	29
6. Underage Drinking, University Spring Weekend and President Austin's Task Force on Substance Abuse (Item #4, 09-10-03 Agenda) (No Attachment)	
NEW BUSINESS	
7. Proclamation in Honor of Mansfield 300 th Steering Committee	31
8. Schedule of Regular Town Council Meetings for 2004	33
9. Status Report on Pending Claims and Litigation (To be Distributed)	
QUARTERLY REPORTS.....	35
DEPARTMENTAL REPORTS.....	88
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	

TOWN MANAGER'S REPORT

FUTURE AGENDAS

PETITIONS, REQUESTS AND COMMUNICATIONS

10. W. Topliff re: Update of Local Ambulatory Vehicle Exemption119

11. M. Berliner re: Appointments to Library Advisory Board121

12. The Daily Campus – “Future Development of Campus Discussed”125

13. The New York Times – “Courts’ Drug System is Found to be Effective”127

14. Department of Correction re: Capacity and Population for Bergin Correctional Institution.....129

15. D. Dagon re: 2003 Fire Prevention and Safety Grant131

16. Mansfield Downtown Partnership re: Selection of Master Developer for Commercial Town
Center143

17. Charter Oak Environmental Services, Inc. re: Second Quarter 2003 Event – Trace Dieldrin
Levels145

EXECUTIVE SESSION

REGULAR MEETING-MANSFIELD TOWN COUNCIL-NOVEMBER 10, 2003

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:30 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building. This followed a reception at 6:45 p.m. to thank members of the Town Council who will be not serving next term. Mr. Holinko and Mr. JC Martin were warmly thanked by the Mayor and all those presents. Following a reception in their honor the Town Council opened their regular meeting.

I. ROLL CALL

Present: Bellm, Haddad, Hawkins, Holinko, Paterson, Clouette, Schaefer, Martin

Absent: Thorkelson(due to illness)

II. APPROVAL OF MINUTES

Mr. Hawkins moved and Mr. Clouette seconded to accept the minutes of October 27, 2003 as presented.

So passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Mr. Ryan Hawthorne, Chief of the Mansfield Volunteer Department, invited the members of the Town Council to all future meetings of the Department. The meeting is held the first Monday of every month. The volunteers asked that he come and to urge the Council take off the table the issue of the Volunteer Firemen's compensation and to vote on it as soon as possible. The volunteers voted last Monday and were in favor of the program. Chief Hawthorne also inquired why does a member of the Town Council need to sit on the committee?

Mr. Mike Gergler, 19 Deerfield Lane, spoke on the Service award program for the fire volunteers. He hoped that the program would come back as soon as possible to be voted on by the Council. He sees the program as a good one and needs to go forward as soon as possible.

Mr. Eric Holinko requested the town look into doing something about the mess in the yards on Hunting Lodge Road. These areas seem to be rental houses and need to be cleaned up. The trash is offensive to persons driving on the road and the other residents who live on Hunting Lodge road.

IV. PUBLIC HEARING

1. An Ordinance Regulating Possession of Alcohol by persons under 21 years of Age.

Mr. Haddad asked if the public hearing could be recessed until the next regular Council meeting. By consensus it will be held over and not closed.

Mr. JC Martin moved that item #5 Mansfield 300 Photo Contest Winners be moved up on the agenda. Seconded by Mr. Hawkins. So passed unanimously.

Mr. Art Kostapapas, chair of the event, and judges Fred A. Cazal, Jr. and Roberta Smith, Town Historian announced the winners and presented them to Mayor Paterson. The Mayor presented each with a token of the 300th celebration.

V. OLD BUSINESS

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

The closeout of the landfill is expected next Spring.

3. CL&P Rate Cases-Financing of CCM Intervention in DPUC Rate Setting

Mr. Schaefer moved and Mr. Holinko seconded that effective November 10, 2003, to authorize the Town Manager to appropriate up to \$850.00 to assist in the financing of CCM's intervention in DPUC rate setting.

So passed unanimously.

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

The staff will be completing the initial draft and will return to the council. No action taken.

VI. NEW BUSINESS

5. Mansfield 300 Photo Contest-Presentation to Award Winners

Already presented to Council

6. 2004 Child Daycare Contract Application

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

Resolved, that the Town Manager, Martin H. Berliner, is empowered to enter into and amend contractual instruments in the name and on behalf of the Town of Mansfield with the Department of Social Services of the State of Connecticut for a Daycare Services Grant Program for the Mansfield Discovery Depot, and to affix the corporate seal of the Town.

So passed unanimously.

7. Social Services Block Grant Application

Mr. Martin moved and Mr. Haddad seconded that effective November 10, 2003, to authorize the Town Manager to submit an application to the US Department of Health and Human Services for a Social Services Block Grant in the amount of \$3,722.

So passed unanimously.

8. Financial Statements Dated September 30, 2003.

Mr. Schaefer moved and Mr. Hawkins seconded that effective November 10, 2003, to refer the Financial Statements dated September 30, 2003 to the Finance Committee.

So passed unanimously.

9. MRRA, Proposed Revisions to Solid Waste Regulations for Multi-family Collection Service

Mr. Martin moved and Mr. Haddad seconded to adjourn as the Town Council and convene as the Mansfield Resource Recovery Authority.

So passed unanimously.

MRRA

Mr. Martin moved and Mr. Haddad seconded that effective November 10, 2003, to adopt the revisions to the Mansfield Solid Waste Regulations concerning multi-family collection service, as proposed by the Director of Public Works in his memorandum dated November 5, 2003 and which revisions become effective on Dec. 1, 2003.

So passed unanimously.

Mr. Martin moved and Mr. Schaefer seconded to adjourn as the MRRA and reconvene as the Mansfield Town Council.

So passed unanimously.

VII. DEPARTMENTAL REPORTS

Council members questioned the size of the 96' tower to be located adjacent to the Town Garage. The council felt it was supposed to be higher. Town Manager stated that this was

an error in the PZC minutes. The tower was higher, and the 96' mentioned is that the Fed'l Aviation Agency determines that all towers over 96' must be lighted.

Mr. Hawkins moved and Mr. Schaefer seconded to take off the table and then table to the next regular meeting the issue of the Volunteer program for the Fire Departments.

So passed unanimously.

VIII. REPORTS OF COUNCIL COMMITTEES

VIII. REPORTS OF COUNCIL MEMBERS

Mayor Paterson attended the evening at UConn's Rome Ballroom, which celebrated Ramadan. The event was sponsored by the Student Union Board of Governors and the Muslin Student Group.

Mayor Paterson commented on the successful opening of the Community Center. She also attended a conference held at the Community Center with /Windham Hospital.

IX. TOWN MANAGER'S REPORT

The Master Developer for Storrs Center has been selected: the Storrs Center Alliance LLC, a joint venture of Leyland Alliance, LLC and Marquette Property Investments.

The Government Finance Officers Association has again presented the Town's Finance Director and staff the Distinguished Budget Presentation Award for the current fiscal year. Congratulations and thanks from the Town Council.

December 2, 2003 will be the next Downtown Partnership meeting.

Last Thursday the University presented the plans for agriculture development on the campus. The meeting was held in the Bishops Center. People present were generally in favor of the plan.

On November 20, 2003 there will be a meeting on Hazardous Waste at the Bishops Center at 5:30 p.m.

On November 20 from 5:30-9:30 p.m. there will be an open forum to discuss early care and education issues in Mansfield. "Community Conversation" is an event which should encourage diverse participation and to support leaning. All persons are invited.

X. FUTURE AGENDAS

Council member, Mr. Bruce Bellm, urged the Council to discuss, at a later date, issues such as the development of Horsebarn Hill and the agricultural department of the University. At some point the Council may want to take a position on this issue.

XI. PETITIONS, REQUESTS AND COMMUNICATIONS

10. I. Schilling re: General Permit Inland Wetlands-Fenton River Aquatic Study
11. CT Business Magazine-"Net Fiscal Impacts of New Housing Often Misunderstood"
12. D. Heller re: Separate Finance Boards for Regional Schools
13. C.vanZelm re: Progress Report on Downtown Mansfield Revitalization and Enhancement Project
14. P. Lodewick re; Designation of Storrs Center Alliance, LLC as Master Developer for Storrs Center
15. K. Grunwald re: A Community Conversation on Early Care and Education
16. Government Finance Officers Association re: Distinguished Budget Presentation Award
17. G. Padick re: Proposed Telecommunications Tower, Knowlton Road, Ashford

XII. ADJOURNMENT

At 8:55 p.m. Mr. Martin moved and Mr. Schaefer seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

THIS PAGE LEFT

BLANK

INTENTIONALLY

SPECIAL ORGANIZATIONAL MEETING-MANSFIELD TOWN COUNCIL

NOVEMBER 17, 2003

At 8:00 p.m. Town Clerk, Joan E. Gerdson, called the Special Organizational Meeting of the Mansfield Town Council to order in the Town Clerks office of the Audrey P. Beck Municipal Building.

I. OATH OF OFFICE

The Town Clerk administered the Oath of Office to the following members of the Town Council: Bruce Bellm, Bruce Clouette, Gregory Haddad, Alan Hawkins, Elizabeth Paterson, Christopher Paulhus, Carl Schaefer and Chris Thorkelson

Absent: Alison Blair

II. SELECTION OF THE MAYOR

The Town Clerk requested nominations for the position of Mayor for the Town of Mansfield.

Mr. Haddad moved and Mr. Thorkelson seconded to nominate Ms. Elizabeth Paterson as Mayor.

No other nominations.

By acclamation Ms Paterson was elected Mayor.

Mayor Paterson assumed the Chair of the Meeting.

III. APPOINTMENT OF DEPUTY MAYOR

Mayor Paterson appointed Mr. Gregory Haddad as Deputy Mayor.

IV. MEETINGS

A. Time and Place of Regular Meetings

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

RESOLVED: Pursuant to Section 302 of the Town Charter, the Town Council shall meet regularly on the second and fourth Mondays of every month at 7:30 p.m. in the Council Chamber of the Mansfield Municipal Building commencing on November 24, 2003.

So passed unanimously.

B. Special Meetings

Mr. Hawkins moved and Mr. Thorkelson seconded that the following resolution be adopted:

RESOLVED: Pursuant to Section 302 of the Town Charter, Special meetings of the Town Council may be called by the Mayor, or upon written request of at least three member of the Council, filed with the Town Clerk not less than 24 hours (excluding Saturday, Sunday, legal holidays and any day on which the office is closed) in advance of such meeting which must specify the date and time. The Town Clerk shall post a notice in the office of the Town Clerk indicating the time, place and business to be transacted, and copies of this notice shall be served personally upon each Council member and the Town Manager or left at their usual place of abode at least 24 hours prior thereto.

So passed unanimously.

C. Emergency Meetings

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

RESOLVED: That the Mayor, or the Town Manager, as Director of Public Safety, may call a special meeting in case of an emergency with two hours notice given to Council members in the manner specified above, without complying with the posting of the notice requirement, but a copy of the minutes of every such emergency special meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Law.

So passed unanimously.

D. Rules of Procedure

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

RESOLVED: in accordance with Section 302 of the Charter, that the Mansfield Town Council shall, from time to time, adopt special rules for procedure. In all cases not covered by said special rules, the Council shall proceed in accordance with "Robert's Rules of Parliamentary Procedure, Newly Revised."

So passed unanimously.

V. COMMITTEE APPOINTMENTS

A. Finance Committee

Carl Schaefer, Chair
Bruce Bellm
Alison Blair

B. Committee on Committees

Gregory Haddad, Chair
Bruce Clouette
Alan Hawkins

C. Personnel

Chris Thorkelson, Chair
Elizabeth Paterson
Christopher Paulhus

VI. SELECTION OF TOWN ATTORNEY

Mr. Haddad moved and Mr. Bellm seconded to reappoint Dennis O'Brien as Attorney for the Town of Mansfield.

So passed unanimously.

VII. ADJOURNMENT

Mr. Schaefer moved and Mr. Hawkins seconded to adjourn the meeting at 8:09 p.m.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

THIS PAGE LEFT

BLANK

INTENTIONALLY



**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

November 24, 2003

Town Council
Town of Mansfield

Re: An Ordinance Regulating Possession of Alcohol by Persons Under 21 Years of Age

Dear Town Council:

Attached please find the proposed ordinance regulating the possession of alcohol by persons under 21 years of age. The ordinance as drafted applies to both private and public property, and persons who receive a citation under this article would be required to either pay a fine of one hundred dollars (\$100) or complete a substance abuse awareness and prevention program. Staff has drafted the ordinance in consultation with the town attorney, who has approved the proposed language. The town attorney has also advised that while he "cannot absolutely guarantee" that the proposal would survive a court challenge, under state law the town does have at the "very least the implied authority to enact and enforce the proposed ordinance."

With respect to the financial impact of the proposal, we anticipate that the citation fee would cover the cost of compulsory education programming. However, the town could potentially incur costs to enforce the ordinance. These enforcement costs should be minimal, as police salaries are a budgeted item.

Staff recommends that the Council adopt the ordinance as proposed, for several reasons. One, the ordinance would assist our work to prevent substance and alcohol abuse by young persons, as much of this abuse occurs at home or on private property. Second, the ordinance would assist the town and the university in our combined effort to control and manage large gatherings and impromptu parties that frequently create health and safety risks for participants and the public at large. Third, President Austin's Task Force on Substance Abuse recommended that the town consider adopting such an ordinance to help regulate underage drinking on private property. And, lastly, the Connecticut Coalition to Stop Underage Drinking has found that a local ordinance "can help to increase enforcement and accountability for adults who host house parties and youth who are in possession of alcohol." The Coalition cites the fact over 21 Connecticut cities and towns have adopted a social host ordinance.

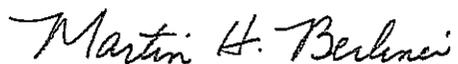
In summary, staff believes that the proposed ordinance would provide the town with an important enforcement tool to address this important social issue in our community. For your

reference, we have attached information from the Coalition to Stop Underage Drinking that describes in greater detail the benefits of a local ordinance.

If the Town Council concurs with this recommendation, the following motion is suggested:

Move, effective November 24, 2003, to adopt "An ordinance Regulating the Possession of Alcohol by Persons Under 21 Years of Age" as proposed by staff in its draft dated November 24, 2003, and which amendment will become effective 21 days after publication in a newspaper having circulation in the Town of Mansfield.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(3)

**Town of Mansfield
Code of Ordinances
Chapter 101, Alcoholic Beverages
Article III, Possession of Alcohol by Persons Under 21 Years of Age**

“An Ordinance Regulating Possession of Alcohol by Persons Under 21 years of Age”

November 24, 2003 Draft

Section 1. Findings and Purpose.

The Town Council of the Town of Mansfield finds that:

- A. The unregulated possession of alcoholic liquor by persons under the age of twenty-one (21) is detrimental to the general welfare, health and safety of all residents of Mansfield, especially to its youth; and
- B. The consumption of alcohol by persons under the age of twenty-one (21) while unsupervised by a parental authority creates not only a health and safety risk to those minors, but presents a public nuisance to the general public as well

Therefore, the Town of Mansfield seeks to protect, preserve and promote the health, safety, welfare and quality of life of all its residents by regulating the possession of alcohol by those persons under the age of 21.

Section 2. Definitions.

- A. “Alcoholic liquor” shall have the same meaning as the term is defined in *Connecticut General Statutes* §30-1(3), as it may be amended from time to time.
- B. “Host” shall mean to organize a gathering of two or more persons, or to allow the premises under one’s control to be used with one’s knowledge for a gathering of two or more persons, for personal, social or business interaction.
- C. “Minor” shall have the same meaning as the term is defined in *Connecticut General Statutes* §30-1(12), as it may be amended from time to time.

Section 3. Possession of Alcoholic Liquor Restricted.

No person under the age of twenty-one (21) shall possess any container of alcoholic liquor, whether opened or unopened, within the Town of Mansfield except when accompanied by or in the presence of his parent, guardian, or spouse who has attained the age of twenty-one (21) years. This restriction shall apply to both public and private property.

Section 4. Hosting an Event or Gathering Restricted.

No person shall host an event or gathering at which alcoholic liquor is consumed by or dispensed to any person who has not attained the age of twenty-one (21) years unless such a person who has not attained the age of twenty-one (21) years is accompanied by or is in the presence of his or her parent, guardian, or spouse who has attained the age of twenty-one (21) years. This prohibition shall apply to any event or gathering within the Town of Mansfield, whether conducted on public or private property.

Section 5. Possession Otherwise Permitted by Law.

Notwithstanding the above, nothing herein shall prohibit the serving or selling of alcoholic liquor by a minor if otherwise permitted by state law.

Section 6. Enforcement.

The Town Manager as the Director of Public Safety, or his designee(s), is charged with enforcing the provisions of this Ordinance.

Section 7. Violations and Penalties.

- A. For the first violation, any person cited under Section 3 of this Ordinance shall be subject to a fine of one hundred dollars (\$100) OR required to complete a substance abuse awareness and prevention program, which cost shall not exceed one hundred dollars (\$100). For each subsequent violation, any person cited under Section 3 of this Ordinance shall be subject to a fine of one hundred dollars (\$100).
- B. For the first violation, any person cited under Section 4 of this Ordinance shall be subject to a fine of one hundred dollars (\$100) OR required to complete a substance abuse awareness and prevention program, which cost shall not exceed one hundred dollars (\$100). For each subsequent violation, any person cited under Section 4 of this Ordinance shall be subject to a fine of one hundred dollars (\$100).
- C. All fines paid pursuant to this Ordinance shall be payable to the Collector of Revenue of the Town of Mansfield

Section 8. Appeals Procedure.

Any person fined pursuant to this Ordinance may appeal such fine pursuant to the provisions of the Town of Mansfield Hearing Procedure for Citations Ordinance.

Section 9. Construction.

Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall include both genders.



Local Ordinances can help to increase enforcement and accountability for adults who host house parties and youth who are in possession of alcohol

The Problem in Connecticut

Young people tell us that alcohol is extremely easy to obtain from friends, parents, other adults, and sales outlets, even though it is illegal to sell or provide it for them. As adults, we have a responsibility to do everything in our power to change this fact.

Connecticut's youth have a drug problem and overwhelmingly their drug of choice is alcohol. The age of initiation of alcohol use for youth in Connecticut is 11 years old, two years earlier than the national average.

Connecticut's youth also drink at rates 26%-28% higher than their peers nationally. Over half of youth surveyed by DMHAS report that they obtain alcohol at home and one-third report that they can purchase their own alcohol.

- Alcohol continues to be the #1 drug of choice among Connecticut's youth with 47% of 9th-10th graders surveyed reporting using alcohol within the past 30 days
- Easy access to alcohol is the factor which 47% of 11th-12th grade students say encourages their decision to drink

Public support for addressing underage drinking in our state is strong.

- 86% of adult surveyed agreed that there should be stronger penalties for adult providers of alcohol, especially parents;
- 68% of adults also say that stronger penalties for youth will deter them from drinking;

Parents have the right to expect that other parents and adults are not violating their family values and rules by providing alcohol at parties, graduations and other teen events.

Youth tell us that alcohol is amazingly easy to obtain from friends, parents, and sales outlets even though it is illegal to sell or provide it to them.

- 77% of high school students obtain alcohol at home with or without parent's permission; and
- 61% of teen drinking occurs at parties in their own homes

Why support local ordinances to address social host/house parties?

The silent majority of adults in Connecticut are “doing the right thing”, having conversations with their teens about the dangers of alcohol use and setting firm rules for their teens not to use alcohol.

In surveys of adults in Connecticut where scenarios of house party situations were presented, this “silent majority” of adults spoke up and made clear their overwhelming support for increased enforcement and penalties for “social hosts”

- 90% say that adults that provide alcohol to minors in any fashion should be arrested and fined;
- 85% support arresting and fining parents who specifically host “house parties”

What will passing this ordinance do for my town?

Start to change the attitudes of youth and adults with regard to the drinking habits of minors.

Make it community policy that adults who host dangerous “house parties” where minors drink will not be tolerated; in turn there will be fewer places to take part in this dangerous activity.

Provide a consistent definition of “house party”, making it easier to prosecute and set a community standard for adult and youth behavior regarding alcohol.

It will help police to do their job better and to stop the problems associated with underage drinking: stop the carnage on our roads, avoid youth ending up in emergency rooms with alcohol poisoning, and provide support to the majority of citizens who want youth to defer alcohol consumption until legal age. Studies show reduced access reduces teen drinking.

Local Ordinances can help to increase enforcement and accountability for adults who host house parties and youth who are in possession of alcohol

Towns that have passed social host on a local level:

Cheshire	June 10, 1986
Glastonbury	April 27, 1999
Ellington	November 14, 2000
Bristol	November 28, 2000
Cromwell	January 22, 2001
Newington	August 2, 2001
Ridgefield	March 20, 2002
Berlin	April 10, 2002
Portland	June 15, 2002
Farmington	June 25, 2002
Rocky Hill	August 19, 2002
North Haven	September 12, 2002
Orange	October 9, 2002
Stratford	January 3, 2003
Meriden	February 18, 2003
Woodbridge	March 21, 2003
East Haddam	March 26, 2003
Winchester	April 21, 2003
Norwalk	May 27, 2003
Southington	July 15, 2003

Towns that are considering social host on a local level:

Essex, Coventry, New Canaan, Wallingford, Clinton, Canton, Plainville, Mansfield, Guilford

The CT Coalition to Stop Underage Drinking
30 Arbor Street, Hartford, CT 06106
Tel. (860) 523-8042 x12 Fax. (860) 236-9412
E-Mail: Gary.Najarian@PreventionWorksCT.org

Questions and Answers on Reducing House Parties

Q: Why should my town consider passing a local ordinance if the state legislature is considering a similar law?

A: First, given that 61% of teen drinking occurs at home, there has never been a better time for local communities to take action to address this issue. Currently 20 towns have passed the ordinance, one as recently as 7/15/03, and almost a dozen other town have proposals in the works.

Secondly, the state legislature often looks to the actions of local communities in helping to decide to advance or kill certain legislation. Community action now on this issue sends a clear message to the Connecticut General Assembly that we all take teen drinking seriously, we are willing to take action and we hope that they follow suit.

Third, it is possible that with the budget crisis and other issues, there will not be room or time for this state law to pass. If local communities wait they may lose out on a valuable tool.

Finally, even as state action proceeds, too often action at the state level is seen as far away, out of sight and mind. Harnessing local action is important to build support, and local leaders will quickly see the value of responding locally, but when they look at the consequences (a \$99 fine at most), they will also see the value in statewide action.

Q: A few people in my town have raised the issue of police and private property rights, what is the concern?

A: According to the Fourth Amendment, individuals are free from "unreasonable search and seizure" by the police. This means that police must have what is called "probable cause" to suspect that a crime is happening before they can intervene.

The local ordinances and proposed state law do not change the underlying requirement that police must have "probable cause" to act and enter private property. What is changed by the ordinance and pending law is that it becomes a crime to allow youth to possess alcohol on *private property*.

Police tell us that they often are called to respond to incidents of underage drinking at "house parties" with the prime call regarding fights, sexual assaults, noise disturbances, etc. However, once at the residence, police currently are unable to respond to underage drinking since the law does not specifically prohibit minors to be in possession of alcohol on private property, to make it illegal for others to have given youth alcohol, again on *private property such as a home*.

This law does not give police increased access to private property. It another tool to allow police to address underage drinking when they encounter it at these house parties.

Q: Why is the town or the state trying to tell me what to do with my own kids?

A: This ordinance and pending state legislation specifically does not speak to or change the law regarding parent's behavior with respect to *their own* children. Current law generally provides an exception to allow parents or legal guardians to allow their own minor children to possess alcohol if the parent/guardian is present and that parent/guardian or spouse is over 21 years old. This exception would be extended to house party situations also.

The concern under this ordinance is about underage youth obtaining liquor *without* their parent's permission. All parents and guardians have the right to expect that when their child goes to another adult's home, that adult does not have the right to allow an unrelated youth access to alcohol.

Q: What if I am on vacation or away from my home and my child invites his/her friends over to drink?

A: In the local ordinance and in the pending state legislation, "HOST" is defined as someone who "organizes a gathering of two or more persons, or to allow the premises under one's control to be used with one's knowledge for a gathering of two or more persons, for personal, social or business interaction."

The standard is that the adult has to have "reasonable" control over the private property.

Q: Isn't providing alcohol to minors already against the law? How does this ordinance differ from that?

A: Selling, serving or facilitating alcohol to minors is already against Connecticut state law. Currently it is classified as a felony. This ordinance, however, address a different issue – that of HOSTING a party on private property such as a home or private land or other buildings. It means that an adult who "allows" minors to drink will be cited under the ordinance and pending state legislation.

Q: Who can help me pass a local ordinance in my town?

A: First, you should talk with your chief elected official and the police chief or police commission to find out if this ordinance already exists, or is under consideration. Most towns have an "ordinance committee" which considers these types of issues. In most cases, this committee and/or the town attorney first review the ordinance. Next, a public hearing is held to allow input from residents of the town. Finally, the committee or local board of selectmen or town council then votes to approve, amend or deny the proposed ordinance. If adopted, it then in effect becomes law in that town.

Technical assistance, copies of local ordinances from other communities, and other resource materials are available from the Connecticut Coalition to Stop Underage Drinking. Please call 1-800-422-5422 x14.

**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

November 24, 2003

Town Council
Town of Mansfield

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

Dear Town Council:

As you will recall, at its October 27, 2003 meeting the Town Council tabled this item and requested that the Emergency Services Management Team take additional time to review the proposal with the volunteer members of the fire departments, and to determine whether the proposed benefit level was appropriate. After further discussion, the Management Team has decided that it would be appropriate to increase the monthly benefit from \$7 to \$10 for each year of earned service, with a maximum benefit of 30 years service or \$300 per month. The Team has also reviewed the revised proposal with the volunteer members of each department, and each department's membership body is comfortable with the revision.

Background

To review, 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 \$10 for each year of earned service, with a maximum benefit of 30 years service or \$300 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 service retroactive from the effective date of January 1, 2003. Therefore, a volunteer vested in the plan with 15 years earned service would receive a benefit of \$150 per month (\$10 X 15 years) or \$1,800 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 benefit 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 includes 47 members eligible for participation in the plan.

Total annual contribution: With 47 eligible members, the plan would cost approximately \$40,400 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 \$40,400 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

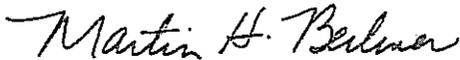
spend approximately \$81,000 of that amount in order to implement the plan in January 2004 with a retroactive effective date of January 1, 2003. (We think the January 2003 effective date is important because it has taken some time to develop a proposed program.)

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 November 24, 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 November 24, 2003.

Respectfully submitted,



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

THIS PAGE LEFT

BLANK

INTENTIONALLY



**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

November 24, 2003

Town Council
Town of Mansfield

Re: Amendment to Fee Waiver Ordinance

Dear Town Council:

Following up on the Council's recent revisions to Mansfield's fee waiver ordinance, staff would like to present you with recommendations to address two outstanding issues: 1) the overall administration of the fee waiver program; and 2) the new after-school program offered by the Department of Parks and Recreation.

The administration of the fee waiver program

During the course of our recent discussions regarding the fee waiver program, the Town Council expressed concerns about the administration of the fee waiver program. In particular, the Council wanted to ensure that fee waiver applicant information is maintained in a confidential manner. We can assure you that our staff is careful to protect confidential information, but we do think that we could implement some improvements. The improvements that we plan to initiate are as follows:

- Develop one generic fee waiver application form to be used by all town departments. Once approved, the application would be recognized by every town department. (This change would eliminate the need for an applicant to file a separate application for each service or program, and would reduce the number of times that an applicant has to provide confidential information. The change would also serve to make applicants aware of all of the programs and services covered by the fee waiver.)
- Develop a centralized and secure database to store applicant data
- Transition to a consolidated budget for the entire fee waiver program, to be managed by the Director of Social Services. (This change would help the town more accurately anticipate and manage costs.)

The intent of these improvements is to streamline the fee waiver application process and to make it more customer-friendly. Please let us know if you have any questions or concerns with regard to these enhancements to the fee waiver program

New after-school program offered by the Department of Parks and Recreation

The new program began this fall for Mansfield students in grades 1 through 5, and is located at the community center. Program activities include homework time, sports, creative games, arts and crafts, and special events. The program cost is \$1,700 per child per year. Because of the relative expense and our expectation that the program would prove highly popular, staff initially recommended a separate fee waiver structure for this program. The Town Council expressed some concern with respect to this proposal and questioned whether the proposed structure was adequate.

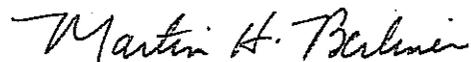
Therefore, to address your concern we now propose that the Council add the after-school program to the fee waiver ordinance at the 90-percent and 50-percent waiver structure. Our preliminary cost estimate to add the after-school program to the fee waiver ordinance is \$10,000 per year. This figure may be low, because the after-school program is new and will probably attract great interest. However, since this fiscal year is almost half complete we may not reach the \$10,000 figure during the first year. In future years, we would probably need an additional appropriation to the general fund fee waiver subsidy.

We have attached a suggested amendment to the ordinance, if the Council wishes to move forward with this proposal. Staff recommends that the Council schedule a public hearing to solicit public comment on the amendment.

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

Move, effective November 24, 2003, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on December 8, 2003 to solicit public comment on the proposed amendment to add the after-school program to the Fee Waivers Ordinance.

Respectfully submitted,



Martin H. Berliner
Town Manager

Attach:(1)

Town of Mansfield
Amendment to Mansfield Code of Ordinances Chapter 122, Article III – Fee Waivers

November 24, 2003 Draft

Amendment to Section 122-10 – Applicability

The following services are subject to this ordinance:

- A. Recreation Programs, excluding bus trips and more than two summer camp sessions per child.
- B. Planning and Zoning fees
- C. Inland Wetland Fees
- D. Zoning Board of Appeals Fees
- E. Subsurface Sewage Disposal & Water Supply Wells
- F. Junk Car Disposal
- G. Solid Water Disposal
- H. Recycling Fees
- I. Ambulance Fees
- J. Community Center Memberships and Programs
- K. **[Parks and Recreation After-school Program]**

THIS PAGE LEFT

BLANK

INTENTIONALLY

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

November 24, 2003

Town Council
Town of Mansfield

Re: Financial Statements Dated September 30, 2003

Dear Town Council:

At the November 10, 2003 meeting, the Town Council referred the September 30th Financial Statements to the Finance Committee for the Committee's review and comment. The Finance Committee will review the previously distributed statements at its meeting on November 24th.

If the Finance Committee wishes to recommend that the Town Council accept the statements, the following motion is in order:

Move, to accept the Financial Statements Dated September 30, 2003, as presented by the Director of Finance.

Respectfully submitted,

Martin H. Berliner
Town Manager

THIS PAGE LEFT

BLANK

INTENTIONALLY

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

November 24, 2003

Town Council
Town of Mansfield

Re: Proclamation in Honor of Mansfield 300th Steering Committee

Dear Town Council:

Attached please find a proposed proclamation in honor of the Mansfield 300th Steering Committee, which has done a great job coordinating Mansfield's tercentennial celebration. We plan to present the members of the Committee with a small token in appreciation for their efforts, and, with the Town Council's indulgence, we would like to issue the proclamation as well.

The following motion is suggested:

Move, effective November 24, 2003, to authorize the Mayor to issue the attached proclamation in honor of the Mansfield 300th Steering Committee.

Respectfully submitted,

Martin H. Berliner
Town Manager

Attach:(1)



*Town of Mansfield
Proclamation
In Honor of the Mansfield 300th Steering Committee*

Whereas, in October 1998 the Town Council established the Mansfield 300th Steering Committee to plan and coordinate the celebration of Mansfield's tercentennial during an 18-month period beginning in May 2002 and ending in October 2003; and

Whereas, the members of the Committee included Fred A. Cazel, who served as chair, Kevin Fahey, Pat Ferrigno, Rudy Favretti, Michael Gergler, Kay Holt, June Lazloffy, Edwin Passmore, Roberta Smith, Dona Stratton and Cindy Weiss; and

Whereas, the Committee met continuously until November 2003; and

Whereas, in collaboration with civic organizations, neighborhoods and other members of the community, the Committee planned, coordinated and sponsored several successful events and programs during the celebration, including a Coast Guard Band Concert at Jorgensen Auditorium, an 18th century colonial encampment in Mansfield Center, a Mansfield Homecoming Day at Mansfield Hollow Dam, a Mansfield 300th Mt. Laurel Run, an "Arts 300 Festival" at Holiday Hill Recreation Center, a "Hats Off to Mansfield" concert featuring the Mansfield Chamber Players and Senior Center Chorus, a tercentennial fireworks show and photo contest, a "Tercentennial Ball," and numerous neighborhood picnics, gatherings and other events; and

Whereas, the work of the Committee contributed greatly to our community's awareness and enjoyment of Mansfield's tercentennial as we celebrated this important milestone in our history; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the Town Council that the Mansfield 300th Steering Committee be honored by the Town of Mansfield for its work and leadership in support of Mansfield's tercentennial celebration.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 24th day of November in the year 2003.

Elizabeth C. Paterson
Mayor, Town of Mansfield
November 24, 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

November 24, 2003

Town Council
Town of Mansfield

Re: Schedule of Regular Town Council Meetings for 2004

Dear Town Council:

Attached please find a proposed Schedule of Regular Town Council Meetings for 2004, as prepared by the Town Clerk.

Staff recommends that the Council adopt the schedule as presented.

The following motion is suggested:

Move, effective November 24, 2003, to adopt the proposed Schedule of Regular Town Council Meetings for 2004, as presented by the Town Clerk.

Respectfully submitted,

Martin H. Berliner
Town Manager

**TOWN OF MANSFIELD
TOWN CLERK**



JOAN GERDSEN, TOWN CLERK

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

Memo to: Town Council

Re: Meeting Dates 2004

The following are the dates to be approved for 2004:

Jan. 12, 26
Feb. 9, 23
March 8, 22
April 12, 26
May 10, 24
June 14, 28
July 12, 26
Aug. 9, 23
Sept. 13, 27
Oct. 12*Tuesday, 25
Nov. 8, 22
Dec. 13, 27

TOWN MANAGER
QUARTERLY REPORT FOR JULY - SEPTEMBER 2003

Projects Completed During the Last Quarter

1. Budget Transfers for Fiscal Year 2002/03 – received Town Council authorization to implement budget transfers for fiscal year 2002/03, as recommended by the Director of Finance.
2. CL&P Rate Cases – Financing of CCM Intervention in DPUC Rate Setting - received Town Council authorization to participate in the financing of the CCM intervention in DPUC rate setting.
3. Community Center – continued to support the project building committee and to oversee the construction of the Center. Conducted various recruitments to fill open staff positions.
4. Connecticut Conference of Municipalities (CCM) 2004 State Legislative Program – presented staff and Council’s recommendations to the Connecticut Conference of Municipalities for inclusion in its 2004 Legislative Program.
5. Emergency Smallpox Preparedness - executed a Memorandum of Understanding from the Eastern Highlands Health District titled “Planning and Implementation of Emergency Smallpox Countermeasures.”
6. Emergency Services Operations and Management Improvement Project – continued work with management team as part of the project action plan. Primary focus this quarter on collective bargaining, volunteer retention and recruitment, and ambulance utilization.
7. Employee Classification and Compensation Study – hired a consultant to update the town’s employee classification plan. The town budgeted funds for the study under the Capital Projects Fund.
8. Employee Health Insurance – worked with employee benefits consultant to develop strategies to better manage and control escalating cost of employee health insurance. Conducted open enrollment period to allow employees to transfer to less expensive plan.
9. Fee Waiver Ordinance – Recommended Changes – held a public hearing to solicit public comment regarding the proposed modifications to Mansfield’s fee waiver ordinance.
10. Financial Statements dated June 30, 2003 – referred the Financial Statements dated June 30, 2003 to the Finance Committee. The Town Council later accepted the statements.

11. Government Cable Access Channel – installed software and began programming for Mansfield’s new government cable access channel (Channel 13). The channel will provide the town with an excellent means to publicize upcoming programs and events.
12. Grant Application to Support Mansfield School Readiness Program - authorized the Mayor to submit an application in the amount of \$71,900 to the Connecticut Department of Education to fund Mansfield’s School Readiness Program for fiscal year 2003/04.
13. Labor Relations - Agreement between Town of Mansfield and Uniformed Professional Fire Fighters Association of Connecticut – received Town Council authorization to execute a preliminary agreement with the UPFFA regarding wages and insurance.
14. Labor Relations - Collective Bargaining Agreement with CSEA, Local 760 - Professional and Technical Employees – negotiated and received Council authorization to execute a three-year successor collective bargaining agreement with the town’s professional and technical employees.
15. Labor Relations - Collective Bargaining Agreement with CSEA, Local 760 (Public Works) - negotiated and received Council authorization to execute a three-year successor collective bargaining agreement with the town’s public works employees.
16. Mansfield 300th Celebration – continue to support Steering Committee with planning and coordinating events. Sponsored tercentennial fireworks at Mansfield Hollow State Park, which were well attended and well received by the community. Planning continues for tercentennial ball to be held at the Rome Ballroom on the UConn campus.
17. Mansfield Downtown Partnership – continue to assist Partnership with the preparation of the municipal development plan for Storrs Center, and other related tasks.
18. Purchase of Triple Combination Pumpers – approved the replacement of engine tank 117 using the funding plan proposed by the Director of Finance and authorized staff to borrow up to \$325,000 to be applied toward the purchase of two triple combination pumpers.
19. Recruiting – conducted recruitment and filled open positions of Head Lifeguard, Health and Fitness Director, Health and Fitness Specialist, Part-time Secretary, Receptionist and Senior Services Coordinator.
20. Small Cities Grant Closeout – Housing Rehabilitation - closed out the 1997 Housing Rehabilitation Grant.

21. Solid Waste Regulations Changes – Commercial Bulky Waste – held a public hearing to solicit public comment regarding the proposed amendment to the Mansfield Solid Waste Regulations and later adopted the amendments.
22. Underage Drinking, University Spring Weekend and President Austin's Task Force on Substance Abuse – carried this issue as a recurring agenda item, and worked on various strategies to address underage drinking.
23. Wildlife Incentives Program (WHIP) for Mt. Hope Park, Eagleville Preserve, Fifty-foot Cliff Preserve and Old Spring Hill Field - submitted formal proposals to include Mt. Hope Park, Eagleville Preserve, Fifty-foot Cliff Preserve and Old Spring Hill Field within the Natural Resources Conservation Service's Wildlife Habitat Incentives Program.

Plans for Next Quarter

1. Annual Report – prepare Fiscal Year 2002/03 Annual Report for distribution to the Council and the community.
2. Community Center – continue to support the project building committee to complete construction and open the Center. Fill remaining staff positions.
3. Connecticut Conference of Municipalities (CCM) 2004 State Legislative Program – continue participation in 2004 Legislative Program.
4. Emergency Services Operations and Management Improvement Project – continue work with management team according to project action plan. Primary focus on volunteer retention and recruitment, particularly the proposed Length of Service Awards Program, and ambulance utilization. Will also begin to examine options for consolidation.
5. Employee Classification and Compensation Study – continue work to update the town's employee classification plan. The town has budgeted funds for the study under the Capital Projects Fund.
6. Employee Health Insurance Renewal – work with consultant to negotiate 2004 renewal with health insurance provider. Conduct additional open enrollment period to allow employees to transfer to less expensive plan.
7. Financial Statements Dated September 30, 2003 – complete and submit updated Financial Statements to the Council.

8. Labor Relations – continue collective bargaining with Uniformed Professional Fire Fighters Association of Connecticut.
9. Mansfield Downtown Partnership – continue to assist Partnership with the preparation of the municipal development plan for Storrs Center, and other related tasks.
10. Ordinance Regulating Possession of Alcohol by Persons Under 21 Years of Age – draft a proposed ordinance regulating the possession of alcohol by persons less than 21 years of age, for review by Town Council.
11. Ordinance – Fee Waiver Program – complete revisions to the fee waiver ordinance to add Community Center programs.
12. Personnel Rules and Policies – update personnel rules for nonunion staff as well as personnel policies for all employees.
13. Student Rental Properties – work in consultation with staff and Town Attorney to develop strategies to manage nuisances and public disturbances associated with student rental properties.
14. Town Council Orientation – provide an orientation to the new Town Council and identify Council goals for the new term.
15. Underage Drinking, University Spring Weekend and President Austin’s Task Force on Substance Abuse – carry this issue as a recurring agenda item, and work with Town/University Relations Subcommittee to develop strategies to implement task force recommendations.

FISCAL YEAR 2003/04

Employees Hired

<u>Date</u>	<u>Position</u>	<u>Applications</u>	<u>Tested</u>	<u>Name</u>
7/23/03	Health and Fitness Director	19	8	Robin O'Brien
8/05/03	Part-time Secretary	47	30	Claudia Spinella
8/11/03	Part-time Secretary	47	30	Beth Spinner
9/8/03	Health and Fitness Specialist	26	8	Michael D'Alfonso
9/08/03	Senior Services Coordinator	38	12	Patricia Hope
9/2/03	Head Lifeguard	37	8	Sharon Glasson
10/6/03	Head Lifeguard		4	Eric Lopez
10/06/03	Maintainer	104	25	Tony Noel
10/14/03	Maintainer	104	25	Dave Flaherty
10/14/03	Maintainer	104	25	Paul Thomson
10/14/03	Receptionist	103	20	William Callahan

MANSFIELD LIBRARY
QUARTERLY REPORT: JULY AUGUST SEPTEMBER 2003

I. Summary of Major Activities and/or Highlights

- ❖ Six hundred and fifty-five children/caregivers participated in afternoon programs during July and August. Activities included special performers, storytelling and craft activities.
- ❖ Fought back budget cuts with new partnerships: the Mansfield General Store provided ice cream coupons, Jorgenson Auditorium provided gift certificates and the Thread City Tides provided game tickets as incentives for our children's summer reading program.

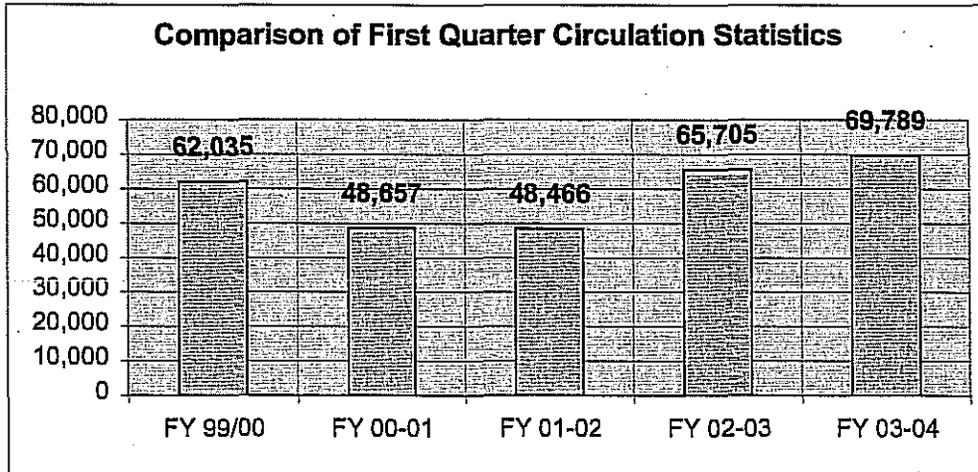
II. Review of Quarterly Operations

A. Administrative

- ❖ Technology
 - Continued to work toward resolving issues with the library's network of computers, coordinating tasks between Mansfield's IT staff, Bibliomation staff and library staff.
 - Redesigned the library website to reflect the main design components of the Town website and the online library catalog: we have a new logo that incorporates our hours, address, and phone number, clear links to resources and services based upon feedback from the Mansfield Library Advisory Board.
- ❖ Boards
 - Participated in a Mansfield Public Library Advisory Board meeting (9/11):
 - Programs planned for September
 - Report on Know Your Town Fair attendance
 - Revised policy on Access to Electronic Information is working well
 - Progress on Buchanan Auditorium renovations
 - Effects of budget constraints to date
 - Participated in a Friends of Mansfield Library Board meeting: (9/2)
 - Discussed changes to Book Buying Service procedures
 - Designed Book Buying Service form and posted on web site; designed and posted publicity for Friends of the Mansfield Library book buying requests.
 - Recommended candidate from the Chinese community to serve on the Friends of the Mansfield Library Board.
- ❖ Productivity
 - Scheduled and participated in training, developed procedures and assigned specific responsibilities for using the CARL Acquisitions Module during fiscal year 2003-4.
 - Implemented use of program evaluation forms with librarians to analyze and document programs: efforts to reach target audience, to generate circulation, to meet program objectives and to suggest improvements.
 - Compiled list of building project items that need to be addressed.
 - Conducted meetings with librarians (7/17, 9/17,9/24). Agenda items included:
 - Bibliomation network migration to a new integrated library system vendor
 - Renewal of reference databases
 - Coordination of fall programs, publicity procedures, display schedule
 - Importance of program analysis
 - Upcoming reference interview workshop
 - Online training opportunities provided by Gates Foundation grant (Web Junction)
 - Conducted staff meetings. Agenda items included:
 - Book and/or audio book reviews by staff: The Catalyst, Riot and Remembrance: the Tulsa Race War and Its Legacy, Silent to the Bone, Transistor Radio, Mothers Who Think
 - Mansfield teacher card procedures
 - Using graphical circulation module: problems, solutions, and advantages
 - New book buying service procedures for Friends of Mansfield Library
 - Signing up for appropriate Bibliomation listserv's

- Upcoming programs and ideas for publicity
- ❖ Personnel
 - Kristy Evans interviewed, hired and trained two Library Pages.
 - Completed four work performance evaluations.

B. Circulation



- ❖ **The reduction in hours** (the library is no longer open until 8:00 p.m. on Wednesday and Thursday evenings) has apparently not had a negative effect on circulation: circulation increased 6% this quarter as compared to the same quarter last year. However, hourly circulation statistics indicate that Tuesday evenings, the only evening the library is open until 8:00 p.m., have become busier: circulation of library materials represented 27% of the total circulation as compared to 22% the same quarter last year. Staffing may need adjustment if this trend continues.

C. Collection

- ❖ Displays to promote circulation of library materials during this quarter included: "Summer Reading", "Great Recipe Collections for Summertime Grilling", "Vacation Planning", "Fishing", "Baseball", "Hurricanes", "Home Repairs", "Off to College", "Banned Books", "Home Schooling".
- ❖ Completed analysis and collection maintenance of Children's nonfiction 398 and began 800's.
- ❖ Reviewed approximately 512 volumes for collection maintenance of adult nonfiction 305.42 through 324.
- ❖ Updated "Starting School" booklist and produced bibliography of biographies of interest to children.
- ❖ Completed analysis and collection maintenance of adult nonfiction 324 through 332.024, approximately 250 volumes.
- ❖ Met with members of UConn's Chinese Student Scholar Association to discuss donations of six Chinese language magazines from the Chinese General Consulate in New York.

D. Cooperative Services and Activities

- ❖ Instituted revised intralibrary loan policy and procedures between the public library and Mansfield school libraries.
- ❖ Organized a "Mansfield Public Library Night" at the Thread City Tides baseball game on July 21st; thirty library patrons received free tickets and a child representing the library threw the first pitch.
- ❖ Conducted outreach storytelling programs at Camp Mansfield once a week for six weeks in July and August.
- ❖ Contacted all area preschools in late August and developed outreach schedule for upcoming school year.
- ❖ Promoted public library programs and services at "Open House" nights at Vinton, Goodwin, Southeast and Mansfield Middle schools.
- ❖ Developed a depository book collection at Juniper Hill based on input received from residents;

scheduled and began conducting library outreach programs for residents.

- ❖ Conducted meeting with members of Chinese community to discuss donations, collection development plans, and participation in Chinese Moon Festival activities to promote use of Mansfield Library.

E. Information Services

- ❖ Began analyzing the Kid's Catalog on the Web best stories database and deleted titles this library does not own.
- ❖ Reference questions asked inside the library continued to decrease during this quarter: 28% fewer reference transactions were recorded this quarter as compared to the same quarter last year. This may be due to the decrease in library hours during this quarter: the library was not open on Wednesday and Thursday evenings.
- ❖ Technology
 - Began offering Internet access on Children's Gates computers using Internet card similar to those on adult computers.
 - Peggy Frank used the access to online training provided through the Gates Foundation grant to gain expertise in web page development.
 - In cooperation with the IT Department, tried to resolve problems with Gates server and networking children's games to computers in the children's area.
 - In cooperation with the IT Department, tried to resolve problems with the public's ability to access the Internet from computers designated as library catalogs.
 - Continued to document responses to persistent computing issues.
 - Updated the MapPoint and Encarta reference databases on the six computers provided by the Gates Foundation grant funding.
 - Downloaded patch for Blaster worm and installed it on the six computers provided by the Gates Foundation grant funding.
- ❖ Continued production of monthly library newsletter for distribution within the library, the Town Clerk's office, the Senior Center, medical offices, daycare/preschool centers, and other community locations. Articles included annotations of new reference titles, promotion of library programs for children, adults and teens, and discussion of the capabilities of one of our subscription reference databases that can be accessed by Mansfield residents with public library cards.
- ❖ Continued to update community information within the library as well as library's website, including the community calendar of events for children and Licensed Early Care and Educational Programs provided by volunteer Becky Lehmann.

F. Programs

Target Age	Attendance	Programs/Visits
0 - 2 years	429	8
3 - 5 years	933	25
6 - 13 years	1178	48
Teens	44	4
Adults	125	9
All ages	260	4

- ❖ Participation in the children's summer reading program decreased this year as compared to last summer: over 600 children participated during the summer of 2002 and 532 the summer of 2003. Reasons for this decline:
 - Due to budget cuts, printed fewer game sheets and did not send game sheets home with every school child when schools closed for the summer.
 - Due to budget cuts, did not distribute incentives to children in September.
 - Due to budget cuts, the library was not open until 8:00 p.m. on summer evenings

(Wednesday and Thursday).

- ❖ Completed another successful Junior Volunteer program, with 13 volunteers working this summer.
- ❖ Researched and developed series of summer programs for teens: Mehndi Henna Tatooing, Scrapbooking, Jewelry Making, and Tie Dying.
- ❖ Presented programs for 210 students attending summer school classes in Mansfield.
- ❖ Adult programs presented this quarter included book discussion groups, "Scrapbookig", and a perennial plant swap with book and web site displays.

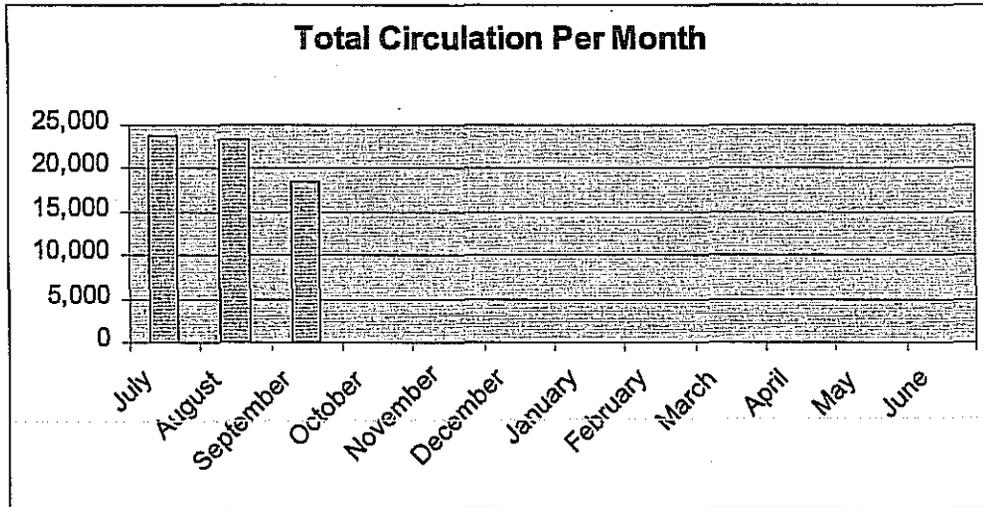
G. Staff Development/Participation in Professional Meetings

- ❖ Workshops:
 - Evans attended the Connecticut Library Association Children's Librarian Roundtable meeting (9/8).
 - Frank participated in training on WinSelect and Emenu software provided by Sharon Clapp of Bibliomation via phone/VNC (8/28).
- ❖ Meetings:
 - Bailey, Evans, Frank and Stoughton attended changes in Vantage Care meeting (7/21).
 - All full time library staff attended Classification Study meetings (9/30)
 - Beausoleil participated in Town of Mansfield Wellness meetings (7/10,8/21,9/10).
- ❖ Bibliomation Meetings/Workshops:
 - Bailey attended a Bibliomation Board meeting (9/25) and chaired a Bibliomation Network Services Committee meeting (9/30).
 - Bailey, Beausoleil, and Lemire participated in Acquisition Module training provided at the library by Bibliomation staff (8/6, 9/29).

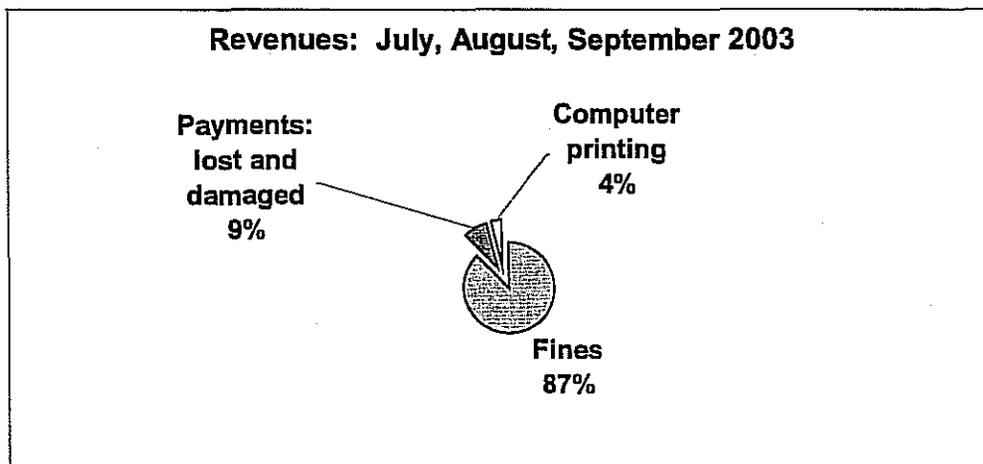
III. Plans for Next Quarter

- ❖ Children's Services and Programs:
 - Schedule, plan and present a special Halloween program, activities to celebrate Children's Book Week, and public library visits from all Mansfield Grade 3 schools.
 - Complete collection analysis and maintenance of children's picture book collection.
 - Present booklists and book recommendations for elementary and middle schoolteachers attending the Positive Intervention for Kids Success in-service workshop.
- ❖ Adult Services and Programs:
 - Plan and implement monthly outreach programs for residents of Juniper Hill.
 - Plan and conduct programs to meet the library interests of adults (ideas include Costume Making Workshop, author visit, wheat weaving).
 - Complete collection analysis and maintenance of adult nonfiction 500's.
- ❖ Technology:
 - Continue to direct the activities of the Bibliomation Network Services Committee, including policy recommendations for anti-virus software.
 - Create online forms for Mansfield residents: Small Program Room/Buchanan Auditorium booking, and library card registrations.
 - Set up Gates content server to network children's educational games and/or reference sources.
- ❖ Using the Public Library Association's Staffing for Results, A Guide to Working Smarter, conduct a workload analysis of the Library Assistant II position.
- ❖ Provide staff training in reference interview techniques and strategies.
- ❖ Complete 2003 annual report for the State Library of Connecticut and submit by November 1, 2003.

IV. Statistical Reports and Charts



Circulation by Age Group & Format This Quarter							
	Adult	Teen	Children	Total	% of total circulation		
					Adult	Children	Teen
Books	17,825	1,504	18,752	38,081	26%	27%	2%2%
Videos	14,503	0	5,389	19,892	21%	8%	0
Audio Books	3,321	0	614	3,935	5%	1%	0
CD's	1,671	0	192	1,863	2%	0%	0
CD-Roms	64	0	314	378	0%	0%	
Magazines	2,074	0	291	2,365	3%	0%	0
Realia	0	0	115	115	0%	0%	0
Misc	1,948	0	0	1,948	3%	N/A	0
In-library Use	1,212	0	0	1,212			0
Total	41,406	1,504	25,667	69,789	59%	37%	2%



PERFORMANCE DATA	THIS QUARTER	SAME QUARTER LAST YEAR	%CHANGE	THIS FY TO DATE	LAST FY TO DATE	%CHANGE	% Of TOTAL CIRCULATION
TOTAL CIRCULATION	69,789	65,705	6%	69,789	65,705	6%	100%
ADULT CIRCULATION	41,406	37,747	10%	41,406	37,747	10%	59%
Fiction Books	10,336	10,729	-4%	10,336	10,729	-4%	15%
Non-fiction Books	7,489	8,253	-9%	7,489	8,253	-9%	11%
Compact Discs	1,671	1,658	1%	1,671	1,658	1%	2%
CD-ROMS	64	48	33%	64	48	33%	0%
Magazines	2,074	1,539	35%	2,074	1,539	35%	3%
Audio Books	3,321	3,516	-6%	3,321	3,516	-6%	5%
Fiction Videocassettes/DVDs	13,717	10,544	30%	13,717	10,544	30%	20%
Nonfiction Videocassettes/DVDs	786	590	33%	786	590	33%	1%
Miscellaneous (Interlibrary loans, honor paperbacks, museum passes, backpacks)	1,948	870	124%	1,948	870	124%	3%
YOUNG ADULT CIRCULATION	1,504	897	68%	1,504	897	68%	2%
CHILDREN'S CIRCULATION	25,667	25,817	-1%	25,667	25,817	-1%	37%
Fiction Books	9,756	10,221	-5%	9,756	10,221	-5%	14%
Non-fiction Books	3,154	3,225	-2%	3,154	3,225	-2%	5%
Picture Books	5,842	6,038	-3%	5,842	6,038	-3%	8%
Compact Discs	192	250	-23%	192	250	-23%	0%
CD-ROMS	314	403	-22%	314	403	-22%	0%
Magazines	291	300	-3%	291	300	-3%	0%
Realia	115	150	-23%	115	150	-23%	0%
Tape Cassettes	614	701	-12%	614	701	-12%	1%
Entertainment Videocassettes/DVDs	5,210	4,445	17%	5,210	4,445	17%	7%
Informational Videocassettes	179	84	113%	179	84	113%	0%
IN-LIBRARY USE	1,212	1,244	-3%	1,212	1,244	-3%	2%

PERFORMANCE DATA	THIS QUARTER	SAME QUARTER LAST YEAR	%CHANGE	THIS FY TO DATE	LAST FY TO DATE	%CHANGE
DAYS OPEN	77	78	-1%	77	78	-1%
TOTAL CIRCULATION	69,789	65,705	6%	69,789	65,705	6%
TOTAL # PROGRAMS	98	95	5%	100	95	5%
Adult	9	26	-65%	9	26	-65%
All	4	0	N/A	3	0	N/A
Children	81	69	22%	84	69	22%
YA	4	0	N/A	4	0	N/A
TOTAL ATTENDANCE	2969	3,224	-33%	335	123	172%
Adult	125	123	2%	125	123	2%
All	260	0	N/A	210	0	N/A
Children	2540	3,101	-43%	1,772	3,101	-43%
YA	44	0	N/A	44	0	N/A
REFERENCE QUESTIONS	564	785	-28%	564	785	-28%
TOTAL MATERIALS ADDED	897	975	-8%	897	975	-8%
Town Purchased	436	722	-40%	436	722	-40%
Friends of the Library Purchased	150	139	8%	150	139	8%
Gifts	311	114	173%	311	114	173%
TOTAL MATERIALS DELETED	481	1,051	-54%	481	1,051	-54%
INTER-LIBRARY LOANS	181	207	-13%	181	207	-13%
From other libraries	127	170	-25%	127	170	-25%
To other libraries	54	37	46%	54	37	46%
CONNECTICARD LOANS	15,146	13,106	16%	15,146	13,106	16%
NEW REGISTRATIONS	367	381	-4%	367	381	-4%
VOLUNTEER HOURS	299	134	123%	299	134	123%
PEOPLE COUNT	30,823	29,070	6%	30,823	29,070	6%

TOWN OF MANSFIELD
OFFICE OF THE BUILDING OFFICIAL



Michael E. Ninteau, Building Official

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3324 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Report

July 1, 2003- September 30, 2003

A) Activity:

- The department continued to issue permits for building activities. A total of 236 permits were issued in the first quarter. In the first quarter of last fiscal year 211 permits were issued. These results indicate an 11% increase in the number of permits issued compared to the first quarter of the last fiscal year. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 596 inspections were conducted during 337 site visits. This reflects an increase of 23% and 22% respectively from last quarter. These numbers reflect the inspections of the Building Official only. (Please see enclosed reports for detailed information.) The department issued (41) forty-one certificates of occupancy for various types of completed projects. This reflects a 7% increase from the last quarter.
- Continued to consolidate property files to one per address.
- Continued to attend required educational training to maintain license.
- Implementing new procedures to reflect additional hours provided to the department as a result of the hiring of a part time secretary for the maintenance department.
- Purchased codebooks for next code cycle scheduled to begin in the late summer 2004.

B) Plans For Next Quarter:

- Work on filing system as follows:
 - A) File backlog of residential plans.
 - B) Post old files with new easy to read labels and continue to consolidate files.
- Explore possibility of accepting debit cards as payment method for building permits.

- Continue normal building department permitting and inspection activities.

C) Open Projects:

- There are (34) thirty-four single-family homes presently under construction. This is a 29% increase from the same period last quarter. The department has (1) one home and (2) two commercial projects currently under plan review. This is a 57% decrease from the same period last quarter. The Community Center project continues to require periodic inspection and the department is involved with consultation on various construction aspects. Commercial construction activity is very active at this time. The condominiums at Freedom Green have (3) three units under construction. Residential remodeling activity remains strong.

D) Other Issues:

- The department's workload continues to grow. The need for additional clerical staff is critical. The hiring of part time help for the Maintenance Department is a step in the right direction but should only be consider a temporary fix. To date, although early in the transition to new staffing levels, the results are not encouraging. My current secretary is struggling to maintain the status quo and has yet to begin any of the necessary long-term projects. The need to maintain accurate records and the demands of the office could easily keep a secretary busy on a full time basis.
- I am presently maintaining the department as the only inspector, however if the workload increases, delivering the proper level of service will become difficult. At this time we are often booking inspections out 48 hours and occasionally 72 hours. This level of service can create scheduling problems for contractors and I have received an increasing number of complaints with regard to delays. We are proceeding at a slow rate to revamp our files. Two major projects have not been started due to staffing levels; plan vault arrangement and updating the house-numbering book.

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-jul-2003 TO 30-sep-3003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Building Permits						

Commercial						
Alteration	3	241,367.00	3,388.00	38.72	.00	3,426.72
New	3	98,000.00	1,372.00	15.68	.00	1,387.68
Total Commercial	6	339,367.00	4,760.00	54.40	.00	4,814.40
Condominium						
Alteration	2	11,900.00	156.00	2.08	.00	158.08
Deck						
Alteration	2	2,700.00	48.00	.64	.00	48.64
New	11	24,425.00	312.00	4.16	.00	316.16
REPLACEMENT	1	2,200.00	36.00	.48	.00	36.48
Total Deck	14	29,325.00	396.00	5.28	.00	401.28
Garage						
Addition	1	12,500.00	156.00	2.08	.00	158.08
Alteration	1	10,500.00	132.00	1.76	.00	133.76
New	2	7,000.00	84.00	1.12	.00	85.12
Total Garage	4	30,000.00	372.00	4.96	.00	376.96
Miscellaneous						
New	1	1,916.48	24.00	.32	.00	24.32
Swimming Pool						
New	1	1,400.00	24.00	.32	.00	24.32
One or Two Family Dwellings						
Addition	12	372,300.00	4,500.00	60.00	.00	4,560.00
Alteration	19	310,461.00	3,848.00	50.40	.00	3,898.40
New	14	2,164,435.70	26,028.00	347.04	.00	26,375.04
Repair	1	2,700.00	36.00	.48	.00	36.48
Siding	4	34,000.00	420.00	5.60	.00	425.60
Total One or Two Family Dwelli	50	2,883,896.70	34,832.00	463.52	.00	35,295.52
Three or more Family Dwelli						
New	1	350,000.00	4,200.00	56.00	.00	4,256.00
Roofing						
Repair	30	175,500.00	2,252.00	29.92	.00	2,281.92

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-jul-2003 TO 30-sep-3003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Detached Utility Shed						
Addition	1	800.00	12.00	.16	.00	12.16
New	9	22,668.47	318.00	4.16	.00	322.16
REPLACEMENT	2	5,055.33	72.00	.96	.00	72.96
Total Detached Utility Shed	12	28,523.80	402.00	5.28	.00	407.28
HOT TUB						
New	1	4,850.00	60.00	.80	.00	60.80
Total Building Permits	122	3,860,627.50	47,478.00	622.88	.00	48,100.88
Demolition Permits						

Commercial						
Demolition	1	10,350.00	132.00	.00	.00	132.00
	1	40,000.00	480.00	.00	.00	480.00
Total Commercial	2	50,350.00	612.00	.00	.00	612.00
Total Demolition Permits	2	50,350.00	612.00	.00	.00	612.00
Electrical Permits						

Commercial						
Alteration	5	14,500.00	182.00	2.40	.00	184.40
Condominium						
Alteration	5	6,200.00	96.00	1.28	.00	97.28
New	1	900.00	12.00	.16	.00	12.16
Total Condominium	6	7,100.00	108.00	1.44	.00	109.44
Garage						
New	1	.00	.00	.00	.00	.00
Swimming Pool						
Alteration	1	700.00	12.00	.16	.00	12.16
One or Two Family Dwellings						
Alteration	22	21,950.00	350.00	4.64	.00	354.64
New	7	1,000.00	24.00	.32	.00	24.32
Repair	1	1,650.00	24.00	.32	.00	24.32

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-jul-2003 TO 30-sep-3003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Total One or Two Family Dwelli	30	24,610.00	398.00	5.28	.00	403.28
Total Electrical Permits	43	46,910.00	700.00	9.28	.00	709.28
Heating And Cooling Permits						

Commercial						
Alteration	3	46,400.00	.00	7.52	.00	7.52
Condominium						
New	2	.00	.00	.00	.00	.00
One or Two Family Dwellings						
Alteration	28	84,747.59	1,164.00	15.52	.00	1,179.52
New	14	850.00	12.00	.16	.00	12.16
Total One or Two Family Dwelli	42	85,597.59	1,176.00	15.68	.00	1,191.68
Total Heating And Cooling Permits	47	131,997.59	1,176.00	23.20	.00	1,199.20
Plumbing Permits						

Commercial						
Alteration	2	4,757.00	84.00	.96	.00	84.96
Condominium						
New	4	.00	.00	.00	.00	.00
One or Two Family Dwellings						
Alteration	3	4,250.00	60.00	.80	.00	60.80
New	8	.00	.00	.00	.00	.00
Total One or Two Family Dwelli	11	4,250.00	60.00	.80	.00	60.80
Total Plumbing Permits	17	9,007.00	144.00	1.76	.00	145.76
Pool Permits						

Swimming Pool						
New	4	13,600.00	180.00	2.40	.00	182.40
Total Pool Permits	4	13,600.00	180.00	2.40	.00	182.40

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-jul-2003 TO 30-sep-3003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Commercial Signs Permits						

Sign						
New	1	4,000.00	56.00	.64	.00	56.64
Total Commercial Signs Permits	1	4,000.00	56.00	.64	.00	56.64
GRAND TOTAL OF FEES & PENALTIES:	236	4,116,492.09	50,346.00	660.16	.00	51,006.16
TOTAL FOR SAME PERIOD LAST YEAR:	0	.00	.00	.00	.00	.00

Monthly Inspection Report

July 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	73	87	87	47
Electrical Inspections	38	63	63	34
Plumbing Inspections	31	35	35	23
Heating Inspections	29	32	32	23
Miscellaneous	9	11	11	2
Total Inspections	180	228	228	129

Submitted By: _____



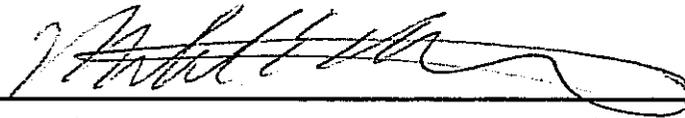
Michael E. Nintean

Monthly Inspection Report

August 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	87	75	162	41
Electrical Inspections	63	40	103	32
Plumbing Inspections	35	29	64	15
Heating Inspections	32	27	59	16
Miscellaneous	11	6	17	6
Total Inspections	228	177	405	110

Submitted By:



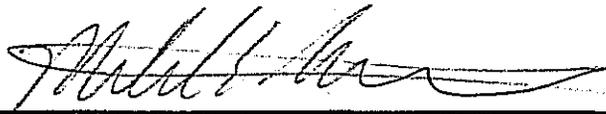
Michael E. Nintean

Monthly Inspection Report

September 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	75	73	235	35
Electrical Inspections	40	46	149	35
Plumbing Inspections	29	34	98	19
Heating Inspections	27	31	90	18
Miscellaneous	6	7	24	6
Total Inspections	177	191	596	113

Submitted By:



Michael E. Nintean



Town of Mansfield

Office of Emergency Services

To: Martin Berliner, Town Manger
From: David J. Dagon, Emergency Services Administrator
Date: November 13, 2003
Subject: Quarterly Report – 3rd Quarter '03

Emergency Services Management

- Two Emergency Services Management meetings were held.
- Continue to process reduced payment to Windham Hospital for Paramedic Services Agreement, payment adjusted based on town population minus all residents living in group quarters. Efforts continue with the MVFC to insure the accuracy of the paramedic billing, patient care reporting is being evaluated.
- A mandatory meeting for all Town firefighters is being scheduled for a date in January '04. The meeting is the result of a previous meeting with EFD and MVFC to evaluate EMS reporting and recordkeeping procedures to identify possible efficiencies. A redesign of the patient run form was completed and the new form has been printed, training on the form will be conducted at the mandatory meeting. In addition, Ann Brierly of CAG will provide instruction on report writing techniques that may allow recovery of a greater percentage of ambulance service fees.
- Following an evaluation of current ambulance billing letters, the Emergency Services Management Committee recommended changes to the billing letters. This particular project has been delayed while CAG re-evaluates several of the "statement" type billing letters that the Management Committee had recommended. As soon as CAG completes its review I will provide letters with cover memo to Manager to inform Council. The effort to expand revenue recovery to include Rescue billing continues.
- Provided CAG with Town EMS revenue recovery information needed to complete the State of CT rate application process. This will be the last year the rate application will need to be submitted as long as the Town agrees to the current practice of charging the rate for service set by the State of CT.
- Efforts to finalize the Length of Service Award Program (LOSAP) with Michael Gergler during this quarter were unsuccessful. However, Mike was prepared to present his findings at the October meeting of the Emergency Services Management Committee.

- Continued research of existing contract language from Combination fire departments to prepare for contract negotiations. Wrote contract language, customized from several sources, for a firefighter/EMT job description, employee wellness program, and alcohol and drug testing program.
- Attended meetings in preparation for the Town's 300th anniversary fireworks display. Coordinated the MVFC standby operations for the fireworks display with Chief Hawthorne and the Fire/Police traffic control effort with Lieutenant Lewis Coemo.
- Accepted plan review and inspection responsibility for the proposed Muslim Center on North Eagleville Road. Conducted plan review and submitted a request for modification to the State Department of Public Safety.
- Met with John Sienkowski, EFD to review status of existing fire department water holes in the Eagleville Fire Department's district. Identified need for a program of dry hydrant installations and seasonal brush clearing and maintenance. Also met with Greg Paddick concerning a subdivision's impact on the continued use of a water hole on the property. Greg insured that the Town would receive rights to access the water hole following the property's development.
- Performed study of fire department call volume as it relates to population. Four communities with population similar in size and development patterns were compared to the Town of Mansfield.
- Attended meeting at Homeland Security office to receive information concerning the Town's receipt of a mass decontamination trailer from the State.

State of Connecticut Department of Homeland Security Equipment Grant Program.

- A supplemental application was submitted on behalf of the Mansfield Volunteer Fire Company and the Eagleville Fire Department.
 - The program provides personnel protective equipment for fire, police, and EMS personnel. The Town is designated to receive 30 sets each for fire and police and 10 sets for EMS personnel. The supplemental allocations raise to 70 the number of total sets of equipment for the fire departments. No supplemental allocation occurred for police as all officers were covered by the first application.

Firefighter physical examinations

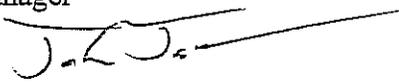
- List of Volunteer firefighters were finally received from the two departments. Attempting to enter information into a data base so that letters can be sent out.

Meetings attended:

Statewide EMS Advisory Board meeting (0)
Statewide Advisory Committee for BioTerrorism Preparedness Planning (1)
State Homeland Security Assessment and Strategy program
Spoke to the Lions Club
Connecticut Fire Chiefs Association (2)
Smallpox planning
Spring Weekend review
MVFC – Monthly Business (3)
EFD – Monthly Business (3)
EFD – Monthly Volunteer meeting (3)
EFD By-Law review committee (3)
EFD/MVFC Truck committee (4)
Tolland Count Mutual Aid (TN) (2)
Attended Eagleville Fire Department's large diameter hose drill



Town of Mansfield Office of the Fire Marshal

To: Martin H. Berliner, Town Manager
From: John Jackman, Fire Marshal 
Date: Wednesday, November 05, 2003
Re: Quarterly Report: July 1, 2003 through September 30, 2003

I. Accomplishments.

1. Assisted with the planning and permitting for the Mansfield 300th Fireworks.
2. Continued to provide assistance to the Eastern Highlands Health District with planning for the Post Event Mass Vaccination Clinic (Small Pox).
3. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
4. Attended a training Finance Department General Ledger Training Program.
5. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
6. Attended one Safety and Wellness Committee meeting.
7. Continued to assist staff with the proposed cell towers at the School Bus Garage and the Town Public Works Garage.
8. Continued to assist users with the new Fire Service Management Software.
9. Met with Department Heads in regard to Hurricane Isabel, and reviewed Mansfield's EOP (Emergency Operations Plan).
10. Met with WINCOG in regard to the updating of Municipal EOPs.
11. Attended a training program for the State Homeland Security Assessment and Strategy Program.
12. Started to collect data for the State Homeland Security Assessment and Strategy Program.
13. Engaged the services of Charter Oak Environmental Services to develop plans and specifications for oil/water separators and holding tanks at both Eagleville Fire Stations. Fieldwork was completed this September, and plans and specifications are expected in the fall.

14. Engaged the services of TelPro Associates to conduct an audit of the telephone systems and equipment in all town buildings and Region 19.
15. Engaged the services of TelPro Associates to review and make recommendations for the repair or replacement of the Region 19 voicemail system.

II. Outstanding Problems.

1. It is expected that all the required annual inspections of existing buildings that are open to the public will be completed. However, buildings located at farms and other smaller storage occupancies have not been inspected.

III. Exception Report.

1. None.

IV. Plans for the Next Quarter.

1. Place a high priority on new construction inspections.
2. Monitor the agreement with the Deputy Fire Marshals.
3. Continue to monitor the computerized fire and emergency medical services incident reporting system.
4. Finalize plans and specifications for oil/water separators and holding tanks at both Eagleville Fire Stations.
5. Review and implement TelPro Associates audit recommendations to control telephone system operating costs.
6. Assist Region 19 with the replacement or repair of the voicemail system.
7. Finalize plans and specifications for the Town's (includes DPW, Fire & EMS, and Emergency Management) communications equipment for the Clover Mill Road Cell Tower.
8. Complete the Homeland Security Assessment and Strategy Program, and submit it to the Federal Department of Security.

V. Staff Changes.

1. None.

VI. Statistical Reports.

1. Fire Marshal Reports (Attached).
2. Issued 11 Open Burning Permits.
3. Two new underground storage tanks were registered.

MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

JULY - 03

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	84	87	87	84	87
FIRE INVESTIGATIONS & EMERGENCY CALLS	2	3	3	2	3
FIRE HAZARD COMPLAINTS	0	1	1	0	1
ABATEMENT ORDER ISSUED	0	0	1	0	1
DAY CARE SCHOOL INSPECTION	1	2	1	1	1
SCHOOL INSPECTION	0	0	0	0	0
LIQUOR CONTROL COMMISSION INSPECTION	0	3	0	0	0
ISSUE BLASTING PERMITS	0	0	0	0	0
PUBLIC HEALTH HOSPITAL INSPECTION	0	0	0	0	0
MEETINGS ATTENDED IN TOWN	0	1	1	0	1
SCHOOL ATTENDED NIGHTS	0	2	0	0	0
PLAN REVIEW	4	6	6	4	6

SUBMITTED BY: _____

John Ja

MONTHLY REPORT

DEPARTMENT

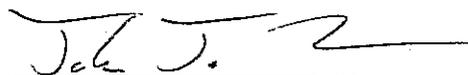
FIRE MARSHAL

REPORT PERIOD ENDING

AUGUST - 03

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	93	84	92	177	179
FIRE INVESTIGATIONS & EMERGENCY CALLS	4	2	1	6	4
FIRE HAZARD COMPLAINTS	2	0	0	2	1
ABATEMENT ORDER ISSUED	1	0	0	1	1
DAY CARE SCHOOL INSPECTION	4	1	4	5	5
SCHOOL INSPECTION	6	0	6	6	6
LIQUOR CONTROL COMMISSION INSPECTION	2	0	2	2	2
ISSUE BLASTING PERMITS	2	0	0	2	0
PUBLIC HEALTH HOSPITAL INSPECTION	1	0	0	1	0
MEETINGS ATTENDED IN TOWN	2	0	4	2	5
SCHOOL ATTENDED NIGHTS	0	0	0	0	0
PLAN REVIEW	7	4	3	11	9

SUBMITTED BY:



MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

SEPTEMBER - 03

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	94	93	81	271	260
FIRE INVESTIGATIONS & EMERGENCY CALLS	4	4	3	10	7
FIRE HAZARD COMPLAINTS	0	2	2	2	3
ABATEMENT ORDER ISSUED	0	1	0	1	1
DAY CARE SCHOOL INSPECTION	2	4	1	7	6
SCHOOL INSPECTION	0	6	0	6	6
LIQUOR CONTROL COMMISSION INSPECTION	4	2	4	6	6
ISSUE BLASTING PERMITS	0	2	0	2	0
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	1	2	1
MEETINGS ATTENDED IN TOWN	3	2	2	5	7
SCHOOL ATTENDED NIGHTS	3	0	2	3	2
PLAN REVIEW	9	7	8	19	17

SUBMITTED BY:

John J. [Signature]

INTER

OFFICE

MEMO

TOWN OF MANSFIELD, FINANCE DEPARTMENT

To: Martin H. Berliner, Town Manager
From: Jeffrey H. Smith, Director of Finance
Subject: First Quarter Narrative Report (September 30, 2003)
Date: October 27, 2003

I. ACCOUNTING, BOOKKEEPING & BUDGETING

1. Accomplishments

- a. Completed all quarterly payroll tax reports for the third quarter of calendar year 2003.
- b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19.
- c. Expanded Direct Deposit of payroll to Savings Bank of Manchester, Liberty Bank and next, our two Credit Unions.
- d. Began payroll deductions for Community Center memberships.
- e. Began processing electronic fund transfers for Community Center memberships via Rectrak and eTreasury systems.
- f. Began processing cash transactions between the Town and Region via eTreasury ACH rather than through check issuance.
- g. Implemented the Wire transfer portion of eTreasury. In addition to being able to do ACH transfers online, we can now do all Wire Transfers as well.
- h. Completed adjusting journal entries and calculated yearend legal transfers for the FY 02/03 closing. Completed Legal and GAAP reporting for FY 02/03.
- i. Hosted the annual audit with Kostin, Ruffkess & Co and assisted with the preparation of the Comprehensive Annual Financial Reports for the Town, Region and Health District, including GASB 34 requirements.

- j. Held General Ledger training for approximately 10 new users.
- k. Prepared the ED001's, ED141's and all other annual reports to the State Dept of Education for the Mansfield Board of Education and for Region 19.
- l. Rewrote the Fixed Asset procedures to account for the change in Capitalization threshold recommended by GASB 34.
- m. Purchased a folder/inserter to increase efficiency and mailing/distributing procedures.
- n. Assisted with the VantageCare retirement health plan setup on EZLink. Wire transferred funds for the pay out of the accumulated sick time for nonunion employees.
- o. Completed the Universal Service fund application for 2003/04.
- p. Began setup of the personal services module in the budget system in preparation for the 2004/2005 budget.

2. Outstanding Problems:

- a. Continuing issues with UCONN water/sewer invoicing.

3. Plans for the next quarter:

- a. Issue all internal and external quarterly reports.
- b. Prepare all quarterly payroll tax reports.
- c. Complete entry of all fixed assets into Creative Solutions Fixed Asset Software.
- d. Prepare remaining schedules, tables and narratives for the CAFR's.
- e. Complete implementation of GASB34 for the 2002/2003 CAFR.
- f. Calculate yearend payroll adjustments for auto usage and for Group Term Life insurance in excess of \$50,000 for calendar year 2003.
- g. Begin 2004/2005 budgeting.
- h. Complete IRS Form 990 for the Mansfield Discovery Depot.

- i. Continue personal services budgeting for 04/05 for the Board, Town and Region.
- j. Prepare Position Control for salary budget adjustments for FY2003/04.
- k. Work with one outside department to do decentralized purchase order entry.

ASSESSOR'S OFFICE

1. 2002/2003 First Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering July 1, 2003 through September 30, 2003. There were 143 sales documents reviewed. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2002 Grand List file.
- b. Completed all sales analysis for the period covering July 1st through September 30th. There were 89 sales in the first quarter. These sales are catalogued for use by the public and begin to form the basis for a pricing schedule to be set in 2004 (the next mandated revaluation year).
- c. The Assessors Office completed the finalized grant request for the Additional Veterans Exemptions. The report was due to OPM by August 1, 2003.
- d. The Assessors Office prepared and mailed out approximately 850 Personal Property Declaration forms for the October 1, 2003 Grand List. Included in this list were forms for Unregistered Motor Vehicles.
- e. Hired G & K Associates to conduct Personal Property Audits on the October 2002 Grand List declarations. G & K was given 200 accounts to audit. Audits will be completed at the end of 2nd quarter to start of 3rd quarter.
- f. Field inspections resumed for permit work and completed new construction. After the new construction inspections are complete we will focus on building permits. The plan is to have all inspections completed by the end of October.
- g. The Assessor Office assisted the Collector of Revenue with questions and problems that resulted from the October 1, 2002 Grand List. Motor Vehicles were the primary source for these questions.
- h. Had meeting with Lon Hulgren, JoAnne Roberts, Ken Such and employees of Fuss & O'Neil to continue to fine tune GIS system. Currently working on leading zero issue.

Once that is complete we will begin to identify parcels currently not identified on the GIS system.

- i. We are on schedule with the Student Work Intern from UCONN. Jonathan has completed the inspections and is in the process of inserting information onto our CAMA System.
- j. The Board of Assessment Appeals met on September 3rd. They reduced assessments in the amount of \$5,280. This equates to \$158.08 in lost tax revenue.

2. 2002/2003 Second Quarter Plans

- a. We will continue to process all property transfers and legal changes to the records.
- b. Field inspections are to continue for permit work and completed new construction. Pro-rates for completed new houses will also continue to be calculated and submitted to the Tax Collector for billing.
- c. Along with the Engineering Department, we will continue to keep abreast of the digitized mapping system situation and assist, where possible, in resolving any further problems, should they arise. Plan to start plotting sales on GIS map when leading zero issue is resolved. This will formulate the basis for neighborhood valuation for 2004 revaluation.
- d. The Assessors Office will continue processing all exemptions (i.e. Veterans, Disability, etc.) for the October 1, 2003 Grand List.
- e. The Assessors Office will process all Personal Property Declarations made by businesses for the October 1, 2003 Grand List. Declarations are due by November 1st each year.

- f. We are waiting for the Regular Motor Vehicle List and Supplemental Motor Vehicle List to arrive from the DMV. A change of format is in effect this year. Normally, DMV sends out the Motor Vehicle Lists on a tape. This year we have to receive this information either through a File Transfer or receive it on a 3480 Cartridge. JoAnn has been notified of the change and she will notify the CAAO Motor Vehicle Committee on our preferred format. We already have been notified there will be a delay in receiving both lists this year. Normally the regular list usually arrives the third week of November to early December and the Supplemental List before that. Approximately 11,000 motor vehicles are on this list.
- g. By statutory requirement, changes to land can only be processed effective for each October 1st. Therefore, the office will review all land changes filed before October 1st for changes to the property record system.
- h. Complete the Grand List as early as possible to have more time to complete the October 2004 revaluation.

3. Problems.

The Municipal Auditors hired by the Town has found a discrepancy between the Town's M-37 report (listing of all reimbursable tax-exempt property from the State of Connecticut) and the Tax-Exempt Grand List. These numbers should match. The discrepancy occurred when the Town of Mansfield did not have the Tax-Exempt properties listed on the CAMA system but instead kept separately on the ADMINS system. Over time the ADMINS system was not maintained thus the discrepancy occurred. I have known about this problem since I started here and have taken steps to correct this problem by hiring the Student Work Study Intern to completely inventory the University of Connecticut. Once the inventory is complete this information will be included on our CAMA system starting with the 2004 revaluation forward. Therefore, this problem will be noticed in our audit over the next several years until audits are completed on the October 2004 Grand List.

III. REVENUE COLLECTORS OFFICE

1. Accomplishments:

Parking Tickets

- a. Kept current Town ticket appeals, payments, correspondence and entry of new tickets.

Refuse/Miscellaneous/Sewer Bills

- b. Billed and collected refuse accounts for the July 2003 quarter. Received weight information from the Public Works Department in order to process the multi family refuse bills. Included instructions for paying by credit card.
- c. Entered and balanced monthly revenues. Processed quarterly billings for Data Processing, Eastern Highland Health District, Vo-Ag and Special Education accounts. Processed all miscellaneous billing requests as received.
- d. Processed and collected the self-pay retiree medical life insurance billings monthly.
- e. Sent delinquent reminder notices and shut off notices for delinquent refuse accounts. Rebilled delinquent miscellaneous accounts.
- f. Billed Willimantic sewer use accounts for the period February 1, 2003 through July 31, 2003.
- g. Reviewed fiscal reports with the auditors.

Taxes

- h. July was a heavy collection month with large daily tax revenues to be balanced and deposited and extensive public contact by telephone and at the counter.
- i. Processed and balanced all certificate of corrections, pro-rated real estate bills, elderly benefit changes and refunds.
- j. Researched new address information for bills returned to the office from the Post Office using the Department of Motor Vehicles on-line look up program, student and staff directories from the University of Connecticut, updated registrar of voter records and local telephone books.
- k. Sent delinquent tax reminders for all unpaid real estate and personal property accounts due July 1, 2003 during August and September 2003. Sent delinquent motor vehicle tax reminders in September 2003.
- l. Worked on completing reports for fiscal year 2002/03 for review by the auditors.
- m. Reviewed bankruptcy filings and filed proof of claims with the Bankruptcy Court when applicable.
- n. A new Pitney Bowes folder/stuffer machine for use by all departments has been delivered and is performing very satisfactorily.
- o. Prepared monthly comparison report for the Director of Finance and Town Manager.

2. Outstanding Problems

- a. There is still one annual audit report that needs to be completed but this is no longer a problem.
- b. The finance clerk position to replace the previous revenue clerk has still not been filled as of September 30, 2003 but I anticipate a new staff member will be in place and being trained within the upcoming quarter.

3. Plans for the Next Quarter:

Parking Tickets

- a. Keep current with deposits, correspondence, and entry of tickets issued by our officers.

Refuse/Miscellaneous/Sewer Bills

- b. Bill and collect single family refuse accounts for the October 2003 quarter. Receive weight information from Public Works Department in order to process the multi family refuse bills.
- c. Enter and balance monthly revenues. Process quarterly billings for Eastern Highland Health District and other related departments. Process miscellaneous billing requests when received.
- d. Process and collect the self-pay retiree medical and life insurance billings monthly.
- e. Send delinquent reminder, shut off and lien notices for unpaid refuse accounts. Rebill delinquent miscellaneous accounts.
- f. Rebill all outstanding Willimantic sewer use bills for the February 1, through July 31, 2003 period and lien all outstanding sewer use bills for the August 1, 2002 through January 31, 2003 period.

Taxes

- g. Continue to process all payments, certificate of corrections, refunds and print daily and monthly balancing reports for these activities.
- h. Send delinquent tax notices during November and December for all delinquent real estate, personal property, and motor vehicle accounts.
- i. Review new legislation passed during special session in June 2003 which requires all Connecticut municipalities to pay 50 cents per record reported as delinquent to the Department of Motor Vehicles and the subsequent enabling legislation which allows the governing body of the municipality to authorize a charge of \$5.00 per person at the time the tax is ultimately collected. It is expected that

there will be another special session which would further impact this new legislation in October 2003, if it does remain as passed in June 2003 I will prepare a recommendation for review by the Director of Finance and Town Manager that Town Council approve the \$5.00 per person charge.

- j. Finish all reports for the 2002/03 fiscal folder and prepare copies as required by law to be filed with the Town Clerk.
- k. Balance the supplemental motor vehicle levy when the accounts have been turned over to the Collector of Revenue's Office by the Assessor's Office. A memorandum from the Department of Motor Vehicles in September 2003 addressed to Connecticut Assessors and Tax Collectors indicated that the supplemental listing would be sent later than usual to all municipalities this year. Print and mail the Supplemental Motor Vehicle Bills by the end of December 2003.
- l. Interview applicants to fill the finance clerk position. Begin training new staff member. Fill out job classification survey for the finance clerk, assistant to the collector of revenue and the collector of revenue positions for review by the Director of Finance and Town Manager's Office.
- m. Prepare Elderly Freeze Report and submit to the State of Connecticut Office of Policy and Management by December 31, 2003.
- n. Prepare legal notice for taxes due January 1, 2004.
- o. Update top delinquent outstanding real estate accounts to review with the Director of Finance and Town Manager.

IV. DATA PROCESSING

1. Alpha – ADMINS

- a. Assessor's Office – Installed updates to the new PC Sketch software package on all staff PCs in the Assessor's Office. The software is still being tested and many fixes have been made. Assisted with "top taxpayer" report.
- b. MBOE Attendance – Reviewed annual end of year commands BOE personnel
- c. Town Clerk – installed terminal in the Vault for research access.

2. LAN/WAN

- a. Created over 30 new user accounts for new Mansfield Board of Ed Employees, 13 new user accounts for new Town Employees
- b. Web-based Paging – Reinstalled paging software and changed the manner in which pages are being sent. This seems to have corrected any problems that were affecting the software and we have received no complaints about it not being available.
- c. EHHD - Provided approx. 5 hours technical support.

- d. Reg 19 – provided approx 71 hours technical support.
- e. Mansfield Public Library – Reviewed outstanding issues at the Library.
- f. Support Calls:

	July - Sept 2003	Apr - June 2003	Jan - Mar 2003	Oct - Dec 2002	July - Sept 2002
ADMINS related	29	22	24	21	13
Hardware	37	47	52	53	23
Software	101	88	93	100	31
General Support	75	72	77	89	30
System Administration	90	129	113	65	56
Total Support Calls:	332	358	359	328	153

3. Other

- a. Prepared quarterly billing for Coventry
- b. Analyzed expenditures for the 2002/2003 FY for the 833 and Information Technology General Fund budgets.
- c. Continued making content and minor layout modifications to the newly designed Town Web site. During the quarter ending September 2003 IT staff posted 59 agendas or minutes for various Boards, Agencies and Commissions.
- d. During this reporting quarter, staff responded to over 232 requests for use of the meeting rooms at Town Hall from members of the public and Town staff.

4. Plans for the Next Quarter

- a. Prepare performance evaluation for staff member.
- b. Install the Gates Foundation "content server" for Mansfield Public Library
- c. Install new copiers as network printers as the Finance Dept purchases them; the MCC will have 6 network copiers delivered shortly.
- d. Work with CCR Pyramid to work on the update to the Town's 5 year strategic technology plan.

IV.

QUARTERLY REPORT – TOWN PLANNER
July 1, 2003 – September 30, 2003

Accomplishments

- Assisted the PZC with its review of pending applications and other land use issues. During this quarter, the Town Planner helped the PZC review seven (7) new special permit applications, three (3) new subdivision applications, involving eight (8) lots, one (1) Town Council referral, and seven (7) modification or bonding issues.
 - Continued to work with UConn's Landscape Architecture program on Mansfield's Lands of Unique Value study. The project is expected to be completed by the end of November.
 - Assisted other Town officials with the Downtown Partnership project and an ongoing consultant study to prepare a Municipal Development Plan for the Storrs Downtown project.
 - Continued work with the PZC Regulatory Review Committee on potential revisions to the Zoning and Subdivision Regulations. A Public Hearing on proposed revisions is expected in the next quarter.
 - Coordinated the Town's review of proposed telecommunication towers along Route 44 in Mansfield, on Town property adjacent to the Public Works Garage and at a potential site in Ashford.
 - During this quarter, the Planner spent considerable time working on various UConn development projects and studies, including an ongoing update of UConn's core campus and Agricultural campus Master Plans, an ongoing aquatic habitat study of the Fenton River and UConn well fields, an analysis of alternative locations for UConn's new hazardous materials storage facility and a planned energy co-generation facility.
-

Outstanding Problems – No outstanding problems were encountered during this quarter.

Exceptions – No new budgetary exceptions arose during this period.

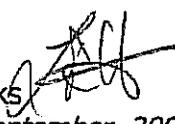
Plans for Next Quarter Include:

- Coordinating and assisting the Planning and Zoning Commission with the ongoing efforts to update Mansfield's Plan of Conservation and Development and to implement appropriate revisions to the Zoning and Subdivision Regulations.
- Assisting the Town Manager and other Town officials with various ongoing Town projects and consultant studies, including the Lands of Unique Value Study, the Downtown Master Plan Study and various elements of Mansfield's Open Space Acquisition and Management program.
- Assisting Town officials with the review of proposed telecommunication towers, water supply issues and the ongoing monitoring of active UConn construction projects, ongoing well field and hazardous materials storage facility studies and the university's Master Plan update.

Staff Changes – None

Statistical Report – During this period, the Town Planner attended twelve (12) meetings with Town boards, commissions and subcommittees.

TOWN OF MANSFIELD
MEMORANDUM
11/4/03

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works 
RE: DPW Quarterly Report: July, August, September, 2003

I ACCOMPLISHMENTS

A. Administrative

1. Prepared bid specifications for the Town's multi-family refuse collection contract; bids received on October 15th.
2. Excluded commercial bulky waste at the transfer station on September 1st; monitored transition to determine if bulky waste fees are adequate.
3. Conducted final public meetings on staff's proposal to use pre-paid bags for single-family refuse collection.
4. Continued business recycling assistance, work in the schools.
5. Coordinated a rural major collector grant application through WinCOG for resurfacing lower Clover Mill Road.
6. Continued work to close-out the Mansfield Center streetscape grant – worked between the DOT (funding agency) and the contractor to resolve differences in plant sizes.
7. Continued efforts to update electronic Assessor's maps - - sent new database copy to consultant for a final mismatch report.
8. Coordinated efforts to get undergraduate and graduate student approval of the WRTD fare free program.
9. Presented the results of the Town's weight-based multi-family collection system to the APWA National meeting in August.
10. Continued right-of-way mapping and acquisition efforts for Maple Road reconstruction and Birch Road bikeway projects.
11. Continued design coordination for Separatist Road bikeway project (plans are again being revised).
12. Renewed Town Garage stormwater permit; sampled runoff for permit reporting requirements.
13. Administered Town's annual road resurfacing efforts.
14. Obtained rights-of-entries for the Mt. Hope Road culvert replacement project; authorized construction to begin.
15. Coordinated/inspected landfill closure efforts.
16. Assisted with Cemetery projects (tree removals, plantings and minor maintenance).

B. Operations

1. Completed curb repairs (mostly winter plow damage).
2. Graded dirt roads
3. Installed new cathodic protection anodes for underground storage tanks at the Town Garage (per DEP requirements).
4. Provided road preparation, traffic control and sweeping for the annual chipseal program.
5. Completed drainage repairs or improvement work on Browns Road, Willowbrook Road, Merrow Road and the Route 32 bus garage.
6. Mowed Town roadsides
7. Completed dry hydrant installation on Dunham Pond Road.
8. Cleaned catch basins with Vac-all
9. Placed new fire pond gate on Crane Hill Road

10. Tree removal and clean up – downed trees on Town properties; Tree plantings
11. Routine requests for service – Signs, guideposts, potholes
12. Continued the battle against beavers blocking road culverts – removed debris and sections of dams, coordinated trapping efforts.
13. Installed oil separator for parking garage discharge of vehicle wash water (DEP requirement).
14. Began screening sand for winter and making repairs to sand boxes.
15. Continued Maple Road drainage project
16. Mowed all turf areas; aerated, overseeded and fertilized selected areas.
17. Maintained school and recreational playing fields (baseball, softball, soccer, field hockey and football).
18. Emptied trash barrels at the Town Garage and all Town recreation areas.
19. Inspected Town play equipment, made repairs, placed special woodchips under playscapes.
20. Made repairs to Rt. 275 sidewalk railing
21. Modified Southeast School composting project enclosure area.
22. Maintained all Town fleet vehicles and equipment
23. Received replacement sewer-flusher/water truck and placed it in service (finally!).
24. Operated refuse and bulky waste transfer station; hauled cardboard to Willimantic Waste Paper, continued with covering bulky waste landfill according to the accepted closing plan.

C. Engineering

1. Coordinated and inspected work on the Plains Road bridge and inspected work on the Mt. Hope Culvert.
2. Received, diagnosed and placed new traffic counters/classifiers into service.
3. Continued work to complete Town waterbodies mapping (for GIS system).
4. Continued work on storm drain inventory map (for GIS system).
5. Staked out grades and lines for landfill closure
6. Investigated Town street line questions, tree ownership. Issued road permits.
7. Completed survey and design for proposed Birch Road/Hunting Lodge Road roundabout.
8. Assisted the Eastern Highlands Health District in preparing map of residential wells in the greater UConn landfill area.
9. Coordinated the annual road striping program
10. Filing and indexing maps; converted Town road map to digital format; prepared and printed aerial photos for residents and Town departments.
11. Quarterly monitoring of test wells near landfill
12. Staff work for PZC, IWA, Conservation Commission and Traffic Authority.
13. Inspected subdivision road construction - new roads off Maple and Fern Roads.

II OUTSTANDING PROBLEMS/EVENTS

- A. The speed table on Hillside Circle was installed too low. We have been unsuccessful in getting the contractor back to raise it. We will not pay for it until it is complete to our satisfaction.
- B. Most folks who came to the last two public hearings on the prepaid bag system proposal thought the base fee (proposed at \$85) should be lower, even if the bags cost more. Staff is working with the solid waste advisory committee to determine if the proposal can be so modified and still work.

- C. Bids received for multi-family refuse collection appear to be such that we can return to volume-based rates at approximately the same level we had three years ago. These proposed rates will be presented to Council in November.
- D. We are having difficulty in resolving the dispute over the size of the plants planted in the Mansfield Center streetscape project. The funding agency insists on reimbursing us for much less than the contractor's actual costs. We are working to get comparative cost data to help resolve this issue.
- E. While the fare-free component of the Willi-bus was funded for this year, its continuance next year is by no means a certainty. We have scheduled a meeting of the participants to discuss information and funding needs.
- F. Right-of-way acquisition for both the Birch Road/Rt. 44 bikeway and the Maple Road reconstruction projects are proceeding but painfully slowly. The federal acquisition process as administered by the DOT is quite cumbersome.
- G. To our surprise, the contractor for the Mt. Hope Road box culvert elected to use real stones on the exterior of the head and wingwalls of the culvert. Consequently, the new culvert will be more aesthetically pleasing than the old one – this on a scenic road!
- H. Due to the lack of summer help and the higher number of rainy days this year, several projects we had scheduled for 2003 will be postponed to 2004. The most notable of these is the parking area improvements at the Southeast field.

III PLANS FOR NEXT QUARTER

- A. Continue to resolve parcel differences and complete the Assessor's map update.
- B. Continue closure of Town landfill
- C. Complete design of Separatist Road bikeway
- D. Complete right-of-way acquisition for Route 44, Birch Road and Maple Road projects.
- E. Prepare Town equipment for winter

IV REPORTS

- A. Completed Service Requests
- B. Work Activity Cost Summary

cc: Grant Meitzler, Assistant Town Engineer
 Timothy M. Webb, Superintendent of Public Works
 Ken Such, Engineering Technician
 Virginia Walton, Recycling Coordinator
 file

3rd Quarter 2003 -- Completed Requests for Service Mansfield DPW

<i>Request #</i>	<i>Rec'd Date</i>	<i>Type of Work Requested</i>	<i>Address</i>	<i>Date Completed</i>	<i>Reviewed By</i>
0200174	3/6/2003	FENCE/GATE WORK	111 Crane Hill Road	8/7/2003	WEBB
0200221	4/14/2003	SWEEPING OF ROADS	414 Woodland Road	7/31/2003	WEBB
0200248	5/6/2003	CURBING INSTALL	73 Chatham Drive	9/15/2003	WEBB
0200305	6/20/2003	DRAINAGE PROBLEM	43 Woods Road	7/10/2003	WEBB
0200308	6/20/2003	DRAINAGE PROBLEM	82 Brookside Lane	8/1/2003	BACON
0200311	5/20/2003	SHOULDER WORK		8/6/2003	WEBB
0200320	7/2/2003	TREE TRIMMING	Gurleyville Road	7/15/2003	WEBB
0200322	7/3/2003	PATCH DIRT ROADS	110 Summit Road	7/31/2003	BACON
0200324	7/7/2003	PATCHING	Dunham Pond Road	7/7/2003	WEBB
0200330	7/9/2003	SWEEPING OF ROADS	Hunting Lodge Road	7/11/2003	GOBIN
0200339	7/15/2003	TREE REMOVAL	85 Old Turnpike Road -E	7/31/2003	WEBB
0200343	7/21/2003	ROADSIDE LITTER	Puddin Lane	7/21/2003	BACON
0200345	7/18/2003	PATCH DIRT ROADS	101 Forest Road (East en	7/18/2003	HEATH
0200346	7/21/2003	TREE REMOVAL	221 Forest Road (East en	7/23/2003	WEBB
0200347	7/23/2003	GUIDE POSTS	110 Summit Road	7/23/2003	BACON
0200348	7/23/2003	GUIDE POSTS	18 Farmstead Road	7/25/2003	BACON
0200351	7/28/2003	WEED, MULCH, ETC.	Wormwood Hill Road	7/28/2003	WEBB
0200353	7/25/2003	GRADE DIRT ROADS	114 Summit Road	7/25/2003	BACON
0200357	7/28/2003	PATCHING	339 Gurleyville Road	8/1/2003	HEATH
0200358	7/28/2003	TREE REMOVAL	32 Summit Road	8/26/2003	WEBB
0200359	7/23/2003	SWEEPING OF ROADS	Old Mill Court	8/4/2003	WEBB
0200372	8/6/2003	SWEEPING OF ROADS	Pleasant Valley Road	8/7/2003	WEBB
0200377	8/8/2003	SIGN WORK		8/7/2003	WEBB
0200382	8/8/2003	SIGN WORK	Old Kent Road	8/7/2003	GOBIN
0200387	8/12/2003	SHOULDER WORK	Gurleyville Road	8/26/2003	WEBB
0200395	8/13/2003	SPRAYING WEEDS/PI, ETC.	Dog Lane	7/25/2003	BACON
0200400	8/19/2003	PATCHING	309 Wormwood Hill Road	8/26/2003	BACON
0200401	8/19/2003	TREE TRIMMING	178 Cedar Swamp Road	8/25/2003	BACON
0200402	8/21/2003	PATCHING	Stone Mill Road - we	8/26/2003	BACON
0200404	8/25/2003	CURBING INSTALL	Jacobs Hill Road	9/15/2003	WEBB
0200405	8/25/2003	REPAIR REC EQUIP	Wildwood Road	8/26/2003	MOONEY
0200407	8/25/2003	PATCHING	Gurleyville Road	8/27/2003	WEBB
0200409	8/25/2003	ROADSIDE LITTER	Bousa Road	9/4/2003	WEBB
0200417	8/26/2003	MOWING ROADSIDE	Browns Road	8/26/2003	WEBB
0200419	8/28/2003	SIGN WORK	Fieldstone Lane	9/2/2003	McPH
0200423	9/9/2003	LAWN REPAIRS, PLOW DAM	77 Ball Hill Road	9/9/2003	WEBB
0200427	9/16/2003	MAILBOX REPAIRS/REPLAC	101 Forest Road (East en	9/16/2003	BACON
0200430	9/16/2003	TREE REMOVAL	18 Thomas Drive	9/17/2003	WEBB
0200437	9/30/2003	TREE REMOVAL	200 Spring Hill Road	9/30/2003	WEBB

162

Mansfield DPW -- Work Totals by Activity -- Wk Mgr Data								
3rd Quarter, 2003 (Jul, Aug, Sep 2003)								
Work Code	Activity	Labor hrs	Labor \$	Equip hrs	Equip \$	Mat'l \$	Total \$	% of total
101	PATCHING	28.5	\$545	14.5	\$215	\$41	\$801	0.2%
102	LEVELING	204.0	\$3,884	213.0	\$5,600	\$4,506	\$13,989	4.2%
103	PAVING	73.5	\$1,506	67.0	\$1,393		\$2,898	0.9%
104	SWEEPING OF ROADS	99.0	\$1,979	109.0	\$2,168		\$4,146	1.2%
105	HAULING SWEEPING'S	99.5	\$1,920	101.5	\$2,964		\$4,884	1.5%
107	DITCH WORK	27.0	\$595	27.0	\$562		\$1,157	0.3%
108	CATCHBASIN CLEANING	143.0	\$2,844	76.5	\$1,683		\$4,527	1.4%
109	PATCH DIRT ROADS	2.0	\$39	2.0	\$18		\$57	0.0%
110	GRADE DIRT ROADS	100.0	\$2,226	99.0	\$2,407		\$4,632	1.4%
111	PAVING PREP WORK	52.0	\$1,051	41.0	\$593	\$18	\$1,662	0.5%
112	SHOULDER WORK	154.5	\$3,137	137.0	\$1,903	\$224	\$5,263	1.6%
113	SIGN WORK	70.0	\$1,387	37.0	\$479	\$494	\$2,360	0.7%
114	DRAINAGE PIPE INSTALL	187.0	\$3,441	160.0	\$2,140	\$1,805	\$7,387	2.2%
115	WATERWAYS CK & CLEAR	179.0	\$3,607	113.0	\$1,547		\$5,154	1.5%
116	ROAD KILL	6.5	\$147	3.3	\$49		\$196	0.1%
117	ROADSIDE LITTER	14.0	\$286	7.0	\$136		\$422	0.1%
118	TRAFFIC CONTROL	130.8	\$2,540	73.0	\$866		\$3,406	1.0%
119	TREE REMOVAL	135.0	\$2,986	112.0	\$2,758		\$5,744	1.7%
120	TREE TRIMMING	59.5	\$1,190	26.0	\$477		\$1,667	0.5%
121	TREE TRIMMING& CHIPPING	6.0	\$125	6.0	\$131		\$256	0.1%
122	CURBING INSTALL	321.0	\$6,583	252.0	\$3,233	\$1,110	\$10,926	3.3%
123	MOWING ROADSIDE	476.8	\$9,233	468.8	\$3,534		\$12,766	3.8%
124	GUIDE POSTS	20.0	\$375	11.0	\$141		\$515	0.2%
129	SANDING	5.0	\$104	5.0	\$159	\$140	\$403	0.1%
136	SCREEN SAND	39.0	\$836	47.5	\$907	\$2,730	\$4,473	1.3%
137	SCREEN LOAM	8.0	\$173				\$173	0.1%
140	ROAD INSPECTION	20.0	\$405	8.0	\$100		\$504	0.2%
146	TEST PITS/ MISC ASSIGN.	360.0	\$7,365	200.0	\$4,273	\$301	\$11,939	3.6%
147	MISC. MATERIAL HAULING	397.3	\$8,068	315.8	\$8,726	\$20,059	\$36,854	11.1%
148	MISC EQUIP. MOVING	16.0	\$321	16.0	\$239		\$560	0.2%
150	CLEAN YARD MISC.	2.0	\$41				\$41	0.0%
152	LAWN REPAIRS, PLOW DAM	9.0	\$166	3.0	\$48	\$35	\$248	0.1%
156	DRY HYD. FIRE PONDS	36.0	\$738	30.0	\$435		\$1,173	0.4%
	<i>road activity subtotal</i>						\$151,184	45.4%
201	SPECIAL GRNDS PROJ	98.0	\$2,002	43.0	\$395	\$230	\$2,627	0.8%
202	BUILDING CLEANUP	22.0	\$420	9.0	\$259		\$678	0.2%
203	BUILDING REPAIRS	60.0	\$1,223	12.0	\$48		\$1,271	0.4%
204	CARPENTRY SHOP	134.0	\$2,685	10.0	\$4		\$2,689	0.8%
205	MOWING	997.5	\$19,392	984.0	\$3,362		\$22,754	6.8%
209	FENCE/GATE WORK	23.0	\$468	10.5	\$164		\$632	0.2%
212	INSTALL/ REMOVE EQUIP	47.0	\$980	8.0	\$71		\$1,051	0.3%
213	REPAIR REC EQUIP	8.0	\$178	2.0	\$18		\$196	0.1%
214	PAINT FIELD LINES	411.0	\$8,642	293.0	\$685	\$2,856	\$12,183	3.7%
215	BASEBALL FIELD PREP	131.0	\$2,644	69.0	\$370	\$90	\$3,103	0.9%
216	OVERSEEDING	16.0	\$337	16.0	\$218		\$554	0.2%
217	FERTILIZING	2.0	\$45	1.0	\$9		\$54	0.0%

20/2

218	AERATING	20.0	\$412	40.0	\$156		\$568	0.2%
219	TRASH RUNS	223.5	\$4,237	133.0	\$1,359		\$5,596	1.7%
220	MOVE TABLES & CHAIRS	18.0	\$357	10.0	\$71		\$428	0.1%
221	MOVE VOTING MACH/SIGNS	24.0	\$489	16.0	\$199		\$689	0.2%
226	BEACH MAINT	13.0	\$280	9.0	\$18		\$298	0.1%
227	PLAYSCAPES	29.0	\$607	5.0	\$52		\$658	0.2%
228	PLAYSCAPE SURFACES	61.0	\$1,249	32.0	\$408	\$256	\$1,913	0.6%
231	SPRAYING WEEDS/PI, ETC.	14.0	\$293	3.0	\$27		\$319	0.1%
	<i>grounds activity subtotal</i>						\$58,261	17.5%
311	SERVICE/REPAIR EQ.	1156.0	\$24,800	6.5	\$184		\$24,984	7.5%
312	TRANSPORT EQ.	24.0	\$509	23.5	\$190		\$700	0.2%
313	RECIEVE MATERIAL	2.0	\$41				\$41	0.0%
315	CLEAN SHOP	2.0	\$46				\$46	0.0%
316	PARTS RUN	60.5	\$1,247	25.5	\$52		\$1,299	0.4%
318	PUMP STATION	18.5	\$402				\$402	0.1%
	<i>equipment activity subtotal</i>						\$27,472	8.3%
410	CASHIER/ GARAGE IN	307.5	\$5,971				\$5,971	1.8%
411	MISC. HAULING	22.5	\$429	22.0	\$719		\$1,149	0.3%
412	LOADING MATERIAL	6.0	\$125	5.5	\$138		\$263	0.1%
413	T.V./COMP PREP.	15.0	\$314	14.0	\$130		\$444	0.1%
414	REFRIG. PREP	7.5	\$158	6.5	\$163		\$320	0.1%
415	CARD BOARD	124.0	\$2,367	135.0	\$4,022		\$6,389	1.9%
416	CLEAN SWAP SHOP	35.0	\$738	17.5	\$429		\$1,167	0.4%
417	CLEAN RECYCLING BLG.	68.5	\$1,362	32.0	\$765		\$2,127	0.6%
418	COMPACT RUBBISH	22.5	\$476	20.0	\$475		\$951	0.3%
419	CHIP BRUSH	42.5	\$888	74.5	\$2,545		\$3,433	1.0%
420	BALLAST/ CAP WORK	11.5	\$237	4.0	\$91		\$328	0.1%
421	HAZARDOUS WASTE WORK	2.0	\$42	2.0	\$18		\$60	0.0%
422	MISC GROUNDS REPAIR	107.0	\$2,065	91.5	\$2,324		\$4,389	1.3%
423	LEAF COMPOSTING	9.5	\$199	8.5	\$213		\$411	0.1%
432	COMPACT BULKY	44.5	\$940	41.0	\$1,025		\$1,965	0.6%
433	BATTERIES	16.0	\$337	0.5	\$16		\$353	0.1%
	<i>wastemgmt activ subtotal</i>						\$29,720	8.9%
XXX	ADMIN WORK \ PAPERWOR	223.0	\$4,877				\$4,877	1.5%
ZZZ	TIME NOT WORKED (VAC/sick)	3023.5	\$61,341	8.0	\$51		\$61,392	18.4%
	<i>time off subtotal</i>						\$66,269	19.9%
	Grand Totals:	11183.8	\$226,692	5025.3	\$71,321	\$34,893	\$332,906	100.0%

**TOWN OF MANSFIELD
DEPARTMENT OF SOCIAL SERVICES**

To: Martin Berliner
From: Kevin Grunwald, Director
Re: Department of Social Services; Quarterly report- 7/1/03-9/30/03
Date: October 31, 2003

I. ADMINISTRATIVE AND ADULT SERVICES

During this quarter the Director of Social Services was involved in the following activities:

- Participated in the selection, hiring and orientation of the new Senior Services Coordinator, and served as the Acting Coordinator during this time period.
- Began development of a Mansfield Community Fund, which will serve as a starting point for the creation of a community foundation.
- Led fund raising efforts for the Special Needs Fund, resulting in contributions of approximately \$4000.
- Continued participation in the Regional Coalition Supporting Youth, soliciting support from the CT Coalition to Stop Underage Drinking in researching the adoption of a local underage drinking ordinance.
- Participated in efforts to address transportation needs of seniors through involvement in the Windham Region Council on Aging.
- Attended the legislative wrap-up of the CT Elder Action Network.
- Completed the annual evaluation of the School Readiness Program.
- Participated in the planning and operation of the annual Senior Center Fall Bazaar.
- Awarded grants for the Youth Services Bureau: 2003-04 and the CT League of Women Voters Community Conversation on Education.
- Serving as a representative of the Town on the E.O. Smith High School State Improvement Grant: Planning for Development of a School-Based Continuum of Behavioral Supports.

Other programs and services delivered through Adult/Administrative services include:

A. School Readiness Program:

- Submitted a grant application to the State Department of Education with three participating centers for \$71,901. This grant will be phased-out over three years awarding 50% of the funding level in the second year and 25% in the last year.

- Preschool, public school staff and early care and education centers staff continue to work toward assuring a smooth transition for children going into kindergarten through Preschool CAN, Connections and Transition Team meetings.
- We are utilizing the existing School Readiness Council to integrate other initiatives focused on young children including Discovery, Community Conversations and the National League of Cities City Challenge.

B. Discovery 2003 Grant:

- We continue working with the UConn Center for Survey Research and Analysis (CSRA) and the Superintendent of Schools on completion of three focus groups and a mail-out survey on the topic of Full Day Kindergarten for Mansfield.
- We are in process of planning sessions for the Community Conversation on November 20, 2003.

C. Adult Services:

- Brief or longer-term counseling and/or referral services were provided to 58 unduplicated clients, through 160 contacts
- Financial assistance was provided to 20 individuals through 26 separate contacts
- Tax assistance was provided through the Elderly and Disabled Tax Relief Program to 75 residents through a total of 94 contacts.
- Emergency assistance was provided to 2 families through a total of 15 contacts.

II. SENIOR SERVICES

A. Senior Center:

- 3975 members visited the Senior Center.
- 60 seniors attended the Independence Day Program.
- 55 seniors attended the Kentucky Fried Chicken Dinner and Dance.
- 30 seniors attended the Salad Daze and Sundaes event.
- 66 seniors attended the Kitchen Klankers luncheon.
- 42 seniors attended the concert by the Bristol Old Tyme Fiddlers.
- A total of 822 meals were served at the Center, and 768 meals were served through the Meals on Wheels program.

B. Special events:

- Presentation on the Mansfield Downtown Partnership.
- AARP 55 Alive Safe Driving Course (25 attendees).
- Presentation by the Access Agency Adult Day Services program.
- Presentation by the Mansfield Center for Nursing and Rehabilitation.
- Annual Apple Harvest Bazaar.

C. Senior Service Social Worker:

- A total of 78 individual clients received services of varying types including counseling, case management, referrals and information, through a total of 130 contacts.
- Collaborated with the UConn Department of Allied Health and Research Studies and Yale University through the Connecticut Collaboration for Fall Prevention.

D. Wellness Center Activities:

- 122 clients received services through 185 contacts.
- 50 participants attended a presentation by the CT Coalition for Fall Prevention.
- 30 participants attended a program on Hydration.
- 25 participants attended a presentation on the UConn Speech and Hearing Clinic.
- An advanced practice nurse through 19 total contacts provided wellness services.
- Podiatry services were provided to 50 individuals.
- 30 clients received services through the VNA East.
- 12 residents were taken on a tour of the Creamery Brook assisted living facility.

III. Youth Services

A. Counseling/Psychiatric Services:

- A total of 164 youth (108 families) received clinical (therapeutic) services for a total of 247 therapy sessions.
- A total of 22 youth received psychiatric services from the consulting psychiatrist.
- A total of 4 clients received crisis management services.

B. COPE:

- COPE groups were not operating during the summer.

C. Other ongoing groups:

- Young Mother's Group, Homework Group, and the accompanying Parent group.

D. Additional Activities:

- Met with approximately 500 individuals through the "Know Your Town Fair" and open houses at all three elementary schools.
- 11 campers attended the second week of the Rectory Camp, and \$1800 was raised for 2004 camperships through the Swimathon.
- 30 individuals attended Parent Night for Mansfield Summer Challenge.
- Juniper Hill residents met with Girl Scout Troop #5496.

SOCIAL SERVICES' DEPARTMENT: QUARTERLY REPORT
July 1-September 30, 2003

Service Type	Unduplicated Clients/ Participants	Families (If applicable)	Total Contacts/ Sessions
Counseling, Case Management and Referral	344	108	592
Financial Assistance	20		26
Holiday Assistance			
Crisis Management	4		4
Emergency Assistance		2	15
Tax Assistance	75		94
Special Events	278		7
Senior Center Attendees	3975		
Senior Center Meals	822		
Wellness Visits	122		185
COPE Groups			
Psychiatric Consultations	22		22
Training/ Presentations	105		3

TRENDS/CONCERNS:

- **Economic difficulties seen in earlier requests for annual programs.**
- **Continued lack of access to DSS offices in Uncasville.**
- **Reductions in the SAGA program and medical assistance.**
- **Increase in client co-pays for ConnPace, Husky and the State medical assistance program.**
- **Transportation for seniors.**
- **Interest in Assisted Living options.**

TOWN OF MANSFIELD
TOWN CLERK



JOAN GERDSEN, TOWN CLERK

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

QUARTERLY REPORT-JULY-AUG-SEPT 2003

The following documents were recorded in the Town Clerks office, which this quarter again attests to the business of the office:

Total documents recorded in the land records:

1st Quarter 905
2nd Quarter 1,184
3rd Quarter 1,180

Compared to figures in 2002:

1st Quarter 722
2nd Quarter 877
3rd Quarter 713
4th Quarter 941

Amount of Conveyance taxes received:

7/01/03-9/30/03 \$34,223.09

The following documents were recorded:

Deeds, Executive Deeds, Fiduciary Deeds 7
Quit Claim Deeds 29
Warranty Deeds 72

Mobile Homes 13

Total Number of Instruments: 1,180

Dog Licenses sold until September 30, 2003: 1488 3 Kennels

P.86

Sport Licenses sold: 73

Vital Statistics:

Births of Residents in other towns: 23

Death's in town: 14

Deaths of residences in other towns 12

Marriages performed in town: 21

Marriages of residents performed in other towns: 12

The Town Clerk presented three talks on the Town to the Journalism classes from the University of Connecticut. A business law class had an assignment to find information on trade name certificates. Next year the UConn teacher will be requesting a talk from the Town Clerk on how to research land deeds in the vault.

The dog lists were updated and the various reports given to the animal control department.

Town Clerk and staff assisted political parties in setting up candidates for the November Town election. There were no primaries this September.

AGRICULTURE COMMITTEE

MINUTES OF ~~SEPTEMBER 10~~, 2003 MEETING
October 8

PRESENT: Bill Hopkins, Charlie Galgowski, Al Cyr, Vicky Wetherell.

1. Charlie Galgowski was acting chairman.
2. Minutes of the September 10 meeting was approved.
3. **Update of Plan of Conservation and Development**
The committee reviewed a draft of their suggested changes to text from the Plan's history section concerning agriculture in the last hundred years, and they will forward revised text to the Planning and Zoning Commission.
4. **Farmland Preservation**
The committee discussed UConn's proposal to preserve farmland in the East Campus area. After specific proposals are presented to the public, the committee will forward comments on the proposals to the Town Council.

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
October 30, 2003

Present: Gogarten (chair), Ames, Walton (staff), Hultgren (staff), Squires, Knox, Roberts

The meeting was called to order by Chair Gogarten at 7:32 p.m.

As the September minutes had not been distributed, approval of these minutes was postponed to the November meeting.

Walton reported on the recent environmental purchasing conference she attended in Massachusetts. She obtained some data on less toxic cleaners for Southeast School. She also noted that Massachusetts appears to be well ahead of Connecticut on both this and the green building design fronts.

Walton reported that she handed out 15 coupons for litter bags handed in at the transfer station on the second 2003 rid litter day (Saturday, October 18th). Some discussion of this relatively low figure was held, and the first rid litter day of 2004 was scheduled for April 22nd.

Hultgren reported that since commercial bulky waste was excluded, bulky waste shipped from the transfer station had apparently dropped from 90 - 100 tons per month to about 60 tons per month (a drop of 33%). He said he didn't have the revenue figures for October yet and would continue to monitor bulky waste in and out of the transfer station to determine if fees are adequate to cover costs.

Hultgren said the landfill closure was proceeding with cover material now being purchased and delivered for the first of four sections being covered and seeded.

Staff reported that they are still working on modifying the pre-paid bag proposal to reduce the base fee and possibly phase-in some general tax revenues. This will be discussed at the November meeting.

Staff summarized bids that were received for volume-based multi-family collection. A comparison of the bids and a work-up of the derived fees (by the size of the dumpster) was circulated and discussed. Fees will be very similar to what they were when the volume-based was last used three years ago. Some discussion of some apartments' down-sizing the size of their dumpsters to save money was held. Staff plans to let apartment owners down-size but only to the extent that refuse is not ending up on the ground due to over-filled dumpsters. The next step in the process is for Council to approve the new fees.

A discussion of the changes in the handling/shipping of cardboard at the transfer station was held. Committee members suggested that instructional signs ("remove plastic, styrofoam and packing materials"; "cardboard boxes must be broken down", etc.) be placed near the new roll-off. Hultgren said that he was evaluating the use of a compactor for cardboard as well.

Walton circulated a draft letter to the Downtown Partnership noting again that recycling and green building materials for the proposed project were a concern of the committee. Members' comments were incorporated into the letter.

Walton reported she had contacted Windham Tech to see if they could build public area recycling containers as discussed at the September meeting. Tech was still evaluating this as a project.

Walton said she may be working with Mansfield Discovery Depot to set up a composting project.

Walton asked committee members for suggestions in dealing with E.O. Smith since its recycling efforts are so mediocre. Members volunteered to speak with people they knew at the school or on the Regional Board.

The next meeting was set for November 13th.

The meeting was adjourned at approximately 8:55 p.m.

Respectfully Submitted,



Lon R. Hultgren
Director of Public Works

cc: ✓ Town Manager, Town Clerk, Director of Finance, Virginia Walton, Dan Austin, Knox, Robinson, Squires, file

ADMINISTRATION

- Office break-in: Someone entered the WINCOG offices over Columbus Day weekend and removed the transit administrator’s computer system - CPU, monitor, mouse, and keyboard - very neatly, and without disturbing anything else in the office. There were no signs of forced entry.
- New Position Advertised: We have had several promising responses to our recent advertisement for a regional planner. Screening of the candidates and interviews will begin next week.
- Audit update: Our auditor, Albert Rusilowicz, CPA, has completed WINCOG’s FY 03 audit. There were no findings, and he complemented staff for implementing changes in the bookkeeping system to make it easier for him to generate the reports that he needs. Our indirect rate was 119% (vs. 124% for FY 02). This was due in part to the overhead costs being spread over more grants, and to staff’s using less sick time than budgeted.

Technical Assistance Current Contracts Update:

Technical assistance contracts active in FY 04:

Contract #	Description	Status
<i>Willimantic River Alliance</i>	<i>grant administration</i>	<i>completed</i>
<i>Ashford</i>	<i>POCD assistance</i>	<i>in progress</i>

UPCOMING DATES OF INTEREST

- November 18 3:30 p.m. Second meeting of WINCOG Emergency Planning Work Group at Coventry Town Hall annex
- December 5 Next WINCOG Meeting (tentatively scheduled for Mansfield’s new Community Center)

TRANSPORTATION

- ConnDOT’s Long Range Plan process: At ConnDOT’s request, we added to WINCOG’s website a link to ConnDOT’s site as an avenue for further information on the department’s long range planning process and for increased public participation.
- UPWP Progress Report: The required quarterly progress report to ConnDOT, FHWA, and FTA for work under our Unified Planning Work Program was prepared and submitted.
- Section 5310 Vehicle grants: Once again WINCOG is working with ConnDOT to make grants available to municipalities and nonprofit organizations for the purchase of handicapped accessible vehicles. Funding from the 5310 program will cover 80% of the vehicle cost, up to a maximum of \$35,000. Applications from entities in the Windham Region are to be submitted to both WINCOG and ConnDOT, and WINCOG is asked to prioritize those applications. WINCOG has sent notice of this grant to each town, and has sent full application packages to organizations that had previously expressed an interest in applying. Please contact our office if you would like an application package. The application deadline is January 26.
- Accident Data (TASR): We have received from ConnDOT the Traffic Accident Surveillance Report covering the years 1999 - 2001. ConnDOT is no longer providing a “SLOSSS” report (Suggested List of Surveillance Study Sites), which focuses on the high accident locations for the region. WINCOG staff have generated an “unofficial SLOSSS” from the data in the TASR, and it will be provided to you at today’s meeting.
- New Route 32 Service to the Mohegan Sun Casino: Regular service on this route began in mid-October.
- Vehicle Storage Facility Feasibility Study: WINCOG has finally received the go-ahead to spend FTA FY 04 funds. This means that we can immediately advertise for consulting services to undertake the referenced feasibility study.

LAND USE PLANNING

- Regional Planning Commission: At their November 5th meeting, the Regional Planning Commission reviewed and responded to the following referrals:
 - a. #03-10-14-LN: Lebanon: A proposal to modify the zoning regulations pertaining to easements. **Conformance to Regional Plan. No intermunicipal impacts.**
 - b. #03-10-17-CR: Colchester: A proposal to modify the maximum impervious lot coverage and building height in several districts; to modify the allowable and special permit uses in several districts; and to allow flag lots under certain circumstances. **No intermunicipal impacts.**
 - c. #03-10-23-CY: Coventry: A proposal to modify the definition of Senior Housing. **No intermunicipal impacts.**
 - d. The referral committee submitted testimony to the Sprague Zoning Board of Appeals regarding a variance application for a rock crusher near the Shetucket River. The crusher is part of proposed gravel operation in Sprague’s Natural Resource Protection Zone. The project could potentially impact the river as well as the towns of Scotland, Windham, and Franklin. **Potential intermunicipal impacts.**
- Scotland Plan of Conservation and Development: The Scotland Planning and Zoning Commission expects to act on the document at their next meeting on November 19th.
- Ashford Plan of Conservation and Development: The Ashford PoCD subcommittee recently drafted a public opinion survey to assist in the development of the goals and objectives for the plan. The four page survey will be mailed as soon as possible.
- State Conservation and Development Policies Plan Update: OPM is still hoping to have a draft of the plan text available for review by December. They will have a 30 day review period prior to the opening of several regional public hearings in January.

EMERGENCY PLANNING GRANT UPDATES

- Emergency Operating Plans (EOP) and CERT – FEMA Funding through OEM: The first meeting of WINCOG’s regional emergency planning work group was held on October 14 at the Coventry Town Hall annex. Sixteen people attended, representing five municipalities, Windham Hospital, American Red Cross, two health districts, CADH, OEM, and Tectonic Engineering (consultant). City of Norwich Fire Chief Jim Walsh described the CERRIT program (Connecticut Eastern Regional Response Integrated Team), which includes Norwich, Willimantic, and UConn participants. One issue raised was how best to join with NECCOG for the two-region bioterrorism plan that will be prepared through DPH. This workgroup will meet again on November 18.

In a related matter, staff have coordinated with OEM, DPS/Homeland Security, and municipal points of contact for the Statewide Homeland Security Assessment now underway. The deadline for this assessment has been extended from October 31 to November 14, because of difficulties with the on-line data input system. While it is not necessary for each town to participate in this assessment, **it is likely that a town’s future funding for emergency equipment, training, and for emergency planning will depend on needs identified in the assessment.** We urge you to take this seriously. And if you believe that there is a need for emergency planning on a regional level, be sure to identify that need in the assessment.

- Bioterrorism Planning – federal funding through DPH: Your director continues to serve on DPH’s Focus Area A (bioterrorism terrorism planning) workgroup, representing the state’s regional planning organizations. Much time and effort is being spent on how to integrate the regional bioterrorism planning process with the municipal EOP updates.
- Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through DEP: We have received the final contract from DEP and signatures are in progress. We are in the process of hiring an additional staff person to work on this project as well as on cP.9 2 regional projects in progress.

CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests from: 1 town staff, 3 non-profit organization, and 2 businesses. Staff also provided census data for downtown Willimantic area to the parking subcommittee of the town’s Ad Hoc Economic Development Committee.

LOCAL ASSISTANCE

- Ashford* - Worked on Town POCD under contract.
- Windham* - Continued to participate on Windham Ad Hoc Economic Development Committee.
- Provided information on CEDS to consultant preparing grant application for Windham.
- Participated in meetings of parking subcommittee of Ad Hoc Econ. Dev. Committee.
- Provided census data and photos to parking subcommittee.
- Provided information on crime statistics to Willimantic resident.
- All Towns* - Processed statutory referrals from or affecting various member towns (see Planning, above)
- Provided follow-up information and coordination regarding upcoming statewide homeland security assessment.

OTHER ASSISTANCE

- Provided meeting space for Willimantic Public Library board meeting.

MEETINGS

- Oct. 3 - WINCOG Meeting (BB, JB)
- Coordination meeting for Windham Region Assessment “points of contact” (BB)
- 7 - With Tectonic Engineering (consultants) / Wethersfield (BB)
- ConnDOT coordination meeting for RPO Directors / Rocky Hill (BB)
- 8 - Willimantic Parking Committee meeting (BB)
- 9 - CERC/Willimantic Grant Presentation (JB)
- New England Association of Regional Councils conference / Mystic (BB)
- 10 - New England Association of Regional Councils conference / Mystic (BB)
- 14 - Windham Region Emergency Planning Workgroup / Coventry (BB)
- 15 - Willimantic Parking Committee meeting (BB)
- RPO coordination meeting for EOP updates. /Rocky Hill (BB)
- Scotland PZC (JB)
- 20 - Workshop on uses of census data
- Ashford Plan of Conservation and Development Committee (JB)
- 21 - DPH Focus Area A (bioterrorism planning) / Middletown (BB)
- CT RDC annual meeting / Uncasville (BB)
- Windham Ad Hoc Economic Development Committee (BB)
- 23 - New England Planning Conference / Hartford (BB, JB)
- 24 - New England Planning Conference/ Hartford (BB, JB)
- Presentation at CT Environmental Action Day / Storrs (JB)
- 29 - Willimantic Parking Committee meeting (BB)
- GVI Livable Communities Seminar Series / Woodstock (JB)
- 30 - CACT (CT Assoc. Community Transit) meeting /Hartford (BB, MP)

-dirreport11-7-03 #56

THIS PAGE LEFT

BLANK

INTENTIONALLY

Transit Administrator's Report - November 5, 2003

- The Budget Addendum for the Facility Feasibility Study has been received from ConnDOT. I am in the process of updating the timelines mentioned in the RFP and it will be ready to be advertised next week.
- Vehicle Status: The trolley is due to complete Altoona testing by the end of November, with delivery now moved to December or January. I am going through all that has been done already to make sure that all FTA requirements either have been or are being met so the trolley can be delivered as soon as it is ready. It is time to pick the color(s) for the trolley; forest green has been the unanimous choice so far.

The oldest of WRTD's buses is out of service right now due to engine failure; the estimate for a reman engine is approximately \$11,000, installed. I am researching the availability of grant money to purchase this engine.

- Rt. 32 Mohegan Sun Service started on October 20, providing 86 rides (1,177 total miles) through the end of the month. Also, a special day trip was provided on Oct. 8 to bring 16 applicants down to the Mohegan Sun for interviews.
- Misc: On October 7, 8, and 10, Natchaug School's first graders rode one of WRTD's buses as part of their social studies unit on transportation. Although they have done this the last two years, this year I made it a little more realistic in that the each had a bus pass to use to board the bus so they could see that you don't just get on and take a seat like you do on a school bus. The feedback from the teachers and students was very positive.
- On October 26, WRTD contracted with Dial-A-Ride to provide shuttle service between Jonathan's at Bridge Street Plaza and the Railroad Museum for people attending the museum's Golden Spike ceremony in honor of the completion of their inside track.
- WRTD has received a request from a representative of Poetic Journeys, part of the Creative Writing Program at UCONN. Poetic Journeys features poems written by students, faculty and staff on placards designed by students in the University's design center. They would like to post this poetry on buses in the Windham region, much the same as MTA New York City Transit's Poetry in Motion series or London's Poems on the Underground. Obviously the transit district would reserve the right to refuse any poems of a controversial nature.
- Draft copies of WRTD's audit report for FY03 were delivered today and are available for review.

Meetings attended:

- Oct. 1 - 2: American Public Transportation Annual Meeting, Salt Lake City, UT
- Oct. 6: Natchaug School, Willimantic
- Oct. 10: Colin Johnson, Arrow/Peter Pan, Waterford
- Oct. 16: Eastern CT Transportation Consortium, New London
- Oct. 24: Workforce Investment Board, Norwich

Respectfully submitted,

Melinda Perkins
Transit Administrator

THIS PAGE LEFT

BLANK

INTENTIONALLY

**WINDHAM REGION COUNCIL OF GOVERNMENTS
MINUTES
October 3, 2003**

A regular meeting of WINCOG was held on October 3, 2003 at the Windham Town Hall, 979 Main Street, Willimantic, CT. Chairman Michael Paulhus called the meeting to order at 8:35 a.m.

Voting COG Members Present: Adel Urban, Columbia; John Elsesser, Coventry (alt.); Margaret Haraghey, Hampton; Dan McGuire, Lebanon; Martin Berliner, Mansfield (alt.); and Michael Paulhus, Windham.

Staff Present: Barbara Buddington, Jana Butts.

Others Present: Roger Adams, Windham Region Chamber of Commerce; Jane Dauphinais, Congressman Simmon's Office; Roberta Dwyer, NE Economic Alliance; John Jackman, Town of Mansfield; John Pfeiffer, ECSU student/Chamber of Commerce intern; Dennis Twiss, CT Small Business Development Center.

PUBLIC COMMENT

Ms. Dauphinais invited the council to attend an educational forum titled "No Child Left Behind: Goals and Getting There" with speaker Maria Hernandez Ferrier of the U.S. Department of Education. Congressman Rob Simmons will host the forum to be held on Oct. 9th from 4:30-6 p.m. at the Norwich Ramada.

MINUTES

MOVED by Ms. Urban, SECONDED by Mr. Elsesser, to approve the minutes of the 9/5/03 meeting as submitted. MOTION CARRIED unanimously.

UPDATES

Workforce Investment Area Consolidation: Ms. Urban reported that about 30 people attended the kick-off meeting of the newly incorporated Eastern Connecticut Workforce Investment Board on September 23rd. Presently, the group is looking into a new office space in the Franklin Industrial Park. With Ms. Urban's retirement, a new representative to the CEO advisory council will be needed from the Windham Region. **MOVED by Ms. Urban and SECONDED by Mr. Berliner to designate Michael Paulhus as the next WINCOG representative. MOTION CARRIED unanimously.**

Tourism District Consolidation: Ms. Buddington read a letter from Michelle Bourgeois explaining her decision to leave the Tourism District due to lack of guidance and support from the state in the required process of consolidation with SE CT and the uncertainty of her future role in the consolidated tourism district. In her letter, she reported that the database of contact information formerly maintained by the Northeast CT Visitors District has been forwarded to the appropriate people. The board expressed their displeasure with the consolidation process. Towns recently received a letter calling for representatives to the new board, but were not given enough time to act prior to the first meeting of the new board which had been scheduled for October 1. Ms. Buddington will provide an update on the situation at the next COG meeting.

TRANSPORTATION

STIP amendments: Council members questioned whether WINCOG should act on these projects because Willington is not a member town. **MOVED by Mr. Berliner and SECONDED by Mr. McGuire, that the Board endorse the following amendments: #160-1036 I-84 (EB), Willington., PE 2003 (-\$300,000). New rest area bldg, site imp. - Remove from STIP, change to all state funding; #160-1037 I-84 (WB), Willington., PE 2003 (-\$250,000). New rest area bldg, site imp - Remove from STIP, change to all state funding. MOTION CARRIED UNANIMOUSLY.**

Transit District Report: Ms. Buddington reported that Transit Administrator Melinda Perkins recently attended a week-long American Public Transportation Association conference (APTA) in Salt Lake City. She is expected to replace Karen Graber as a rural transit representative on the APTA board. Ms. Buddington also reported that the pilot WRTD bus service between Willimantic and the Mohegan Sun Casino, initiated by the Eastern CT Transportation Collaborative, has been extremely successful. Testimonials were included in the packet. The Transit Collaborative is now searching for funding sources to expand the program.

DIRECTOR'S REPORT & FEMA / OEM GRANT UPDATES

Ms. Buddington provided a brief update of the four emergency planning grants. Full grant updates are in the October Director's Report. She mentioned that WINCOG staff have coordinated two meetings for the municipal "points of contact" for the statewide homeland security assessment now in progress. The second of these meetings is scheduled to take place immediately after today's WINCOG meeting. Representatives from the Division of Homeland Security will be present to answer questions. An initial meeting of WINCOG's emergency planning work group is scheduled for October 14 at 4 p.m. The director of emergency management from each municipality will be invited to participate in this, as well as representatives from other stakeholder organizations.

Mr. Elsesser expressed concern about the process whereby federal funds pass through to municipalities with unreasonable schedules. He also noted that Coventry was having trouble finding space to store their new emergency equipment. Mr. Berliner noted that his safety departments purchased all the equipment they needed after 9/11/01 and now have more equipment than they really need. Ms. Buddington suggested the possibility of a regional or statewide equipment exchange. Ms. Buddington will forward information regarding local funding for emergency planning to council members.

AGRICULTURAL EXCHANGE PROGRAM

Mr. McGuire provided the Council with an overview of his recent trip to Russia with delegates from the Lebanon agricultural community. Russian officials visited Lebanon in August of this year to tour farms and learn more about American farming methods and technology. In turn, representatives from Lebanon visited several farms in Russia to learn more about their farming practices. Mr. McGuire will host a delegation of Russian farmers in November.

LEGISLATIVE ISSUES

In anticipation of inviting area legislators to WINCOG's December meeting, a discussion of a legislative agenda will be included on the November agenda. COG members should forward their issues to Ms. Buddington before the November meeting.

MEMBERS FORUM

Trivia of the day: Mr. Elsesser noted that a newspaper reported that a man named Robert Rogers revealed Nathan Hale's spy status to British authorities and that his demise was not his own doing as was previously believed. Mr. Boomer, Mr. Paulhus, and Mr. McGuire are incumbents facing opponents in the November elections; Ms. Urban and Mr. Zulick are not running; all other positions are uncontested. Start dates for newly elected officials will vary according to each town's charter.

Ms. Urban reported that Willington joined COST. She also asked about the process for adding turning lanes at the intersection of Rtes. 87 and 66. It was agreed that the project will be considered as part of the next Regional Transportation Plan Update.

ADMINISTRATION

Meeting Dates for 2004*: **MOVED** by Ms. Haraghey and **SECONDED** by Mr. McGuire to approve the meeting dates for 2004 with two alternate dates. **MOTION CARRIED** unanimously.

NEW BUSINESSItems for November 7 Meeting:

Presentation by Scott Gravatt of the Eastern Connecticut Conservation District
Development of legislative agenda. COG members should forward their issues to Ms. Buddington before November.
Mr. Berliner suggested the new Mansfield Community Center as a location for the December meeting.

There being no further business, the meeting adjourned at 9:37 a.m.

Respectfully submitted by Barbara Buddington, staff.

THIS IS NOW A REVISION OF THE EARLIER DRAFT PROVIDED TO THE IWA/PZC PRIOR TO LAST MONDAY'S REVIEW OF THE TAYLOR APPLICATION. THE REVISION IS TO THE REJA ACQUISITIONS PORTION OF THE MINUTES (COURTESY OF PREVIOUS CC SECRETARY EXTRADONIARE THORSON)

Mansfield Conservation Commission
Minutes of the October 15, 2003 Meeting
Conference Room B, Audrey P. Beck Building

Present: Robert Dahn (chairman), Jennifer Kaufman, Quentin Kessel, John Silander, and Robert Thorson.

Absent: Denise Burchsted, Lanse Minkler, and Frank Trainor.

Town Staff: Grant Meitzler

Guests: Rodney Latouche, Mary G. Harper, Rich Miller, Norman Livingston, and Jeff Brown.

1. The meeting was called to order at 7:32 PM.
2. Kaufman moved and Dahn seconded that the minutes of the August 17, 2003 be approved. The motion passed unanimously.
3. Rich Miller reported on several Mansfield/UConn issues:
 - a) Miller discussed the University's ongoing upgrade of the East Campus Master Plan and spoke of looking for "opportunities for development" in the portion of University-owned land between Gurleyville Road, the Old Turnpike and the Fenton River. He noted existing restrictions on the land, including the Farwell Barn and its 25 acres, 400 acres of UConn Forest and 300 acres designated as a direct aquifer recharge area. He noted the University's desire to protect the Fenton River and that the DEP's aquifer protection regulations may finally be acted upon. Kessel informed Miller that the Mansfield Conservation Commission had been corresponding with the DEP with regard to what the CC sees in the proposed aquifer regulations as an illogical over reliance upon solid blue lines on USGS topographical maps. He distributed copies of a 10/4/00 map (draft) by Leggette, Brashears & Graham which excludes a large portion of the East Campus from direct aquifer recharge area protection because it is drained by a perennial stream (portrayed by a solid blue line on the USGS maps). This is in spite of the fact that the perennial stream in question disappears into the stratified drift of the Fenton River aquifer during dry periods, contributing at least as much water to the aquifer as the adjacent area designated as a direct recharge area does.

The University held a public forum regarding their East Campus Master Plan in September and the will compile the results for transmission to JJR consultants. A follow-up public meeting with JJR representatives present will be held on November 6, 2003.

Thorson moved and Silander seconded that the University should be commended for their intent to formulate a conservation plan for incorporation into the University's Master Plan. The motion passed unanimously.

b) Miller reported on the University's efforts to improve the health and appearances of the two ponds, Mirror Lake and Duck Pond/Swan Lake, on the campus. They have engaged a consultant to plan for the long range health of the lakes and hired another firm to chemically treat the water to avoid excessive growth of algae and duckweed.

c) The University has hired SEA Consultants, Inc., to make a comparative site study for their hazardous waste site. This is essentially a transfer station for hazardous waste with nothing "in residence" for more than 90 days. The consultant will make a comparative study of the present Horsebarn Hill site and a site in the area of the sewage treatment plant. Kessel asked if it was predetermined that it would be one of these two locations or if others, such as the Central Warehouse, would be considered. He noted that University's the Environmental Health and Safety Department had expressed a preference for the warehouse. Miller indicated that the warehouse had not been eliminated as a site. He reported that an advisory committee had been selected and met on 9/30. It includes CC member Kaufman, but not in here role as a CC member, but as a resident of the part of Mansfield that might be affected by the treatment plant site. He reported that the Connecticut Fund for the Environment had declined to participate on the advisory committee.

d) Miller reported that the University is awaiting a DEP decision on their final plan to cap the UConn landfill and went on to describe their proposed cogeneration plant which will be located adjacent to the present heating plant and will have an exhaust stack that will be 175 feet high (the present stacks are 125 feet high). It will have a capability of generating just under 25 MW of power (higher than 25 MW would trigger a more extensive permitting process).

4. PZC file # 1214 - Reja Acquisitions (Smith Farm Development, Phase I) Coventry Road. The CC was still unable to satisfactorily review this subdivision application. The CC still does not have a copy of the wetlands report for this and the maps distributed to CC members were very difficult to read and interpret (for example, portions of wetland boundaries were not shown on the maps). Importantly, the CC was confounded by four problems involving the maps: (1) The graphic quality of the maps made them difficult to interpret; (2) some of the map units did not follow standard conventions (i.e. open polygons), (3) the most complex part of the wetlands mapping was obscured by the largest text block; and (4) the maps available to us had different dates with different drawings raising the question of what maps the PZC was working from. Furthermore, it was discovered that some of the maps in front of us were not even the current. Three of the guests attended the meeting to comment on this application:

Latouche is concerned about wildlife and drainage onto his property and into his pond which is adjacent to the proposed development. He experienced a significant increase in run-off difficulties after a logging operation approximately 10 years ago and is worried about the development worsening the situation. Thorson asked questions in order to better understand the earlier changes in the hydrology and the potential changes the proposed development might cause.

Livingston added his concerns about the effect on his pond, too, as well as the impact on wildlife. He listed fishers among the wildlife he has observed there.

Brown, whose land will be surrounded on three sides by the development, pointed out the existence of several vernal pools (not indicated on the maps) whose residents may be expected to be severely affected. He has also consulted a wetlands specialist who questioned the Reja delineation of the wetlands on the area to be developed. Brown also presented the CC with a copy of a petition signed by more than 30 residents who do not approve of the Smith Farm Development Phase 1 (Attachment #1).

The CC agreed that the collective testimony presented makes it appear the wetlands may have been under represented on the Reja maps. In particular, the answers to Thorson's questions of the visitors suggest that wetlands exist that were not mapped, that the boundaries mapped are too conservative, and that vernal pools likely exist on the Latouche side. The CC expressed appreciation to the guests for commenting on this application and assisting the Town in making a decision on it.

5. Review of last month's decision on W W1229 - Taylor – Hanks Hill Road. Map date 8/27/03. This application was for a three-lot subdivision with a single driveway on an 18.3 acre parcel that the CC voted should have no significant negative impact on the wetlands. Thorson submitted a letter, dated October 15, 2003, in which he pointed out that the CC acted without having been given full information on a significant erosion problem existing on the property (attachment #2). A drainage ditch along the western (UConn) and southern (Harper) boundaries made by a previous owner/developer to drain the property proposed for subdivision is severely eroded. This erosion is cutting away portions of the Harper property and at its terminus it floods and spreads soil on neighboring land during heavy rains. A great deal of silt is also being delivered to and filling the Rocque pond on the opposite side of Hanks Hill Road.

Harper provided the CC with her October 3, 2003 letter (attachment #3) to the IWA expressing concern about the proposed subdivision on the wetlands and discussed these concerns with the CC. She would like to see the new owners take some steps to mitigate the adverse effects of the ditch, which has significantly altered the surrounding landscape.

It was agreed that the CC did not have the technical or legal expertise to suggest either a solution to the problem or to understand the landowner's responsibility to correct the situation before moving forward with his subdivision plans. However, it seems clear that the subdivision plan fails to address this issue adequately, and the CC would like to encourage the IWA and PZC to consider this matter in detail before acting on the application.

6. IWA Referrals.

a) W1233 - Souci/Beland – Baxter Road. Kessel moved and Kaufman seconded that there should be no significant negative impact on the wetlands as long as the sedimentation and erosion controls shown on the map are in place and removed after the site has stabilized. The motion passed unanimously.

b) W1234 - Dodd – Route 44. Kessel moved and Kaufman seconded that there should be no significant negative impact on the wetlands as long as appropriate sedimentation and erosion controls shown on the map are in place and removed after the site has stabilized. The motion passed 4-0 with Thorson abstaining.

c) W1235 - Ouimette/Locke - Birch Road. Kessel moved and Dahn seconded that there should be no significant negative impact on the wetlands as long as appropriate sedimentation and erosion controls shown on the map are in place and removed after the site has stabilized. The motion passed 3-0 with Thorson abstaining and Kaufman recusing herself.

d) W1236 - D&W/Popeleski - Bassetts Bridge Road. Kessel moved and Silander seconded that there should be no significant negative impact if appropriate sedimentation and erosion controls are in place during the construction and removed after the site is stabilized. Additionally the CC asks that the IWA and PZC make every effort to maintain the integrity of the existing stone walls wherever possible. The motion passed 4-0 with Thorson abstaining.

e) W1237 - Trudeau - Mount Hope Road. This application is to build a single family dwelling on an 8 acre lot (1 lot subdivision). Kessel moved and Dahn seconded that there should be no significant negative impact if appropriate sedimentation and erosion controls are in place during the construction and removed after the site has stabilized. The motion passed unanimously.

f) W1238 - Woodland Rd. Dahn moved and Kessel seconded that there should be no significant negative impact if appropriate sedimentation and erosion controls are in place during the construction and removed after the site has stabilized. Additionally the CC asks that the IWA and PZC urge that the existing stone walls and stone foundation be maintained if possible. The motion passed 4-0 with Silander abstaining.

7. The meeting adjourned at 10:40 P.M.

Respectfully submitted,

Quentin Kessel
Secretary

Jennifer S. Kaufman

From: Miller, Rich [Rich.Miller@uconn.edu]
Sent: Wednesday, October 22, 2003 10:17 AM
To: 'Quentin Kessel'; KaufmanJS@MANSFIELDCT.ORG; Wendy A. Parker; ConsCom@MANSFIELDCT.ORG
Subject: RE: correction to CC minutes

I have an important clarification in the portion of the minutes that summarizes my comments: I said that UConn's Master Plan created for the East/Ag Campus in 2000 considered only "opportunities for development" and did not address conservation goals. However, the purpose of the ongoing update is to affirmatively address our land conservation goals, which were previously implied but not stated, and to designate parcels on the East Campus that UConn plans to conserve. Likewise, the purpose of UConn's East Campus Open House, held on Sept. 11, was to share information and solicit public input about these conservation goals and priorities and to discuss existing plans (e.g., UConn's Forest Management Plan for the Fenton Tract) and other current restrictions on development. A follow up public open house event is scheduled for Nov. 6, from 6:30 to 8:30 p.m., at Room 7 in the Bishop Ctr.

I believe it was this description of UConn's more affirmative approach to conservation that resulted in the commission adopting a motion to commend the University.

Thanks,
Rich

-----Original Message-----

From: Quentin Kessel [mailto:kessel@uconnvm.uconn.edu]
Sent: Wednesday, October 22, 2003 9:16 AM
To: KaufmanJS@MANSFIELDCT.ORG; Wendy A. Parker; ConsCom@MANSFIELDCT.ORG
Subject:

Hi Jennifer and Wendy, et al.,

Attached are three sets of minutes.

1. The second draft of the October minutes. It is important that they be recopied for IWA/PZC before the next time they consider the Reja Acquisitions subdivision application.
2. The final draft of the September minutes to be given to the Town Clerk.
3. The August minutes which should be copied for approval at our November meeting.

Regards to all! Quentin

THIS PAGE LEFT

BLANK

INTENTIONALLY

Open Space Preservation Committee
Minutes of October 21, 2003

Members present: Jim Morrow, Jim Hill, Steve Lowry, David Silsbee, Vicki Wetherell.

David Silsbee acted as secretary.

Minutes of the September 16 meeting were accepted with corrections.

Further discussion of the Albino-Micocci property was postponed to allow time to explore options for preserving the important parts of the property at a manageable price.

The Taylor Property on Hanks Hill Road was discussed, and it was concluded the property did not meet town criteria for open space purchase. No recommendation to Town Council was made.

Subdivision plans for the Smith Farms Development were reviewed. The committee had some concern that the trail from Coventry Road to the back of the property might be excessively wet at some times of the year. A simple solution would be to allow trail users to use the adjacent shared driveway for the short distance where this would be a problem. Overall, the committee felt the plan was well thought out and the potential trail connections, especially as planned through the second phase of development, will be valuable additions to the trail system in the area.

The meeting was adjourned at 8:30.

THIS PAGE LEFT

BLANK

INTENTIONALLY

TOWN OF MANSFIELD CORRECTIONAL FACILITY LIAISON COMMITTEE

September 10, 2003

Minutes

Members and Staff Present: Same as DOC Public Safety Committee

I. CALL TO ORDER

Chairwoman Barberet called the meeting to order at 3:31 p.m.

1. Selection of Recorder – Matt Hart volunteered to serve as the recorder for the meeting.
2. Minutes – Ray Gergler made a motion to approve the minutes of May 14, 2003. Wunderly Stauder seconded. The motion passed unanimously.

II. COMMUNICATIONS - none

III. WARDEN'S REPORT AND DISCUSSION

1. Community Outreach – none

Programming Updates – Warden Higgins reported that the facility has recently hired two service chaplains. Richard Pellegrine asked if the chaplains were denominational. The Warden replied that they are, but can coordinate services for all. Bergin has also acquired full-time services of a teacher who was previously shared with Brooklyn, which brings Bergin's educational staff to three teachers and one counselor. In addition, Bergin is waiting on approval to fill retired Counselor Supervisor Sponheimer's position.

The Warden announced that Begin would be completing another GED class, with nine out of sixteen graduating. Nineteen out of twenty completed the previous course. Chairwoman Barberet asked if the school had any volunteers. The school does have volunteers, including two former professors.

Wunderly Stauder inquired about the type of programs the facility offers regarding domestic violence. There are at least three programs available, and staff is looking to continue the counseling after the inmate completes his sentence.

Audrey Barberet asked if there was any change to the facilities, outside or inside. There have been no changes.

Walt Solenski asked if Bergin had a security procedure in place to transport inmates to a local hospital. Guards do travel with the ambulance.

Richard Pellegrine asked if the new community notification system was still in place. The system is operational and functions very well.

Sue Thomas inquired about levels of violence at the facility. The Warden replied that with a level 2 facility, there are few such problems, and the community release program is a huge incentive for good behavior.

IV. OPPORTUNITY FOR PUBLIC TO SPEAK - none

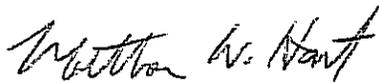
V. OLD BUSINESS - none

VI. NEW BUSINESS -- none

VII. ADJOURNMENT

Chairwoman Barberet adjourned the meeting at 3:50 p.m.

Respectfully submitted,



Matthew W. Hart
Assistant Town Manager

TOWN OF MANSFIELD/DEPARTMENT OF CORRECTION
PUBLIC SAFETY COMMITTEE
WEDNESDAY, September 10, 2003
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING

Minutes

Members Present: A. Barberet, R. Blicher, G. Cole, R. Gergler, C. Lary, R. Pellegrine, Acting Warden Higgins, W. Solenski, W. Stauder, S. Thomas

Members Absent: JC Martin, L. Seretny,

Staff: Major Coletti, M. Hart, Counselor A. Iweka, Deputy Warden Smayda

I. CALL TO ORDER

Chairwoman Barberet called the meeting to order at 3:05 p.m. and welcomed everyone present. Warden Eileen Higgins introduced herself to the committee; she has served as a warden since 1996, and holds a bachelor's and a master's degree in criminal justice. She began her career in counseling and transitioned to management about ten years ago.

1. Matt Hart volunteered to serve as the recorder/secretary for the meeting.
2. Ray Gergler made a motion to approve the minutes of May 14, 2003. Richard Pellegrine seconded. The motion passed unanimously.

II. COMMUNICATIONS - None

III. WARDEN'S REPORT AND DISCUSSION

1. Population Status Report – Counselor Iweka reviewed the Population Status Report and the “May 13, 2003 through September 8, 2003 Transfer and Discharge Report.” The facility count is currently 956 inmates with a maximum capacity of 962. Matt Hart asked for the definition of “re-entry furlough.” Re-entry furloughs permit an inmate to be discharged, with certain conditions, prior to the end-of-sentence. The furlough is designed to assist the inmate with his re-integration into society.

Wunderly Stauder asked how the facility would handle the situation where it subsequently learns that an inmate was involved in a higher crime. Counselor Iweka responded that the mere investigation of the crime might require the inmate to be transferred to a higher-level facility. Deputy Warden Smayda added that the level of the charge dictates the level of the facility where the inmate is housed.

THIS PAGE LEFT

BLANK

INTENTIONALLY

2. List of Offenses – Counselor Iweka reviewed the List of Offenses for inmates currently housed at the facility, and noted that there are no significant changes from previous reports. Mr. Pellegrine stated that a few offenses concern him from a risk perspective, in particular the three inmates from the previous report who were serving a sentence for possession of an assault weapon, as well as an inmate convicted for assaulting the elderly. He is wondering whether it is appropriate to house these individuals in a level 2 facility. Deputy Warden Smayda answered that the individuals cited may have earned their way through good behavior to a lower level facility.

Mr. Pellegrine also asked how staffing levels at the facility today compare to six months previous. Warden Higgins replied that the facility has lost only one manager, and that staffing levels are fairly good compared to comparable facilities.

- IV. CHAIRMAN'S REPORT - None
- V. OPPORTUNITY FOR THE PUBLIC TO SPEAK - None
- VI. OLD BUSINESS - None
- VII. NEW BUSINESS - None
- VIII. ADJOURNMENT

Chairwoman Barberet adjourned the meeting at 3:30 p.m.

Respectfully submitted,



Matthew W. Hart
Assistant Town Manager

**BERGIN CI MAY 13, 2003 THROUGH SEPTEMBER 8, 2003
TRANSFER AND DISCHARGE REPORT**

Total Inmates transferred to ANOTHER FACILITY = 247 inmates
Total number of days at BERGIN CI 18738
Average number of days at BERGIN CI 77

Total inmates transferred to CR RESIDENTIAL PROGRAM = 104 inmates
Total number of days at BERGIN CI 18862
Average number of days at BERGIN CI 181

Total inmates transferred to EOS = 288 inmates
Total number of days at BERGIN CI 27579
Average number of days at BERGIN CI 97

Total inmates transferred to PAROLE = 37 inmates
Total number of days at BERGIN CI 6232
Average number of days at BERGIN CI 168

Total inmates transferred to RE-ENTRY FURLOUGH = 88 inmates
Total number of days at BERGIN CI 5964
Average number of days at BERGIN CI 68

Total inmates transferred to TS = 219 inmates
Total number of days at BERGIN CI 27309
Average number of days at BERGIN CI 125

Grand total number of inmates transferred/discharged from BERGIN CI = 1733
Grand total number of days at BERGIN CI 104687
Grand total average number of days at BERGIN CI 60

MINUTES

MANSFIELD PLANNING & ZONING COMMISSION

Regular Meeting, Monday, November 3, 2003

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Barberet called the meeting to order at 9:35 p.m., appointing both Alternate Pociask and Alternate Mutch to act as voting members.

10/20/03 Minutes – Barberet requested the amendment of the first paragraph to read, "...to act as a voting member and Alternate Pociask to act in case of member disqualifications." Favretti then MOVED, Hall seconded to approve the Minutes as amended; MOTION CARRIED, all in favor except Mutch (disqualified).

Public Hearing, special permit application of N. Sultan for efficiency unit at 2024 Storrs Rd., file 1211 – The continued Public Hearing was called to order at 9:40 p.m. Members and Alternates present were Barberet, Favretti, Gardner, Goodwin, Hall, Holt, Mutch, Pociask and Zimmer. Since this was a continued Hearing, no legal notice was necessary. Mrs. Sultan had previously explained her proposal, but had neglected to send out the required neighborhood notifications. She has now done so, and submitted 6 of the 7 receipts, fulfilling the requirement. The Health Director has approved the application for a 5-bedroom residence. Since there was no public comment, the Hearing was closed at 9:44 p.m. Mrs. Holt volunteered to draft a motion for the next meeting.

Zoning Agent's Report – The October Monthly Activity Report was noted.

Truck for sale at 699 Storrs Rd. – Another vehicle was observed with a for sale sign on Monday morning; Mr. Hirsch will investigate.

Flags for sale at 476 Storrs Rd. – Staff is still investigating.

Live Music Permit renewals – Mr. Hirsch's 10/22/03 memo notes that current permits expired on 11/1 and recommends that they be extended. Mrs. Holt MOVED, Gardner seconded to extend the current live music permit period until 12/15/03 and to schedule a Public Hearing for 12/1/03. MOTION PASSED unanimously.

Old Business

Holt subdivision, 4 proposed lots off Browns Rd., file 1210 – Holt and Goodwin disqualified themselves. After discussion of the requested waiver allowing partial overhead utilities, Hall MOVED, Favretti seconded to approve with conditions the subdivision application (file 1210) of for "The Woods," a four-lot subdivision on property owned by the applicant located on Browns Road in an RAR-90 zone, as submitted to the Commission and shown on plans dated 9/10/03 as revised through 9/11/03 (Sheets S-1 to S-3 and 9/19/03 (Sheets L-1 to L-7). This approval is granted because the application, as hereby approved, is considered to be in compliance with the Mansfield Zoning and Subdivision Regulations. Approval is granted with the following modifications or conditions:

1. Final plans shall be signed and sealed by the responsible surveyor, engineer, soil scientist and landscape architect. The cover sheet shall be revised to recognize the soil scientist, as per Section 6.4;
2. This approval authorizes a common driveway for lots 1, 3 and 4. A common driveway easement that addresses maintenance and liability issues shall be submitted to the Planning Office for approval by the PZC officers with staff assistance, and the Town Attorney. The common driveway work shall be completed or bonded before the filing of the subdivision plan, pursuant to Section 7.10.e;
3. The owners of the subject lots, or an association of homeowners, shall be responsible for maintaining depicted driveway sightlines. In conjunction with the filing of final maps, a Notice shall be filed on the Land Records specifying this ongoing maintenance responsibility;

4. Pursuant to subdivision regulation provisions, particularly Sections 7.5 and 7.6, this action specifically approves a waiver of lot frontage for lots 3 and 4 and the depicted building envelopes, including setback waivers for lots 1, 3 and 4. Unless revisions are specifically authorized by the Commission, the depicted building envelopes shall serve as the setback lines for all future structures and site improvements, pursuant to Article VIII of the Zoning Regulations. This condition shall be noted on the final plans (replacing note 9 on Sheet S-2) and specifically Noticed on the Land Records.
5. This approval accepts, pursuant to the open space provisions of Section 13, the applicant's proposal for a 2.41-acre conservation easement (labeled "open space" on current plans). This open space area shall be either incorporated into one of the lots, deeded to a homeowners association pursuant to the provisions of Section 13.5.d, or deeded to Joshua's Trust. If a homeowners association is formed, legal documents addressing regulatory provisions shall be submitted and approved by the Town Planner and Town Attorney and filed on the Land Records in association with final maps. The subject conservation easement document shall utilize the Town's model format and be approved by the Town Planner and Town Attorney and filed on the Land Records in association with final plans;
6. This action approves a partial waiver of underground utilities in accordance with Section 11.2 of the Subdivision Regulations. Based on site conditions and the existing utility lines along Browns Road, this approval authorizes an overhead utility crossing to serve lot 2. Underground utility service from this new pole shall follow the area to be cleared in association with the new driveway, unless an alternative route that would result in less impact on existing trees and stone walls, is approved by the PZC officers with staff assistance;
7. As per application submissions, it is understood that the following sheets shall be filed on the Land Records: Cover sheet, L-6, L-7, S-1, S-2 and S-3. The final maps to be filed shall incorporate the following revisions:
 - A. Sheet S-2 shall clarify proposed tree removal associated with depicted lot 2 sightlines;
 - B. The plans shall label the depicted open space area as a conservation easement area;
 - C. The plans shall be revised as necessary to reflect the approved utility service for the subject lots;
 - D. Map note 9 on Sheet S-2 shall reflect the provisions of condition 4 above;
 - E. Final plans shall reflect that the survey is tied to the CT Plane Coordinate System of 1983;
 - F. There shall be a map note as required by condition 9;
8. The use of colored maps shall be subject to the approval of the Town Clerk. Any expense tied to demonstrating the acceptability of colored maps shall be the responsibility of the applicant;
9. Whereas lot 2 is within the Mansfield Center Historic District, the final plans shall clearly note that all construction on lot 2 is subject to the permit requirements of Mansfield's Historic District Commission;
10. The Planning and Zoning Commission, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety (90) or one hundred and eighty (180)-day filing extension has been granted):
 - A. All final maps, including submittal in digital format, a right-of-way dedication along Browns Road, a drainage easement, a common driveway easement, a conservation easement and a Notice on the Land Records to address conditions 3 and 4, and, as appropriate, legal documents establishing a homeowners association for recording on the Land Records (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;
 - B. All monumentation (including delineation of the conservation easement with iron pins and the Town's official markers every 50 to 100 feet on perimeter trees or on cedar posts), with Surveyor's Certificate, shall be completed or bonded pursuant to the Commission's approval action and Section 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant. MOTION PASSED unanimously.

Parrow proposed 2-lot subdivision on Browns Road, file 1212 – The Health Director's 10/27/03 memo was noted. Members discussed the applicant's request for a waiver for partial overhead utilities. Gardner then MOVED, Hall seconded to approve with conditions the subdivision application (file 1212) of Brian Parrow for "Well House," a three-lot subdivision on property owned by the applicant located on Browns Road in an RAR-40 zone, as submitted to the Commission and shown on plans dated 7/30/03 as revised through 10/16/03. This approval is granted

because the application, as hereby approved, is considered to be in compliance with the Mansfield Zoning and Subdivision Regulations. Approval is granted with the following modifications or conditions:

1. Final plans shall be signed and sealed by the responsible surveyor, engineer and soil scientist;
2. In conjunction with the Director of Health's 10/27/03 report, the final plans shall be revised to:
 - A. Depict a septic reserve area for the existing dwelling on lot 3;
 - B. Note the corrected percolation test results for lots 1 and 2;
 - C. Note that lot 1 is limited to a 3-bedroom septic design unless otherwise demonstrated by a Professional Engineer.
3. The owners of the subject lots shall be responsible for maintaining depicted driveway sightlines. In conjunction with the filing of final maps, a Notice shall be filed on the Land Records specifying this ongoing maintenance responsibility;
4. Pursuant to subdivision regulation provisions, particularly Sections 7.5 and 7.6, this action specifically approves the depicted building envelopes, including a setback waiver for lot 3. Unless revisions are specifically authorized by the Commission, the depicted building envelopes shall serve as the setback lines for all future structures and site improvements, pursuant to Article VIII of the Zoning Regulations. This condition shall be noted on the final plans (replacing note 11 on Sheet 1) and specifically Noticed on the Land Records.
5. This approval accepts, pursuant to the open space provisions of Section 13, the applicant's proposal for a 58, 849 sq. ft. conservation easement area on lots 2 and 3. The subject conservation easement document shall utilize the Town's model format and be approved by the Town Planner and Town Attorney and filed on the Land Records in association with final plans;
6. This action approves a partial waiver of underground utilities in accordance with Section 11.2 of the Subdivision Regulations. Based on site conditions and the existing utility lines along Browns Road, this approval authorizes overhead utility crossings to serve the proposed house on lot 1 and to allow a new pole adjacent to the lot 2 driveway. Underground lines as depicted on the plans shall be used to extend service along the lot 2 driveway to the proposed lot 2 house location;
7. This approval is conditioned upon confirmation that less than 500 cubic yards of fill (exclusive of septic system fill) will be required to construct new houses and related site improvements on lots 1 and 2. Final plans shall include an estimate of the amount of fill needed for these lots.
8. Prior to the issuance of a Zoning Permit for lot 2, trees identified to be saved shall be specifically identified onsite and protected with an adequate barrier as determined by the Zoning Agent;
9. Prior to or in conjunction with the filing of final plans on the Land Records, a deed merging the depicted .45 acres of land with the existing house lot at 683 Browns Road shall be approved by the Town Planner and Town Attorney and filed on the Land Records;
10. The final plans shall revise the northern BAE on lot 1 to utilize the depicted stone wall as the edge of the BAE;
11. Unless specifically waived by the Commission pursuant to Section 6.5.b, the final plans shall reflect that survey data is tied to the CT Plane Coordinate System of 1983;
12. Final plans shall be revised as necessary to address the 9/30/03 recommendations of the Assistant Town Engineer;
13. The Commission, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety (90) or one hundred and eighty (180)-day filing extension has been granted):
 - A. All final maps, including submittal in digital format, a right-of-way dedication along Browns Road, a drainage easement, a sight line easement, a conservation easement and a Notice on the Land Records to address conditions 3 and 4, for recording on the Land Records (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;
 - B. All monumentation (including delineation of the conservation easement with iron pins and the Town's official markers every 50 to 100 feet on perimeter trees or on cedar posts), with Surveyor's Certificate, shall be completed or bonded pursuant to the Commission's approval action and Section 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant. MOTION CARRIED, all in favor except Zimmer, who abstained.

"Smith Farms, Ph. I" proposed 6-lot subdivision off Coventry Rd., file 1214 – Memos from the Town Planner (10/30/03), Ass't. Town Engineer (10/28/03), Fire Marshal (11/3/03) and Design Review Panel (10/24/03) were noted, but discussion of the application was tabled by consensus until 12/15/03, when a continued Inland Wetland Agency Public Hearing is scheduled to take place.

Proposed telecommunications tower on Knowlton Hill Rd. in Ashford – Mr. Padick's 10/28/03 memo was noted. At the meeting, he again said he believes that the proposed tower location will have minimal visual impact for Mansfield property-owners, but emphasized the Town's preference for the minimum number of towers needed to provide adequate communications services. He therefore plans to recommend to Tower Ventures, II, LLC (the applicant), the towns of Ashford and Willington, WINCOG and the CT Siting Council, that the current Ashford tower proposal be carefully reviewed with this goal in mind. Comments from Mansfield will be submitted at a required Siting Council Public Hearing.

Verbal Updates from Town Planner

Storrs Center "Downtown" project – Informational materials were included in members' packets. A Downtown Partnership meeting is scheduled for 11/4/03.

UConn Hazardous Waste Storage Facility Comparative Site Study – A University committee is actively reviewing whether the present agricultural campus location for this facility is more appropriate than the other alternative sites.

Discontinuance of Old Tolland Turnpike – The only recent development is that Att'y. Steve Bacon has been appointed to study the issue and pass on a recommendation to the courts.

Fenton River Well/Habitat Study – The only recent information Mr. Padick delivered was that the study is now not expected to be completed for at least another year.

East Campus open house – The University has scheduled a meeting with its planning consultants on 11/6/03 for the purpose of discussion of preliminary conservation plans for the East Campus. The day before, the consultants are scheduled to report their recommendations to the University's Master Plan Committee.

New Business

Request for bond release for Farrell Fields, file 1117 – Mr. Padick's 10/30/03 memo reports that work on the project has been satisfactorily completed and the site is in stable condition. So Holt MOVED, Gardner seconded that the Town Planner be authorized to take necessary action to release the \$15,000 site development bond for the Farrell Fields construction project off the Storrs Post Office road. MOTION PASSED unanimously.

Chairman's Report – A letter of resignation from the Design Review Panel was submitted by Jack Sunmark. Members discussed possibilities for a new member; the names of Bob Gillard and Peter Millman were suggested; any other suggestions members may have will be welcome.

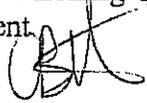
Communications and Bills – As noted on the Agenda or distributed at the meeting.

The meeting was adjourned at 10:35 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: November 12, 2003



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

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	17	21	17	79	58
Certificates of Compliance Issued	12	15	10	51	46
Site inspections	30	42	36	143	141
Complaints received from the Public	0	2	2	11	21
Complaints requiring inspection	0	2	2	8	11
Potential/Actual violations found	7	1	1	12	7
Enforcement letters	7	6	6	23	31
Notices to issue ZBA forms	1	5	0	11	7
Notices of Zoning Violations issued	4	1	2	10	10
Zoning Citations issued	2	0	0	3	2

Zoning permits issued this month for single family homes = 4, multi-fm = 0
 2003/04 Fiscal year to date: s-fm = 14, multi-fm = 3

THIS PAGE LEFT
BLANK
INTENTIONALLY

Memorandum

Date: November 5, 2003
To: Jeff Smith, Finance Director
From: Walter E. Topliff, Jr.
Re: Update of Local Ambulatory Vehicle Exemption

The purpose of this memo is to update your office on the current use and tax impact of the Local Ambulatory Motor Vehicle Exemption program. Please see the following information:

	<u>2001</u>	<u>2002</u>
Number of Exemptions	9	9
Total Reduced Assessment	\$81,920	\$73,716
Total Applications Rejected	0	0
Total Tax Revenue Exempted	\$2,252.80	\$2,207.06
Mill Rate	27.50	29.94

THIS PAGE LEFT

BLANK

INTENTIONALLY

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

November 11, 2003

Ms. Marietta Johnson
32 Mulberry Road
Mansfield Center, CT 06250

Dear Ms. Johnson:

Thank you for expressing your willingness to continue serving as a member of the Library Advisory Board. This letter certifies your reappointment to a term that ends October 31, 2006.

Sincerely,

Martin H. Berliner
Town Manager

MHB: adw

cc: Town Council
Town Clerk
Louise Bailey

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

November 11, 2003

Mr. Jung Pao
4 Zygmunt Drive
Storrs, CT 06268

Dear Mr. Pao:

Thank you for expressing your interest in serving as a member of the Library Advisory Board. This letter certifies your appointment to a term which ends October 31, 2006. If you have any questions please contact me at (860) 429-3336.

Sincerely,

Martin H. Berliner
Town Manager

MHB: adw

cc: Town Council
Town Clerk
Louise Bailey

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

November 11, 2003

Ms. Eva Bar-Shalom
249 Wormwood Hill Road
Mansfield Center, CT 06250

Dear Ms. Bar-Shalom:

Thank you for expressing your willingness to continue serving as a member of the Library Advisory Board. This letter certifies your reappointment to a term that ends October 31, 2006.

Sincerely,

Martin H. Berliner
Town Manager

MHB: adw

cc: Town Council
Town Clerk
Louise Bailey

THIS PAGE LEFT

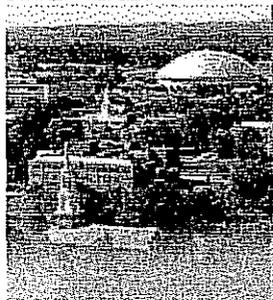
BLANK

INTENTIONALLY

network

The Daily Campus Ext

Scholarships | GradZone



DAILY CAMPUS



THE STUDENT NEWSPAPER AT THE UNIVERSITY OF CONNECTICUT

Current Issue: Friday, November 14, 2003

university of connecticut

SECTIONS

- News
- Sports
- Commentary
- Focus
- Advertising
- Contact
- Information
- Home

OPTIONS

- Login | Register
- Message Board
- Calendar
- Letter to the Editor
- About Us
- Search
- Archives
- Ad Rates

24HR NEWS

- Entertainment
- World News
- National News
- Sports
- Technology

LINKS

- UConn Homepage
- UConn Students Webpage
- UConn Athletics
- ECSN - East Coast Sports Network
- College Publisher

Live on the web!

BON JOVI You could win a signed guitar!

New CD in stores now!

AMERICA

Future development of campus discussed

By Diego Cupolo

Future development of the campus was discussed in Master Plan Advisory Committee (MPAC) and Parking Advisory Committee (PAC) meetings on Wednesday.

Now in the third phase of the plan, an update of 21st Century UConn, the committee focused on environmental sustainability, open spaces and parking.

The university will receive \$1.3 billion over the next 10 years for 21st Century UConn projects and the renovation of the regional campuses according to Karla Fox, associate vice chancellor and MPAC co-chair.

A preliminary plan was presented to the MPAC by Steve Troost of SmithGroup JJR Inc. Main topics of discussion included replacing Arjona and Monteith with a large academic building on the old co-op site, removing the West Campus residence halls, adding on to South Campus residence halls, replacing the Torrey Life Science buildings, a third parking garage, removing all old Greek houses on Gilbert Road, expanding the Fine Arts district, adding a new student health clinic, new administration buildings and new athletic facilities.

"We must establish a strong pedestrian core to allow smooth movement of students throughout the campus," Troost said. The idea of creating cross-axial paths was important to Troost. The north to south movement through campus is efficient, but changes should be made in east to west paths he said.

The replacement of Arjona and Monteith is also a main focus of 21st Century UConn. The open area where the old Co-op once stood is a perfect central location for establishing a campus core, Troost said. Due to the size of the project and the possible disruption of Fairfield Way, many members of the MPAC opposed the idea and suggested building a smaller structure.

As a part of the plan, West Campus residence halls will be removed along with the neighboring Greek houses along Gilbert Road to leave open areas for future development. According to Troost, the residence halls are an under-utilization of space in an important location on campus. New residence halls are also being planned in South Campus. A third parking garage may be placed behind South Campus to accommodate the high occupancy of S-lot. A new road connecting South Eagleville Road to the garage would also be necessary to relieve the added congestion the garage would cause. This construction may inconvenience many people by temporarily removing parking from the

Stc
HI:
LO

W
Ar
ab
C
C
C

area, Fox said. But current parking problems are key focus of 21st Century UConn.

"The spaces are there but they may not be where people want to go," said Barbara Chance, Chance Management Advisors Inc. president and CEO. North and South parking garages have lower occupancy than expected at peak parking hours, said Chance.

The lowering of overnight parking rates for students was suggested by Chance to increase the use of the garages and reduce visitor parking problems.

Also discussed were new facilities for intramural purposes being planned west of Gampel. A large sports complex is expected to be built over the tennis courts. Open fields for intramural recreation are also in the plan near the Husky Village. The Memorial Stadium area is also a possible site for future athletic facilities.

A new student health clinic may be built near Buckley hall to create space for an academic building in place of the Williams Student Health Services building.

Safety was another high priority, as North Eagleville Road and the intersection of Hillside Road and Stadium Road were discussed. Troost suggested narrowing North Eagleville Road and stopping people from parking on the road.

The congestion of Hillside Road near the new Co-op has become a problem and the PAC is looking for ways to resolve it. Troost said Hillside Road should be closed to traffic during certain periods of the day, but the idea received criticism from the MPAC.

The PAC also addressed the problem creating a pedestrian-based campus would limit the vehicular access to some buildings making deliveries and supply transportation an issue.

Construction of current projects and the many upcoming 21st Century UConn projects will take many years, according to Chance. Some UConn students have become frustrated with the daily detours they must take to get around campus.

"It's inconvenient at times but the construction will eventually enhance the campus," said Amelia Arnold, a 1st-semester pre-pharmacy major.

The master plan has evolved over three phases, the first concentrated on the design of the buildings, the second phase focused on the perimeter of campus and the third focused on the use of space, Fox said. The next series of MPAC meetings are tentatively scheduled for February 2004, when the campus draft should be completed.

 [Email Story to a Friend](#)

 [Printer Friendly Version](#)

Related Advertising Links

Want to Volunteer?

We'll help you find an opportunity for whatever you like doing, today!

www.VolunteerMatch.org

Free K-8 Lesson Plans

Students plan & run a business. Real world, hands-on learning.

www.BizWorld.org

Courts' Drug Treatment System Is Found to Be Effective

By PAUL von ZIELEBAUER

Nonviolent drug offenders who complete judge-supervised treatment programs are significantly less likely to commit crimes again than those who serve prison time, according to a new study by an independent research arm of the New York State court system.

The study underscores what New York's chief judge, officials at the United States Justice Department and local judges across the country have believed for years, without the benefit of formal research: that state-run "drug courts" offering court-supervised treatment programs are far better at preventing future criminal behavior than prison is, and that they do so at a fraction of the cost.

The study of New York's drug court system, by the Center for Court Innovation, found that in six sample jurisdictions — including three in New York City — the recidivism rate among drug offenders who had completed a court-monitored treatment plan was 29 percent lower over three years than the rate for the same type of drug offenders who opt for prison time without treatment.

"These are very positive findings. I think, getting to the answer of whether drug courts work in reducing recidivism," said Deborah J. Daniels, an assistant United States attorney general in charge of the Justice Department's grant-making arm, which gives millions of dollars to local drug courts.

Drug courts focus on a limited, voluntary group of offenders and generally do not admit hard-core criminals, like major drug traffickers, multiple-felony offenders or anyone with a history of violence.

New York drug courts, which have included 18,000 nonviolent drug offenders who have volunteered to participate in court-monitored treatment in lieu of incarceration, have saved an estimated \$254 million in prison-related expenses, the report said. They have also helped low-level offenders like Jimmie Bellamy, 24, of Jamaica, Queens, stay out of trouble. Mr. Bellamy, arrested twice since 2000 for possessing a small amount of cocaine, is one of 250 participants in Judge Leslie G. Leach's Queens Treatment Court, one of 13 in New York City.

A hard conviction would send Mr. Bellamy to jail. But next month, Mr. Bellamy, an airport freight hauler, will complete his one-year program under Judge Leach's guidance and graduate out of drug court.

"Before I started with the program, I thought it was a joke," Mr. Bellamy, carrying a sign in chest for



Jimmie Bellamy, 24, with Donna Haase, a public defender, is one of 250 participants in Judge Leslie G. Leach's Queens Treatment Court.

his Narcotics Anonymous meeting, said in an interview after an appearance before Judge Leach on Thursday. "I didn't have my G.E.D., I didn't have a job. Now, I'm working on my G.E.D., I got a job. I just bought me a car."

The need for drug courts, judges and prosecutors say, has increased as the number of drug arrests nationwide has exploded over the last two decades. New York State recorded 145,694 drug arrests in 2000, a sixfold increase from the 24,487 arrests made in 1980. More than half of New York State prisoners convicted of drug-related crimes are arrested again within three years.

Court-ordered drug treatment has been a fixture in states' criminal justice systems for years, but drug courts are distinguished by their requirement that judges and prosecutors monitor an offender's progress in treatment. There are now more than 1,000 state and local drug courts across the nation, including 108 in New York, the second-largest state system next to California's.

New York State's drug court system is regarded as one of the best in the nation, said John S. Goldkamp, a professor of criminal justice at Temple University.

New Jersey operates about 20 drug courts in 13 counties, but budget cuts have delayed plans to open them in the state's remaining 8 counties.

Connecticut is planning to reopen its half-dozen drug courts soon. They were closed for budget reasons last year; at the time, the state court system's chief administrator, Judge Joseph H. Pellegrino, said drug courts "may not have been as successful as we may have thought," the Associated Press reported.

Judge John R. Schwartz began New York's first drug court in Rochester in 1995. Within months, city courts in Buffalo and Syracuse, and a district court in Suffolk County, had drug courts.

The first drug court started in 1989 in Miami — the illicit gateway for South American cocaine — as local criminal courts were being overwhelmed with drug cases. "They

invented a model that they never meant to be a model for the country," Professor Goldkamp said.

That Janet Reno was the Dade County prosecutor at the time and Hugh Rodham, Hillary Rodham Clinton's brother, was a local public defender also helped garner attention. President Bill Clinton appointed Ms. Reno attorney general in 1993, and the next year, Congress, led by Democrats, passed a crime-prevention bill that sent \$1 billion toward drug courts around the country.

This year, a Republican-controlled Congress approved nearly \$45 million for drug courts in all 50 states, Washington and Puerto Rico, and President Bush's budget proposal for next year included \$64 million.

The administration has consistently supported increased financing for drug courts; President Bush's niece Noelle Bush is one of the 100,000 people who have entered drug courts over the past 14 years.

In January 2002, Ms. Bush, now 26, the daughter of Gov. Jeb Bush of Florida, was charged with prescription fraud after she posed as a doctor to fill an order for an anti-anxiety medicine. Her case was referred to a drug court, and the judge supervising her treatment program dismissed the charge last August.

In New York State, as in other places, drug courts emerged over the objections of many jurists who saw them as a form of social work. "I was a sheppie," Joseph J. Traffanti Jr., a New York deputy chief administrative judge and the current director of the state's 100 drug courts, said in an interview on Friday. Judge Traffanti, a prosecutor in the 1960's and 70's, said his philosophy for fighting drugs was: "Lock them all up and solve the problem."

"Of course, that didn't work," he said.

Judge Traffanti said he changed his mind in 1997, when he traveled to Rochester to observe Judge Schwartz's "graduation" of drug-court participants. "I couldn't really believe my ears and eyes," Judge Traffanti recalled. "These tough street people got up one after another and said, 'Judge Schwartz, thank you for saving my life.'"

In his study, the Center for Court Innovation also notes the limitations of the impact of drug courts on participants, who are, according to statistics, as likely to fail to finish their treatment as they are to complete it.

Offenders who enter drug court but fail to complete their treatment, in fact, are often more likely to commit new crimes than offenders charged with similar crimes who never participated, the study found.

Drug Courts Reduce Repeat Offenses

Court-supervised drug treatment programs, or "drug courts," provide an alternative to prison sentences for some criminals. A new study shows that those completing such programs are far less likely to commit another offense than those who do not participate or who drop out.

Percentage of criminals with repeat offense
Arrested within one year after completing drug court

Bronx	Successful participants	13.4% who convicted again
	Failing participants	20% who convicted again
Comparable nonparticipants*		29% who convicted again

After three years, 53 percent either finished successfully (overcame addiction) or remain enrolled.

Brooklyn	Successful	13.6%
	Failing	21%
Nonparticipants		29%

52 percent either finished successfully or remain enrolled.

Queens	Successful	13.6%
	Failing	22%
Nonparticipants		29%

69 percent either finished successfully or remain enrolled.

Suffolk	Successful	12%
	Failing	19%
Nonparticipants		30%

63 percent either finished successfully or remain enrolled.

Syracuse	Successful	12%
	Failing	20%
Nonparticipants		30%

43 percent either finished successfully or remain enrolled.

Rochester	Successful	12%
	Failing	20%
Nonparticipants		37%

29 percent either finished successfully or remain enrolled.

*With similar arrests and background, one year after completing sentence

Source: Center for Court Innovation

The New York Times

In drug courts, prosecutors put aside the usual adversarial approach to defense lawyers and their clients. Instead, everyone works with the judge to foster compliance. But as the New York study shows, each court's rules and requirements for admitting participants vary almost as widely as their rates of success.

Their individual rules may cause the disparity. Many drug-court jurists, like Judge Leach in Queens, use a system of encouragement — a round of applause, for instance, for a clean urine test — and punishments that increase in severity with each misstep. Most of his clients, as he calls them, are unemployed; most

are charged with cocaine-related crimes; and most, he said, are addicted to marijuana.

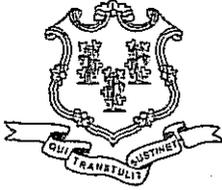
Judge Leach's approach is to be strict but encouraging. "You end up establishing a relationship when you see a defendant once a week," he said.

At the center of the drug courts' success, judges say, are the participants who turn their lives around. "When you see a parent get his case dismissed, with his children in the courtroom, or a wife with tears in her eyes, it really is a rich, rewarding thing to see," Judge Leach said in an interview. "Because they can actually see a light."

Item #13

P. 127 ed.

THIS PAGE LEFT
BLANK
INTENTIONALLY



STATE OF CONNECTICUT

DEPARTMENT OF CORRECTION
24 WOLCOTT HILL ROAD
WETHERSFIELD, CONNECTICUT 06109

CC Audrey B
Matt
Greg

Theresa C. Lantz
Commissioner

Item #14

November 3, 2003

REC'D NOV 13 2003

The Honorable Martin H. Berliner
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Mr. Berliner:

Pursuant to Section 18-81j of the Connecticut General Statutes, the Connecticut Department of Correction is charged with the responsibility of notifying the chief elected official of a municipality in which a correctional facility is located of the population and actual capacities of the correctional facilities in their locale. The purpose of this correspondence is to notify you of these population counts.

The current capacity and population of the correctional facility in your community is as follows:

Bergin Correctional Institution

943

The capacity of a correctional institution is a very fluid number based upon the determined needs of the Department. These needs are dictated by security issues, populations, court decrees, legal mandates, staffing and physical plant areas or facilities that are currently serving other purposes. As such, the actual capacity of a facility is subject to change.

In addition, I believe that the Public Safety Committees continue to do an outstanding job in addressing the issues and concerns at the local level. I look forward to a continued open dialogue between the Department of Correction and the Public Safety Committee in your community and I am committed to maintaining a "good neighbor" relationship.

Please feel free to contact me directly if I can be of assistance to you.

Sincerely,

Theresa C. Lantz
Commissioner

TCL/ict

THIS PAGE LEFT

BLANK

INTENTIONALLY



Town of Mansfield Office of Emergency Services

To: Martin Berliner, Town Manager
From: David J. Dagon, Emergency Services Administrator
Date: November 14, 2003
Subject: 2003 Fire Prevention and Safety Grant

Attached please find a copy of the 2003 Fire Prevention and Safety Grant submitted on behalf of the Eagleville Fire Department.

This grant application is part of the FIRE Act grant program but dedicated to fire prevention related activities. Regardless whether an applicant has submitted an application for a grant under another grant activity, such as firefighter safety, apparatus, etc... they are able to submit under this program area as well.

I would be happy to answer any questions you may have regarding this application.

THIS PAGE LEFT

BLANK

INTENTIONALLY

Entire Application

Preparer Information

	<u>Preparer Information</u>
Prefix	Mr.
First Name	David
Middle Initial	
Last Name	Dagon
Organization Name	Eagleville Volunteer Fire Department
Address 1	4 South Eagleville Road
City	Mansfield
State	Connecticut
Zip	06268 -
Business Phone	860-429-3364 Ext.
Home Phone	860-487-7628
Mobile Phone/Pager	860-260-7826
Email	dagondj@mansfieldct.org

* Are you the person to be contacted on matters involving this application? Yes

If yes, please specify: Primary Contact

Contact Information

	<u>Primary Contact Information</u>
* Title	Fire Administrator
Prefix	Mr.
* First Name	David
Middle Initial	J
* Last Name	Dagon
* Business Phone	860-429-3364 Ext.
* Home Phone	860-487-7628 Ext.
Mobile Phone/Pager	860-260-7826
Fax	860-429-3388
* Email	dagondj@mansfieldct.org

	<u>Alternate Contact Information</u>
* Title	Fire Marshal
Prefix	Mr.
* First Name	John
Middle Initial	E
* Last Name	Jackman

* Business Phone 860-429-3393 Ext.
 *Home Phone 860-487-1905 Ext.
 Mobile Phone/Pager 860-260-0633
 Fax 860-429-3388
 *Email jackmanje@mansfieldct.org

Applicant Information

* Applicant Name Eagleville Volunteer Fire Department
 * Type of Applicant Fire Department

If other, please enter the type of Applicant

* Employer Identification Number 06-0760527
 * What is your DUNS Number? 083345884

Headquarters Physical Address

* Physical Address 1 4 South Eagleville Road
 Physical Address 2 879 Stafford Road
 * City Mansfield
 * State Connecticut
 * Zip 06268 - 2574

Mailing Address is the same as the Physical Address

* Mailing Address1 4 South Eagleville Road
 Mailing Address2 879 Stafford Road
 * City Mansfield
 * State Connecticut
 * Zip 06268 - 2574

Account Information

* Type of bank account Checking
 * Bank routing number - 9 digit number on the bottom
 left hand corner of your check 221172186
 * Your account number 1007000384

Additional Information

* This fiscal year, are you receiving Federal funding
 from any other grant program for the same purpose
 for which you are applying for this grant? No
 * This fiscal year, are you receiving Federal funding
 from any other grant program regardless of purpose? No
 * Is the applicant delinquent on any federal debt? No

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

Request Information

Are you an international or national organization? No

 If No, what is the population/constituency served by your organization? 12700

Project Title	Target Audience	Target Audience Size	Partnerships	Action
Fire and Life Safety Education program	Children under 14, Adults over 65	1500	Yes	View Details

Request Details

Project Title	Number of Programs	Total Cost	Action
Fire and Life Safety Education program	1	\$ 13652	View Details

Budget
Budget Object Class

a. Personnel		\$ 11,560
b. Fringe Benefits		\$ 0
c. Travel		\$ 0
d. Equipment		\$ 0
e. Supplies		\$ 2,092
f. Contractual		\$ 0
g. Construction		\$ 0
h. Other		\$ 0
i. Indirect Charges		\$ 0

Indirect Cost Details

Agency Indirect Cost Agreement with

Indirect Cost Rate %

Agreement Summary

Federal and Applicant Share

Federal Share	\$ 12,287
Applicant Share	\$ 1,365
Federal Rate Sharing (%)	90/10

 * Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 1,365)

a. Applicant	\$ 1365
--------------	---------

b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources, include your explanation below. You can use this space to provide information on the project, cost share match.

Total Budget **\$ 13,652**

Narrative Statement

Project Description

Please provide your narrative statement in the space provided below:

The Eagleville Volunteer Fire Department is a combination department with fifteen full and part-time paid personnel and 30 active volunteers. The department provides fire and Emergency Medical first responder services to a fire district within the Town of Mansfield with a population of 6,389 (Census 2000). The Town hosts a regional high school with a total student and teacher population of 1,370. The department also responds automatic aid to two other districts within the Town of Mansfield; the Mansfield Volunteer Fire Company and the University of Connecticut (UConn) Fire Department. These two districts have a combined population of greater than 25,000 when UConn is in full session from September to June.

The proposed project would expand an existing fire and life safety education program that has been consistently well received within our targeted group of elementary school students. The impetus for the current program's expansion has been a neighboring community's acquisition of a Fire Safety/Escape Trailer. It is the desire of the Eagleville Volunteer Fire Department to partner with the Willimantic Fire Department to incorporate the Fire Safety/Escape Trailer into a reformulated fire and life safety education program to all of the Town of Mansfield's elementary school children. We will continue to join forces with the Mansfield Volunteer Fire Company that serves another fire protection district within the Town of Mansfield.

We hope to improve understanding of classroom instruction through the practical application of fire and life safety concepts. Partnering with the Willimantic Fire Department to make available the Fire Safety/Escape Trailer will be an excellent enhancement to our existing program. It would allow children to practice the concepts and techniques presented in the classroom in a safe and non-threatening environment designed for that purpose. The department also believes this is an opportunity to stimulate interest both within the fire department and the community in fire prevention and life safety.

The department's intent is to expand into educational presentations to elderly citizens as well. We would plan to schedule additional opportunities to make program presentations throughout the calendar year. Additional venues will include community events (festivals, fairs, etc...), elderly housing locations and senior centers, as well as school sponsored events (parent teacher organization meetings) where parents, grandparents, and other caregivers can be targeted and exposed to the fire and life safety message.

The cost benefit of this proposal is considerable, it builds on an existing program, so start up costs are not significant and it incorporates resource sharing by capitalizing on a training "prop" (the Fire Safety/Escape Trailer) from a neighboring fire department that was received under the Fire Prevention and Safety Grants program. The cost of implementing the program in the first year is anticipated to be the highest as firefighters develop lesson plans to incorporate the use of the trailer and receive formal public fire education instructional training. It is our desire to create a core group of instructors capable of delivering effective presentations as expansion into new venues occurs.

Unfortunately it is the initial startup costs that are problematic, the Town of Mansfield has experienced town-wide budget cuts and the Town has suspended the purchase of most capital improvements. The decline in State financial aid to communities has inordinately affected the Town of Mansfield. The amount of property that comprises the campus of the University of Connecticut is significant and is owned by the State of Connecticut, which renders it exempt from local property taxes.

Budget

The total cost of this program is \$13,652.00. The Town of Mansfield will fund 10 percent of the cost-share at \$1,365.00. The total cost of this request is \$12,287.00.

The greatest budget expense is personnel related and can be broken down into two cost areas. First, we are seeking to develop a core group of firefighters that can lead the program expansion effort. These firefighters would be responsible for program development, marketing, event scheduling, delivering presentations, and evaluating feedback. Second, the Fire Safety/Escape Trailer requires dedicating a group of firefighters that are familiar with the trailer's operation to maximize its effectiveness as an educational experience.

All other program costs are related to the first year educational materials that will be part of the classroom presentations. We will continue to utilize existing materials to reduce the cost of the program as long as they are deemed to be effective.

Program Evaluation

To evaluate the benefit of this program the department will incorporate "pretests" into the lesson plans of presentations given in subsequent years. "Pretests" to classes that received presentations the previous year will assist in appraising which key concepts have been retained by the group. It will allow us to revise lesson plans to address program deficiencies and to identify program concepts that require additional emphasis. The use of this evaluation tool is possible due to the relative consistency of the student population from school year to school year.

We would also seek to compare the community's actual fire experience from three years prior to the expansion of the fire and life safety program against the community's fire experience in future years following the first delivery of the reformulated program.

An additional evaluation tool would be interviews with those individuals that do experience a fire related event. Interviews will seek to determine the building occupant's understanding of the benefits to the use of smoke detection devices, application of home exit drill concepts, and understanding of basic fire prevention techniques. Based on information received during the interviews lesson plans will be reviewed and revised accordingly for age appropriate content.

Assurances and Certifications

FEMA Form 20-16A

You must read and sign these assurances by providing your password and checking the box at the bottom of this page.

Note: Fields marked with an * are required.

Assurances Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to

- ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
 7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
 8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a- 7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction sub agreements.
 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of

project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Signed by David Dagon on 11/14/2003

FEMA Form 20-16C

You must read and sign these assurances by providing your password and checking the box at the bottom of this page.

Note: Fields marked with an * are required.

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons into a grant or cooperative agreement over \$100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal Grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture,

distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantees policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e. regional office or FEMA office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(8) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance

Street	City	State	Zip	Action
321 Hunting Lodge Road	Mansfield	Connecticut	06268 -1508	
134 Warrenville Road	Mansfield	Connecticut	06250 -1229	
306 Stafford Road	Mansfield	Connecticut	06250 -1424	
4 South Eagleville Road	Mansfield	Connecticut	06268 -2574	
Bassetts Bridge Road	Mansfield	Connecticut	06250 -1300	
303 Maple Road	Mansfield	Connecticut	06268 -2061	

54 Warrenville Road
Clover Mill Road

Mansfield
Mansfield

Connecticut
Connecticut

06250 -1228
06268 -2825

If your place of performance is different from the physical address provided by you in the Applicant Information, click on Add Place of Performance button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

Signed by David Dagon on 11/14/2003

FEMA Standard Form LLL

Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.

This form is not applicable



Mansfield Downtown Partnership

1244 Storrs Road
PO Box 513
Storrs, CT 06268
(860) 429-2740
Fax: (860) 429-2719

November 18, 2003

Contact: Cynthia van Zelm
Executive Director, Mansfield Downtown Partnership, Inc.
Phone: 860-429-2740

FOR IMMEDIATE RELEASE

The Mansfield Downtown Partnership, Inc., is pleased to announce it has selected Storrs Center Alliance LLC as master developer for the planned commercial town center that will be located at the south end of the University of Connecticut campus in Mansfield.

The Partnership will work with Storrs Center Alliance to create an exciting downtown that will include a variety of shops, restaurants and cafés, a town green, office space, and market rate housing. The Master Plan development for Storrs Center will support and retain the character of the Town of Mansfield while introducing new and year-round options for local dining, shopping, and entertainment. The town center will complement the University's on-going transformation and particularly the new fine arts center to be designed by architects Frank Gehry and Herbert S. Newman and Partners.

Mansfield Downtown Partnership President Philip Lodewick notes, "We are most pleased to partner with Storrs Center Alliance in the development of an attractive, vibrant, and successful downtown. This project is essential for enhancing the economic, cultural, social, and educational vitality of the area. The Partnership is committed to having the downtown be a place of destination – a gathering place – for residents of Mansfield, the University community, and from the region surrounding the main campus."

The Storrs Center Alliance team is a joint venture comprised of Leyland Alliance LLC based in Tuxedo, New York, and Marquette Property Investments, based in Chicago, Illinois and includes three Connecticut companies, Herbert S. Newman and Partners from New Haven, the engineering firm of BL Companies, and the law firm of Robinson & Cole, both of Hartford. Robert Gibbs, a retail consultant from Birmingham, Michigan, rounds out the team.



Mansfield Downtown Partnership

1244 Storrs Road
PO Box 513
Storrs, CT 06268
(860) 429-2740
Fax: (860) 429-2719

“Storrs Center Alliance is privileged to have been selected master developer for this exciting new project,” said Steve J. Maun, President of LeylandAlliance. “We have assembled a team that represents some of the best new ideas in town building. By partnering with others who possess great vision and energy, the Partnership’s efforts will bring to fruition an extraordinary place for future generations to enjoy.”

The Partnership plans to immediately begin working with Storrs Center Alliance and Looney Ricks Kiss, the Partnership’s consultant team, on the municipal development plan for Storrs Center.

The Mansfield Downtown Partnership, Inc. was created in June 2001, as an independent organization charged with coordinating the enhancement of three of Mansfield’s commercial areas. The Partnership operates with an 18-member Board representing Mansfield residents, the Town of Mansfield, the University of Connecticut, and local business owners and operators. The Partnership has more than 250 active members.

Contact Cynthia van Zelm, Executive Director, at 860-429-2740, for additional information.

Item #17



November 14, 2003

Mr. Larry Schilling
University Architect
University of Connecticut
Architectural & Engineering Services
31 LeDoyt Road U-28
Storrs, CT 06269

RE: Second Quarter 2003 Event - Trace Dieldrin Levels
Storm Water Sampling
Stadium Road Detention Basin

Dear Mr. Schilling:

Relative to your inquiry about detected levels of the chlorinated pesticide Dieldrin during the second quarter 2003 sampling event, attached you will find a letter from the laboratory director at Complete Environmental Testing, Inc. (CET) describing their observations.

For EPA Method 8081, CET's minimum detection limit (MDL) for Dieldrin is 0.002 ug/l, which is low enough to report the data at the Connecticut Remediation Standard Regulations' Ground Water Protection Criteria (0.002 ug/l). This MDL is three orders of magnitude lower than for most other analytes under EPA Method 8081. Dieldrin was not detected above the MDL for sample DP4-052103. The detected concentrations of Dieldrin in samples DP1-052103, DP2-052103 and DP3-052103 were 0.010 ug/l, 0.004 ug/l and 0.005 ug/l, respectively. As CET describes, numerous chromatographic peaks were noted in the range of Dieldrin's retention time. In general, the more chromatographic peaks noted in the same area, the higher the possibility that some other compound with a retention time similar to that of Dieldrin was actually identified. Further confirmation of the actual presence of Dieldrin using gas chromatography/mass spectrometry was not possible at these low concentrations.

Charter Oak did not identify a source of Dieldrin to the detention basin based on the pesticide application history through October 2003 provided by the University of Connecticut. Dieldrin was not detected above the 0.002 ug/l MDL in any samples during the previous seven detention basin sampling events. Based on all of the above information, Charter Oak does not consider Dieldrin a constituent of concern for runoff entering the detention basin. Nevertheless, Dieldrin will continue to be reported as part

Storm Water Sampling-Dieldrin Detections
Stadium Road Detention Basin
Page 2



of the analytical method and analytical results for future sampling events will be closely monitored for additional detections of Dieldrin.

Please feel free to contact me with any additional questions.

Sincerely,

CHARTER OAK ENVIRONMENTAL SERVICES, INC.

A handwritten signature in black ink, appearing to read "M. Franson", written over a horizontal line.

Mark A. Franson
President

Enclosures

CC: Phil Forzley, Charter Oak



CHARTER OAK ENVIRONMENTAL SERVICES

Tel: (203) 377-9984
Fax: (203) 377-9952
e-mail: cet@cetlabs.com

80 Lapes Drive
Stratford, CT 06615

June 26, 2003

Mr. Joe Skurka
Charter Oak Environmental
33 Ledgebrook Drive
Mansfield, CT 06250

Project: UCONN Retention Basin, Qrtly Stormwater
Project #: 68.01.01
CET #: 03050748
Water: DP1-052103; DP2-052103; DP3-052103; DP4-052103; TB-052103
Collection Date(s): 5/21/03

The Chlorinated Pesticide analysis (8081A) detected dieldrin in trace levels in samples DP1-052103, DP2-052103 and DP3-052103. This analysis was done by electron capture gas chromatography with dual column. Dieldrin was detected in all three samples in both the primary and confirmation columns by retention time matches. All three samples contained trace levels of numerous (>50) peaks in both the primary and confirmation columns. It is possible that a retention time match could be the result of a random retention time match and not dieldrin. The levels of dieldrin are too low for us to confirm by GC/MS.

Sincerely,

David Ditto
Laboratory Director

Ref Lab: PH0509

NOTES:

[] Indicates Date Prep Test Completed; ND is Not Detected.

Connecticut Laboratory Certification PII 0116
Massachusetts Laboratory Certification M-CT903
Rhode Island Laboratory Certification 199



University of Connecticut
Division of Business and Administration

Architectural and
 Engineering Services

FACSIMILE TRANSMITTAL SHEET

TO: Robert Miller
 Eastern Highlands Health District

FAX NUMBER: 429-3388

FROM: Larry G. Schilling
 Executive Director of
 Architectural & Engineering
 Services

FAX NUMBER:
 (860)486-3255

DATE: 11/17/03

PHONE NUMBER:
 (860)486-3116

TOTAL NO. OF PAGES INCLUDING COVER

4

RE: 2nd Qtr. 2003 Event - Trace Dieldrin Levels - Storm Water Sampling Stadium Road Detention Basin

URGENT PLEASE REVIEW AS REQUESTED PLEASE REPLY FOR YOUR INFORMATION

NOTES/COMMENTS:

The attached is Charter Oak's explanation on Dieldrin detection in the last quarter testing of the Detention Basin.

Thank you.

An Equal Opportunity Employer

51 LeDuyt Road, U-38
 Storrs, Connecticut 06269-3038
 web: <http://www.aes.uconn.edu>