



**TOWN OF MANSFIELD**  
**TOWN COUNCIL MEETING**  
**MONDAY, January 26, 2004**  
**COUNCIL CHAMBERS**  
**AUDREY P. BECK MUNICIPAL BUILDING**  
**7:30 p.m.**  
**AGENDA**

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EXECUTIVE SESSION

REGULAR MEETING-MANSFIELD TOWN COUNCIL-JANUARY 12, 2004

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:32 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Bellm, Blair, Clouette, Haddad, Hawkins, Paterson, Paulhus, Schaefer  
Absent: Thorkelson

II. APPROVAL OF MINUTES

Mr. Schaefer moved and Mr. Paulhus seconded to approve the minutes of December 8, 2003 as presented.

So passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ann Jordan Crouse, Chairman of the Housing Authority for the Town of Mansfield addressed the Council on the appointment to fill the vacancy of Esther McCabe, who's term ended Oct. 2003. Esther McCabe is willing to serve on the Housing Authority and she is the candidate that the Authority recommends to the Town Council. She also addressed the issue of the request from the Town Clerk to send minutes from the Housing Authority to the Town Hall. The opinion of the Authority was that anyone could come over to the Housing Authority office and fill out a form and receive the minutes. After discussion the Mayor requested that all future minutes would be sent to the Town Clerk. Kate Forcier, Executive Director of the Housing Authority, has kept in touch with Esther McCabe, who has been in rehab; and she has said she would continue to be on the Authority.

Mr. Gregory Haddad, Deputy Mayor and Chairman of the Committee on Committees, said that the Committee is still discussing the appointment for the Housing Authority. According to State Statutes, until a new member is appointed, the Commissioner, whose term has ended, continues until the new appointment is made.

IV. OLD BUSINESS

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

No action necessary.

2. Recreational Trails Program Grant-Electronic Trail Guide

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

Be it resolved, effective January 12, 2004, that it is in the best interest of the Town of Mansfield to enter into contracts with the Department of Environment Protection to fund the development of electronic trail guides for Mansfield Town parks. In furtherance of this resolution, the Town Manager is duly authorized to enter into and sign said contracts on behalf of the Town of Mansfield. The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions and revisions thereto.

So passed unanimously.

## V. NEW BUSINESS

### 3. WPCA, Proposed Fiscal Year 2003/04 UConn Water/Sewer Budget

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

So passed unanimously.

Mr. Hawkins moved and Ms. Blair seconded that effective January 12, 2004, to adopt the proposed fiscal year 2003/04 UConn Water/Sewer Budget, as presented by the Director of Finance.

So passed unanimously.

Mr. Schaefer moved and Mr. Paulhus seconded to adjourn as the WPCA and reconvene as the Town Council.

So passed unanimously.

### 4. Proclamation Designating February 6, 2004 as "Wear Red for Women Day"

Mr. Schaefer moved to table. No second. Motion failed.

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

Be it Resolved, the Mayor and the Town Council, in Recognition of the importance of the ongoing fight against heart disease and stroke, do hereby proclaim February 6, 2004 to be "Wear Red for Women Day" in the Town of Mansfield and urge all citizens to wear red to demonstrate their support for this cause.



*Town of Mansfield  
Proclamation  
In Support of the American Heart Association's  
"Go Red for Women" Campaign*

*Whereas, diseases of the heart are the nation's leading cause of death and stroke is the third leading cause of death, and cardiovascular diseases (CVD) are the leading cause of death among women; and,*

*Whereas, heart attack, stroke and other cardiovascular diseases claim the lives of more than half a million women each year – more than the next seven causes of death combined, and nearly twice as many as all forms of cancer including breast cancer; and,*

*Whereas, the cost of cardiovascular diseases and stroke in the US is estimated at \$352 billion, and one in five females in the United States have some form of cardiovascular disease; and,*

*Whereas, 63 percent of women who died suddenly of coronary heart disease had no previous symptoms of this disease; and,*

*Whereas, February is designated as American Heart Month; and,*

*Whereas, the American Heart Association is launching a new campaign, "Go Red For Women," to encourage women to pay attention to their hearts and help them live longer, stronger lives by reducing their risk for cardiovascular disease;*

*NOW THEREFORE, BE IT RESOLVED, the Mayor and the Town Council, in recognition of the importance of the ongoing fight against heart disease and stroke, do hereby proclaim February 6, 2004 to be "Wear Red for Women Day" in the Town of Mansfield and urge all citizens to wear red to demonstrate their support for this cause.*

*IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 12th day of January in the year 2004.*

*Elizabeth C. Paterson*

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Elizabeth C. Paterson  
Mayor, Town of Mansfield  
January 12, 2004

So passed. Mr. Schaefer voted against.

5. D.W.I. Enforcement Grant Application

Mr. Clouette moved and Ms. Blair seconded that, effective January 12, 2004, to authorize town staff to submit a grant application to the Connecticut Department of Transportation, Division of Highway Safety for \$10,000 to be dedicated to police overtime for D.W.I. and related motor vehicle enforcement, and to process any related grant paperwork.

So passed unanimously.

6. An Ordinance Regarding Delinquent Motor Vehicle Property Taxes

Mr. Schaefer moved and Mr. Hawkins seconded that, effective January 12, 2004, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on January 26, 2004, to solicit public comment concerning the proposed "Ordinance Regarding Delinquent Motor Vehicle Property Taxes."

So passed unanimously.

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

Resolved, effective January 12, 2004, to implement the provisions of Public Act 03-6 and Connecticut General Statutes 12-146, as amended, to provide that the Collector of Revenue may require that payment of any delinquent property tax applicable to a motor vehicle shall be paid only in cash or by certified check or money order; and that a fee in the maximum amount authorized by Connecticut General Statutes 12-146, as it maybe amended from time to time shall be charged each person who is delinquent in the payment of any property tax or installment on any motor vehicle and for whom the town has notified the Commissioner of Motor Vehicles of such delinquency pursuant to Connecticut General Statutes 14-33, for each such reported delinquency, in addition to the delinquent tax payment and all interest thereon.

So passed unanimously.

7. An Ordinance Regulating Adult-oriented Establishments

Mr. Hawkins moved and Mr. Bellm seconded that effective January 12, 2004, to refer the proposed "Ordinance Regulating Adult-oriented Establishments" to the Planning and Zoning commission for review and to schedule a public hearing for 7:45 p.m. at the Town Council's regular meeting on January 26, 2004 to solicit public comment regarding the proposed ordinance.

So passed unanimously.

#### 8. Budget Transfers for Fiscal Year 2003/04

Mr. Hawkins moved and Ms. Blair seconded to approve the fiscal year 2003/04 budget transfers and adjustments, as presented by the Director of Finance in his memorandum dated January 5, 2004.

So passed unanimously.

#### 9. Conservation and Development Policies Plan for Connecticut 2004-2009

Mr. Schaefer moved and Mr. Clouette seconded to authorize the Mayor, with staff assistance, to co-endorse with the PZC Chairman a letter to the State Office of Policy and Management with comments and recommendations for revisions to the draft 2004 State Policies Plan for Conservation and Development. However, if possible the Council would like to read a draft of that letter at the next Town Council meeting before sending it to OPM.

Mr. Greg Padick, Town Planner, presented his review of the update of Draft State Conservation and Development Policies Plan 2004-2009. His memo of 1/7/04 stated his comments which reflect his review. He will be attending the 1/20/04 public hearing in Hampton and will be discussing State recommendations with WINCOG staff members and other planners in our region and with University of Connecticut officials.

Motion so passed unanimously.

Mr. Bruce Bellm left at 9:00 p.m.

#### VI. DEPARTMENTAL REPORTS

#### VII. REPORTS OF COUNCIL COMMITTEES

Mr. Haddad moved the acceptance of several committees and commission.

Seconded by Mr. Hawkins

So passed unanimously.

#### VIII. REPORTS OF COUNCIL MEMBERS

Mayor Paterson attended the Eagleville Fire Departments Annual Dinner Meeting with Town Manager Martin H. Berliner and Ms. Blair. The dinner was excellent

OVER \$1,000

TOWN OF MANSFIELD  
SALARY BUDGET TRANSFERS  
FY 2003/04

ACCOUNT NUMBER	DEPT	OBJECT	APPROP	ESTIMATED	INCREASE (DECREASE)
111 12100 51601 06	Municipal	Regular	167,030	171,300	4,270
111 15100 51201 06	Town Clerk	Regular - CSEA	79,610	81,790	2,180
111 15100 51601 06	Town Clerk	Regular	66,240	68,060	1,820
111 16100 51601 06	Finance Adm	Regular - CSEA	57,710	59,290	1,580
111 16200 51201 06	Acctg & Disb.	Regular - CSEA	101,810	99,650	(2,160)
111 16200 51601 06	Acctg & Disb.	Regular	113,380	116,480	3,100
111 16300 51201 06	Revenue Coll	Regular - CSEA	90,570	88,480	(2,090)
111 16402 51201 06	Assessment	Regular - CSEA	144,240	152,800	8,560
111 21300 51201 13	Animal Cntrl	Regular - CSEA	44,500	45,710	1,210
111 22101 51601 06	Fire Marshall	Regular	60,940	62,840	1,900
111 22155 51601 06	Fire & Emer Svc	Regular	65,690	67,510	1,820
111 22200 51501 14	Mnsfld Fire	Regular	335,170	348,910	13,740
111 22200 51503 14	Mnsfld Fire	Part time	59,020	55,000	(4,020)
111 22300 51501 15	Eagleville	Regular	198,290	188,040	(10,250)
111 22300 51502 15	Eagleville	Bunker	65,520	60,000	(5,520)
111 30100 51201 06	PW Admn.	Regular - CSEA	47,550	48,830	1,280
111 30100 51601 06	PW Admn.	Regular	96,190	98,810	2,620
111 30200 51601 07	PW Oper.	Regular	68,690	70,560	1,870
111 30300 51401 07	Road Serv.	Regular	511,580	529,930	18,350
111 30400 51401 07	Grounds Maint	Regular	210,090	215,760	5,670
111 30600 51401 07	Equip. Maint	Regular	137,510	141,230	3,720
111 30700 51201 06	Engineering	Regular - CSEA	164,470	143,140	(21,330)
111 30800 51201 06	Building Insp	Regular - CSEA	8,670	24,000	15,330
111 30800 51601 06	Building Insp	Regular	60,480	62,150	1,670
111 30800 51605 06	Building Insp	Part-time	15,000		(15,000)
111 30900 51103 06	Bldg. Maint	Maint Personnel	106,840	113,530	6,690
111 30900 51601 06	Bldg. Maint	Regular	76,820	78,920	2,100
111 42100 51601 06	Social Serv	Regular	78,500	80,660	2,160
111 42210 51201 06	Youth Serv	Regular - CSEA	115,950	119,090	3,140
111 43100 51201 08	Library Adm	Regular - CSEA	101,000	103,730	2,730
111 43100 51202 08	Library Adm	Part time-B-CSEA	48,650	43,640	(5,010)
111 43100 51601 08	Library Adm	Regular	192,000	196,850	4,850
111 43100 51605 08	Library Adm	Part time	44,110	51,760	7,650
111 44100 51201 06	Recr. Admn	Regular - CSEA	35,210	40,020	4,810
111 44100 51601 06	Recr. Admn	Regular	69,560	71,450	1,890
111 51100 51201 06	Planning Adm	Regular - CSEA	109,100	112,070	2,970
111 51100 51601 06	Planning Adm	Regular	83,220	85,490	2,270
111 73000 56312 06	Contingency		130,300	60,540	(69,760)

**Committee on Committees, January 12, 2004**

Meeting convened at 7:00 P.M.  
 Present: Haddad, Hawkins, Clouette

The following list of appointments was reviewed by the committee and approved.

**Commission on Aging**

Appoint	Dorothea Mercier	21 Farmstead Rd	Storrs	06268		9/30/2006
Appoint	Ken Doeg	6 Sycamore Drive	Storrs	06268		9/30/2004

**Advisory Committee for Persons w/ Disabilities**

Reappoint	John DeWolf	16 Fellen Rd	Storrs	06268	429-7442	6/30/2006
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**Cemetery Committee**

Reappoint	Ed Passmore	668 Middle Tnpk	Storrs	06268	429-6799	7/1/2006
Reappoint	Mary Landeck	30 Stafford Rd	Mansfield center	06250	456-0176	7/1/2006

**Mansfield School Readiness Council**

Reappoint	Louise Bailey	54 Warrenville Road	Mansfield Center	06250	423-2502	12/31/04
Declined reappointment	Monique Brown	7 Adeline Place	Storrs	06268	429-0631	
Reappoint	Joan Buck (C)	6 Sumner Drive	Storrs	06268	429-7988	12/31/04
Resigned	Florence Caillard	48 Bassetts Bridge Road	Mansfield Center	06250	423-1070	12/31/04
Reappoint	Susan Daley	1208 Stafford Road	Storrs	06268	429-5240	12/31/04
Declined reappointment	Nancy Rucker	16 Dodd Road	Storrs	06268		
Reappoint	Janet Lamarre (VC)	321 Hunting Lodge Road	Storrs	06268	429-6316	12/31/04
Reappoint	Becky Lehmann	532 Browns Road	Storrs	06268	423-5807	12/31/04
Declined reappointment	Charlotte Madison	843 Bolton Rd Box U-117	Storrs	06269	486-2865	
Reappoint	Mary Jane Newman	50 Depot Road	Storrs	06268	487-0062	12/31/04
Appoint	Jamie D.H. Pociask	34 Willowbrook Road	Storrs	06268	429-7878	12/31/04
??	Kathryn Talbot (CT Dept Soc. Serv)	676 Main St.	Willimantic	06226	465-3547	
Reappoint	Steven Tucker	26 Fort Griswold	Mansfield Center	06250	456-8120	12/31/04
Reappoint	Pamela Wheeler	PO Box 279	Willington	06279	429-9804	12/31/04
???	Donna McLaughlin	141 Lorraine Drive	Storrs	06268	429-4895	
Reappoint	Jane Goldman	360 Wormwood Hill	Mansfield Center	06250	429-0458	12/31/04

The meeting was adjourned at 7:30 pm.

and Mike Gergler was elected President and Chip Gordon was elected Chief for two-year terms.

## IX. TOWN MANAGERS REPORT

The Town Manager met with the Mansfield Business and Professional group at the Mansfield Community Center and will continue to meet with them. Diane Doyl from SBM will be chair of the group.

The Library will be receiving 417 CD's from the State pursuant to the settlement of a multi-state antitrust lawsuit brought by the Attorney General and 42 other state attorneys general.

Mansfield's: Community Conversation: Part II has been announced. If any Council members wish to attend please let the Manager's office know.

2100 memberships have now been sold for the use of the Mansfield Community Center.

There will be a special meeting of the Town Council on February 7 from 9-12.

Mr. Haddad moved that an additional item be placed on the agenda to express sympathy to Mr. Thorkelson on the death of his father.

Seconded by Ms. Blair. So passed unanimously.

The Mayor will send a note of condolence.

## X. FUTURE AGENDAS

Town Council would like to discuss, perhaps in a year, the ordinances on underage drinking and user fees.

What is being planned for Spring weekend at the University?

Parking for the Community Center

Discussion with relevant Fire Department members on the new volunteer and town employee plan.

Town Manager reminded Council of the CEPA Notice of Scoping on the Burton Family Football Complex and Intramural, Recreational and Intercollegiate Athletic Facility on the UConn Storrs Campus to be held on Jan. 27 6:30 at the Bishops Center.

Al Hawkins discussed the Jenks, Oklahoma, Central Pre-Kindergarten-Grade 4 at Grace Living Center. This partnership provides children with the opportunity to interact with the elderly. This is the first intergenerational program of this kind being housed within a nursing home.

#### XI. PETITIONS, REQUESTS AND COMMUNICATIONS

10. United Services re: Annual Report
11. The Reminder-"New Community Center Now Open and Full of Activity"
12. UConn Hazardous Waste Facility Comparative Site Study Advisory Committee- November 13, 2003 Minutes
13. WINCOG Statement presented to the Planning and Development Committee re: The Report of the Blue Ribbon Commission on Property Tax Burdens and Smart Growth
14. CEPA Notice of Scoping-UConn Storrs Campus-Burton Family Football Complex and Intramural, Recreational and Intercollegiate Athletic Facility
15. R. Blumenthal re: Distribution of Compact Disks to Public Libraries
16. M. Taylor re: Holiday Lighting
17. Welcome to Jenks Central Pre-Kindergarten-Grade 4
18. Plan of Conservation and Development Update

#### XII. EXECUTIVE SESSION

Not needed.

#### XIII. ADJOURNMENT

At 9:40 p.m. Mr. Schaefer moved and Mr. Clouette seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

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TOWN OF MANSFIELD

PUBLIC HEARING

January 26, 2004

ORDINANCE REGARDING DELINQUENT MOTOR VEHICLE  
PROPERTY TAXES

The Mansfield Town Council will hold a public hearing at their regular meeting at 7:30 p.m. on January 26, 2004, to solicit public comment concerning the proposed "Ordinance Regarding Delinquent Motor Vehicle Property Taxes". The hearing will be held in the Council Chamber of the Audrey P. Beck Municipal Building.

At this hearing persons may address the Town Council and written comments may be received.

Copies of said draft ordinance are on file and available at the Town Clerk's office, 4 South Eagleville Road, Mansfield, Connecticut.

Dated at Mansfield this 14<sup>th</sup> day of January, 2004.

Joan E. Gerdson, Town Clerk

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LEGAL NOTICE

TOWN OF MANSFIELD  
PUBLIC HEARING

January 26, 2004

ORDINANCE REGULATING ADULT-ORIENTED ESTABLISHMENTS

The Mansfield Town Council will hold a public hearing at their regular meeting at 7:45 p.m. on January 26, 2004, to solicit public comment concerning the proposed "Ordinance Regulating Adult-oriented Establishments". The hearing will be held in the Council Chamber of the Audrey P. Beck Municipal Building.

At this hearing persons may address the Town Council and written comments may be received.

Copies of said draft ordinance are on file and available at the Town Clerk's office, 4 South Eagleville Road, Mansfield, Connecticut.

Dated at Mansfield this 14<sup>th</sup> day of January, 2004.

Joan E. Gerdson, Town Clerk

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**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**

Martin H. Berliner, Town Manager

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

January 26, 2004

Town Council  
Town of Mansfield

**Re: An Ordinance Regarding Delinquent Motor Vehicle Property Taxes**

Dear Town Council:

As we explained at your previous meeting, this past year the Connecticut State Legislature adopted legislation (Public Act 03-1) requiring municipalities to pay a \$.50 fee to the Commissioner of the Department of Motor Vehicles (DMV) in order to block registration on any vehicle for which municipal property taxes are delinquent. Municipalities have long used the DMV-reporting procedure to pursue delinquent motor vehicle property tax payments, and the new \$.50 fee would have a cost impact. In order to allow towns to recoup this fee and additional administrative costs, the Legislature also passed legislation (Public Act 03-06, section 58) allowing municipalities to impose a five-dollar (\$5.00) on any person who was delinquent in paying the property tax on a motor vehicle that was reported to the DMV. Public Act 03-06 further gives the town the discretion to require that payment of any delinquent property tax applicable to a motor vehicle shall be paid only in cash or by certified check or money order.

Staff recommends that the Town Council adopt a measure to allow the town to begin to charge the \$5.00 fee against delinquent taxpayers that the town reports to the DMV, as we believe it is in the town's best interest to recoup the new \$.50 fee as well as some portion of the administrative costs associated with recovering delinquent property taxes for motor vehicles. Furthermore, it is also advisable to give the Collector of Revenue the discretion to require that payment of any delinquent property tax applicable to a motor vehicle shall be paid only in cash or by certified check or money order.

The enabling resolution does not require an ordinance, and the Town Council has the ability to implement the \$5.00 fee via resolution alone. For the short term, we recommended that the Council adopt such a resolution as the town has a number of delinquent accounts to report to the DMV in the near future. The Town Council accepted this recommendation and adopted staff's proposed resolution at the January 12, 2004 meeting.

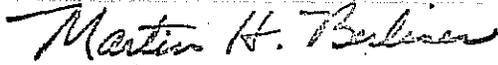
However, as we explained at the previous meeting, for the long-term we believe that it would be preferable to adopt an ordinance to provide greater detail and weight to the provision. Therefore,

we recommend that following the public hearing the Town Council move to adopt the proposed ordinance that we have prepared in consultation with the Town Attorney.

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

*Move, effective January 26, 2004, to adopt the proposed "Ordinance Regarding Delinquent Motor Vehicle Property Taxes," as proposed by staff in its draft dated January 12, 2004, and which ordinance 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: (1)

**Town of Mansfield  
Code of Ordinances  
Ordinance 2004-1**

“An Ordinance Regarding Delinquent Motor Vehicle Property Taxes”

*January 12, 2004 Draft*

**Section 1. Title.**

This ordinance shall be known and may be cited as the “Delinquent Motor Vehicle Property Tax Ordinance.”

**Section 2. Legislative Authority.**

This ordinance is enacted pursuant to the provisions of Public Act 03-6 for House Bill No. 6806, §58, and *Connecticut General Statutes* §12-146, as amended.

**Section 3. Intent and Purpose.**

This ordinance is designed to implement the provisions of *Connecticut General Statutes* §12-146, as it may be amended from time to time, to assist the Town with recovering delinquent property taxes for motor vehicles as well as associated administrative costs.

**Section 4. Definitions.**

- A. “Delinquent” shall have the same meaning as the term is defined in *Connecticut General Statutes* §12-146, as it may be amended from time to time.
- B. “Person” shall mean any individual, firm, partnership, association, syndicate, company, trust, corporation, limited-liability company, or other legal entity of any kind.

**Section 5. Right to Require Form of Payment.**

The Collector of Revenue may require that payment of any delinquent property tax applicable to a motor vehicle shall be paid only in cash or by certified check or money order.

**Section 6. Fee for Administrative Costs for Delinquent Tax Collection.**

Any person who is delinquent in the payment of any property tax or installment on any motor vehicle, and for whom the Town has notified the Commissioner of Motor Vehicles of such delinquency pursuant to *Connecticut General Statutes* §14-33, as amended, shall pay to the Town a fee of five (\$5.00) dollars for each such reported delinquency, in addition to the delinquent tax payment and all interest thereon.

**Section 7. Construction.**

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

**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**



Martin H. Berliner, Town Manager

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

January 26, 2004

Town Council  
Town of Mansfield

**Re: An Ordinance Regulating Adult-oriented Establishments**

Dear Town Council:

As the Town Council had authorized, we referred the proposed ordinance regulating adult-oriented establishments to the Planning and Zoning Commission (PZC) for review. We have attached the PZC's comments to the draft, and some of those suggestions will require additional legal research. Consequently, the proposed ordinance is not ready for action at this time. With the Town Council's indulgence, we will carry this item under old business for the next agenda.

Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach:(1)



## TOWN OF MANSFIELD

### Planning and Zoning Commission

Audrey P. Beck Building  
Four South Eagleville Road  
Storrs, Connecticut 06268  
Telephone (203) 429-3330

Memo to: Town Council  
From: Planning and Zoning Commission

Date: Rudy J. Favretti, Chairman  
January 21, 2004

Re: Proposed Ordinance regulating adult-oriented establishments

At a meeting held on January 20, 2004, the Mansfield Planning and Zoning Commission unanimously adopted the following motion:

“that the PZC report to the Town Council its support for adoption of the proposed Ordinance regulating adult-oriented establishments in Mansfield, subject to a revision of the setback from residential zones from 250 to 500 feet (Section 5) to be consistent with the zoning definition of “Neighborhood of a given lot.” It is also recommended that higher fines be incorporated into Section 14 and that a requirement be included in Section 3 that all such operations maintain at all times a minimum of one million (\$1,000,000.00) of liability insurance.”

If there are any questions regarding this action, the Planning Office may be contacted. The attached Jan. 13, 2004 memo from the Town Planner provides additional information for your consideration.

TOWN OF MANSFIELD  
OFFICE OF PLANNING AND DEVELOPMENT

---

GREGORY J. PADICK, TOWN PLANNER

Memo to: Planning & Zoning Commission  
From: Gregory J. Padick  
Date: 1/13/04



Re: Proposed Ordinance regulating adult-oriented establishments

Please find attached a 1/12/04 draft Ordinance regulating adult-oriented establishments. At its 1/12/04 meeting, the Town Council referred this proposal to the PZC for comments and established January 25<sup>th</sup> as a Public Hearing date.

The subject Ordinance was prepared by staff and has been found acceptable by the Town Attorney. It is modeled after other Ordinances in Connecticut municipalities. The Ordinance includes intent and definition sections, operational standards (Section 3), separation and setback provisions (Sections 4 to 6) and licensing, appeal, penalty and enforcement provisions (Sections 8 to 15). The sections most pertinent to the PZC's review are Sections 4, 5 and 6, which establish 1,000-foot setback requirements from youth facilities (schools, parks, playgrounds) and other adult-oriented establishments and a 250-foot setback from residential zones. Any proposed adult-oriented business also would be subject to Mansfield's zoning regulations.

Based on existing zoning classifications and permitted use provisions and the setback provisions of the proposed Ordinance, my review indicates that certain adult-oriented businesses could be authorized in Mansfield subject to zoning approval processes in portions of the Planned Business 1, 2, 3 and 5 zones and the Industrial Park zone. This is considered appropriate, as Ordinances and/or zoning regulations that have effectively eliminated all potential adult business sites have been found unconstitutional. I have also evaluated a potential revision of the setback from residential zones (Section 5) to incorporate a 500-foot setback, which would be more consistent with Article IV, Section B.52 of the Zoning Regulations (definition of "Neighborhood of a given lot"). My review indicates that if the setback from residential zones were revised to 500 feet, this revision would eliminate potential adult-oriented businesses in any portion of the Planned Business 2 zone (Downtown area) and would further restrict but not prevent potential use in portions of the Planned Business 1, 3 and 5 zones and portions of the Industrial Park zone. Accordingly, this revision would not appear to result in Constitutional issues.

Recommendation

It is recommended that the Planning and Zoning Commission report to the Town Council its support for adoption of the proposed Ordinance regulating adult-oriented establishments in Mansfield, subject to a revision of the setback from residential zones from 250 to 500 feet (Section 5), to be consistent with the zoning definition of "Neighborhood of a given lot."

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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

January 26, 2004

Town Council  
Town of Mansfield

**Re: Town of Mansfield Code Enforcement Relocation Plan**

Dear Town Council:

Attached please find a copy of the Town of Mansfield's Code Enforcement Relocation Plan. Pursuant to the provisions of the Uniform Relocation Assistance Act (URAA), the Connecticut General Statutes, and the Connecticut Agencies Regulations the purpose of the plan is to establish a policy for the fair and equitable treatment of persons displaced by code enforcement activities. The policy was written by the Town Attorney utilizing model policies which are in force in the state and reviewed by the Director of Social Services.

Staff recommends that the Council adopt the Relocation plan as presented. If the Council supports this recommendation, the following motion is in order:

*Move, effective January 26, 2004 to adopt the proposed "Town of Mansfield Code Enforcement Relocation Plan" to the Code of the Town of Mansfield Connecticut.*

Respectfully submitted,

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

Martin H. Berliner  
Town Manager

Attach:(1)

# Town of Mansfield Code Enforcement Relocation Plan

## I. PURPOSE

This Relocation Plan is adopted by the Town of Mansfield pursuant to the provisions of the Uniform Relocation Assistance Act ("URAA"), Connecticut General Statutes Sec. 8-266 et. seq., and URAA Regulations, Connecticut Agencies Regulations Sec. 8-273-1 through Sec. 8-273-41.

Connecticut General Statutes Sec. 8-266 states that the purpose of the URAA "is to establish a uniform policy for the fair and equitable treatment of persons displaced by . . . code enforcement activities . . ."

In furtherance of the stated purpose, the Town promulgates this Relocation Plan for the provision of URAA benefits and assistance to individuals and families displaced by the Town's code enforcement activities as a result of substandard conditions.

## II. ADMINISTRATIVE STRUCTURE

Determination of displacement and provision of relocation benefits and assistance under this Relocation Plan shall be accomplished by cooperative effort of Town of Mansfield Code Enforcement Officials and the Social Services Official of the Town of Mansfield in consultation with all other appropriate Town agencies.

## III. APPLICATION PROCESS

Upon notice from any occupant of any building who believes that building is unfit for occupancy or upon notice from a Town of Mansfield Code Enforcement Official, the Social Services Official shall immediately provide the occupant with an Application *for Relocation Assistance* (attached hereto as Exhibit A) and *Notice of Rights and Services* (Exhibit B). At the same time, the Social Services Official shall also notify the owner of the property of the occupant's application and the owner's potential liability for relocation benefits (See Exhibit C, *Notice of Potential Liability*).

Along with a completed application, the occupant may file an inspection report by a Town agency in support of the occupant's claim for relocation benefits and assistance. If no such report is filed with the application, the Social Services Official shall forward a copy of the completed application to the appropriate Code Enforcement Official together with a request that an inspection of the property and written report be completed within five (5) business days.

## IV. DETERMINATIONS OF DISPLACEMENT

- A. The Town Code Enforcement Official makes the determination that a property constitutes a threat to the health and safety of the occupant. Upon making such determination, the Code Enforcement Official will notify the Social Services Official. If an inspection resulting in any such determination is completed on premises whose occupant has not filed an application, the

Social Services Official will immediately invite the occupants to apply for benefits under the URAA. The Social Services Official will at the same time provide the occupant with *Notice of Rights and Services* and provide the owner with *Notice of Potential Liability*.

B. If, upon review of an inspection report from the appropriate Town agency, the Code Enforcement Official finds that the property is in such a condition as to constitute an immediate and serious threat to the health and safety of the occupant, the occupant shall be immediately determined to be a displaced person under the URAA. Within three (3) business days of the date of the determination, the Social Services Official shall provide an adult occupant and the property owner with *Notice of Displacement*, attached as Exhibit D.

C. Procedure for property which does not constitute an immediate threat to health and safety:

1. If, upon review of an inspection report from the appropriate Town agency, it is determined that the property is in such condition that it does not constitute an immediate threat to the health and safety of the occupant, the Code Enforcement Official shall proceed as follows:

- a. Determine on the basis of the totality of the circumstances, including but not limited to the seriousness of the condition(s), their effect on the occupant, and the owner's capacity to remedy them, a reasonable deadline by which the owner must complete the necessary repairs or incur the consequences of a determination that the occupant has been displaced under the URAA; and
- b. Provide as soon as possible to the owner a written notice (*Notice to Owner* – Attachment F is reserved for this notice in the event that a standard format is developed in the future) informing him/ her of the deadline. This notice shall include a copy of the inspection report or key findings of that report. A copy of the notice shall be delivered to the occupant.

2. Immediately following the expiration of the deadline, the Code Enforcement Official shall reinspect or cause to be reinspected the property. If the Code Enforcement Official concludes that any of the identified conditions have not been remedied to the extent that the premises are habitable, the Code Enforcement Official shall:

- a. Determine the occupant to be displaced and notify the Human Services Official to provide an adult occupant and the property owner with *Notice of Displacement*; or
- b. Determine under the totality of the circumstances that the necessary repairs will soon be made and offer the owner the option of temporarily relocating the occupant to adequate replacement housing until the conditions are remedied, by providing the owner with a *Temporary Relocation Proposal*, attached as Exhibit G.
  - (i) If the owner fails to either remedy the conditions or agree to a temporary relocation within three (3) business days thereafter, issue *Notice of Displacement* to the occupant and the owner;
  - (ii) If the owner agrees to temporarily relocate the occupant, the owner shall sign a *Temporary Relocation Agreement*, attached as Exhibit H, and accomplish the temporary relocation at the owner's expense within a reasonable time frame established by the Town.

- (iii) Once a reinspection shows to the Town's satisfaction that the conditions have been remedied, the owner shall restore the occupant to the building at the owner's expense.
  - (iv) If the Code Enforcement Official determines that it is in the best interests of the occupant, it may permit a temporary relocation of the occupant by the owner at any time after the Town issues Notice to Owner to the property owner.
3. If at any time after a Town of Mansfield Code Enforcement Official initially finds the existence of conditions that violate health and safety standards of the local code, the owner informs the Town that s/he cannot or will not make the necessary repairs, the Town shall immediately issue a *Notice of Displacement* to the occupant and owner.
- 
4. If it is determined that it is in the best interests of the occupant, the Code Enforcement Official may grant an extension of any deadline it sets in applying section IV.C. of the Plan.

## V. RELOCATION OF DISPLACED PERSONS

### A. General

1. The Town of Mansfield shall file this Relocation Plan with the State of Connecticut Department of Economic and Community Development, together with the information required by the Connecticut General Statutes Sec. 8-281, for the approval of the Commissioner of Economic and Community Development.
2. Town of Mansfield Code Enforcement Officials together with the Social Services Official shall administer a relocation program for persons displaced from property by the Town's code enforcement activities. The program shall include such measures as may be necessary to ensure that, prior to displacement by code enforcement activities, there will be available to every displaced person a replacement dwelling which is:
  - a. "decent, safe, and sanitary," as that term is defined in URAA Regulations Sec. 8-273-4 (a);
  - b. in an area not generally less desirable than the area in which the displacement dwelling is located in regard to public utilities and public and commercial facilities;
  - c. reasonably accessible to the displaced person's place of employment; and
  - d. available at a price or rental within the financial means of the displaced person.
3. The Social Services Official shall ensure that a copy of this Relocation Plan is provided to every appropriate Town agency or department. Upon request, a copy of this Relocation Plan shall be provided at no expense to any indigent person.

### B. Relocation Benefits and Assistance

1. Within two (2) business days of issuing *Notice of Displacement* to any displaced person, the Social Services Official shall mail a *Request for Priority Consideration* (attached hereto as Exhibit I) to the Mansfield Housing Authority.
2. Also within two (2) business days of issuance of *Notice of Displacement* to any displaced person, the Social Services Department shall move the displaced person and his or her family and personal property from the displacement dwelling to a permanent replacement dwelling. If no permanent replacement dwelling is then available, the displaced person and his or her family and personal property shall be moved from the displacement dwelling to a temporary replacement dwelling. If no temporary replacement dwelling is then available, the displaced person and his or her family shall be moved to emergency housing, normally the Holy Family Home and Shelter, 88 Jackson Street, Willimantic, CT, or if that is unavailable, to the Access Emergency Shelter, 51 Reynolds Street, Danielson, CT, and the personal property of the displacee(s) shall be placed in storage, if necessary.

Notwithstanding the provisions of the preceding paragraph, if a displaced person elects to receive the fixed cash payment described in Section V. (B) (4) in lieu of actual and reasonable moving and storage expenses, the Town shall be under no obligation to move or store personal property owned by the displaced person and his or her family.

3. The Social Services Official shall permit any displaced person who elects to have the Town move and store his or her personal property to choose from a mover from a list of moving companies to be maintained by the Town. The moving company selected shall, at the sole expense of the Town, pack, crate, and transport the displaced family's personal property, including household appliances owned by the family. If a temporary or permanent replacement dwelling is not then available, the Town shall arrange for the storage of the personal property. The Town's obligation to move a displaced family's personal property shall extend to subsequent moves from storage to a permanent replacement dwelling, from storage to a temporary replacement dwelling to a permanent replacement dwelling. The Town shall insure all personal property against loss or damage while being moved and while in storage. The Town's moving obligation shall include the cost of removing, reinstalling, and reconnecting all household appliances owned by the displaced family.
4. The Social Services Official shall provide fixed cash payment to any displaced person who elects to receive such a payment in lieu of actual and reasonable moving expenses. The payment shall be made with the next Town payment cycle after the date of the request. The exact amount of the fixed cash payment shall be determined in accordance with URAA Regulations Sec. 8-273-3.
5. The Social Services Official shall assist the displaced family to relocate to a permanent replacement dwelling which is a "comparable dwelling" as that term is defined in URAA Regulations Sec. 8-273-4(a) and 8-273-4(b). Any proposed permanent replacement dwelling shall be inspected to determine whether or not it is "decent, safe, and sanitary," as that term is defined in URAA Regulations Sec. 8-273-4(a).
6. Any displaced person who actually and lawfully occupied the displacement dwelling for at least 90 consecutive days immediately before the date of displacement and who subsequently rents a permanent replacement dwelling shall receive a replacement housing payment of not more than \$4,000.00. The amount of the replacement housing payment shall be determined in accordance with URAA Regulations Sec. 8-273-32, and shall be 48

times the monthly rent paid by the displaced person for the permanent replacement dwelling diminished by 48 times the average monthly contract rent the displaced person or family had agreed to pay during the three months immediately before the date of displacement; or (b) if that average monthly rent was not reasonable, 48 times the monthly economic rent for the displacement dwelling determined by the Social Services Official of the Town of Mansfield.

After a displaced person has rented and occupied a permanent replacement dwelling, the Social Services Official shall make the replacement housing payment directly to him or her, unless requested by the displaced person to make the payment directly to the lessor.

Replacement housing payments shall be made in monthly installments upon receipt of verification that the displaced person or family still occupies the replacement dwelling.

Upon request of a displaced person who has not yet rented a proposed permanent replacement dwelling which has been found to be decent, safe, and sanitary by the appropriate Town agency, the displaced person will receive a replacement housing payment on the date that he or she rents and occupies the proposed permanent replacement dwelling. The Social Services Department shall further certify in writing what the total amount of the replacement housing will be, which amount shall be determined in accordance with URAA Regulations Sec. 8-273-32. Attached hereto as Exhibit J is the *Certificate of Eligibility* to be submitted by the Social Services Official to the lessor at the election of the displaced person.

7. Any displaced person who actually and lawfully occupied the displacement dwelling for at least 90 consecutive days immediately before the date of displacement and who subsequently purchases a permanent replacement dwelling shall receive a replacement housing payment of not more than \$4,000.00. The amount of the replacement housing payment shall be determined in accordance with URAA Regulations Secs. 8-273-27(b), 8-273-31, and 8-273-34, and shall be that amount necessary for the displaced person to (a) make the down payment on the permanent replacement dwelling required for a conventional mortgage loan; and (b) pay the incidental expenses described in URAA Regulations Sec. 8-273-31.

The Social Services Official shall pay the full amount of the first \$2,000.00 of the required down payment. The Social Services Official shall pay 50 percent of the remainder of the down payment, and the displaced person must provide the other 50 percent of the remainder of the down payment.

After a displaced person has purchased and occupied a permanent replacement dwelling, the Social Services Official shall make the replacement housing payment directly to him or her, unless requested by the displaced person to make the payment directly to the seller.

Upon request of a displaced person who has not yet purchased a proposed permanent replacement dwelling which has been found to be decent, safe, and sanitary by the appropriate Town agency, the Social Services Official shall certify in writing to the lending agency, financial institution, or other interested party that the displaced person will receive a replacement housing payment on the date that he or she purchases and occupies the proposed permanent replacement dwelling. The Social Services Department shall further certify in writing what the total amount of the replacement housing payment will be, which amount shall be determined in accordance with URAA Regulations Secs. 8-273-27(b), 8-

273-31, and 8-273-34. Attached hereto as Exhibit K is the *Certificate of Eligibility* to be submitted by the Social Services Department to the lending agency, financial institution, or other interested party.

8. In accordance with URAA Regulations Sec. 8-273-39, if two or more families, or an individual and a family, occupy the same displacement dwelling, each individual or family who chooses to relocate separately shall be entitled to a separately computed replacement housing payment. However, two or more individuals, not a family, who occupy the same displacement dwelling pursuant to the same rental agreement, shall be treated as a single family in computing a replacement housing payment.
9. If a permanent replacement dwelling is not available at the time of the initial move from a displacement dwelling, or at the expiration of a displaced person's stay in an emergency shelter, the Social Services Department shall assist the displaced family or individual to relocate to a temporary replacement dwelling. A temporary replacement dwelling must meet the standards for "adequate replacement housing" set forth in URAA Regulations Secs. 8-273-4(a) and 8-273-4(c).

The provisions of Secs. 47a-2(1) and 47a-2(4) C.G.S. shall apply to the occupancy of temporary replacement dwellings by displaced persons.

In no event shall a displaced individual or family remain in a temporary replacement dwelling permanently; the Social Services Department shall help the displaced individual or family to relocate to a permanent replacement dwelling as soon as possible under the circumstances.

10. If neither a permanent replacement dwelling nor a temporary replacement dwelling is available at the time of the initial move from a displacement dwelling, the Social Services Department shall relocate the displaced individual or family to emergency shelter. For purposes of the Relocation Plan, emergency shelter means the Holy Family Home and Shelter, 88 Jackson Street, Willimantic, CT, or if that is unavailable, the Access Emergency Shelter, 51 Reynolds Street, Danielson, CT, or any other similar area facility. As soon as possible, the Human Services Department shall assist the displaced individual or family to relocate from emergency shelter to a permanent replacement dwelling or, if no permanent replacement dwelling is then available, to a temporary replacement dwelling.

## **VI. SPECIAL CIRCUMSTANCES – FIRE OR CASUALTY**

If fire or other casualty causes a dislocation, this section of the relocation plan shall apply. If displacement is caused by local code enforcement activities subsequent to a fire or other casualty, other sections of this plan shall apply.

Sec. 47a-14. CGS outlines tenant remedies in the event that a dwelling unit is damaged or destroyed to an extent that it is not habitable. The remedy established in this section does not provide supports to tenants to prevent homelessness. In the event of loss of housing as a result of fire, hurricane, flood, tornado or other catastrophic occurrence, it shall be the goal of the Town to prevent displacement that results in homelessness. Town departments shall provide assistance as follows:

- A. The Social Services Official will coordinate services with the American Red Cross, emergency shelters and other charitable organizations.

- B. If, upon inspection by the Code Enforcement Official, it is determined that the property might reasonably be returned to a safe and healthy condition, the Code Enforcement Official will develop a timetable for such in conjunction with the property owner. That timetable shall be provided to the Social Services Official.
- C. If it is determined that housing code violations caused the event leading to dislocation, the Social Services Official will determine the occupant to be a displaced person as outlined in previous sections of this plan.
- D. In the event of fire or other casualty, it is expected that the property owner will move quickly to make necessary repairs so that the tenant will be able to return to the dwelling. The Code Enforcement Official may establish reasonable deadlines for the completion of repair work related to code violations that are created by fire or other casualty. If the property owner fails to comply with reasonable deadlines, the Code Enforcement Official may implement procedures to determine the occupant to be a displaced person as outlined in previous sections of this Plan.
- E. In the event that a person displaced by fire or other casualty is not eligible for other assistance, the Social Services Official will provide assistance to that person which may include but is not limited to the following:
  - 1. Referral to legal counsel.
  - 2. Pursuit of Fair Housing remedies.
  - 3. Referral to services provided by state agencies and private not for profit organizations.
  - 4. Provision of emergency financial assistance for moving expenses and/ or rental security deposits.

## **VII. MISCELLANEOUS RIGHTS AND RESPONSIBILITIES**

- A. The Town's obligation under the URAA, URAA Regulations and this Relocation Plan to provide relocation assistance and benefits to displaced persons shall not be affected or diminished by the availability to such persons of other rights or remedies under state or federal law.
- B. A displaced person's decision to refuse a portion of the relocation assistance and benefits available to him or her under the URAA, URAA Regulations and this Relocation Plan shall not affect or diminish the Town's obligation to provide remaining relocation assistance and benefits to that person.
- C. Any displaced person aggrieved by any action on the part of the Town of Mansfield shall be advised by the Social Services Department of his or her right to appeal the Town of Mansfield's determination to the State of Connecticut Department of Economic and Community Development, and shall be provided with a copy of URAA Regulations Sec. 8-273-1, (attached hereto as Exhibit L).



**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**

Martin H. Berliner, Town Manager

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

January 26, 2004

Town Council  
Town of Mansfield

**Re: Rural Business Enterprise Grant – Downtown Mansfield Revitalization and Enhancement Project**

Dear Town Council:

Attached you will find a proposed Rural Business Enterprise Grant (RBEG) application to the United States Department of Agriculture (USDA) to help fund the preparation of the municipal development project plan for our "Downtown Mansfield Revitalization and Enhancement Project." The application requests \$50,000 from the USDA. If awarded, this amount would be added to \$150,100 previously allocated to the town under the state's Small Town Economic Assistance Program for a total estimated \$200,100 project budget.

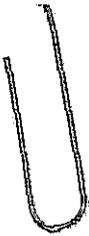
Because the municipal development project plan is so essential to the success of our Downtown Project, we recommend that the Council authorize the Manager to submit the grant application as presented. If the Council supports this recommendation, the following motion is in order:

*Move, effective January 26, 2004, to authorize the Town Manager to submit the attached Rural Business Enterprise Grant application in the amount of \$50,000 to the United States Department of Agriculture to help fund the preparation of the municipal development project plan for the "Downtown Mansfield Revitalization and Enhancement Project."*

Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach:(2)



Item #12



**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**

Martin H. Berliner, Town Manager

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

January 21, 2004  
~~April 14, 2003~~

Town Council  
Town of Mansfield

**Re: Rural Business Enterprise Grant – Downtown Mansfield Revitalization and Enhancement Project**

Dear Town Council:

Attached you will find a proposed Rural Business Enterprise Grant (RBEG) application to the United States Department of Agriculture (USDA) to help fund the preparation of the municipal development project plan for our "Downtown Mansfield Revitalization and Enhancement Project." The application requests ~~\$90,000~~ <sup>750,000</sup> from the USDA. If awarded, this amount would be added to ~~\$200,100~~ <sup>150,000</sup> previously allocated to the town under the state's Small Town Economic Assistance Program for a total estimated ~~\$290,100~~ <sup>200,100</sup> project budget.

Because the municipal development project plan is so essential to the success of our Downtown Project, we recommend that the Council authorize the Manager to submit the grant application as presented. If the Council supports this recommendation, the following motion is in order:

*Move, effective ~~April 14, 2003~~ <sup>January 26, 2004</sup>, to authorize the Town Manager <sup>750,000</sup> to submit the attached Rural Business Enterprise Grant application in the amount of ~~\$90,000~~ to the United States Department of Agriculture to help fund the preparation of the municipal development project plan for the "Downtown Mansfield Revitalization and Enhancement Project."*

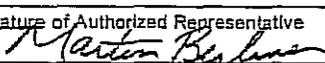
Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach:(2)

APPLICATION FOR  
FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: <input type="checkbox"/> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED January 16, 2004	Applicant Identifier
		DATE RECEIVED BY STATE	State Application Identifier
		DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
6. APPLICANT INFORMATION			
Legal Name: Town of Mansfield		Organizational Unit: Town Government	
Address (give city, county, State, and zip code): 4 South Eagleville Road Storrs, CT 06268		Name and telephone number of person to be contacted on matters involving this application (give area code) Martin Berliner, Town Manager, 860-429-3336	
5. EMPLOYER IDENTIFICATION NUMBER (EIN): 06-6002032		7. TYPE OF APPLICANT: (enter appropriate letter in box)	
3. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		<input type="checkbox"/> A. State <input type="checkbox"/> H. Independent School Dist. <input type="checkbox"/> B. County <input type="checkbox"/> I. State Controlled Institution of Higher Learning <input type="checkbox"/> C. Municipal <input type="checkbox"/> J. Private University <input type="checkbox"/> D. Township <input type="checkbox"/> K. Indian Tribe <input type="checkbox"/> E. Interstate <input type="checkbox"/> L. Individual <input type="checkbox"/> F. Intermunicipal <input type="checkbox"/> M. Profit Organization <input type="checkbox"/> G. Special District <input type="checkbox"/> N. Other (Specify) _____	
If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/>		9. NAME OF FEDERAL AGENCY: US Department of Agriculture, Rural Development	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 10-769		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Downtown Mansfield Revitalization and Enhancement Project. Municipal Development Project Plan.	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Town of Mansfield			
13. PROPOSED PROJECT See 11. Start Date    Ending Date February 2004    October 2004		14. CONGRESSIONAL DISTRICTS OF: 2nd District, Connecticut	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 50,000.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$ .00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW.	
c. State	\$ 150,100.00		
d. Local	\$ .00		
e. Other	\$ .00		
f. Program Income	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 200100.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative Martin Berliner		b. Title Town Manager, Town of Mansfield	c. Telephone Number 860-429-3336
d. Signature of Authorized Representative 		e. Date Signed 1-15-04	

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Standard Form 424 (Rev. 7-97)  
Prescribed by OMB Circular A-102

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry:                                                                                                                                                                                                                                                                                                                                                                                                        | Item: | Entry:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Self-explanatory.                                                                                                                                                                                                                                                                                                                                                                                             | 12.   | List only the largest political entities affected (e.g., State, counties, cities).                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2.    | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).                                                                                                                                                                                                                                                                                         | 13.   | Self-explanatory.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.    | State use only (if applicable).                                                                                                                                                                                                                                                                                                                                                                               | 14.   | List the applicant's Congressional District and any District(s) affected by the program or project.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.    | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.                                                                                                                                                                                                                                                                   | 15.   | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate p.a/y the amount of the change. For decreases, enclose the amounts in Parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5.    | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.                                                                                                                                                                  | 16.   | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.                                                                                                                                                                                                                                                                                                                                            |
| 6.    | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.                                                                                                                                                                                                                                                                                                                       | 17.   | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.                                                                                                                                                                                                                                                                                                                                                    |
| 7.    | Enter the appropriate letter in the space provided.                                                                                                                                                                                                                                                                                                                                                           | 18.   | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)                                                                                                                                                                                                                    |
| 8.    | Check appropriate box and enter appropriate letter(s) in the space(s) provided:<br><br>-- "New" means a new assistance award.<br><br>-- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br><br>-- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.    | Name of Federal agency from which assistance is being requested with this application.                                                                                                                                                                                                                                                                                                                        |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10.   | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.                                                                                                                                                                                                                                                                                           |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 11.   | Enter a brief descriptive title of the project. If more than one Program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For Preapplications, use a Separate sheet to provide a summary description of this project.                                                                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**BUDGET INFORMATION — Non-Construction Programs**

OMB Approval No. 0348-0044

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. RBEG				50,000.00	150,100.00	200,100.00
2.						0.00
3.						0.00
4.						0.00
<b>5. TOTALS</b>		0.00	0.00	50,000.00	150,100.00	200,100.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel					0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual				50,000.00	150,100.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a - 6h)	0.00	0.00		50,000.00	150,100.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	0.00	0.00		50,000.00	150,100.00
<b>7. Program Income</b>					0.00

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Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Small Town Economic Assistance Program (STEAP)	\$	\$ 150,100	\$	\$ 150,100
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$ 150,100	\$	\$ 150,100

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 50,000	\$	\$ 50,000	\$	\$
14. Non-Federal	150,100		150,100		
15. TOTAL (sum of lines 13 and 14)	\$ 200,100	\$	\$ 200,100	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0	\$ 0	\$ 0	\$ 0

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

January 16, 2004

## **Application for Rural Business Enterprise Grant (RBEG)**

### **Proposed Scope of Work for Downtown Mansfield Revitalization and Enhancement Project**

#### **A) Why is the project needed and beneficial?**

By way of background, in 1999, the Mansfield Town Council retained the national planning firm of HyettPalma to develop an enhancement strategy for the revitalization of downtown Mansfield's commercial areas. Following a collaborative community-consultation process, HyettPalma produced the Mansfield Downtown Action Agenda, which provided specific recommendations designed to create a downtown center ("Storrs Center")..

As follow-up to the recommendations in the HyettPalma report, the Mansfield Downtown Partnership Organizing Committee hired a consultant team led by Milone & MacBroom, Inc., to prepare a physical master plan and analysis of the economic aspects of the project. The Master Plan was completed May 7, 2002. Rural Development funded \$35,000 of the cost of the Master Plan with a Rural Business Enterprise Grant (RBEG) in 2002.

In March 2002, the Mansfield Downtown Partnership, Inc. ("Partnership"), hired the planning and architecture firm of Looney Ricks Kiss Architects, Inc. to develop a Municipal Development Project Plan (authorized under Chapter 132, Sections 8-186-8-200b of the Connecticut General Statutes) for a downtown center.

Work on the Municipal Development Project Plan is underway but more work needs to be done in the Winter and Spring of 2004. Specifically, funding is being sought from Rural Development for some of the remaining work to be done as part of the Municipal Development Project Plan including but not limited to a description of the proposed infrastructure for the project; a development plan with drawings of the project including design guidelines; information on the number of jobs to be created as part of the project;; an administrative plan; and a financing plan for the project.

In September 2003, the Mansfield Downtown Partnership, Inc., identified a master developer, Storrs Center Alliance, to develop the Storrs Center site. Storrs Center Alliance will work with Looney Ricks Kiss on the Municipal Development Project Plan and develop the Storrs Center site.

For many years, there have been planning efforts to revitalize the existing commercial area on Storrs Road (State Route 195) into a vibrant and economically successful mixed-use downtown. Residents and students at the University of Connecticut have expressed

interest in a downtown that has more to offer in terms of retail, restaurants, and activities. In a survey conducted in 2000 by the HyettPalma consulting firm, the top three improvements desired by residents and students were 1) increase the variety of retail goods, 2) recruit additional businesses, and 3) increase the variety of restaurants. Furthermore, the University of Connecticut has found in its surveys of accepted students who chose not to attend the University that the main reason they do not attend is that they feel there is "not enough to do in Storrs."

This project will effect public and private stakeholders including business owners and owners of commercial property in the downtown area who will benefit from the retention and strengthening of existing businesses and the creation of new business opportunities. One of the key thrusts of the downtown initiative is to increase foot traffic and enhance the aesthetics of the area, which will directly benefit local businesses. A successful town center would allow residents to have access to a wide range of goods and services at the local level, which might alleviate some of the need to drive long distances to obtain those goods and services. The location of additional housing alone would have a tremendous positive impact on existing businesses. In addition, the Partnership will make a concerted effort to market the area and to attract new businesses.

**B) Which area is served and affected by the project?**

The area served and affected by the project is an area of approximately 45 acres generally bounded by the intersection of Storrs Road (State Route 195) and Mansfield Road, the south entrance to the University of Connecticut campus in the vicinity of Shippee and Buckley Halls on the north, and by the intersection of Route 195 and South Eagleville Road (State Route 275) on the south.

**C) 1. What economic development will be accomplished and what business is assisted?**

The Downtown Mansfield Concept Master Plan plans included a plan for up to 14 new buildings that will house retail and office space. The Plan concluded that there was a market for an additional 109,000 square feet of retail and office space in addition to the current 74,000 square feet in the downtown area. The current space consists primarily of retail space with some office space. An additional 242,000 square feet is proposed for residential and service/education space.

While it is not known at this point what businesses will locate in the new development, it is expected that those businesses will be small businesses. As noted in the Target Market Strategies Study, conducted as part of the Master Plan, the downtown office niche is currently serving the small professional and service company user requiring 500 to 3,500 square feet of space. The scale of this market is compatible with the scale of the proposed downtown building stock. The Study proposes ground floor space in the 1,000 to 15,000 square feet area for a total of 18 businesses. A suggested building mix plan includes restaurants, clothing, bakery, antiques, artist lofts, and bike shop.

In addition to the work completed as part of the Target Market Strategies, a Market Study was conducted by Urban Partners as part of the Municipal Development Project Plan. In terms of commercial development, the analysis of the market by Urban Partners determined that there was a market for 38,000 square feet of new convenience retail; 16,000 square feet of full-service restaurants; 59,000 square feet of apparel stores; and 70,000 square feet of home furnishings, other shopping goods, and freestanding stores.

The current businesses should also benefit from the improvements through the increased activity in the Storrs area. Current businesses include restaurants, hairdresser, florist, and gift shop, among others. There are 42 businesses located in Storrs Center that would potentially be affected.

Work that has been completed as part of the Municipal Development Project Plan, and partially funded through an RBEG in 2003, included the Market Study; a design workshop; and preliminary mapping of current conditions on the site.

## **2. What are time frames for completing activities?**

### **a) Time frame from project approval to implementation**

The funding request is for the Municipal Development Project Plan, which is expected to be finalized in the Spring/Summer of 2004.

### **b) Number of months duration of project**

The Municipal Development Project Plan is estimated to be completed in Spring/Summer 2004. Work on the Plan began in March 2003.

With respect to the development of Storrs Center, construction would be tentatively scheduled to begin in 2 years and take 3 to 5 years for completion.

## **D) How will the project coordinate economic development activities with any other economic development and what businesses will be assisted?**

This project will seek to integrate current businesses in the Storrs Center into the redevelopment of the area. Marketing efforts will be undertaken to promote the current businesses on site and recruit businesses to the new development. In March 2002, the Partnership hired Cynthia van Zelm as its Executive Director and she will be responsible for working on the promotion and recruitment of businesses. This process will be undertaken with the assistance of the Windham Chamber of Commerce, Tolland County Chamber of Commerce, the Mansfield Business and Professional Association, and through the Partnership's Business Development and Retention Committee.

The businesses in Storrs Center, which currently total 42, will be assisted through these efforts (*see attached list of Storrs Center businesses*).

**E) What is the method used to select the areas and/or businesses that will receive the proposed service?**

The Storrs Center was identified as the area for increased economic development because it is the prime commercial area in Mansfield and is located in the center of town, along the major thoroughfare in Mansfield (State Route 195). The new development will thus build on the current major commercial activity in the Town of Mansfield. It is expected that new development will assist the current businesses in Storrs Center as well as generate more economic benefits to the other businesses in Town that will see more traffic.

**F) Describe your previous experience providing project assistance or similar economic development activities.**

**1. What experience does your staff have with proposed project?**

As the Executive Director for the Mansfield Downtown Partnership, Cynthia van Zelm will serve as project manager for Partnership activities including the oversight of project plans and the subsequent development of Storrs Center. Ms. van Zelm has over 15 years of planning, management, and government experience. Prior to her hiring as the Executive Director for the Mansfield Downtown Partnership in March 2002, Ms. van Zelm worked for over five years in economic development for Lane Council of Governments in Eugene, Oregon. Ms. van Zelm was the lead staff person for economic and community development at the agency with her main role to coordinate technical assistance (grant writing and management, and project development) for the 11 cities in Lane County. Some of her major projects including developing the Lane County portion of an annual economic development plan for a four-county region, and conducting an inventory of major available commercial and industrial sites in rural Lane County.

Ms. van Zelm has experience working with downtowns having worked as a downtown manager in Silverton, Oregon for one year, and on downtown plans while on staff at Lane Council of Governments.

Martin Berliner, Mansfield Town Manager, and Greg Padick, Mansfield Town Planner, will also be part of the team working on development of Storrs Center. Mr. Berliner and Mr. Padick have worked for the Town of Mansfield for over twenty years and bring extensive experience in project management, grant/contract management and planning to the project.

Finally, the Mansfield Downtown Partnership has a 18-member Board that is composed of several business people including a banker, developer, and small business owner who will be able to provide guidance on the development project.

**G) Describe in detail how the project will increase or save jobs and what is the number of projected new and/or saved jobs?**

As described in C) above, the construction of new retail and office space will result in several more businesses locating in Storrs Center. The Target Market Strategies and the Market Study conducted an analysis to determine the retail and office market and how much square footage could be developed based on market forces. While a job analysis has not been conducted, an estimate of 20 or more construction jobs and 250 permanent jobs could be created through the new development. It is estimated that the current businesses in Storrs Center employ over 100 people.

**H) Describe how the work will be performed (staff or consultants) and who will be performing or contributing to it?**

See attached Scope of Work from Looney Ricks Kiss Architects, Inc.

**D) Describe how performance and objectives of proposed activity will be measured.**

**1. What follow-up activities are being planned?**

The Mansfield Downtown Partnership Board of Directors will provide oversight on the consultants' work on the Municipal Development Project Plan. The Municipal Development Project Plan will be reviewed by the Partnership Board of Directors for content and its adherence to the original Scope of Work.

**J) Please add any additional information that might help the Agency make a grant award decision.**

Revitalization and enhancement of Storrs Center is long overdue. The improvement of Storrs Center will increase the economic viability of the small businesses currently located in Storrs Center as well as serve as a catalyst for new businesses to located in Storrs Center. The Partnership has received ten unsolicited inquiries from small businesses or business ventures that are interested in locating in a new Storrs Center. The interest is evident and will only get stronger as we move toward development of a vibrant commercial area.

The Town of Mansfield and the University of Connecticut are fully committed to this project as evidenced by their contribution of significant financial resources to this project including the funding of the HyettPalma study, an Environmental Impact Evaluation for the area, and the operations of the Mansfield Downtown Partnership. On May 28, 2002, the Mansfield Town Council unanimously approved a motion to designate the Partnership as the municipal development agency for Storrs Center. The Partnership Board of Directors will be working with Looney Ricks Kiss Architects to develop a Municipal Development Project Plan, which documents the full range of technical, infrastructure, and legal agreements required for implementation of the Master Plan to occur. The Town of Mansfield and the University of Connecticut will continue its financial commitment through this more detailed planning process.

January 16, 2004

Rural Business Enterprise Grant for Town of Mansfield (\$50,000)

### Scope of Work

The Scope of Work for Looney Ricks Kiss Architects, Inc. (LRK) work includes two main elements:

- 1) Assistance with hiring a development team to develop the new town center at Storrs Center and
- 2) Creation of a Municipal Development Project Plan (according to CT State Statutes) which includes but is not limited to a) A legal description of the land within the project area; b) a description of the present condition and uses of such land or building; c) a description of the types and locations of land uses or building uses proposed for the project area; d) a description of the types and locations of present and proposed streets, sidewalks and sanitary, utility and other facilities and the types and locations of other proposed site improvements; e) statements of the present and proposed zoning classification and subdivision status of the project area and the areas adjacent to the project area; f) a plan for relocating project-area occupants; g) a financing plan; h) an administrative plan; i) a marketability and proposed land-use study or building use study; j) a statement of the number of jobs which would be created by the project and the number and types of existing housing units in the municipality in which the project is located, and in contiguous municipalities, which would be available to employees filling such jobs.

The Scope of Work for LRK has more details on the tasks they will perform, the completion dates and the deliverables. The anticipated completion date of the Municipal Development Project Plan is Spring/Summer 2004.

The current STEAP budget totals \$500,000 with \$375,000 for planning and \$125,000 for construction. The contract with Looney Ricks Kiss is for \$290,000+. The additional STEAP planning money above the \$200K is for attorney fees to assist us with the Municipal Development Project Plan and more detailed planning associated with the construction of streetscape elements.

**Technical Memorandum:  
Downtown Mansfield Municipal Development Plan  
Market Study**

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Prepared for:

**Mansfield Downtown Partnership**

Prepared by:

**Urban Partners**

November 2003

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## 2.0 SUMMARY OF DEVELOPMENT POTENTIAL FOR STORRS CENTER

The overall development capacity of Storrs Center will depend on site constraints, design, development controls, phasing, and sewer capacity limitations. However, the market analysis detailed in this report has identified the potential for Storrs Center to capture a broad range of residential, retail, and commercial market opportunities, the total of which may exceed the physical constraints of the site. **The chief market potential is for residential and retail development**, though this development can be supplemented by a limited amount of office and entertainment uses. Significant residential and retail development opportunities for the first five years of development include:

- ~~200 to 250 units of sales condominium flats and townhomes.~~ Most units will be in the 1,200 to 1,600 SF range, though some could be as large as 2,200 SF. Constructed in two- to four-story buildings, these units should sell in the \$165 to \$180 per SF price range (sales prices of \$215,000 to \$285,000 at 2003 prices).
- **125 to 150 units of townhome-style duplexes and small lot single-family homes.** Most units will be in the 1,800 to 2,400 SF range, priced at \$145 to \$175 per SF (sales prices of \$315,000 to \$350,000 at 2003 prices).
- **225 to 350 rental apartments targeted to non-student and graduate student households**, which could be accommodated in a range of building types—even mid-rise apartment towers—and could be priced at \$1.45 to \$1.55 per SF per month at 2003 prices.
- **A 100-household Continuing Care Retirement Community** with 70 independent living residential units, 20 assisted living units, and a 60-bed nursing facility.
- **38,000 SF of new convenience retail stores** serving immediately adjacent residents.
- **16,000 SF of full-service restaurants** to create an active evening atmosphere.
- **59,000 SF of apparel stores** creating a niche identity distinct from typical mall offerings.
- **70,000 SF of home furnishings, other shopping goods, and freestanding stores** attracting customers from throughout a 10-mile trade area.

In total, this potential yields **650 to 850 new housing units in the first five years of development and 183,000 SF of new retail space.** This core development program can be supplemented by a limited amount of **professional and service office space.** The area can also support a six-to-eight screen **movie theater**, but this scale of operation is too small to be economic without developer or institutional participation in ownership.

First Name	Organization Name	Address	City	State	Zip Code	Work Phone
Dennis Girard	Aztec Sun Tanning	1232 Storrs Rd.	Storrs	CT	06268	(860) 487-0400
Mary Wickert	A Belter Bagel	13 Dog Lane	Storrs	CT	06268	(860) 429-9900
Richard Tarascio	Blimpies Sub & Salads	1244 Storrs Rd.	Storrs	CT	06268	(860) 429-7827
Richard Lucey	Body Language/Tattoo Piercing	1254 Storrs Rd.	Storrs	CT	06268	(860) 487-2647
Javier Irizarry	Campus Connect	1244 Storrs Rd.	Storrs	CT	06268	(860) 429-4504
Kathy LaJoie	Campus Cuts	1254 Storrs Rd.	Storrs	CT	06268	(860) 429-4850
Jack Sunmark	Campus Florist	1254 Storrs Rd.	Storrs	CT	06268	(860) 487-1234
Susan Chang	Chang's Garden	1244 Storrs Rd.	Storrs	CT	06268	(860) 487-1688
Angel Evans	CT State Employees Credit Union	1244 Storrs Rd.	Storrs	CT	06268	(860) 429-9306
Bob Potter	c.o. jones	1254 Storrs Rd.	Storrs	CT	06268	(860) 429-5777
Emir and Laleh Pouya	Copy Run	1244 Storrs Rd.	Storrs	CT	06268	(860) 429-8899
Maria Morizio-Flaherty	Curves for Women	1244 Storrs Rd.	Storrs	CT	06268	(860) 429-2838
Mike O'Connell	D.P. Dough	1232 Storrs Rd.	Storrs	CT	06268	(860) 429-7577
Neil Warren	Dominos Pizza	1244 Storrs Rd.	Storrs	CT	06268	(860) 429-7969
Tom Maragnano	Friendly's	1232 Storrs Rd.	Storrs	CT	06268	(860) 429-9427
Dale Trainor	Gentlemen's Choice	10 Dog Lane	Storrs	CT	06268	(860) 487-7100
David Hoyle	Healthsouth Sports Medicine	13B Dog Lane	Storrs	CT	06268	(860) 429-0899
Rifa Haidous-Galey	Husky Bean Café	1232 Storrs Rd.	Storrs	CT	06268	(860) 429-2244

P.45

1/15/2004

First Name	Organization Name	Address	City	State	Zip Code	Work Phone
Carol Hill	Husky Greek Shop	10 Dog La., Suite 3	Storrs	CT	06268	(860) 429-2143
Jean Norman	Paperback Trader IV	1254 Storrs Rd.	Storrs	CT	06268	(860) 487-0261
Ismail Sattar	Paul's Pizza	1254 Storrs Rd.	Storrs	CT	06268	(860) 429-6001
Wendi Richardson	People's Bank	1244 Storrs Rd.	Storrs	CT	06268	(860) 487-5030
Curtis Olsen	Prototype Copying & Word Processing	1254 Storrs Rd.	Storrs	CT	06268	(860) 487-1794
Holly Upton	Skora's Barber Styling Shop	1254 Storrs Rd.	Storrs	CT	06268	(860) 429-3829
Daniel Cort	Starbucks	1244 Storrs Rd.	Storrs	CT	06268	(860) 429-1117
	Store 24	1254 Storrs Rd.	Storrs	CT	06268	(860) 487-0092
Michael Taylor	Storrs Associates	12 Stonemill Rd.	Storrs	CT	06268	(860) 429-8891
Irene Schein	Storrs Automotive	4 Dog Lane	Storrs	CT	06268	(860) 487-1231
John James	Storrs Commons Laundromat and Dry Cleaning	1244 Storrs Rd.	Storrs	CT	06268	(860) 429-0059
John Ferreri	Storrs Drug	1232 Storrs Rd.	Storrs	CT	06268	(860) 429-9365
John James	Storrs Laundromat	1232 Storrs Rd.	Storrs	CT	06268	(860) 429-8238
Shakeel Ahmad	Student's Discount Center	1254 Storrs Rd.	Storrs	CT	06268	(860) 429-8866
Sherry Whithington	Sunsations	10 Dog Lane	Storrs	CT	06268	(860) 487-8266
Tima Bachi	Tailoring by Tima	10 Dog La., Suite 5	Storrs	CT	06268	(860) 429-4877
Jonathan Pelto	The Basket Case	1254 Storrs Rd.	Storrs	CT	06268	(860) 487-6504
Dana DeColin	The Skeleton's Closet	10 Dog Lane	Storrs	CT	06268	(860) 429-8951

First Name	Organization Name	Address	City	State	Zip Code	Work Phone
David Schiller	Travel Planners	1254 Storrs Rd.	Storrs	CT	06268	(860) 963-6620
Peggy Beckett-Rinker	UCPEA	1244 Storrs Rd.	Storrs	CT	06268	(860) 487-0850
	University of Connecticut WCMH Physical Therapy Clinic	14 Dog Lane	Storrs	CT	06268	(860) 486-8617
Sue Haidous	Visual Hair Designs	1232 Storrs Rd.	Storrs	CT	06268	(860) 429-0824
Samantha Dzat	Wings Over Storrs	1254 Storrs Road	Storrs	CT	06268	(860) 429-9464
	Yukon Limo	10 Dog Lane	Storrs	CT	06268	(860) 429-8002

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**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**

Martin H. Berliner, Town Manager

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

January 26, 2004

Town Council  
Town of Mansfield

**Re: Community Center and General Obligation Refunding Bonds**

Dear Town Council:

Attached please find a memorandum from the Director of Finance regarding the refunding of General Obligation bonds and two resolutions, prepared by the Town's Bond Counsel, authorizing the payment of the bonds outstanding principal and interest. The Town Financial Advisor and Bond Counsel will be present to answer any questions. Staff recommends the Council's authorization of this refunding.

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

*Move, effective January 26, 2004, to adopt the resolutions prepared by the Town's Bond Counsel authorizing the issuance of refunding bonds for payment of all or a portion of the outstanding principal and interest of the general obligation bonds.*

Respectfully submitted,

Martin H. Berliner  
Town Manager

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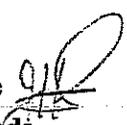
**INTER**

**OFFICE**

# MEMO

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**FINANCE DEPARTMENT, TOWN OF MANSFIELD**

**To:** Martin Berliner, Town Manager  
**From:** Jeffrey H. Smith, Director of Finance   
**Subject:** Refunding Community Center Bonds  
**Date:** January 22, 2004

**Introduction**

By resolution adopted by the Council on July 26, 1999 and subsequently approved by the voters on November 2, 1999, the Town was authorized to issue \$2,500,000 in General Obligation Bonds to provide partial funding for the Community Center Project.

In light of our desire to make the Community Center self-funding and with the assistance of our marketing consultant, we developed a number of different programs to assist us in reaching that goal. Specifically, the Affinity Group Discount Program, the Charter Donor Program, the Strategic Partnership Program and the Business Partnership Program.

In order not to jeopardize the tax exemption on the bonds we asked Bond Counsel (Douglas Gillette of Day, Berry and Howard, LLP) to advise us regarding compliance issues with the representations and covenants made by the Town in the Tax Compliance Agreement for the Community Center Bonds.

In an opinion written on November 5, 2003 and supplemented by a second memorandum written on November 14, 2003, it was the opinion of Bond Counsel that the programs discussed above may generate private business use and, could jeopardize the tax-exempt status of the 2001 Bond Issue. Given this, it was his opinion that an alternative approach to ameliorate the issues raised would be justified.

Two approaches were discussed. The first was to change the substance of our programs to an extent whereby they would no longer jeopardize our tax status. After considerable discussion, it was our conclusion that this

would be costly in opportunities we would need to forego. We estimated the loss of revenue in the \$15,000 to \$20,000 per year category and on the expenditure side, we estimate an additional expense at \$10,000 to \$12,000 per year in additional costs incurred to maintain our membership base.

Our second alternative was to undertake a taxable refunding to "remediate" the 2001 Bonds. In essence, we sell new bonds and retire the old bonds. The new bonds would be taxable and would, therefore, not run the risk of being in violation of federal statutes.

In the pricing estimate prepared on January 12, 2004, the total cost of the refunding was a net loss of \$12,774.66 over a thirteen-year period. Several points need to be made.

- 1) The actual loss or gain on a refunding issue is not known until the day you close. At that time, if it does not appear to be in the Town's best interest, then you do not consummate the transaction.
- 2) The refunding issue has been shortened to bring the interest rate down. Although the refunding from non-taxable to taxable is almost breakeven on a nominal basis, the savings are all in the out years. We will need an estimated additional \$63,000 per year in debt service cash flow over the next 13 years. The bottom line is we are paying off principal faster as well as taking advantage of a good interest rate environment (see attachment).
- 3) I have included the 1999 General Obligation Bond Issue in the refunding to take advantage of lower interest rates. This issue will remain non-taxable.
- 4) On a present value basis, the loss is approximately \$117,000.

Given the Council's desire not to burden our taxpayers any more than need be in the operation of the Community Center, it is my recommendation that we move forward with this refunding. If at the time of closing, the additional costs are in excess of our estimated savings, we can revisit our decision.

If the Council is in agreement it is respectfully requested that the attached resolutions prepared by counsel be adopted.

:adw

**Analysis of Net Gain(Loss) on  
Refunding 2001 Community Center Bond Issue  
and the 1999 Library Bond Issue**

Date	Net Gain(Loss)	Additional Revenues	Expenditure Savings	Net Gain(Loss)
06/30/2004	(60,862.16)	15,000.00	12,000.00	(33,862.16)
06/30/2005	(63,305.00)	15,450.00	12,000.00	(35,855.00)
06/30/2006	(63,642.50)	15,913.50	12,000.00	(35,729.00)
06/30/2007	(62,830.00)	16,390.91	12,000.00	(34,439.10)
06/30/2008	(60,717.50)	16,882.63	12,000.00	(31,834.87)
06/30/2009	(57,755.00)	17,389.11	12,000.00	(28,365.89)
06/30/2010	(63,542.50)	17,910.78	12,000.00	(33,631.72)
06/30/2011	(62,980.00)	18,448.11	12,000.00	(32,531.89)
06/30/2012	(61,480.00)	19,001.55	12,000.00	(30,478.45)
06/30/2013	(59,505.00)	19,571.60	12,000.00	(27,933.40)
06/30/2014	258,407.50	20,158.75	12,000.00	290,566.25
06/30/2015	240,562.50	20,763.51	12,000.00	273,326.01
06/30/2016	104,875.00	21,386.41	12,000.00	138,261.41
	(12,774.66)	234,266.86	156,000.00	377,492.20

**RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF MANSFIELD  
JANUARY 26, 2002**

**AUTHORIZING THE ISSUANCE OF REFUNDING BONDS FOR PAYMENT OF ALL OR A PORTION OF THE OUTSTANDING PRINCIPAL OF AND INTEREST ON THE TOWN OF MANSFIELD'S \$2,500,000 GENERAL OBLIGATION BONDS, ISSUE OF 2001 AND COSTS RELATED THERETO**

WHEREAS, the Town of Mansfield issued its \$2,500,000 General Obligation Bonds, Issue of 2001 (the "2001 Bonds"), the proceeds of which were allocated to finance a portion of the costs of design, construction, equipping and furnishing of a community center located on land adjacent to the Audrey P. Beck Municipal Building property (the "Community Center project"); and

WHEREAS, the Town anticipated that the Community Center project would be used in a manner such that interest on the 2001 Bonds would be excluded from gross income for Federal income tax purposes pursuant to the provisions of Section 103 and related sections of the Internal Revenue Code of 1986 and the regulations promulgated thereunder; and

WHEREAS, the Town entered into a Tax Compliance Agreement in connection with the issuance of the 2001 Bonds in which the Town made various representations and covenants to establish and maintain the continued exemption from federal income taxation of interest on the 2001 Bonds; and

WHEREAS, the Town is now contemplating uses of the Community Center project which are inconsistent with certain of said provisions of the Internal Revenue Code of 1986 and the regulations promulgated thereunder; and

WHEREAS, the Town, in order to preserve such exemption from federal income taxation of interest on the 2001 Bonds and to conform with the various representations and comply with the various covenants made in the Tax Compliance Agreement for the 2001 Bonds, has proposed that the Town refund all or a portion of the 2001 Bonds with a taxable bond issue in order to allow the Town the ability to proceed with such contemplated uses;

NOW, THEREFORE, RESOLVED,

(a) That the Town of Mansfield issue its refunding bonds, in an amount not to exceed THREE MILLION DOLLARS (\$3,000,000), the proceeds of which are hereby appropriated: (1) to fund one or more escrows, and to apply the balance held in such escrows, together with the investment earnings thereon, to the payment in whole or in part, as to be determined by the Town Manager, the Director of Finance and the Treasurer of the Town, or any two of them, of the outstanding principal of and interest and call premium, if any, on the Town's \$2,500,000 General Obligation Bonds, Issue of 2001, including the payment of interest accrued on said bonds to the

date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, bond insurance premiums, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 7-370c of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(b) That the Town Manager, the Director of Finance and the Treasurer of the Town, or any two of them, shall sign the bonds by their manual or facsimile signatures. The law firm of Day, Berry & Howard LLP is designated as bond counsel to approve the legality of the bonds. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the bonds to be redeemed and the amount, date, interest rates, maturities, redemption provisions, form and other details of the refunding bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds and escrow agent with respect to the escrow of proceeds of the bonds being applied to refund the 2001 Bonds; to provide for the keeping of a record of the bonds; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds.

(c) That the Town hereby declares its intent that costs of the refunding may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the refunding.

(d) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(e) That the Town Manager, the Director of Finance, the Treasurer and other proper officers of the Town are authorized to file notices and other documents, enter into written agreements and to take all other action which is necessary or desirable to maintain the continued exemption from federal income taxation of interest on the 2001 Bonds, including without limitation the taking of any or all such remedial actions as are described by Federal Income Tax Regulation Section 1.141-12.

(f) That the Town Manager, the Director of Finance and the Treasurer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the Town's outstanding \$2,500,000 General Obligation Bonds, Issue of 2001, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of

the Town with underwriters, trustees, escrow agents, bond insurers and others to facilitate the issuance of the refunding bonds, the escrow of the proceeds thereof and investment earnings thereon, and the payment of outstanding bonds in whole or in part as contemplated hereby.

(g) That the above authorization to issue refunding bonds shall lapse on June 30, 2004.

**RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF MANSFIELD  
JANUARY 26, 2002**

**AUTHORIZING THE ISSUANCE OF REFUNDING BONDS FOR PAYMENT OF ALL OR A PORTION OF THE OUTSTANDING PRINCIPAL OF AND INTEREST ON THE TOWN OF MANSFIELD'S \$2,300,000 GENERAL OBLIGATION BONDS, ISSUE OF 1999 AND COSTS RELATED THERETO**

RESOLVED,

(a) That the Town of Mansfield issue its refunding bonds, in an amount not to exceed TWO MILLION DOLLARS (\$2,000,000), the proceeds of which are hereby appropriated: (1) to fund one or more escrows, and to apply the balance held in such escrows, together with the investment earnings thereon, to the payment in whole or in part, as to be determined by the Town Manager, the Director of Finance and the Treasurer of the Town, or any two of them, of the outstanding principal of and interest and call premium, if any, on the Town's \$2,300,000 General Obligation Bonds, Issue of 1999 (consisting at original issue of \$1,300,000 School Bonds and \$1,000,000 General Purpose Bonds), including the payment of interest accrued on said bonds to the date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, bond insurance premiums, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 7-370c of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(b) That the Town Manager, the Director of Finance and the Treasurer of the Town, or any two of them, shall sign the bonds by their manual or facsimile signatures. The law firm of Day, Berry & Howard LLP is designated as bond counsel to approve the legality of the bonds. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the bonds to be redeemed and the amount, date, interest rates, maturities, redemption provisions, form and other details of the refunding bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds and escrow agent with respect to the escrow of proceeds of the bonds being applied to refund the Town's \$2,300,000 General Obligation Bonds, Issue of 1999; to provide for the keeping of a record of the bonds; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds.

(c) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the refunding may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the

refunding. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(d) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(e) That the Board of Education and other proper officers and officials of the Town are authorized to execute and file all necessary applications, agreements and documents with the State Board of Education in order to obtain State grants to finance in part principal and interest on and issuance costs with respect to the refunding bonds authorized hereby to the extent such bonds are allocable to the refunding of portions of the Town's \$2,300,000 General Obligation Bonds, Issue of 1999, representing school bonds issued pursuant to Section 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended.

(f) That the Town Manager, the Director of Finance and the Treasurer and other proper officers of the Town are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the Town's outstanding \$2,300,000 General Obligation Bonds, Issue of 1999, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the Town with underwriters, trustees, escrow agents, bond insurers and others to facilitate the issuance of the refunding bonds, the escrow and investment of the proceeds thereof and investment earnings thereon, and the payment of outstanding bonds in whole or in part as contemplated hereby.

(g) That the above authorization to issue refunding bonds shall lapse on June 30, 2004.

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**TOWN OF MANSFIELD  
OFFICE OF THE TOWN MANAGER**



Martin H. Berliner, Town Manager

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

January 26, 2004

Town Council  
Town of Mansfield

**Re: Contract Agreement between the Town of Mansfield and Regional School Board for Accounting, Bookkeeping, Data Processing and Risk Management**

Dear Town Council:

For many years now, Regional School District #19 has contracted with the Town for the provision of accounting, bookkeeping, data processing and risk management services. This arrangement has worked well and has enabled the Region to acquire these services on a cost-effective basis.

For fiscal year 2003-2004, the Town proposes to provide this assistance at a cost not to exceed \$74,010 for financial services and \$39,340 for Management Information Services (MIS). Said amounts will be adjusted annually based upon the Consumer Price Index or as mutually agreed upon for FY 2004-05 and FY 2005-06.

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

*Move, to authorize the Town Manager to execute the proposed Contract Agreement between the Town of Mansfield and Regional School Board for accounting, bookkeeping, data processing and risk management.*

Respectfully submitted,

Martin H. Berliner  
Town Manager

CONTRACT BETWEEN  
THE TOWN OF MANSFIELD  
AND  
REGIONAL SCHOOL BOARD  
FOR ACCOUNTING, BOOKKEEPING, DATA PROCESSING SERVICES  
AND RISK MANAGEMENT SERVICES

This Agreement made this 1st day of July, 2003 by and between the Town of Mansfield (hereinafter called the Town) and Region 19 Board of Education (hereinafter called the Board), witnesseth that:

Whereas the Board wishes to engage the Town to render certain technical and professional services hereinafter described in connection with the administration of Regional School District No. 19.

Now therefore the parties do mutually agree as follows:

1. The Board agrees to engage the Town and the Town agrees to perform the services hereinafter set forth.
2. The Town, working through its Director of Finance, shall do, perform and carry out in a satisfactory and proper manner, a scope of activities established by the Board and the Superintendent of the Region for the purpose of providing financial services to the Board.
3. For the period beginning July 1, 2003 to June 30, 2006, the Town will account for the funds of the Board using generally accepted accounting principles. The Town will provide the following services:

A. Operations

Using Town and Board personnel, the Town shall:

- (1) Provide the Board with an automated cash disbursements system which shall provide for a systematic paying of bills.
- (2) Provide the Board with an automated cash receipts system which will systematically record the receipt of cash.
- (3) Provide the Board with a fully operational payroll system including all necessary State and Federal reporting.
- (4) Provide the Board with accounting and bookkeeping services through monthly trial balance preparation for all funds and account groups.
- (5) Provide the Board with an automated budget package for all funds.

- (6) Prepare computer generated financial reports for all funds in the same form as is currently being provided. Any changes in form to be mutually agreed to by the Superintendent and Mansfield Director of Finance.
- (7) Provide the Board with a centralized risk management system for all insurances including: major medical, auto, general liability, and workers' compensation.
- (8) Provide the Board with Information Technology services that assist in supporting the existing Board Staff in the following areas:

Local Area Network (LAN) management:

- System Usage
- Disk space usage
- Backup verification
- Overall Network Health
- Error Logs
- System Performance
- Installation of updates: Antivirus software and definitions
- Configure user Ids and e-mail addresses when required
- Shared network printing

- (9) Provide the Board with Information Technology services that assist in supporting the existing Board Staff in the following areas:

Wide Area Network (WAN) management:

- Remote Access Service Assistance
- Internet Connectivity

- (10) Prepare a Comprehensive Annual Financial Report in accordance with GAAP.
- (11) Prepare monthly, quarterly and annual reports and other reports as needed.
- (12) Prepare the ED-001 for submission to State Department of Education.

B. Personnel

- (1) The Town will provide the personnel necessary to process the accounting information as provided by Board personnel, to ensure a satisfactory end result.
- (2) It is mutually recognized by the parties that the Superintendent for the Region, as the Board's Chief Executive Officer, has the authority, subject to the approval of the Board, on questions dealing with the design and implementation of the Financial Management System.

C. Compensation

The Town agrees to provide the services at a cost not to exceed \$74,010 for financial services and \$39,340 for Management Information Services for fiscal year 2003/2004. Said amounts to be adjusted annually based upon the Consumer Price Index or as mutually agreed.

D. Termination for Cause and/or Convenience

The Town or the Board may terminate this contract at the end of any given fiscal year. Notice of such termination must be given in writing 120 days prior to the end of the fiscal year.

E. Changes

The Town or the Board may, from time to time, require changes in the scope of services of this Agreement. Such changes, including any increase or decrease in the amount of compensation paid to the Town which are mutually agreed upon by and between the Town and the Board shall be incorporated in written amendments to this contract.

F. Finding Confidential

All reports, information, dates, etc. given to or prepared by the Town under this contract which the Board requests to be kept as confidential, shall not be made available without prior approval of the Board.

In witness whereof, we have hereunto set our hand seal this 7<sup>th</sup> day of JANUARY in the year of our Lord two thousand. 2004

[Signature]  
Witness

[Signature]  
Bruce Silva, Superintendent  
(for the Region)

1/7/04  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Martin H. Berliner, Town Manager  
(for the Town)

\_\_\_\_\_  
Date

**TOWN OF MANSFIELD**  
**OFFICE OF THE TOWN MANAGER**



Martin H. Berliner, Town Manager

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

January 26, 2004

Town Council  
Town of Mansfield

**Re: Small Cities Community Development Block Grant Public Hearing**

Dear Town Council:

Attached for your consideration is a proposal to hold a public hearing on Monday February 22, 2004 at 7:30 pm to review and discuss proposed applications to the State Department of Economic and Community Development for funds under the Small Cities program.

Staff recommends that the Town Council approve the proposed public hearing. If the Town Council agrees with this recommendation, the following motion is in order:

*Move to authorize the holding of a public hearing on February 23, 2004 at 7:30 p.m. to review and discuss proposed Small Cities Grant applications.*

Respectfully submitted,

Martin H. Berliner  
Town Manager

## DRAFT

## LEGAL NOTICE

The Town of Mansfield will hold a public hearing on Monday, February 23, 2004 at 7:30 p.m. at the Council Chamber, Mansfield Town Hall, 4 South Eagleville Road, Mansfield, CT 06268 to review and discuss its proposed Application(s) to the State Department of Economic Community Development for funds under the Small Cities Program.

The purpose of the public hearing is to obtain citizens views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be a part of the Town's Application for funding. The Town is considering submitting Application(s) for projects in the downtown Mansfield area and activities relating to housing, economic development, and community facilities. Other potential or proposed projects eligible for Small Cities funding may also be reviewed and discussed at this hearing.

The Town will also review the status of its current Small Cities project and programs at this hearing in anticipation of this submission.

All are encouraged to attend. The hearing is accessible to the handicapped.

Any disabled persons requiring special assistance or non-English speaking persons should contact Linda Patenaude, for A.D.A Coordination at (860) 429-3380 at least five days prior to the hearing.

Further information may be obtained concerning the program by contacting Ms. Linda Patenaude, Capital Project Coordinator at (860) 429-3380 between the hours of 8:15 a.m. to 4:30 p.m., Monday through Wednesday; 8:15 a.m. to 6:30 p.m., Thursday; and 8:00 a.m. to 12:00 noon, Friday.

Equal Opportunity Employer/Affirmative Action

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Please publish twice in the Willimantic Chronicle. The **first time** being on the publication date of **Friday, February 6, 2004** and the **second time** being on the publication date of **Monday, February 16, 2004**.

Please invoice:           Town of Mansfield  
                                   Town Hall, 4 South Eagleville Road  
                                   Storrs, CT 06268

**AN AFFIDAVIT OF PUBLICATION IS REQUIRED. PLEASE FORWARD DIRECTLY TO THE ADDRESS BELOW AS SOON AS POSSIBLE.**

L. Wagner & Associates, Inc.  
 51 Lakeside Boulevard East  
 Waterbury, CT 06708

Any questions **or inability to comply with the above** please contact Lauri at (203) 573-1188 AS SOON AS POSSIBLE.

Mansfield Commission on Aging

Agenda

Monday, December 8, 2003 2:30 PM – Senior Center

**PRESENT:** Nora Stevens, Carol McMillan, Carol Phillips, Susanna Thomas (chair), Kenneth Doeg, Mary Thatcher, Jean Ann Kenny (staff), Patty Hope (staff), Barbara Ivry, Kevin Grunwald (staff)

**REGRETS:** Elizabeth Norris, Beth Acebo, John Brubacher, Phillip Secker, and Dorothea Mercier

I. **Call to Order:** meeting called to order at 2:35 PM.

II. **Appointment of Recording Secretary:** P. Hope agreed to take minutes until K. Grunwald's arrival.

III. Acceptance of **Minutes** of the November 10, 2003 meeting: minutes were accepted, with the correction that Nora Stevens was present for the meeting.

IV. **Correspondence** - Chair and Staff: no correspondence. It will be noted that Kenneth Doeg's name needs to be placed on the mailing list as a new member of the Commission.

V. **Optional Reports on Services/Needs of Town Aging Populations**

A. Health Care Services

J. Kenny distributed copies of her report for the month of November. She noted that she was on vacation for much of the month, but had contact with 39 clients during that period of time. Some questions were raised about the difference between fees and donations, and whether or not class fees cover the cost of the instructor. Jean and Patty will clarify this information and will get back to the Commission.

J. Kenny has asked the Alzheimer's Association to offer a 4-week training session in the Spring. A Cancer Screening will be offered in January; open to Town employees and seniors. A group will be offered this month on preparing for the holidays.

MCNR: Jean distributed a copy of their newsletter. Carol McMillan reported that they would be doing fund raising for their tenth anniversary. Jean reported that they are concerned about changes in Medicare funding and the cost of patient care. The issue was identified of patients not being able to bring their own medication into the nursing home.

B. Social, Recreational and Educational

Senior Center – Patty Hope

P. Hope distributed copies of the Senior Center report. TVCCA meals are now being offered 5 days a week, and since these are paid by donation there is a hope that this will bring more seniors in who could not afford the full price of the

meals. This also provides an alternative to the Windham Hospital meal. She will also be offering coupons to residents of Wright's Way to encourage their involvement with the Senior Center. B. Ivry asked about transportation for the meal, and Patty said that she has explored transportation options as she feels this is an obstacle for older seniors participating in the meal program. Other activities included the Veteran's Day recognition, a trip to the Jorgensen for the Hartford Symphony, and the Thanksgiving Banquet.

There is now a bulletin board in the Senior Center to update residents on changes in the ConnPace prescription program and Medicare. Several questions were raised how to best take action around recent changes to the Medicare program. The Senior Center hopes to sponsor a forum on changes to Medicare in early 2004.

Senior Center Assoc. – John Brubacher was not able to attend this meeting.

#### C. Housing

Assisted Living Project – Kevin Grunwald reported that Howard Raphaelson recently spoke at the Mansfield Downtown Partnership meeting on the need for assisted living. No decisions have been made yet as to whether or not this will be an option in the newly developed Storrs downtown area.

Juniper Hill, Jensen's Park, Other: no report.

#### D. Related Town and Regional Organizations

Com. on Physically and Sensorily Impaired - Mary Thatcher reported that there was not a quorum for last month's meeting. There is still an effort being made to locate a drive-up mailbox in town. It was suggested that either the COA approach the Town Council on this issue, or that individuals can contact the postmaster in Storrs on their own. K. Grunwald will draft a memo for Susanna Thomas to review and send to the Council on behalf of the Commission regarding this issue.

Senior Resources of Eastern CT – Carol McMillan reported that she is no longer the representative; Carol Drescher has replaced her. Susanna Thomas will write a letter to her on behalf of The Commission and will ask her to report periodically on updates from Senior Resources and invite her to attend this meeting if she has anything special to report on. Members were also asked to think about whether or not there are programs that we would like to develop for possible funding through Senior Resources, which is responsible for awarding Title III funds.

Town Plan of Conservation and Development – Carol Phillips: nothing to report at this time; they are waiting for completion of the study of lands of unique value.

Town Community Center: Ray Moore is no longer on the Commission, but it was decided to leave this item on the agenda. N. Stevens suggested that there be a way of identifying first-time users to staff at the Community Center to ensure that residents are properly oriented to use of the equipment. Generally individuals have had a very positive experience in using the facility.

**VI. Old Business**

Information on Funding Requests to the Town from Agencies – K. Grunwald reviewed the evaluation form and reported that he will forward applications to reviewers as they come in. Applications will be presented at the January meeting of the Commission, and decisions will be finalized in February. Some questions were asked about other agencies or services that may need funding, and a discussion ensued regarding the lack of resources available for seniors who are being neglected or abused. The State of CT is responsible for Protective Services for the elderly, but has limited resources and has not been very responsive.

Plans for political information and action – P. Hope reported that surveys from the CT Coalition on Aging were sent to Linda Wohllebe and she submitted them to the statewide Commission.

The town-wide issue of Sparks will go out in February, and P. Hope invited the Commission to provide information for that issue on when they meet and what they do.

**VII. New Business: none.**

**VI. Adjournment: meeting adjourned at 4:05 PM**

(the next meeting is scheduled for Monday, January 12, 2004 at 2:30, at the Senior Center).

Respectfully submitted,  
Kevin Grunwald, Director of Social Services

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**MANSFIELD DEPARTMENT OF SOCIAL SERVICES  
ADVISORY COMMITTEE  
MINUTES**

**Thursday, December 4, 2003; 2:30 PM**

**PRESENT: K. Grunwald (staff), B. Lehmann (chair), J. Heald, J.Peters, M. Hauslaib  
REGRETS: E. Passmore**

**I. MINUTES:**

Minutes of November 6, 2003 meeting: minutes accepted as written.

**II. OLD BUSINESS:**

A. Agency Funding request process and timetable: applications were sent out to agencies last week and we have already received one return. K. Grunwald will mail applications to committee members as they are received, along with copies of the evaluation tool, along with a 3-year history of funding requests and rewards. Safe Havens and WAIM will be evaluated by J. Heald, the Veteran's Advisor and CT Legal Services by E. Passmore, United Services by M. Hauslaib, the Women's Center by J. Peters, and Literacy Volunteers and Holy Family Shelter by B. Lehmann. Recommendations are due to the Town Manager's office by January 23. K. Grunwald and B. Lehmann will meet prior to the January meeting to finalize the evaluation process. We will also use the January meeting to identify any additional information that is needed. J. Heald raised questions about how we select the agencies that we fund and whether or not we should be more proactive about this. B. Lehmann raised a question about what our role is to provide consultation to agencies who may need operational assistance. M. Hauslaib noted that in Enfield they conduct quarterly audits to review overall agency operations, but the funding amount is much greater than what we contribute. Further questions were raised about what our role is to provide this type of consultation and technical assistance if not asked for this. The group agreed that there needs to be a minimal administrative competence demonstrated by the agency to qualify for funding.

B. Fee waiver ordinance revision: B. Lehmann distributed copies of a draft recommendation that has gone to the Town Council on including the after-school program under this ordinance. There will be a public hearing on this issue at the Town Council meeting on 12/8. J. Heald agreed to attend and speak at the hearing. K. Grunwald will speak with Curt Vincente to see if he will be attending the meeting.

- C. Mansfield Community Fund: tabled at this time.
- D. Other: Department Budget: K. Grunwald presented the budget timetable and will be updating the committee on the status of the budget at the next meeting.

### **III. NEW BUSINESS:**

- A. Advisory Committee membership: B. Lehmann will be rotating off of the Committee in March; M. Hauslaib's term ends at that time as well. M. Hauslaib has agreed to extend her term at least through the end of the year. The committee needs to discuss appointment of a chair, vice-chair, and recruitment of new members. B. Lehmann has spoken to someone who has potential interest (June Krisch); a former member of the Mansfield BOE and a retired school counselor from Bolton: An applicant needs to send a letter to the Town Manager along with a resume for appointment to the Committee. We agreed that there is a need to look at several recruitment factors in terms of the diversity of the membership of this committee. A recommendation was made that B. Lehmann will discuss potential membership with June Krisch and will make a recommendation to the committee, with her possibly attending the March meeting. M. Hauslaib has stated that she does not want to be the Chair, and J. Heald is considering the possibility of accepting this appointment.
- B. Community Center: after school program and scholarship: K. Grunwald reported that he had invited C. Vincente to this meeting but he was unable to attend. The two of them will be meeting to discuss setting up the process for residents to obtain scholarships for Community Center memberships.
- C. Other

### **IV. COMMUNICATIONS/REPORTS:**

- A. Review of Department activity and other items in packet and discussion with SSD Director, Kevin Grunwald
- B. Program updates
  - Graustein Foundation Discovery Grant: A group planning process has been initiated for the 2004-07 application. The application is due 1/15/04.

- LWVCT Community Conversations: The conversation was successful, with approximately 80 attendees. A follow-up has been scheduled for January 24 from 9-11 AM.
- School Readiness Grant: Contracts have been mailed to the Centers and 5-6 children are in the process of being enrolled.
- Adult Services: Holiday programs are underway, with significant activity taking place.
- Senior Services: no report.
- Youth Services: no report.
- Profiles of clients seeking services/service requests: no report.

C. Other

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V. **PLANS FOR FUTURE MEETINGS**

- A. January 15: Agency funding requests: begin review process/timeline/due dates, budget
- B. Other items: homelessness, Medicare reform

VI. **ADJOURNMENT: meeting adjourned at 5:00 pm**

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**TOWN OF MANSFIELD**  
**Community Center Building Committee Meeting**  
**December 15, 2003**  
**MINUTES**

Present: S. Goldman, D. Hoyle, M. Johnson, C. Kueffner, M. Paquette, A. Rash  
Staff: Town Manager M. Berliner, Director of Parks and Recreation C. Vincente  
Others: Construction Manager D. Yoder, Construction Manager K. Boutin, Architect D. Harazim

**1. Call to Order**

A. Rash convened the meeting at 7:06 p.m.

**2. Approval of Minutes**

D. Hoyle moved and M. Paquette seconded that the minutes of the November 17, 2003 meeting be accepted. So passed unanimously.

**3. Audience to Visitors**

None

**4. Additions to the Agenda**

None

**5. Staff Reports**

- a. C. Vincente reported on the ceremony for the official opening of the track, gave a membership update, discussed daily use patterns, discussed the upcoming winter program brochure, and reviewed some of the comments received from members to date.
- b. Construction Manager's Report – K. Boutin reported that they are working on the gym court lines and column pads. The volleyball equipment has been stored. The diving board was installed, but the electrician needs to attached the ground wire and the state pool inspector needs to be scheduled for re-inspection.. The curtainwall windows are in final fabrication. K. Boutin also noted that punch list items are being worked on. The electrical contractors are done, the sprinkler contractor is done, a few site items remain to be done and the general trades contractor has many small items to complete. D. Hoyle expressed concern about caulking that is not complete in a number of areas throughout the building.
- c. Architect's Report – D. Harazim noted that a PZC letter of substantial completion is in progress.
- d. Other – A. Rash discussed the need to plan a committee celebration when the remaining major components are completed. C. Kueffner asked if the systems were working properly and if there were any maintenance issues. C. Vincente explained that the major issues at the moment are the ventilation systems and air balancing that needs to be completed and adjusted. The system controls have not yet been turned over to the staff. K. Boutin noted that ICC is trying to address these issues.

**6. Old Business**

None

**7. New Business**

Next meeting is scheduled for January 12, 2004 at 6:30pm at the Community Center.

S. Goldman moved to adjourn at 7:41 pm. D. Hoyle seconded. So passed unanimously.

Respectfully Submitted,

.....  
Curt Vincente,  
Director of Parks & Recreation

**ADMINISTRATION**

- Happy New Year! We hope that all of you who have avoided the flu and colds this year stay healthy, and that those of you who have succumbed are recovering!
- New Computer: We have purchased a new computer which is capable of handling the software needed for FEMA’s latest software for the Pre-disaster Hazard Mitigation plans for our member towns. We will use this purchase as part of the local match requirement for that grant.
- 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**

- January 15 Planners Breakfast at WINCOG
- January 20 3:30 p.m. - Meeting of WINCOG Emergency Planning Work Group at Mansfield Council Chambers.
- January 20 5:00 p.m. - State Plan of Conservation and Development public information meeting at EASTCONN, Room B.
- January 29 COST Annual Meeting
- February 6 8:30 a.m. - Next WINCOG meeting

*and in the future...*

- March 4 Land Use Education Series begins - “Roles and Responsibilities”. All land use commission members in the region are encouraged to attend. Sessions will be at Yeoman’s Hall, Columbia.
- April 1 Land Use Education Series - “Legal Rules and Procedures”
- April 2 Local Road Accident Reduction Program - deadline for submission of proposed locations to WINCOG
- May 6 Land Use Education Series - “Site Plan Review”
- June 3 Land Use Education Series - “Variances, Special Exceptions”

**ECONOMIC DEVELOPMENT**

- CEDS update: Consultants Leslie Cosgrove and Mark Waterhouse are interested in working on the update of the CEDS, but because of illness and holiday vacation schedules, they have not yet submitted a cost estimate for the work. Windham’s new economic development director Ted Montgomery will be replacing Dave Prendergast on the CEDS Coordinating Committee. Leslie has spoken with US EDA and has learned that our CEDS update should be submitted to that agency by June 30 of this year.

**TRANSPORTATION**

- STIP Amendment: The STIP amendment on today’s agenda would add funding, phased over two years, to purchase a statewide GIS base map using aerial photography. This is the same product that the DEP was unable to get funding for in 2000. All products will be in the public domain. Current plans call for the state Department of Information Technology (DOIT) to be the service agent.
- Functional Classifications of Roads: Staff submitted to ConnDOT changes in the functional classifications of roads proposed by the towns of Coventry, Hampton, Lebanon and Mansfield. Changes to small segments of roads in Chaplin, Columbia, and Windham were also proposed to coordinate with the changes requested by Coventry and Mansfield. ConnDOT staff will be reviewing all of the proposed classification changes statewide and balancing these requests with the federal mileage limits (as a percentage of total road mileage) for each classification.

- Meeting with ConnDOT Staff: WINCOG Chairman Mike Paulhus, Coventry Town Manager John Elsesser, and Mansfield Town Planner Greg Padick attended a meeting at WINCOG on December 23 with ConnDOT Bureau Chief Jim Boice, ConnDOT planners Charles Barone and Grayson Wright, and WINCOG staff. Mr. Boice is meeting with the chairman and executive director of each regional planning organization to discuss transportation issues of concern. Among the topics raised by WINCOG members at this meeting were:
  - ConnDOT’s apparent low prioritization of projects in this region - specifically Coventry’s Parker Bridge Road bridge project and realignment of the curve on Route 31;
  - The opportunity that ConnDOT has to share its state-of-the-art automated road monitoring equipment with municipalities. Right now the equipment is idle when it is not in use by the state. Allowing municipalities to borrow or lease the equipment would enable them to obtain useful data in a cost-efficient manner and would make good use of existing equipment.
  - The need for ConnDOT to be part of a statewide comprehensive GIS system with inter-departmental compatibility, and our expectation that the STIP amendment to fund a statewide base map would be a big step in this direction. (Mr. Boice noted that ConnDOT would be shifting its base maps to be compatible with those used by other state agencies.
  - Praise for ConnDOT’s increasing use of Context Sensitive Solutions, and encouragement that they continue to implement this program.
  - Upcoming needs for transportation improvements relating to growth in enrollment at UConn, to the university’s continued updating and implementation of its UConn 21<sup>st</sup> Century development plan, and to the proposed new “Storrs Downtown” development. Continued need for the connector road between North Eagleville Road and Route 44, and an additional connector from the south campus to Route 275.
  - Speeding on local roads near UConn and on state highways in general.
  - Traffic congestion after games at Gampel Pavilion. Mr. Elsesser noted the need for Coventry to be able to override the traffic lights on Route 44 on game nights to keep traffic flowing.
  - While the left turn lanes that have been added on Route 44 in Coventry have helped the rush hour traffic flow to some extent, the lack of left turn lanes in Bolton (particularly at the intersections of South Road and Tolland Road) causes traffic to back up into Coventry. (Ms. Buddington will check with CRCOG transportation planners to see if any projects are planned for Route 44 in Bolton).
  - Route 6 status: ConnDOT has submitted the Route 6 expressway project (Bolton Notch to Columbia) for review by a special federal committee for expedited resolution. (It was submitted last year also, but they only accepted ten projects, and this one did not make the cut.) Has ConnDOT thought about re-assessing the need for the Route 6 expressway connection (Bolton Notch to Columbia) in light of overall state traffic patterns and how they have changed and over the past 40 years? Is it more important to connect Willimantic to Hartford rather than to I-395 or to Route 2 and I-91 along the Route 66 corridor?

## LAND USE PLANNING

*(Note: Jana has been out sick for a few days, so this section is greatly abbreviated. Details will be provided next month.)*

- Ashford Plan of Conservation and Development: The Ashford POCD committee held one meeting in December. Work on various sections of the draft plan continues.
- State Conservation and Development Policies Plan Update: Review of the draft document was on the agenda for the January 7 meeting of the Regional Planning Commission, and will be a major topic of discussion at the upcoming **planners breakfast** at WINCOG on January 15. The state will be holding a public information meeting on the draft plan at EASTCONN on January 19 at 5:00 p.m.

## EMERGENCY PLANNING GRANT UPDATES

- Emergency Operating Plans (EOP) and CERT– FEMA Funding through OEM: The third meeting of WINCOG’s regional emergency planning work group was held on December 16 at the Coventry Town

Hall annex, and featured a presentation by West Hartford Fire Chief Bill Austin on the Capitol Region Emergency Planning Committee (CREPC). Pete Carbone from Tectonic Engineering has met with each of the towns regarding the EOP updates.

The Department of Public Safety's Division of Homeland Security is evidently the administrative agent applying for homeland security - related funding for FFY 04. It is their intent, at this time, to have funding for Citizen Emergency Response Teams (CERT) go directly to municipalities next year, rather than to RPO's. The CERT funding that DHS provided to RPO's this year was specifically intended to form regional CERT councils and to develop regional CERT plans or strategies. DHS's "goals and implementation steps" show that the intent of the FFY 04 funding will be to "implement the plans developed by the RPO's." On the agenda for today's meeting is a proposed resolution supporting the continued disposition of those funds through the RPO's, as the most efficient way of supporting this regional effort.

- 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. Representatives from the Southwest RPA and the Central Connecticut RPA have also been attending these meetings. One of the issues that we continue to discuss is how to keep the RPO's involved with (and funded for) future emergency planning efforts.
- Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through DEP: As a first step in preparing pre-disaster hazard mitigation plans for municipalities in our region, Kristie Beaulieu has spent the past month researching information on natural hazards that have occurred in this part of the state over the past 50 - 100 years. To make best use of everyone's time, we are using the regional emergency planning workgroup as a sounding board/advisory group for these first efforts, and we will continue to do so as long as it is appropriate.

#### CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests from: 2 town staff, 1 non-profit organizations, and 2 business. Staff provided instruction to one land use commissioner on how to obtain detailed data from the Census web site.

#### LOCAL ASSISTANCE

(Anything that I have missed in Jana's absence will be added to next month's report)

- Ashford* - Worked on Town POCD under contract.
- Chaplin* - Provided information to First Selectman regarding draft State POCD.
- Columbia* - Provided information on sources of demographic and fiscal data to PZC member and town planner.
  - Provided assistance in using Census web site to PZC member.
  - Provided traffic data (2001 ADT's) to town planner
- Hampton* - Provided information on Property Tax Burden report & hearings to PZC member
  - Provided assistance to PZC chair regarding subdivision requirements.
- Scotland* - Researched gravel mine mitigation strategies for PZC member.
- Windham* - Continued to participate on Windham Ad Hoc Economic Development Committee
  - Continued to participate on Windham's parking subcommittee.
  - Participated in initial Willimantic Whitewater Partnership meeting.
  - Provided information on census tracts to First Selectman's office
  - Provided information on Windham/Willimantic to new economic development director
  - Provided information to town planner regarding notice requirements for wetlands regulation changes.
- 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.
- Prepared and submitted testimony on the Blue Ribbon Commission’s report on Property Tax Reform and Smart Growth
- Provided copies of draft State POCD to all towns.

#### OTHER ASSISTANCE

- Provided information on Chaplin overlay zone to Woodstock PZC member.
- Provided stream order information to DEP Thames River Basin Coordinator

#### MEETINGS

- Dec. 5 - WINCOG Meeting (BB, JB)  
9 - GVI Land Use Seminar - participation as panelist / Woodstock (BB, JB)  
11 - OPM/ RPO technical coordination meeting / Rocky Hill (BB)  
15 - With Tectonic consultant and Windham Emergency Planning Director re municipal EOP update (BB)  
- Ashford POCD meeting / Ashford (JB)  
16 - WINCOG Emergency Planning Workgroup / Coventry (BB, KB)  
17 - RPO / EOP updates meeting / Rocky Hill (BB)  
18 - ACIR meeting on Regional Planning Organizations / Hartford (BB)  
19 - Statewide Homeland Security Strategy workgroup meeting / Middletown (BB)  
- With Tectonic consultant and Columbia First Selectman and Emergency Planning Director re municipal EOP update (BB)  
22 - GVI meeting on GIS / Storrs (JB, KB)  
23 - Meeting with ConnDOT Bureau Chief Jim Boice on transportation issues in the Windham Region (BB, Michael Paulhus, John Elsesser, Greg Padick)
- January 5 - Meeting with Windham’s new economic development director (BB)  
7 - WRTD Board meeting (MP)  
- RPC meeting (JB)

\* Time not charged to WINCOG

dirreport04-01-9 #58

To: Town Council/Planning & Zoning Commission  
 From: Curt Hirsch, Zoning Agent   
 Date: January 13, 2004

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

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits Issued	15	14	7	108	73
Certificates of Compliance Issued	18	19	46	88	108
Site inspections	48	50	72	241	264
Complaints received from the Public	4	2	0	17	25
Complaints requiring inspection	3	2	0	13	15
Potential/Actual violations found	3	2	11	17	20
Enforcement letters	11	11	15	45	58
Notices to issue ZBA forms	1	1	0	13	8
Notices of Zoning Violations Issued	6	8	1	24	15
Zoning Citations issued	2	0	1	5	6

Zoning permits issued this month for single family homes = 5, multi-fm = 10  
 2003/04 Fiscal year to date: s-fm = 20, multi-fm = 17

MANSFIELD HISTORIC DISTRICT COMMISSION  
Minutes, December 9, 2003

Present: I. Atwood, G. Bruhn, J. Newmyer, D. Spencer

The minutes of the October 7 meeting were approved.

No meeting was held in November for lack of a quorum.

Next meeting: January 13.

Respectfully submitted,

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Jody Newmyer  
Clerk

# Mansfield Board of Education Meeting

December 11, 2003

## Minutes

**Attendees:** William Simpson, Chair, Mary Feathers, April Holinko, Mary Perry, Shamim Patwa, Dudley Hamlin, Anneliese Reilly, Christopher Kueffner, John Thacher, Superintendent Gordon Schimmel, Board Clerk, Patricia Brown

- I. Call to Order  
The meeting was called to order at 7:35 p.m. by Mr. Simpson, Chair.
- II. Approval of Minutes from the 11/13/03 Meetings (M)  
MOTION by Mrs. Perry seconded by Mr. Thacher to approve the minutes of the 11/13/03 meeting as written: VOTE: Unanimous with one abstention.
- III. Hearing for visitors – The Administrators wished Dr. Schimmel a happy birthday!
- IV. Communications – Two letters were presented to the Board, one from Meredith Lindsey and one from Barbara Westwater, State Department of Education.
- V. Election of Officers:  
MOTION by Mrs. Feathers nominating Mr. Simpson as Chair, seconded by Mrs. Holinko.  
VOTE: Unanimous in favor of electing Mr. Simpson as Chair.  
MOTION by Ms. Patwa nominating Mrs. Holinko as Secretary, seconded by Mr Thacher.  
VOTE: Unanimous in favor of electing Mrs. Holinko as Secretary.  
Mr. Simpson asked Mrs. Feathers to serve in the position of Vice Chair. The Board unanimously agreed and Mrs. Feathers accepted the position of Vice Chair.
- VI. Additions to Present Agenda – Dr. Schimmel requested an Executive Session on a personnel matter.
- VII. Committee Reports – Mrs. Holinko reported that the Teacher of the Year Committee is reconstructing the process in anticipation of increased involvement throughout the district.
- VIII. Report of the Superintendent
- A. Exemplar of Student Work, Stephanie Martin – Mr. Cryan introduced Stephanie Martin. Stephanie read an excerpt from her work, *Elena*.
  - B. Planning and Zoning Update – Mr. Padick presented to the Board an update on potential areas of development in the Town of Mansfield that may impact the enrollment in the school district.
  - C. Literacy Plan (M) – Mr. Baruzzi and Mrs. Shay reviewed the district's literacy plan with the Board and provided them with an overview of changes. MOTION by Ms. Patwa, seconded by Mrs. Holinko to approve the Literacy Plan as presented. VOTE: Unanimous.

Mr. Kueffner arrived at 8:40 p.m.

- D. **Salary Transfers (M)** – Mr. Smith presented the 2003-2004 school year budget transfers to the Board for their approval prior to the preparation of the 2004-2005 Budget. MOTION by Mr. Kueffner, seconded by Ms. Patwa to approve the Salary Transfers as presented. VOTE: Unanimous.
- E. **Enrollment and Class Size Report** – Mansfield Middle School reported no major changes, however, many of the physical education classes continue to be large. Vinton School is currently experiencing growth beyond the enrollment guideline in one Kindergarten session. No change for Goodwin or Southeast to report.
- F. **NCLB: "The Times Are A-Changin"** – Dr. Schimmel reported to the Board on NCLB. He noted that the district would be sending home reports to parents/guardians prior to the holidays.
- G. **2003-2004 Board Meeting Calendar (M)** – MOTION by Mr. Kueffner, seconded by Mr. Thacher to approve the 2003-2004 Board Meeting Calendar as presented. VOTE: Unanimous.

IX. Old Business – None.

X. Suggestions for Future Agenda – None.

XI. Executive Session:

MOTION by Mrs. Feathers, seconded by Mr. Thacher to move to Executive Session at 9:45 p.m. VOTE: Unanimous.

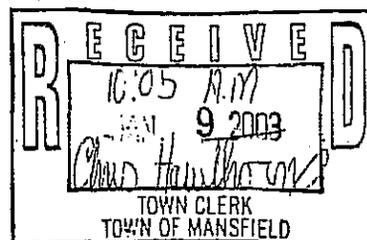
MOTION by Mrs. Feathers, seconded by Mrs. Perry to move out of Executive Session at 9:59 p.m. VOTE: Unanimous.

MOTION by Mr. Thacher, seconded by Mr. Kueffner to adjourn at 10:00 p.m. VOTE: Unanimous.



Transcribed by Debra W. Lee, Board Clerk for Pat Brown

REGIONAL SCHOOL DISTRICT #19  
BOARD OF EDUCATION MINUTES  
FOR TUESDAY, JANUARY 4, 2004  
EDWIN O. SMITH HIGH SCHOOL  
1235 STORRS ROAD  
STORRS, CONNECTICUT 06268



The meeting was called to order at 7:35 p.m. by chairperson, Elena Tapia.

PRESENT: Francis Archambault, Herbert Arico, Janice Chamberlain, Steve Curry,  
Karen Fisherkeller, Bob Jellen, Elizabeth McCosh-Lilie, Debbie Potvin,  
Linda Sabatelli, Elena Tapia, Jimmy Stuart (student representative)

ABSENT: Bob Kremer, Mike Sibiga

OPPORTUNITY FOR THE PUBLIC TO SPEAK: No Requests

COMMITTEE REPORTS:

Jimmy Stuart, student representative, updated board members on the activities of the student congress.

Herbert Arico reported that the EASTCONN Board of Directors would be meeting on January 17, 2004.

Diane Hannon, Curriculum Management Team Chairperson, explained the review process for the next school year for prioritizing curriculums.

Mr. Silva informed board members that the personnel committee has started negotiations with the custodians. The next meeting is scheduled for January 7, 2004.

SUPERINTENDENT'S REPORT:

Superintendent Silva reviewed his report with board members.

SPECIAL COMMITTEE REPORTS:

Science teacher, Brian Beckius, was recognized for having received his National Teacher Certification.

Special Services Director, Debra Hultgren, presented an overview of the special services department. Ms. Hultgren reviewed outplacement procedures for board members. She also indicated that she and Superintendent Silva are looking into an alternative site for those students that were not having any success at E.O. Smith High School. She also indicated that the Coventry School System was interested in an alternative program for some of its students.

CONSENT AGENDA:

MOTION: by Bob Jellen, seconded by Linda Sabatelli, to approve the following items on the consent agenda:

That the Regional School District #19 Board of Education approve the minutes of the December 2, 2003 board meeting.

That the Regional School District #19 Board of Education approve the contract between the Town of Mansfield and Regional 19 School Board for Accounting, Bookkeeping, Data Processing Services and Risk Management Services, 7/1/03 - 6/30/06.

That the Regional School District #19 Board of Education approve the following new curriculums:

First Aid/CPR Course  
Tech Ed Woodworking I  
Tech Ed II  
Latin American Studies  
Middle Eastern Studies

That the Regional School District #19 Board of Education approve overnight field trip to the United Nations in New York City, submitted by Richard Larson.

VOTE: Unanimous in favor

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Lynda Breault, Board Clerk

TOWN OF MANSFIELD/DEPARTMENT OF CORRECTION  
PUBLIC SAFETY COMMITTEE  
WEDNESDAY, November 12, 2003  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING

Minutes

Members Present: A. Barberet, G. Cole, R. Pellegrine, W. Solenski, W. Stauder

Members Absent: R. Blicher, R. Gergler, Warden Higgins (reassignment), JC Martin, L. Seretny,  
S. Thomas

---

Staff: Major Coletti, Counselor Supervisor D. Cyr, M. Hart, Counselor A. Iweka, Counselor Supervisor J. Roache, Deputy Warden Smayda

I. CALL TO ORDER

Chairwoman Barberet called the meeting to order at 3:10 p.m. and welcomed everyone present. Major Coletti explained that he was serving as acting warden because Warden Higgins had been appointed to a temporary assignment at another facility.

1. Matt Hart volunteered to serve as the recorder/secretary for the meeting.
2. George Cole made a motion to approve the minutes of September 10, 2003. Richard Pellegrine seconded. The motion passed unanimously.

II. COMMUNICATIONS - Chairwoman Barberet distributed a NY Times article titled "Courts' Drug Treatment System Is Found to Be Effective" that cites a recent study which found that "nonviolent drug offenders who complete judge-supervised treatment programs are significantly less likely to commit crimes again than those who serve prison time..." Chairwoman Barberet asked the committee "what could be done in Connecticut?" Some discussion ensued and George Cole commented that he thought Connecticut would re-open its drug courts in the near future based on the evidence of their effectiveness.

III. WARDEN'S REPORT AND DISCUSSION

1. Population Status Report - Major Coletti reported that there were no significant changes at the facility, and that everything was going well. The population currently stands at 960 inmates. Other relevant news includes the promotion of one lieutenant to the rank of captain, and two promotions to lieutenant. The facility also has three new counselor supervisors, two of which (Donald Cyr and Joseph Roache) are in attendance at today's meeting.

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[Solenski] How does the DOC assign staff? [Coletti] Internal applicants apply through a competitive process, including an exam and interview, for positions listed at particular facilities.

[Pellegrine] He has seen a blue DOT van in the area with inmates working on roadside clean-up. Are those inmates from Bergin? [Coletti] Probably, yes.

Counselor Iweka reviewed the "September 9, 2003 through November 12, 2003 Transfer and Discharge Report" with the committee. [Stauder] Is there a fewer number of inmates leaving the facility? [Iweka] Not necessarily, as the number fluctuates.

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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. [Barberet] What does the listing of "youthful offender" mean? [Iweka] This listing means that the state will not disclose the nature of the offense. However, an inmate can use this only once.

[Pellegrine] He sees a number of DUI offenses, is Bergin the first stop for these inmates? [Smayda] Normally the inmate is first housed in a local jail, and then transferred to Bergin.

[Pellegrine] Are DUI offenders segregated? [Iweka] The Deardon wing is dedicated to DUI offenders, but they can also be housed elsewhere in the facility.

[Pellegrine] What is the typical age for a DUI offender? [Smayda] DUI offenders are usually White/Caucasian, and range from a wide age group. DUI inmates are not allowed to furlough under minimum or mandatory sentences. DUI offenses are also typically seasonal in nature, with the upcoming holiday season generating the greatest number.

[Stauder] What happens to an inmate at Bergin when the beds are filled?

[Smayda] The inmate is located in an open barracks style space on the compound.

[Solenski] Where do female DUI inmates serve time? [Smayda] Female DUI offenders serve their time at York.

[Barberet] What constitutes "threatening?" [Iweka] The offense of threatening can consist of any number of actions.

[Barberet] Is there any particular age group for repeat offenders? [Iweka] Repeat offenders are normally in their 20's and 30's.

IV. CHAIRMAN'S REPORT - None

V. OPPORTUNITY FOR THE PUBLIC TO SPEAK - None

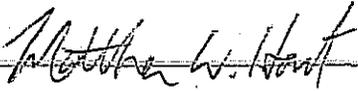
VI. OLD BUSINESS - None

VII. NEW BUSINESS - None

VIII. ADJOURNMENT

Chairwoman Barberet adjourned the meeting at 3:32 p.m.

Respectfully submitted,



Matthew W. Hart  
Assistant Town Manager

TOWN OF MANSFIELD CORRECTIONAL FACILITY LIAISON COMMITTEE

November 12, 2003

Minutes

Members and Staff Present: Same as DOC Public Safety Committee

I. CALL TO ORDER

Chairwoman Barberet called the meeting to order at 3:33 p.m.

1. ~~Selection of Recorder – Matt Hart volunteered to serve as the recorder for the meeting.~~
2. Minutes – George Cole made a motion to approve the minutes of September 10, 2003. Walt Solenski seconded. The motion passed unanimously.

II. COMMUNICATIONS - none

III. WARDEN'S REPORT AND DISCUSSION

1. Community Outreach – none
2. Programming Updates – Major Coletti reported on various programs that the facility has underway. In particular, for the holiday season Bergin and area churches sponsor an "angel tree" program for the children of inmates. Bergin also typically sponsors two concerts run by the chaplains. In addition, last month the facility graduated 13 inmates through its most recent GED program.

[Barberet] How can members of the community make a donation? [Smayda] Bergin accepts only gifts, not cash, and area churches coordinate the gift program.

[Barberet] Was Counselor supervisor Sponheimer's position filled? [Smayda] Her position was filled, and the facility also received two additional supervisors.

[Barberet] Is the rate of domestic violence continuing for returning inmates?  
[Smayda] Yes, unfortunately.

[Solenski] What is the return rate for inmates who have served time at Bergin?  
[Smayda] This number is difficult to determine, but the DOC central office has statistics. [Cole] The first year out is crucial to an inmate's success.

[Barberet] Does the DOC provide assistance to inmates following their end of sentence? [Coletti] Yes, and this is a priority for Commissioner Lantz.

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[Barberet] Is there anything the committee can do to assist? [Smayda] Things are going well at the facility.

[Pellegrine] Do former inmates who do well in life ever visit to discuss their experiences? [Smayda] Yes, and this type of program is very effective as the inmates are hearing from an individual who they can identify with.

IV. OPPORTUNITY FOR PUBLIC TO SPEAK - none

V. OLD BUSINESS - none

VI. NEW BUSINESS - none

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VII. ADJOURNMENT

Chairwoman Barberet adjourned the meeting at 3:55 p.m.

Respectfully submitted,



Matthew W. Hart  
Assistant Town Manager

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EASTERN HIGHLANDS HEALTH DISTRICT  
BOARD OF DIRECTORS - REGULAR MEETING  
THURSDAY - December 18, 2003  
COVENTRY TOWN HALL - BOARD ROOM B

Board Members Present: J Elsesser, W Kennedy, J Devereau, E Paterson, P Schur (Alternate, seated), J Stille (Alternate, not seated), M Kurland, T Tieperman, R Field  
Board Members Absent: M Berliner  
Staff Present: R Miller, J Smith, Dr. Dardick

Meeting was called to order at 4:35pm by Chairperson Paterson.

A MOTION was made by P Schur, seconded by W Kennedy, to approve the minutes of the board meeting on October 16, 2003 with changes as noted. Change "pool" clinic to "flu" clinic under Town Reports. THE MOTION PASSED unanimously with R Field and J Elsesser abstaining.

No public were present.

## OLD BUSINESS

None

## NEW BUSINESS

### *Election of Vice Chair*

J Patton resignation discussed. A MOTION WAS MADE by W Kennedy, seconded by P Schur, to nominate J Elsesser in the position of Vice Chairperson. THE MOTION passed unanimously with J Elsesser abstaining.

J Smith arrives at 4:50  
M Kurland arrives at 4:50  
Dr. Dardick arrives at 4:55

### *Director's Budget Presentation*

The Director presented the proposed FY04/05 EHHD budget. \$ 561,830 in operating expenditures are proposed. A discussion ensued.

By consensus, the budget cover memo is to be revised to clarify that increases to town contributions is due to state per capita grant cuts. This revision will take the form of a table itemizing the state grant cut and corresponding town contribution increases.

T Tieperman arrives at 5:00

Restaurant classifications and proposed license fee increases discussed.

J. Elsesser expressed concern with a proposal that estimates a July 1, 2005 fund balance that would be less than two months operating expenditures. After a discussion on this issue, it was noted that deferring the new part-time sanitarian/clerk position for six months would save approximately \$6000 in FY04/05 keeping fund balance above two months of operating expenditure.

A MOTION WAS MADE by J Elsesser, seconded by P Schur, to set the public hearing to January 15, 2004, 4:30 pm at the Coventry Town Hall, Conference Room B, to hear the public's comments regarding the proposed fiscal year 2004-05 Eastern Highlands Health District budget and associated proposed fee schedule. Said budget proposal will defer the hiring of a new sanitarian/clerk till 1/1/05 to save 50% the appropriation for this item in FY04/05. THE MOTION passed unanimously.

#### *SARS preparedness*

SARS preparedness discussed. A MOTION WAS MADE by W Kennedy, seconded by M Kurland, to authorize the Director of Health to establish an ad hoc public health preparedness response and planning committee for the purpose of the Health District's SARS preparedness and response planning. THE MOTION passed unanimously. J Elsesser requested committee make recommendations on possible FY03/04 expenditures to Towns as soon as possible.

## TOWN REPORTS

### COVENTRY

Coventry Hills water district discussed. Schools under DPH water supply consent order. 65% reimbursement for Phase II of the sewer project accepted. Bidding for Phase 3-A in process.

### BOLTON

School well water project progressing. Batones restaurant purchased by Georgina's restaurant. Ecoli problem in school water supply solved.

### TOLLAND

Old Post Road sewer project progressing. WPCA appointed by town council. Big Y proposed near exit 68 off I84. Sewer facilities plan progressing.

### WILLINGTON

Nothing to report

### MANSFIELD

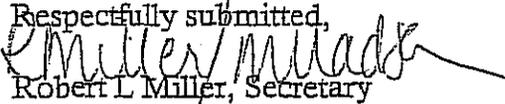
Community center a huge success. CVH program pursuing possibility of getting "silver sneaker" designation for community center.

## DIRECTOR'S REPORT

R Miller reported that Ashford voted to join EHHD at a town meeting on 12/15/03. DPH legislation proposing mandatory full-time health departments for local governments discussed. Andover has asked for a proposal to join EHHD. J Elsesser requested that bathing samples and surface samples be kept separate on quarterly reports. EHHD main office has moved. Mansfield provided more office space for main office in town hall. R Miller expressed thanks for the new space. R Miller informed Board that a firm was contracted to administer the second year DPH BT contract.

The meeting adjourned at 6:12pm.

Respectfully submitted,

  
Robert L. Miller, Secretary

**DRAFT**  
**NOT REVIEWED OR ACCEPTED BY COMMITTEE**  
**ATTACHMENTS NOT INCLUDED**

**Mansfield Advisory Committee on the Needs of Persons with  
Disabilities**

**Regular Meeting**  
**Tuesday, September 23, 2003**

**Minutes**

- I. **Attendance:** members: Scott Hasson, Mary Thatcher, Wade Gibbs; staff: Sheila Thompson, Kevin Grunwald; invitees: Cynthia Van Zelm, Alan Hawkins
  
- II. **Minutes:** Minutes of June 24, 2003 were reviewed and approved.
  
- III. **New Business:** Cynthia Van Zelm, Executive Director, Mansfield Downtown Partnership, and Alan Hawkins, member of the Partnership's Board of Directors, offered a presentation of the Partnership's goals, developments, and designs of a "mixed use" downtown area adjacent to the University. Input from the Committee has been requested in regard to the inclusiveness of needs of special populations in the design of such a project.
  
- IV. **Old Business:**
  - a) **Membership:** Ruth Gordon has resigned from the Committee for medical reasons, and members were urged to seek out possible members.
  
  - b) **Report on Fee Waivers:** Sheila Thompson reported that no action has yet been taken by the Council.
  
  - c) **Report on Transportation Coalition:** Mary Thatcher reported that the Transportation Coalition will be distributing the directory of transportation services to towns within Eastern CT.
  
  - d) Kevin Grunwald reported that he and Lon Hultgren are meeting to investigate the widening of the ADA corridor for transportation services.

The meeting adjourned at 3:40PM. Next regularly scheduled meeting: Oct.28, 2003.

Respectfully submitted,

Sheila Thompson

## MINUTES

### MANSFIELD PLANNING & ZONING COMMISSION

Regular Meeting, Monday, January 5, 2004

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:26 p.m., appointing Alternate Pociask and Alternate Ryan to act as voting members; it would have been Alternate Mutch's turn to act, had he been present.

12/15/03 Minutes – Ryan MOVED, Gardner seconded to approve the Minutes as presented; MOTION CARRIED, all in favor but Goodwin, who was disqualified.

#### Old Business

Subdivision application. "Smith Farms." 6-lot proposed subdivision off Coventry Rd., Reja Acquisitions, file 1214 – Memos were noted from the Town Planner (12/29/03) and Ass't. Town Engineer (12/31/03). Inland Wetland Agency action and a report from the Health Officer are needed. At the meeting, Mr. Padick noted a number of needed changes that he felt could be dealt with as conditions. Location and surfacing of the proposed trail were also discussed; Mr. Padick agreed to consult with Town Public Works staff to determine the best surface for the trail. He felt it would not be possible to make it handicap-accessible. After discussion of proposed conservation easements, the applicants stated they would review and probably follow the Town's conservation easement model.

Later, J. Brown, 128 Coventry Rd., an abutter, requested that the proposed driveway road be moved further to the west to alleviate the nuisance of construction and daily gravel-crunching, and that the driveway be surfaced with some other, quieter material than gravel. He also noted that some of the flags he assumes are driveway locators are on his property, and asked that they be removed.

R. Latouche, another abutter, expressed concerns regarding downstream drainage and potential increased water flow onto his property and others farther downstream, and recommended that a culvert be placed under the eastern driveway; the applicant's engineer responded that he does not see a need for a culvert at that location.

D. Livingston, Coventry Rd., expressed concern that the trail surface and presence will divert more water to surrounding areas. This led to further discussion of the most appropriate location for this private trail and its potential connection to Town public trails.

#### Verbal Updates from Town Planner

Storrs Center "Downtown" project – A great deal of information was included in members' packets. The selected developer is assessing the viability of the project, and an outline of the Town's role in regulating the project, particularly in the permitting process, is being developed.

UConn Hazardous Waste Storage Facility Study – The committee continues to study appropriate alternative locations. It is hoped that definite conclusions can be reached by February or March. Mr. Padick will keep members apprised of ongoing developments.

Discontinuance of a portion of former Tolland Turnpike – Some question exists as to ownership of a portion of the road. A subdivision application to PZC is expected in the near future involving a portion of the road, and the application process may help to address current uncertainties.

UConn Environmental Policy Advisory Council – It had previously been announced that R. Miller, head of this new University board, would attend the 1/12/04 Town Council meeting to describe its purposes and goals and to answer questions; this has been postponed, but Mr. Miller will speak at such a meeting some time in the near future.

#### New Business

Resubdivision application. "MacFarland Acres." Sec. IV, Wormwood Hill Rd., Adams, file 877-3 – Mrs. Holt disqualified herself. The Windham Water Works has submitted comments on the application dated 12/31/03.

Gardner MOVED, Ryan seconded to receive the resubdivision application (file 877-3) submitted by Roger and Cynthia Adams for a 3-lot resubdivision, MacFarland Acres, Sec. IV, on property owned by the applicants located at 278 Wormwood Hill Rd., as shown on plans dated 12/5/03 and as described in other application submissions; to refer said application to the staff for review and comments, and to set a Public Hearing for 2/2/04. MOTION PASSED unanimously.

Special permit application for art gallery/art classes at 112 Depot Rd., file 1215 – Holt MOVED, Gardner seconded to receive the special permit application (file 1215) submitted by Derrith Louise Owen for an art gallery and art classes on property located at 112 Depot Road, on property owned by P. and B. Wicklund, as shown on plans dated 12/03 and as described in other application submissions; to refer said application to the staff and Committee on the Needs of Persons with Disabilities for review and comment, and to set a Public Hearing for 2/2/04. MOTION PASSED unanimously.

Draft State Conservation and Development Policies Plan – Mr. Padick's 12/29/03 memo, with attached 3/21/03 PZC comments to the Office of Policy and Management, was noted. A great deal of printed information, including a copy of the draft Plan, was included in members' packets. At the meeting, Mr. Padick said a public hearing on the draft has been scheduled for 5 p.m. on 1/20/04. He recommended that members review the draft for any differences in goals or philosophy between it and our Mansfield Plan of Conservation and Development. The previously-mentioned 3/21/03 comments state the Town's belief that the Storrs Campus area of the University, the Depot Campus area and the area in southern Mansfield near and to the west of Rt. 195 should be reclassified from "Neighborhood Conservation" to "Regional Center" or another more appropriate classification.

The Town's comments also note that the current listing of open spaces should be brought up to date, and that Mansfield Center, Mansfield Depot and Eagleville should be officially recognized as rural community centers. After further review, Mr. Padick will pass along recommendations for OPM's consideration to the Town Council and Planning and Zoning Commission.

Proposed UConn football complex and athletic facility – A meeting is planned for 1/27/03, at 6:30 p.m., to identify and discuss issues related to this proposed project. Mr. Padick will present a recommendation at the 1/20/04 PZC meeting. He noted there is to be a full CEPA review.

2004-05 Budget – Members discussed budget information included in their packets and handed out this evening. After discussion, Barberet MOVED, Holt seconded that the Planning and Zoning Commission recommend increasing the legal services account in the 2004-05 Proposed Budget to at least \$16,000. This would set the total proposed PZC budget for that year at \$24, 350.00 MOTION PASSED unanimously.

Zoning Agent's Report – The Activity Update report for December of 2003 was noted.

Flags at 476 Storrs Rd. – Mr. Hirsch reported that he has received no response to the Citation he recently sent to the shop-owner, but the appeal period is still in effect, so the owner still has time to respond.

Hunting Lodge Road litter – Mrs. Barberet noted the increasing litter on properties along Hunting Lodge Rd.. Mr. Hirsch said the Recycling Agent has initiated legal action against several houses, but the Town has no actual litter ordinance through which to enforce cleanup, and there is no specific University agency to which the Town can turn for help in enforcing student compliance. The Town is also concerned about the situation, and the Town Manager and staff are working with the Town Attorney to devise a means of addressing the Town's enforcement capabilities. Some revisions to the Zoning Regulations may be proposed in this connection.

Regulatory Review Committee – scheduled for 1 p.m. on Thursday, January 15<sup>th</sup>.

Communications and Bills – as noted on the Agenda.

Field trip - scheduled for Tuesday, January 13<sup>th</sup>, at 1 p.m.

The meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary



# FEMA

Office of Le

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## Connecticut Emergency Declaration Fact Sheet

January 16, 2004

On January 15, 2004, President Bush declared an emergency declaration for the State of Connecticut, triggering the release of federal funds to help communities respond to the snowstorm that occurred December 5-7, 2003. Details of the emergency declaration and assistance programs are as follows:

Declaration Number: FEMA-3192-EM

Incident: Snow

Incident Period: December 5-7, 2003

Federal Coordinating Officer: James N. Russo  
National FCO Program

Type of Assistance: Public Assistance: Category B (Assistance to State and local governments for emergency protective measures to save lives, protect public health and safety, and property).

Designated Counties: This emergency assistance will be provided for a period of 48 hours for Fairfield, Hartford, Litchfield, New Haven, Tolland, and Windham Counties.

**NOTE:** This is an Emergency Declaration.

**OTHER:** Additional designations may be made at a later date after further evaluation.

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WILLIAM CASPAR GRAUSTEIN  
MEMORIAL FUND

December 18, 2003

Mr. David J Calchera  
Executive Director  
EASTCONN  
376 Hartford Turnpike  
Hampton, CT 06247

David M. Nee  
Executive Director

Dear Mr. Calchera:

On behalf of the Trustees of the William Caspar Graustein Memorial Fund, I am pleased to inform you of their action to approve an award of \$10,000 to EASTCONN for the Mansfield Discovery Grant.

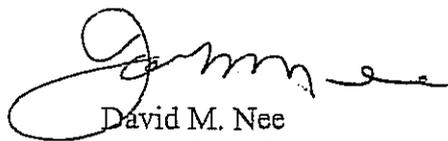
Grant payment will follow upon receipt of your community's Discovery 2004-2007 Action Plan due January 30, 2004. The Action Plan and budget is an opportunity for your community to reflect activities based on: a) this grant award of \$10,000, b) prior year Discovery grant balances you would like to carry over, and c) a new request for additional Discovery 2004-2007 funds, if any. A Memorandum of Agreement will be issued for the Discovery Action Plans subsequent to our Board of Trustees Spring 2004 meeting.

If this schedule will in any way create a problem for your community, please let us know.

Our Senior Program Officer Maria Mojica and I will be happy to meet with you and answer any questions you may have about this letter of award or any related Discovery matters. Please call Joan Gourley at 203-230-3330 ext. 20 to arrange a meeting.

We want to thank you for your continued interest and participation in Discovery. We are looking forward to working with you in your efforts to improve outcomes for your community's youngest children.

Sincerely,



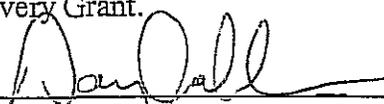
David M. Nee  
Executive Director

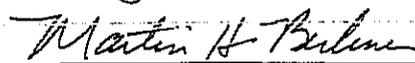
CC: Ms. Sandra Baxter



storyteller figure  
utilizes the values  
Memorial  
educating,  
nurturing and  
bringing our  
children.

Please return a copy of this letter with original signatures at your earliest convenience. The undersigned hereby confirms their understanding of the contents of this award letter for the Mansfield Discovery Grant.

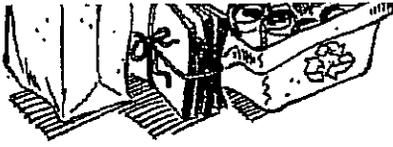
Accepted by:  1.05.04  
Collaborative Agent Executive Officer Date

 1-12-04  
Discovery Coordinator Date

Reference Number: 1798

# Mansfield Recycling Program

JANUARY THROUGH MARCH, 2004 429-3333



## Do We Change TRASH FEES?

Three meetings were held with residents in the summer and fall of 2003 to review the idea of changing the structure of trash fees. The original proposal has been modified based on feedback from meeting comments. Residents are invited to attend a meeting on **Tuesday, February 3, 2004, at 7:30 pm in the Council Chambers of the Town Hall** to review this modified proposal. The snow date will be February 5, 7:30 pm, also in the Council Chambers. At the meeting, staff will give a summary of why this proposal is being made, details of the modified proposal and how it compares to the current cost structure.

The original proposal suggested each Mansfield household be charged a base fee of \$85 per year for the "fixed" costs of solid waste collection and disposal. Town-issued bags at a cost of \$1.85 per bag would include the remainder of the solid waste collection and disposal costs. Residents would have control over their costs through their bag purchases; these bags would be purchased at local stores or the Town Hall. The transfer station would continue to operate. Residents would either bring these Town-issued (pre-paid) bags to the transfer station or place them at the curb for collection. This would eliminate the need for signing up for service or staying within a specified service level.

As a result of comments we have received, the base and bag fees have been re-worked. A new proposal with a \$52 yearly (\$1 per week) household base fee and bags costing \$2.25 each will be presented at the February 3, 2004 meeting. After this meeting, staff will forward the proposal to the Town Council for their consideration. A formal public hearing will be held before the Council if the proposal is to go forward. For more information, contact us at 429-3333.

**WWW.MANSFIELDCT.ORG** For information about trash and recycling click on "Public Works." You will find the hours of the transfer station, collection service fees, what to recycle, hazardous waste information, waste handling during home renovations, updates under the "Latest News", etc..

## CHRISTMAS TREES

Bring your tree to the transfer station. It will be transformed into wood chips which you may take at any time during the year. There is no charge at either end.



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STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

DISTRICT I  
1107 Cromwell Avenue  
Rocky Hill, Connecticut 06067  
Phone: December 30, 2003



REC'D JAN 06 2004

Item #15

Town of Mansfield  
Town Manager  
4 Eagleville Road  
Mansfield, CT 06268  
Mr. Martin Berliner

Dear: Mr. Berliner

Subject: 2004 Construction Season  
Tentative Vendor-In-Place  
Paving Program

This letter is to advise you of the Department's road resurfacing program scheduled for your community during the 2004 construction season.

The enclosed list highlights the section(s) of state highway(s) selected for resurfacing in your community. In some cases, a situation may develop causing adjustments to the selected projects.

Prior to, during and after the paving project, there may be a need to make adjustments to the drainage facilities, curbing, signing, guide railing, pavement markings, and any other items which promote safe traveling conditions.

As previously stated, this is a tentative program and is dependent upon funding approval.

It is requested that you provide copies of this notification letter to the various departments within your administration, which may be affected by this work, particularly Public Works, Engineering, Sewer, and others as may be applicable. If you have any questions or concerns, please contact Colleen A. Kissane, Transportation Supervising Maintenance Planner, at (860) 258-4516.

Very truly yours,

Ronald P. Cormier  
Transportation Maintenance Director  
Bureau of Engineering and  
Highway Operations

Enclosure

2004 VIP  
DISTRICT 1

RTE	TOWN	TERMINI
SECTION 11		
A	15 EAST HARTFORD	I-84 E/B & W/B COB TO EXIT 57 (Inc. Ramps)
C	530 HARTFORD	WETHERSFIELD AVE TO BRAINARD RD
D	31 VERNON	RT 74 TO FERN ST
E	528 SOMERS	RT 190 TO RT 83
F	44 COVENTRY	MANSFIELD RICHMOND RD WEST TO RT 32
G	85 BOLTON	BOLTON CENTER RD TO RT 44
G1	6 MANCHESTER	BOLTON VERNON ST TO BGN SEPARATED HWY
H	187 BLOOMFIELD	HARTFORD TL TO RT 218
I	187 WINDSOR	BLOOMFIELD DAY HILL RD TO RT 189
I-1	189 BLOOMFIELD	RT 187 TO N/B ACC TARIFFVILLE RD (INC RAMPS)
J	190 UNION	STAFFORD TL TO I-84
K	178 WINDSOR	SUNNYFIELD DR TO LUDLOW RD
L	30 TOLLAND	VERNON TL TO ELLINGTON TL
M	140 WINDSOR LOCKS	RT 75 TO .09 MI W/O RT 159
N	517 EAST HARTFORD	RT 2 RAMPS TO RT 5

SECTION 13

A	10 CHESHIRE	RT 42 TO MAPLE ST
C	17 MIDDLETOWN	RT155 TO LOVELAND ST
D	10 CHESHIRE	SOUTHINGTON CREAMERY RD TO RT 322
E	10 PLAINVILLE	FARMINGTON RT 372 TO SR 552
F	15 NEWINGTON	PANE RD TO .15 MI N/O RT 173
G	424 WETHERSFIELD	RTE.175 TO PINE TREE DR
H	175 NEWINGTON	RT 176 TO WETHERSFIELD TL
I	287 NEWINGTON	RT 176 TO RT 15
J	99 WETHERSFIELD	SSR 422 TO HARTFORD TL
K	910 GLASTONBURY	OAK ST TO RT 94
K-1	94 GLASTONBURY	RT 2 TO OAK ST
L	17 GLASTONBURY	PORTLAND TL TO BGN DIV HWY
M	71 NEW BRITAIN	ELLA GRASSO BLVD TO RT 9
N	15 BERLIN	S/B ACC RT 372 TO RT 160 (INC RT 372 RAMP)
O	505 NEWINGTON	RT 175 TO ELLA GRASSO BLVD

MERIDEN/SOUTHINGTON

MERIDEN I-691 EASTBOUND, FROM THE STATE STREET OVERPASS TO THE END OF I-691 EASTBOUND

MERIDEN/SOUTHINGTON I-691 WESTBOUND, FROM THE BEGINNING OF I-691 IN MERIDEN TO THE VICINITY OF ROUTE 322 IN SOUTHINGTON

University of Connecticut  
***Hazardous Waste Temporary Storage Facility***  
***Comparative Site Study***

Open House

Nov. 20, 2003, 6:30 – 8:30 p.m.

**RICH MILLER, UCONN DIRECTOR OF ENVIRONMENTAL POLICY**

- ❖ Welcomed attendees. Provided an overview of the study and explained that UConn had engaged SEA Consultants, Inc. to conduct the study. Also, described an advisory committee process that UConn initiated to review the study and advise the University. He noted that the advisory committee included representatives of the Windham Water Commission, the Town of Mansfield, the Willimantic River Alliance, and a resident in the vicinity of Hunting Lodge Road. He outlined the three primary sites under consideration.
- ❖ Encouraged attendees to sign up to receive electronic copies of advisory committee meeting notes and announcements, including notes from this event. (*A sign-up sheet was provided.*)
- ❖ Described site preparatory work already underway for the minor upgrade of the hazardous waste facility (HWF) at its current location. A modular addition is being installed within the current footprint and can be moved and reconstructed if the facility is relocated.
- ❖ Introduced Betsy Frederick, of SEA Consultants, Inc., project lead for conducting the comparative site study.

6:45p

**BETSY FREDERICK, SEA CONSULTANTS, INC.**

- ❖ SEA and the advisory committee began this study in September.
  - Project purpose:
    - “To identify an optimal location for the Less-Than-90-Day Hazardous Waste Storage Facility that meets the environmental, operational, regulatory and public safety requirements...”
- ❖ SEA has experience conducting similar studies at other universities.
- ❖ The committee is currently establishing and refining objective criteria that will be used to rank each primary alternative site
  - Precise scoring and weighting factors will be determined as a starting point, but the process will allow for flexibility
- ❖ Study Framework/Baseline Assumptions:
  - Despite UConn’s history of operating the HWF safely, the University recognizes that such facilities are closely regulated and carefully managed because they pose an inherent risk to public health, safety and the environment
  - A centralized, state-of-the-art HWF is integral to the academic and research mission of the University.
  - UConn will meet or exceed regulatory standards for the design, construction and operation of the HWF, regardless of the ultimate location selected.
  - Any alternative site must be contiguous to the Main Campus, otherwise a commercial TSDF permit would be required (e.g., the Depot Campus is ineligible).
  - UConn’s former landfill site is ineligible because of DEP- and EPA-approved conditions for the landfill’s final remedial action plan.

❖ Sites Under Consideration:

➤ *Provided a review of the current site and two primary alternative sites using maps and aerial photographs.*

(1) Existing Site - UConn would make a significant investment in order to upgrade HWF

(2) An area inside the gate of UConn's Wastewater (Sewage) Treatment Facility

(3) An area adjoining UConn's sewage treatment plant, in the vicinity of the recycling Transfer Station and the former sand filter-beds

- The filter-beds are no longer in use; remnants of the former wastewater treatment process

**Question:** Are any of the three primary sites under consideration part of the North Campus?

**Response:** Technically, no (the two alternative sites are located in an area considered the northwest corner of the Main Campus, adjacent to the North Campus, which is mostly undeveloped).

### Proposed Siting Criteria

❖ Ecological/Environmental/Public Health Risks

➤ Public perception of risk is important to community acceptance.

➤ Because this is a site study, we will use geographic measures to assess these risks.

- Example: proximity to potential receptors such as human populations, plant/animal habitat, public water supplies, wetlands and watercourses, etc.

- Use GIS data

- Factor in population density – multi- and single-family residences, student housing, classroom buildings

- DEP's Natural Diversity Database (NDDDB) mapping – unique plant or animal habitat

- Potable groundwater and surface water supplies analyzed via maps; same with wetlands and watercourses

- ◆ Use of watershed maps and direct recharge area (Level A) map

❖ Public Safety, Site Security and Accessibility

➤ Evaluating whether the site minimizes opportunities for: vandalism, accidental damage, terrorism

➤ Evaluating if the site allows for timely emergency response and minimal disruption of campus activities if an incident occurs

❖ Consistency with UConn Campus Master Plan, State & Town Plans for Conservation & Development

➤ Consider planning activities concurrent with or preceding this process, and the surrounding land use and development patterns

❖ Operational Efficiency and Cost Considerations

➤ Any functional activity of the University must take this into account

➤ Does the site location and configuration accommodate:

- Improved waste handling systems? (ex. loading docks)
- Adequate interior circulation?

- Staff oversight from a proximate location? (Currently EH&S staff has the ability to monitor the HWF from their offices)
  - Cost efficiency (equipment/labor)?
- ❖ Regulatory Requirements
- Many regulations pertain to management of wastes stored at the HWF, but no unique siting or permitting requirements apply to this type of facility; if upgrade or relocation of HWF impacted wetlands, then UConn would be required to obtain a wetlands permit.

**Question:** Would UConn have to obtain a wetlands permit from the Town of Mansfield?

**Response:** No. UConn, like other state agencies, is regulated by the state instead of town boards and commissions, and must obtain its wetlands permits from the state DEP (and sometimes also from the federal Army Corps of Engineers).

**Question:** Is UConn required to conduct an Environmental Impact Evaluation (EIE) under the Connecticut Environmental Policy Act (CEPA) for the upgrade or relocation of the HWF? If not, would UConn voluntarily conduct an EIE? *The questioners pointed out that the EIE requires an interagency analysis and creates a formal public record. On the other hand, this open house is voluntary and therefore UConn is not required to respond to public comments.*

**Response:** Under CEPA, and the applicable thresholds specified in UConn's Environmental Criteria Document (ECD), an EIE would not be required for either the upgrade of the HWF at its current location or its relocation and construction elsewhere on, or contiguous to, the Main Campus. However, the state Office of Policy & Management (OPM) may exercise its discretion and require UConn to conduct an EIE. UConn's ECD specifies that an EIE would be required when the construction footprint is at least 25,000 sq. ft. on the East Campus or 100,000 sq. ft. on the Main Campus. *The HWF will be less than 15,000 sq. ft.*

**Update:** **Since this open house occurred, UConn received correspondence from OPM indicating that the state agency would exercise its discretion and require UConn to conduct an EIE if UConn decided to maintain and upgrade the HWF at its current location on the East Campus. OPM also reserved the right to require an EIE if UConn decided to relocate the HWF. In response to OPM's concerns and consistent with feedback at the open house, UConn has determined that it will conduct an EIE for the construction of its HWF, regardless of the site selected as a result of the ongoing study and advisory committee process.**

❖ Traffic Safety and Transporter Circulation

- Does the site:
  - Minimize pedestrian/vehicle conflict?
  - Accommodate efficient access and egress?
  - Minimize the distance traveled on campus roads?
    - What is the proximity to facilities where hazardous waste is generated on campus?
      - ◆ proximity reduces risk of an accident/release during transport

- ◆ primary waste generators (research labs) are in a very congested area of campus – the science quad (and there are other hazardous waste generators: e.g., facilities operations, motor pool)
  - ◆ occasional pick-ups for transport off-site (large trucks, commercial waste haulers) and more frequent deliveries by smaller EH&S vehicles could pose pedestrian/vehicle conflicts and other public safety issues
- ❖ Public and Community Acceptance
- Build trust
  - Maintain open dialogue
  - Use objective criteria and apply criteria consistently to each site in conducting site study

**QUESTION AND ANSWER / PUBLIC COMMENT SESSION**

---

**Comment:** UConn should consider performing hazardous waste pick-ups and deliveries at night. This could reduce the traffic and safety problems associated with locating the facility in the science quad.

**Question:** Is UConn excluded or exempt from permits or regulations that would apply to other entities for this kind of project (e.g., permits from local land use boards)? Will UConn conduct an EIE for this project?

**Response:** The issue is what can be done safely, effectively and reasonably. UConn is voluntarily conducting this open house and using an advisory committee process to address these concerns.  
 UConn is not *exempt* or *excluded* from permitting requirements. There are no unique permits that are required for the siting of this kind of centralized, short-term storage facility. This would be true regardless of the entity, including any public agency or private company, undertaking this kind of project. If wetlands are impacted, UConn must obtain wetlands permits from DEP, not the town (see p. 3). OPM may, in its discretion, require an EIE (see also p. 3).

**Comment:** *The speaker introduced herself as Helen Koehn, representing Citizens for Responsible Growth (CFRG).*  
 This is a voluntary public meeting and there will be no formal record of comments and no regulations assuring a response to those comments. It is her impression that, in previous years, comment during voluntary public meetings has not been heard or adequately addressed by UConn. CFRG urges UConn to conduct an EIE under CEPA for the siting of this facility. She commended the advisory committee process and members, but asked for more agency involvement and regulatory guidance.

**Response:** DEP and OPM were asked to be on the advisory committee but declined. They are receiving the minutes from each meeting however, and are aware of the project's progress. (see also, the *Update* on p. 3 re: the EIE)

**Question:** Why did DEP and OPM decline to participate in the advisory committee?

**Response:** Uncertain as to their rationale. Both agencies are operating with fewer staff, primarily because of early retirements, and are resource-constrained.

DEP indicated that it would prefer to maintain a regulatory, instead of an advisory, role in this process.

**Comment:**

*The speaker identified himself as Mike Westerfield, the Executive Director of the Willimantic Housing Authority, and as an alternate on the Conservation Commission of Windham, and a UConn graduate with a Masters of Environmental Science degree (although indicating that his comments tonight were on his own behalf).*

Urged UConn to take action as quickly as possible. Commended UConn's EH&S Dept. for operating the HWF safely and without serious incident under circumstances he described as "impossible." Also commended the Windham Water Works for safeguarding Willimantic's drinking water supply under these circumstances (*the Fenton River flows ¼ mile east of the HWF along the edge of UConn's East Campus and into the Willimantic Reservoir approximately 7 miles downstream of the campus*). Concerned about delay. Stated that it has been five years since UConn's EH&S Dept. wrote an internal memo requesting that the HWF be upgraded, and the University is still doing the preliminary siting studies. How do we know that this project will happen on time? UConn officials have assured that this project would be completed sooner – he is concerned about ongoing risks to public water supply.

He argued that it was "absolutely unacceptable" to allow this facility to remain within the Fenton River watershed.

**Response:**

Upgrading the HWF, regardless of the site selected, is considered a priority project under the 21<sup>st</sup> Century UConn capital improvement program. UConn expects to begin its design and construction during the second half of 2004. However, many unanticipated factors could affect the construction timeline.

*[Note: The decision to conduct an EIE (see pg. 3), will lengthen the pre-construction timeline. Generally, it takes approximately 7-9 months to complete an EIE, including an early scoping meeting and public hearing on the draft EIE.]*

**Comment:**

*The speaker identified himself as Quentin Kessel.*

In 1910 the University moved its septic systems out of the Fenton River public water supply watershed. UConn made a serious mistake 15 years ago by placing the HWF in the same watershed. Now UConn has the chance to change this. The remediation of the former UConn landfill has taught us how expensive and damaging underground water contamination can be even when it is *not* in a public water supply area. The operation of the HWF has been monitored constantly; these records should be utilized to make the best relocation decision.

**Comment:**

The speaker identified herself as a former resident/homeowner on Meadowood Road, which is in the vicinity of the former UConn landfill (about ½ mile to the southwest). She said residents were initially assured

by UConn that their drinking water wells were unaffected by contamination from the landfill. Now, given investigations [into scientific misconduct at UConn's Environmental Research Institute (ERI), which performed most of the lab analysis of water samples for the landfill project], UConn is re-sampling wells in that area and has agreed [with DEP] to connect several homes on Meadowood to the University's water supply system. Based on this experience, she was not confident in UConn's study. She expressed concerns about siting the facility in the vicinity of the former landfill, where residents are already affected by hazardous waste issues. She asked UConn to complete the landfill remediation before relocating the HWF.

**Comment:**

Following up on the previous speaker's comments, two members of the audience urged UConn to consider alternative sites other than the two identified (near UConn's sewage treatment plant and recycling transfer station). Citing Environmental Justice reasons, they claimed those sites were too close to residents affected by contamination from the former landfill. [*Environmental Justice policies generally discourage siting of certain high-risk facilities, like TSDFs or landfills, near low-income, minority populations based on civil rights and anti-discrimination laws.*] Instead, they suggested closer study of undeveloped lands on the North Campus for an alternative site.

**Response:**

Under the 21<sup>st</sup> Century UConn capital improvement program, North Hillside Road will be extended northward to connect with Rte. 44 and will become the main entrance to UConn, alleviating traffic on Rte. 195. The North Campus Master Plan (June 2000) calls for developing most of the North Campus parcels, which abut N. Hillside Road, for research purposes in support of UConn's academic mission. Relocating the HWF to a site on the North Campus would likely be inconsistent with the Master Plan's gateway entrance concept. A North Campus site is difficult to evaluate because most of the area is currently undeveloped land, with no specific plans for building on any of the dozen or so developable parcels (except for the two parcels where the Charter Oak student apartments and the Husky Village Greek student housing were both completed last Fall). On the other hand, locating the HWF at either of the alternative sites near UConn's sewage treatment plant or transfer station would be consistent with both the Main Campus Master Plan and surrounding types of well-established land use and development.

*The public comment period was closed at approximately 8:15 p.m.*

*Attendees were invited to participate in an additional 30-minute public availability session.*