



**TOWN OF MANSFIELD**  
**TOWN COUNCIL MEETING**  
**MONDAY, March 22, 2004**  
**COUNCIL CHAMBERS**  
**AUDREY P. BECK MUNICIPAL BUILDING**  
**7:30 p.m.**  
**AGENDA**

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CALL TO ORDER	
ROLL CALL	
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OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
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EXECUTIVE SESSION

REGULAR MEETING-MANSFIELD TOWN COUNCIL-MARCH 8, 2004

The regular meeting of the Mansfield Town Council was called to order by Deputy Mayor Gregory Haddad at 7:35 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Bellm(arrived at 8:42 p.m.)Blair, Clouette, Haddad, Hawkins,  
Paulhus, Schaefer

Absent: Paterson, Thorkelson

II. APPROVAL OF MINUTES

Mr. Schaefer moved and Ms. Blair seconded to approve the minutes of the regular meeting of February 23, 2004.

So passed. Mr. Paulhus abstained.

Mr. Hawkins moved and Ms. Blair seconded to approve the minutes of the special meeting of February 23, 2004.

So passed. Mr. Paulhus abstained.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

No comments from the public.

IV. NEW BUSINESS

1. Mansfield Housing Authority

Anne Jordan Crouse, Gretchen Hall, and Joan Christison-Lagay spoke on the Housing Authority and the three programs that it administers. See attached report.

2. Appointment of Town Representative to Mansfield Downtown Partnership

No action taken. Council members will see if there is any flexibility in times of meetings.

3. Driveway and Utility Work on Codfish Falls Road

Housing Authority of the Town of Mansfield  
309 Maple Road  
Storrs, CT 06268  
860-487-0693  
860-429-6127 Fax

### ABOUT THE HOUSING AUTHORITY

The Housing Authority has three programs that it administers:

1. Wright's Village
2. Holinko Estates
3. Section 8 Housing Choice Voucher

Wright's Village is a 40-unit housing complex, located off Maple Road, on Wright's Way, in Storrs, CT, for those age 62 and over as well as those of any age who are handicapped or disabled. It was built in two phases with the assistance of state grants: 1979 and 1985. Twenty-six of the apartments are singles (meant for a single person) and 14 are doubles (meant for a couple). Two single and two double apartments are specially designed to be wheelchair accessible. All apartments are equipped with grab bars in the bathroom and handicap-height toilets. All apartments are equipped with two smoke detectors, one heat detector and two medical pull cords. Smoke detectors are local. All apartments are one-story dwellings, attractively clustered in a spacious rural setting. Laundry facilities are located at the Senior Center, next door, although clotheslines are available on site.

Over the past ten years rehabilitative work has been done to:

- ❖ Replace all outside lighting fixtures
- ❖ Replace gable vents with roof top vents
- ❖ Replace siding
- ❖ Replace roofs
- ❖ Replace gutters
- ❖ Replace storm doors
- ❖ Repave all sidewalks
- ❖ Replace all interior lights, thermostats, showerheads
- ❖ Replace all refrigerators and ranges
- ❖ Replace all kitchen cabinets and counters
- ❖ Upgrade alarm system to include lightning protection
- ❖ Upgrade alarm system to include heat detection and to remove smoke detectors from the call-in system
- ❖ Addition of roofs to fenced in garbage areas
- ❖ Addition of 11 space visitor/aide parking area

70% of our residents are seniors and 30 % are younger disabled individuals. Of those that are seniors, 58% are age 80+. 68% of all residents are female.

The residents are fortunate to have a Resident Services Coordinator (RSC) 8 hours per week (a grant position from the State of Connecticut) to assist them to get benefits they are entitled to, assist with medical paperwork, assist them to get services to stay in their homes, and to provide social support.

Eligibility includes income of no more than \$40250 if single or \$46000 if a couple. However, no one at Wright's Village comes close to these maximums. 90% of people have incomes of less than \$20,000. 23% have incomes less than \$10,000. The highest income is \$22149 for a single and \$29004 for a couple.

53% of the residents have out-of-pocket medical expenses of more than \$1000 per year. 28% have out-of-pocket medical expenses of more than \$2000 per year. 8% have out-of-pocket medical expenses of more than \$3000. These figures do not include all over-the-counter medications.

Rents are based on 30% of adjusted gross income. If you have income of \$20,000 and medical expenses of \$2,000, the rent would be \$386. If you have income of \$12,000 and medical expenses of \$2,000, the rent would be \$180. If when calculated your rent would be less than \$130 for a single or less than \$140 for a double, the state Rental Assistance Program (RAP) will assist by paying the difference between these base rents and the calculated amount. Wright's Village has 9 families being assisted by the RAP program. If only based on 30% of adjusted income these people would pay rents between \$78 and \$122. There is actually one resident whose income is so low that RAP pays the full rent and \$9 towards the utility bill.

People who are interested in living in Wright's Village fill out an application, including five years of written landlord references, and are put on a waiting list. The State of Connecticut requires that people be offered housing in a specific manner. Those in certain housing circumstances are given points. Those with the highest number of points are housed first. Points are given to families paying more than 50% of income towards rent and utilities, paying between 30% and 50% of income towards rent and utilities, those whose housing has been condemned or has serious housing code violations, inadequate heating, plumbing or cooking facilities, those living in an abusive situations or in a shelter, those living or working in the town, etc. When a person's name comes to the top of the list a credit check and criminal check are run as well as obtaining information on evictions. If a person has met all screening criteria they are contacted about an upcoming vacancy. Security deposits are not charged at Wright's Village.

Holinko Estates is a 35-unit complex, located off Hunting Lodge Road, on Zygmunt Drive, in Storrs, CT, designed to house families. There are 21 2-bedroom apartments, 13 3-bedroom apartments and 1 4-bedroom apartment. 8 of the 2-bedroom units and 1 3-bedroom unit are on one level. Of these eight, three of the 2-bedroom and one 3-bedroom are wheelchair accessible units. All other apartments are townhouse style with living room, dining room, kitchen and ½ bath downstairs and bedrooms and full bath upstairs. Laundry facilities and storage are located in the basement of building 5

along with the maintenance offices. There is a recreation area on the property, which includes a playscape, baby swings, tire swings, basketball, tetherball, volleyball, and swings.

Holinko Estate was first occupied in September of 1991. It was constructed with a 0% loan from the State of Connecticut. The mortgage is payable over a 40 year period of time. The only rehabilitative work done so far is replacement of windows. It is anticipated that in the near future the counters and carpets will be replaced.

Holinko Estates provides housing to many graduate student families and has a large international student population.

Rents at Holinko Estates are based on income but have base rents of \$370, \$420 and \$470 for 2-, 3-, and 4-bedroom apartments, plus utilities. Most families pay only the base rent. There is no RAP program for moderate-income housing such as Holinko Estates.

People who are interested in living in Holinko Estates fill out an application, including five years of written landlord references, and are put on a waiting list. The State of Connecticut requires that people be offered housing in a specific manner. Those in certain housing circumstances are given points. The points are the same as those for Wright's Village. When a person's name comes to the top of the list a credit check and criminal check are run as well as obtaining information on evictions. If a person has met all screening criteria they are contacted about an upcoming vacancy. One-month security deposits are charged at Holinko Estates.

The Housing Authority continues to research building additional housing on the property of Holinko Estates. Local approvals have already been obtained.

The Section 8 Housing Choice Voucher program assists up to 149 families with housing payments in Mansfield, Coventry, Ashford, Willington and Chaplin. Anyone who is income eligible can apply for this program. Points are given to families for circumstances such as being homeless, paying more than 50% of their net income for rent and utilities, being a victim of domestic violence, living in housing that is condemned or has been damaged by fire, or severely substandard housing, etc. Those with the highest number of points are given assistance first. If they don't already live in our jurisdiction they have to move here for the first year of assistance. After the first year they can take the voucher anywhere in the United States.

When a person or family's name comes to the top of the waiting list, they are contacted to attend a briefing. At the briefing they are taught the rules of the program and how to find housing.

Once they find housing, the Section 8 Coordinator inspects the housing for Housing Quality Standards. She also determines if the housing is "rent reasonable". She also determines if the families' share would be affordable (less than 40% of income). If

all of these things go well, contracts are signed between the tenant and landlord, landlord and housing authority, and tenant and housing authority. A person or family can continue with the program as long as the federal government provides the funding and they follow the rules of the lease and the Section 8 Housing Choice Voucher program. If the landlord doesn't follow the rules of the program or doesn't keep the unit in passable condition, the tenant would be given a new voucher to move. If the tenant doesn't follow the lease and the Section 8 program rules, they are terminated from the program. The landlord may or may not evict in such a case. If the landlord starts an eviction prior to the housing authority starting a termination, the housing authority will continue making payments on the family's behalf until a judge make a determination.

An inspection of the unit is done at least annually but can be done more frequently if the tenant or landlord request one. A recertification of the family's income and composition is done annually as well to recalculate the family's share of the rent. There are family's who are looked at more frequently such as those with seasonal employment or zero income or those who have lost a form of income.

Funding for these programs is as follows:

1. Wright's Village – The construction was funded through a state grant. No subsidies are provided to the Housing Authority. The extreme low-income residents may receive a subsidy to assist with paying the base rent. Some of the rehabilitative work has been funded by the Small Cities Grant program, which is funded through the State of Connecticut by the federal government.
2. Holinko Estates – The construction was funded with a loan through the State of Connecticut, which is paid back quarterly and will continue to be for 40 years. No subsidies are provided to the Housing Authority or to the tenants.
3. Section 8 Housing Choice Voucher program – the federal government, through the U.S. Department of Housing and Urban Development (HUD), funds this program. It pays for the housing assistance payments and also pays a fee for the administration of the program.

Staffing for these programs includes an Executive Director, Cathy K. Forcier, a Section 8 Coordinator, Susan Olmo, an Office Assistant, Gay Leedie, and a Maintenance Mechanic, Fred Doten. A fee accountant is on retainer.

Audits - An outside accounting firm conducts an audit of all programs each year. This data is submitted to both the federal and state governments as well as CHFA. HUD also audits the Section 8 Housing Choice Voucher program through a tool called SEMAP. The Executive Director conducts internal audits each year as well. The Executive Director inspects each unit at Wright's Village and Holinko Estates with the Maintenance Mechanic and the town's Assistant Fire Marshal each fall. Supervisory Section 8 inspections are conducted by the Executive Director to verify that inspections are being conducted properly.

Housing Authority of the Town of Mansfield  
309 Maple Road  
Storrs, CT 06268  
860-487-0693  
860-429-6127 Fax

The background/experience that would be helpful in serving on the Housing Authority Board ideally should include an interest in helping those in need, whether seniors, the disabled, or people of low or moderate income. In addition, a background in the following areas would be useful so long as the person's profession does not present a conflict of interest.

Real Estate  
Law  
Business  
Developer  
Commercial Banking  
Architectural Design  
Public Housing  
Construction  
Finance

#### The Housing Authority

- ❖ Manages Wright's Village - housing for low-income seniors and disabled individuals,
- ❖ Manages Holinko Estates – housing for moderate-income families, and
- ❖ Administers a federally funded program to assist low-income people with their housing costs.

The Housing Authority plans to construct 20-units of housing within the next few years on the site of Holinko Estates.

Future projects the Housing Authority is considering:

- ❖ administering a security deposit assistance program,
- ❖ administering a home owner down payment assistance program,
- ❖ purchasing property to stabilize rents in the area,
- ❖ continuing to do rehabilitative work on the currently owned properties to keep them in decent, safe and sanitary condition.

Mr. Schaefer moved and Mr. Clouette seconded that effective March 9, 2004, to authorize the application of R. Lacafta, Jr. To construct a driveway and to complete utility work on property located on Codfish Falls Road between existing houses at 211 and 237 Codfish Falls Road, subject to the applicant's obtaining the required driveway permit from the Department of Public Works and restoring the stone wall disturbed by the project.

Mr. R. Lacafta was present to answer any questions of the Town Council.

So passed unanimously.

#### 4. Resignation from Mansfield Town Council

No action taken.

4a. Mr. Schaefer moved and Mr. Paulhus seconded to add item 4a; honor an Eagle Scout.

So passed unanimously.

Mr. Schaefer moved and Mr. Paulhus seconded to move that the Mayor draft a proclamation honoring Steven Christopher Glow's achievement in overcoming obstacles to earn his Eagle Scout Award. The Town Council is proud to honor him and the example he sets for others.

So passed unanimously.

### V. DEPARTMENTAL REPORTS

Mr. Schaefer brought up the question of the letters between the Conservation Commission and the Commissioner of the DEP regarding whether the town's legislative body may impose restrictions on a Conservation Commission's direct correspondence with DEP.

### VI. REPORTS OF COUNCIL COMMITTEES

### VII. REPORTS OF COUNCIL MEMBERS

Mr. Hawkins requested that the item "Spring Weekend" be placed on further agendas.

Mr. Clouette discussed an e-mail he received on the possibility of a skateboard park in Mansfield.

Mr. Paulhus asked if there was further information regarding incidents at Natchaug Hospital. The Town Manager answered that any issue would be between the hospital and the agencies, which work with the hospital.

#### VIII. TOWN MANAGERS REPORT

UConn is enforcing the student code off campus. The Town Manager handed out an article from the Daily Campus, the student newspaper, which discussed holding students responsible for troubles they commit during spring break if their actions are brought to the attention of the University.

Last year the Town Manager was placed on a Task Force on Substance abuse at the University of Connecticut. One recommendation was the appointment of a person who would deal with the issue. That person will be hired relatively soon. The Town Manager will be meeting in April with the Student Life Committee to discuss off-campus housing issues.

The Town Manager handed out the COST Town Leader's Bulletin on legislative priorities.

The community center will be having the last windows put in this week.

The Arts Advisory committee has added art from local artists into the showcases at the Community Center.

Discussion on the dumpster fires on Hunting Lodge Road. Looking into rewards for naming those involved. Request of the Town Manager to ask what assistance does the fire and emergency department need to control the occurrence of such fires.

Item #6 in packet does not have the second page attached, and address of Representative Merrill is not correct.

#### IX. FUTURE AGENDAS

Spring weekend, appointment to the Downtown Partnership, and Assisted Living

Sharry Goldman and Jane Ann Bobbitt, co-chairs of the Coalition for Assisted Living were present.

#### X. PETITIONS, REQUESTS AND COMMUNICATIONS

5. Regional School District #19-Superintendent's Proposed FY 2004/2005 Budget

6. Mansfield Solid Waste Advisory Committee re: State "Bottle Bill"

7. Planning and Zoning Commission Application Referral-9 lot-Subdivision on Mansfield City Road(Wild Rose Estates)
8. B. Robinson re: Firearms Deer Hunting at Mansfield Hollow
9. The Daily Campus –“UConn Police to Sponsor Citizen’s Academy”
10. J. Bobbit and S. Goldman re: Coalition for Assisted Living
11. B. & D. Glow re: Proclamation Recognizing Eagle Scout Award

XI. EXECUTIVE SESSION

Not needed.

XII. ADJOURNMENT

Ms. Blair moved and Mr. Schaefer seconded to adjourn the Town Council meeting at 8:50 p.m.

So passed unanimously.

Elizabeth C. Paterson, Mayor

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

March 22, 2004

Town Council  
Town of Mansfield

**Re: Presentation by Richard Miller, University of Connecticut**

Dear Town Council:

Richard Miller, the University of Connecticut's Director of Environmental Policy, will make a presentation on Monday evening regarding various UConn environmental issues. In particular, Mr. Miller will comment on the University's recently created environmental policy advisory council, the agricultural campus master plan update and the hazardous waste storage facility comparative site study.

Because we have invited the Planning and Zoning Commission and the general public to attend, we recommend that the Council make the presentation the first item of business following the opportunity for the public to address the council.

Respectfully submitted,

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

Martin H. Berliner  
Town Manager

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Martin H. Berliner, Town Manager

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

March 22, 2004

Town Council  
Town of Mansfield

**Re: Proclamation Designating Municipal Clerks Week in Mansfield**

Dear Town Council:

Attached please find a proposed proclamation from the International Institute of Municipal Clerks designating the week of May 2, 2004 as Municipal Clerks Week. Because the office of municipal clerk is vital to local governments around the world, including the Town of Mansfield, staff requests that the Town Council authorize the Mayor to issue the proclamation as proposed.

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

*Move, effective March 22, 2004, to authorize the Mayor to issue the attached proclamation designating the week of May 2 through May 8, 2004, as Municipal Clerks Week in the Town of Mansfield.*

Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach:(1)



*Town of Mansfield  
Proclamation  
Designating Municipal Clerks Week in Mansfield*

*Whereas*, the Office of the Municipal Clerk, is a time honored and vital part of local government exists throughout the world; and

*Whereas*, the Office of the Municipal Clerk provides a professional link between the citizens, the local government bodies and agencies of government at other levels; and

*Whereas*, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

*Whereas*, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and

*Whereas*, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

*Now, Therefore, I, Elizabeth C. Patterson, Mayor of the Town of Mansfield, on behalf of the Town Council and the citizens of Mansfield do recognize the week of May 2 through May 8, 2004 as Municipal Clerks Week in the Town of Mansfield, and further extend appreciation to our Town Clerk, Joan Gerdson, our Assistant Town Clerks, Christine Hawthorne and Sharon Tyler, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

---

Elizabeth C. Paterson  
Mayor, Town of Mansfield  
March 22, 2004

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



Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
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March 22, 2004

Town Council  
Town of Mansfield

**Re: Fair Housing Policy**

Dear Town Council:

In order to apply for and receive funding under the Small Cities Community Development Block Grant Program, the Town is required to maintain its Fair Housing Policy. As you know, the town's Small Cities grant-funded projects such as the housing rehabilitation revolving loan program have proven very successful in the past, and we would like to maintain this funding in the future. In addition, as a policy matter it makes sense for a local government such as the Town of Mansfield to maintain a Fair Housing Policy to help ensure that all citizens are afforded a right to full and equal housing opportunities in the community. Consequently, staff recommends that the Town Council re-endorse the town's existing Fair Housing Policy (see attached).

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

*Move, effective March 22, 2004, to re-endorse the Town of Mansfield's existing Fair Housing Policy.*

Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach:(3)



**TOWN OF MANSFIELD**

**FAIR HOUSING POLICY**

Whereas, All American citizens are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, State and Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, national origin, ancestry, marital status, age, mental or physical disability, lawful source of income, sexual orientation, familial status, be given equal access to rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The Town of Mansfield is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW, THEREFORE, BE IT RESOLVED, That the Town Council of the Town of Mansfield hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis: and BE IT FURTHER RESOLVED, That the Town Manager of the Town of Mansfield, or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practices in the Town of Mansfield.

Adopted by the \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Martin H. Berliner  
Town Manager

## COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Town of Mansfield does not discriminate in the provision of services, the administration of its programs, or the contractual agreements with subrecipients. The Town of Mansfield seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that "No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program" covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town's document entitled "Fair Housing Plan" are fully implemented to ensure compliance by the Town, as the recipient, and by the grantees, as subrecipients. The cooperation of the Town and grantee personnel is required.

---

Martin H. Berliner  
Town Manager

**TOWN OF MANSFIELD**

**FAIR HOUSING POLICY STATEMENT**

It is both the policy and strong commitment of the Town of Mansfield to promote Fair Housing opportunities in all its programs and housing development activities and to take affirmative action through education and implementation to ensure equal housing opportunities for all persons and families.

The Town of Mansfield will take affirmative action to ensure that all tenants, applicants, residents are treated fairly without regard to their race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, learning disability, mental or physical disability, including but not limited to blindness, age, individuals with children or lawful source of income.

The Town of Mansfield will continue to make a good faith effort to comply with all Federal and State laws and policies which speak to fair housing practices.

It is the policy of the Town of Mansfield that all Housing related personnel be trained and educated in the principles of Fair Housing and Equal Opportunity so that Equal Housing Opportunity may be available to all qualified applicants.

This Fair Housing Policy Statement reaffirms our personal commitment to the principles of fair housing and equal opportunity housing practices.

The Fair Housing Officer, Kevin Grunwald, or their designated representative is responsible for the enforcement and implementation of the Fair Housing Regulations/Plan and the enforcement of this policy. The Fair Housing Officer may be reached at (860) 429-3314.

Complaint(s) pertaining to discrimination in any program funded by the Town of Mansfield may be filed with the Fair Housing Officer. The Town's Grievance Procedure will be utilized in this case(s).

Complaints also may be filed with the Commission on Human Rights and Opportunity, 21 Grand Street, Hartford, CT 06106.

TOWN OF MANSFIELD

\_\_\_\_\_  
Martin H. Berliner  
Town Manager

\_\_\_\_\_  
Date

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



Martin H. Berliner, Town Manager

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
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March 22, 2004

Town Council  
Town of Mansfield

**Re: Proclamation Designating the Month of April as Fair Housing Month in Mansfield**

Dear Town Council:

Attached you will find a proposed proclamation designating the month of April as Fair Housing Month in Mansfield. April is also National Fair Housing Month and the Council has passed similar resolutions in years past.

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

*Move, effective March 22, 2003, to designate the month of April as Fair Housing Month in Mansfield and to authorize the Mayor to issue the proclamation as presented by town staff.*

Respectfully submitted,

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

Martin H. Berliner  
Town Manager

Attach:(1)



**Town of Mansfield  
Proclamation**

**Designating the Month of April as Fair Housing Month in the Town of  
Mansfield**

**WHEREAS**, the month of April is National Fair Housing Month; and

**WHEREAS**, the Town of Mansfield, Connecticut is steadfast in its long public commitment to the promotion of fair housing in the community; and

**WHEREAS**, the Town of Mansfield, Connecticut continues to be represented on the Windham Regional Fair Housing Task Force, which initiates actions and collaborates with housing related organizations in the promotion of the awareness of and compliance with Fair Housing Laws; and

**WHEREAS**, the Town of Mansfield takes this opportunity to focus attention on the importance of fair housing by declaring April to be Fair Housing Month in Mansfield;

**NOW, THEREFORE**, I, Mayor Elizabeth Paterson, on behalf of the Town Council and the citizens of Mansfield officially proclaim the month of April as Fair Housing Month in the Town of Mansfield.

**IN WITNESS WHEREOF**, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 22<sup>nd</sup> day of March in the year 2004.

---

Elizabeth C. Paterson  
Mayor, Town of Mansfield  
March 22, 2004

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



Martin H. Berliner, Town Manager

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March 22, 2004

Town Council  
Town of Mansfield

**Re: Quinebaug-Shetucket Heritage Corridor – 2004 Partnership Grant Program**

Dear Town Council:

Attached please find an agenda item summary to support an application to the Quinebaug-Shetucket Heritage Corridor's 2004 Partnership Grant Program. The application would fund a quality welcome sign and landscape project at the Four Corners, as part of an overall landscape design plan for the area. The application amount totals \$5,250, and would require a \$5,250 match from the town. If approved, the town match would be allocated from the town's Capital Non-recurring Fund.

Because the Four Corners area is an important gateway for the town, and quality signage and a landscaping plan would greatly improve the aesthetics of the area, staff recommends that the Town Council authorize staff to submit the application as proposed.

If the Town Council supports this request, the following resolution is in order:

*Resolved, effective March 22, 2004, to authorize town staff to submit a grant application in the amount of \$5,250 to the Quinebaug-Shetucket Heritage Corridor, Inc. to provide funding for a welcome sign and landscaping project at the Four Corners area in Mansfield, and to process any related grant paperwork.*

Respectfully submitted,

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

Martin H. Berliner  
Town Manager

Attach:(3)



**Mansfield Downtown Partnership**  
*Helping to Build Mansfield's Future*

To: Martin Berliner, Mansfield Town Manager  
From: Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership, Inc. *CvZ*  
Re: Quinebaug-Shetucket Heritage Corridor, Inc.  
Partnership Program 2004 Grant Program  
Date: March 12, 2004

**I. Background**

The Quinebaug-Shetucket Heritage Corridor, Inc., has announced its 2004 Partnership Grant Program with grants due on April 2, 2004. The goal of the Program is to “encourage projects that retain, enhance or interpret the significant features of the lands, water and structures of the Quinebaug and Shetucket Rivers Valley National Heritage Corridor and demonstrate practical ways to address the Corridor’s economic and conservation challenges.”

One of the goals of the Mansfield Downtown Partnership, Inc., (“Partnership”) is to strengthen and revitalize three key commercial areas in town including the Four Corners. Consequently, Partnership and Town staff have developed a proposal for the 2004 Partnership Program to create a high quality welcome sign and landscape project at Four Corners, which will be guided by an overall landscape design plan for the area. Students in the Landscape Architecture program at the University of Connecticut will submit designs for a comprehensive landscape design at the Four Corners, and we will contract with a professional landscape architect for the sign and surrounding landscape project.

In cooperation with the Mansfield Downtown Partnership, Inc., I am requesting that the Mansfield Town Council sponsor and approve the grant application for submittal to the Quinebaug-Heritage Corridor, Inc. The Partnership will be responsible for administering the grant.

Please see the attached summary of the grant request for more details.

**II. Financial Impact**

The 2004 Partnership Program requires a 1 to 1 match for grant requests over \$2,500. We are requesting a \$5,250 grant from the Quinebaug-Shetucket Heritage Corridor with a match of \$5,250 from the Town of Mansfield. The Town match will come from the Town’s Capital Non-Recurring Fund.



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**Mansfield Downtown Partnership**  
*Helping to Build Mansfield's Future*

**III. Legal Review**

There is no legal review required.

**IV. Recommendation**

Approve the attached resolution authorizing Town staff to submit a grant application to the Quinebaug-Shetucket Heritage Corridor, Inc., for a welcome sign and landscaping project at the Four Corners and to process any related grant paperwork.

Four Corners is an important gateway to the community for historic reasons, and, particularly, now for the high volume of traffic that comes through this intersection into Mansfield. The establishment of a welcome sign will invite visitors to Mansfield and promote a sense of pride in the commitment the community has to present a quality image.

This project is a natural next step for a community that is experiencing more activity due to many exciting changes including the new community center, and the physical transformation of the University of Connecticut.

**V. Attachments**

- 1) Summary of Quinebaug-Shetucket Heritage Corridor, Inc., Partnership Program 2004 Grant Application
- 2) Resolution authorizing town staff to submit a grant application to the Quinebaug-Shetucket Heritage Corridor, Inc., for a welcome sign and landscaping project at the Four Corners and to process any related grant paperwork.

## SUMMARY

March 12, 2004

### Quinebaug-Shetucket Heritage Corridor, Inc. Partnership Program 2004 Grant Program

**Project Title:** Welcome to Mansfield Sign and Landscaping Project

**Amount requested:** \$5,250

**Start date:** July 1, 2004

**Completion date:** July 1, 2005

**Location:** Mansfield, CT

**Sponsoring Organization:** Town of Mansfield

The "Welcome to Mansfield Sign and Landscaping Project" is a joint project between the Town of Mansfield and the Mansfield Downtown Partnership, Inc.

**Project Director (responsible for project completion and financial accounting):**

Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership, Inc.

**Address:** PO Box 513, 1244 Storrs Road, Mansfield, CT 06268

**Phone (days):** 860-429-2740

**(evenings):** 860-646-3305

**(fax):** 860-429-2719

**Signature of Project Director** \_\_\_\_\_

**Date** \_\_\_\_\_

#### 1. Project summary (describe the project – what is it, why is it needed)

##### \*Project description

This project will create a high quality welcome sign and landscape project at the Mansfield Four Corners – a key gateway to the Mansfield community.

The design and installation of an inviting and welcoming sign at this major historic crossroads (Route 195 and Route 44), near the entrance to the Town of Mansfield ("Town"), is part of a larger picture. The 2000 HyettPalma Mansfield Downtown Action Agenda commissioned by the Mansfield Downtown Partnership, Inc., ("Partnership") recommended that at the Four Corners the Town should "adopt standards to ensure a New England village look; plan a wide landscaped strip between highway and businesses, to include walks, trees and shrubs, and appropriate lighting [and other furnishings]" along Storrs Road (Route 195) and the Middle Turnpike (Route 44)."

The HyettPalma recommendation has prompted us, as a first step, to develop an overall plan for the Four Corners that will allow the welcome sign to be placed appropriately and strategically within the context of a comprehensive plan for the area. To achieve this first step, the Town of Mansfield and the Mansfield Downtown Partnership, Inc., plan to enlist the assistance of the Landscape Architecture program at the University of Connecticut ("University"), under the supervision of Professor John Alexopoulos. This step has the added advantage that it will involve University of Connecticut students to make them aware of the Town, and also to make them aware of community landscape issues.

At the termination of the Landscape Architecture program study, a request for proposal (RFP) will be developed and mailed to landscape architects asking for proposals to design a sign in final concept (ready to present to a sign maker), as well as a detailed landscape plan with specifications. Included in the RFP will also be a section requiring assistance in the permitting process and supervision during installation.

#### **\*Project Need**

Creation of welcome signage is part of an overall plan by the Mansfield Downtown Partnership, Inc., to promote the Mansfield community. In 2000, the Partnership commissioned the planning firm of HyettPalma to complete a Mansfield Downtown Action Agenda. The plan recognized the Four Corners as an important gateway, due to the high volume of traffic in the area. **Accordingly, the plan recommended "a dramatic and special sense of arrival" to be created in this area, with at minimum "a welcome sign and a significant landscape feature."**

**The establishment of a welcome sign will help invite visitors to Mansfield and provide a pleasing entrance into the community.** Good signage communicates how you know you have arrived to a special place, reflecting the uniqueness of the community. A gateway sign can do much to attract travelers to stop instead of simply passing through town.

**A new sign at Mansfield Four Corners will offer the opportunity for visitors to see a community that has much to offer,** including historic sites such as the Gurleyville Grist Mill, the only stone gristmill left in Connecticut; several eighteenth-century cemeteries, including one at Mansfield Center which is on the National Register of Historic Places; parks and preserves with over 35 walking trails; and fishing in the Fenton and Willimantic Rivers.

**There is currently no signage in Mansfield besides the Connecticut Department of Transportation signs that indicate the Town of Mansfield boundary.** New signage is needed that is eye catching and memorable to create a lasting image of the community. Other communities nearby, such as the Town of Tolland and the City of Manchester, have recently developed signage for the main gateways into their respective communities. The signage serves to give the visitor a pleasant welcome into the community while promoting within the resident a sense of pride in the commitment the community has made to present a quality image. City of Manchester Planner Mark Pellegrini notes that signage serves to show "we care about ourselves, and we are glad you are here."

**The welcome sign is a recommendation from an extensive planning process that identified ways to improve Four Corners.** The Mansfield Downtown Partnership's mission is to revitalize and enhance three key commercial areas in Mansfield, including Mansfield Four Corners. As noted above, the Partnership commissioned the planning firm of HyettPalma to complete a Mansfield Downtown Action Agenda, which included a recommendation to construct signage and develop a significant landscaping feature at Four Corners.

**A new welcome sign complements other projects to highlight Mansfield including the comprehensive Mansfield visitor and information guide to be published in April, and funded in part by the Quinebaug-Shetucket Heritage Corridor.** The creation of a welcome sign is part of an overall plan to create awareness about all Mansfield offers.

**Quality signage will also help set a high standard for improvements of signage and buildings in the Four Corners area.** There is momentum for doing this already with the attractive signage for two businesses that located in the Four Corners a year ago.



**TOWN OF MANSFIELD**  
**Certified Resolution**

*Quinebaug-Shetucket Heritage Corridor – 2004 Partnership Grant Program*

Resolved, effective March 22, 2004, to authorize town staff to submit a grant application in the amount of \$5,250 to the Quinebaug-Shetucket Heritage Corridor, Inc. to provide funding for a welcome sign and landscaping project at the Four Corners area in Mansfield, and to process any related grant paperwork.

Certified a true copy of a resolution adopted by the Town of Mansfield at a meeting of its Town Council on March 22, 2004, and which has not been rescinded or modified in any way.

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Joan E. Gerdson  
Town Clerk

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Date

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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

March 22, 2004

Town Council  
Town of Mansfield

**Re: Department of Environmental Protection Aquifer Protection Regulations –  
Designation of Mansfield Aquifer Protection Agency**

Dear Town Council:

Attached please find information from the Town Planner and the Department of Environmental Protection (DEP) regarding the state's recently adopted Aquifer Protection Land Use Regulations and the need for the town to designate a municipal aquifer protection agency by ordinance. In the early 1990's, the Town Council designated the Planning and Zoning Commission (PZC) to serve as Mansfield's aquifer protection agency, but this authorization was never adopted by ordinance. The PZC has now offered to continue to serve in that role, and would be considered an appropriate agency by the DEP.

If the PZC's suggestion is acceptable to the Town Council, staff will work with the Town Attorney to draft an appropriate ordinance for the Council's review and approval (see attached draft ordinance prepared by the DEP). In lieu of a formal motion, the Town Council can communicate its preference to staff via consensus.

Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach: (8)



TOWN OF MANSFIELD  
OFFICE OF PLANNING AND DEVELOPMENT

GREGORY J. PADICK, TOWN PLANNER

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(203) 429-3330

Memo to: Mansfield Town Council  
From: Gregory J. Padick, Town Planner  
Date: March 16, 2004

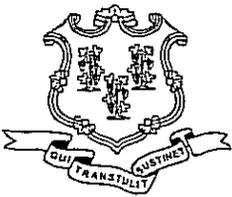
**RE: *DEP Aquifer Protection Regulations  
Designation of Mansfield Aquifer Protection Agency***

Please find attached a 3/15/04 letter from DEP with related information regarding the State's recently adopted Aquifer Protection Land Use Regulations and the need to designate a municipal aquifer protection agency. The attachments include a model ordinance for potential use in designating a municipal aquifer protection agency. In the early 1990's the Planning and Zoning Commission was designated as the Town's Aquifer Protection Agency but this authorization was not approved by ordinance.

At its 3/15/04 meeting, the Planning and Zoning Commission approved the following motion:

"That the PZC communicate to the Town Council its desire to be officially designated, through the adoption of a municipal ordinance, as Mansfield's Aquifer Protection Agency."

The PZC is considered an appropriate municipal aquifer protection agency due to the state regulatory provisions which will necessitate revisions to the Town's Zoning Map and Zoning Regulations. I plan to attend the Town Council's 3/22/04 meeting to address any questions.



STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



March 5, 2004

Martin H Berliner, Town Manager  
4 South Eagleville Road  
Mansfield, CT 06268

Re: Adoption of Aquifer Protection Area Land Use Regulations

Dear Mr. Berliner:

The state Aquifer Protection Area Land Use Regulations (Section 22a-354i-1 through -10 of the Regulations of Connecticut State Agencies) were adopted on February 2, 2004. The regulations provide protection for critical areas associated with Connecticut's highest yielding public water supply wells by regulating high-risk activities in aquifer areas that could contaminate the public water supply. These regulations are a culmination of fourteen years of effort involving participation and input from many interested parties including municipalities, businesses, water companies and the public. Such partnership resulted in a regulation that balances protection of the state's largest public supply wells with ensuring that existing business can continue and thrive with minimal additional regulatory burden.

The Aquifer Protection program is a partnership between the municipalities and the state similar to the Inland Wetlands program, with shared responsibilities for implementation. DEP will provide training and guidance and will keep you informed as the program develops. With this letter we are providing some basic information about the program and assistance with the first municipal steps in the program. The attachments include a fact sheet about the overall program, maps, information on the land use regulations, the authorizing statutes, a model ordinance for appointing an agency, and a program implementation schedule outlining the major steps in the program and deadlines.

### First Steps

The first step for municipalities in the program is to appoint, by ordinance, an existing board or commission to be the Municipal Aquifer Protection Agency. A model ordinance which incorporates the requirements specified in 22a-354o of the Connecticut General Statutes is attached as a sample if you wish to use it. (Available electronically on the DEP web site – see address below.)

Municipalities have three months from the effective date of the land use regulations to appoint the agency, which is May 2, 2004. DEP appreciates the difficulty of passing an ordinance in such a short timeframe, and will work with the municipalities towards compliance. Because this is a land use control and permitting program, the Planning & Zoning, Inland Wetlands or Conservation Commission may be appropriate for your town. Note that the responsibilities for the municipal agency will include handling registration of existing regulated activities, and permits for adding new regulated activities to registered facilities. (DEP will directly regulate facilities with certain state permits, public service companies, and state facilities in accordance with Section 22a-354p(g) of the CT General Statutes.)

The next required step for municipalities is to conduct an inventory of the land use activities within the aquifer protection areas. The inventory must be completed within a year of authorization of the municipal aquifer protection agency. However, the majority of the inventory work was completed by DEP in 2000, and we will provide the data to you shortly. Although it will likely have to be updated, it will form a good baseline inventory.

Finally, for efficiency, we would like to know who will serve as the aquifer protection contact person for your municipality. Attached is a form for designating a contact, which can be mailed or e-mailed (see address below). This will ensure that important program information gets to the right person in a timely manner. In addition, DEP is forming an advisory group to assist with development of program guidance and training materials. If you would like to be included as part of the advisory group, please note this on the contact form. DEP is also planning a series of initial outreach efforts to groups of municipalities across the state. Once you have notified us of your contact person, we will begin making arrangements for these start-up workshops.

### **Aquifer Protection Area Program Background and Summary**

The basic premise of the aquifer protection program is that the best way to prevent contamination of large public drinking water supplies is to limit high-risk land uses in critical areas that feed water to the water supply wells. Of course, in many cases the land in these critical areas is already developed, and existing businesses, even if they are high-risk activities, must be able to remain in business and grow. Existing high-risk activities are therefore "grand-fathered" into the program, but will have to register and meet basic best management practices.

The attached materials provide the details of the program, but there are a few important points we would like to highlight: (1) The Aquifer Protection Areas do not encompass the entire municipality – they encompass a limited land area which has been scientifically mapped as the area feeding ground water to the public supply wells. The size of the mapped areas can vary from tens of acres to hundreds of acres, depending on the well yield and aquifer materials. (2) The program does not preclude all businesses from locating in the area, only high-risk activities that use significant quantities of hazardous materials or wastes. (3) Existing high-risk activities will have to register their facility and certify adherence to basic best management practices for their hazardous materials. However, once registered, the business can expand, be transferred to a new owner, or obtain a permit to change to a different type of regulated activity.

Note that it is the responsibility of the water company to complete mapping of the aquifer protection areas. Preliminary (or Level B) mapping has been completed for all of the well fields in the program (see attached maps), and final (or Level A) mapping has been completed for 20 well fields. The water companies will have up to July, 2007 to complete the final mapping, but many have already started, and mapping may be completed earlier. Once the final aquifer protection areas have been mapped by the water companies, DEP will notify the municipality and provide a large-scale map of the final area.

## Contact Information

Please do not hesitate to contact us with any questions you may have:

Aquifer Protection Area Program  
DEP Water Management  
79 Elm Street  
Hartford, CT 06106-5127  
Program staff: (860) 424-3020

E-mail inquiries can be directed to [corinne.fitting@po.state.ct.us](mailto:corinne.fitting@po.state.ct.us).

Web site: <http://www.dep.state.ct.us/wtr/aquiferprotection>

The DEP web site will be used to update program status and provide electronic guidance and forms. For example, most of the attachments to this letter are on the web site. You may wish to check the web site periodically for new information. We look forward to working with you to implement this important program.

Sincerely,



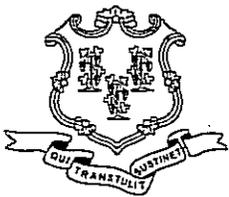
Yvonne Bolton  
Acting Chief  
Bureau of Water Management

cc: Town Planning Office

(Copy of form letter with attachments were also sent to all Regional Planning Agencies and Water Companies with wells in the Aquifer Protection Program.)

### Attachments: Aquifer Protection Area Fact Sheet

- State-wide map of Aquifer Protection Areas
- Town map of Aquifer Protection Areas
- Section 22a-354a et sec of CT General Statutes
- Summary & Outline of state Aquifer Protection Land Use Regulations
- Flow Chart of state Aquifer Protection Land Use Regulations
- Section 22a-354i-1 thru -10 of the Regulations of Connecticut State Agencies
- Aquifer Protection Program Implementation Schedule
- Model Ordinance for Authorizing Municipal Aquifer Protection Agency
- Form for Designating Municipal Contact Person



# STATE OF CONNECTICUT

## DEPARTMENT OF ENVIRONMENTAL PROTECTION



### AQUIFER PROTECTION AREAS - LAND USE CONTROLS

#### SUMMARY - Section 22a-354i-1 through 10. (Revised February, 2004)

The Aquifer Protection Land Use Regulation applies only to regulated activities located within the level A mapping boundary of a protected aquifer. Aquifer protection areas are designated around well fields in stratified drift used by water systems serving over 1000 people. The protected area encompasses the area of contribution and recharge area of the well field.

This regulation (1) establishes a procedure for municipal adoption of aquifer protection area boundaries; (2) identifies regulated activities, which are prohibited in aquifer protection areas unless they are registered or permitted; (3) establishes an exemption process for regulated activities using hazardous materials which, if released, do not pose a threat to the drinking water supply; (4) establishes a registration process for existing regulated activities which allows for transfer of a registration, (5) establishes a permit process that allows a registered regulated activity to add a new regulated activity if certain requirements are met; and (6) establishes best management practices for registered and permitted regulated activities.

Regulated activities are defined in section 22a-354i-1 of the regulation. In general, regulated activities include businesses that use hazardous materials such as RCRA hazardous wastes, hazardous substances regulated under CERCLA, pesticides, and petroleum products. Examples of regulated activities include some manufacturing industries, chemical wholesale storage industries, gasoline stations, auto and engine service stations, dry cleaners, and furniture strippers. Installation of new underground storage tanks for storage or transmission of oil or petroleum or hazardous materials is prohibited, with allowances for replacement of existing tanks.

**Please Note:** (i) The Commissioner of Environmental Protection is required to prepare a Model Municipal Ordinance that may be used by municipal aquifer protection agencies in adopting regulations. The model ordinance will contain the regulation as well as administrative procedures. (ii) Under section 22a-354p of the CT General Statutes, the Commissioner will be the regulating authority for registration and permits for regulated activities conducted by other state agencies, any person the Commissioner has issued an individual NPDES permit, SPDES permit, RCRA TSDf permit, or any public service company or Large Quantity Generator, and the Municipal Aquifer Protection Agency will be the regulating authority for all regulated activities. (iii) Municipal Aquifer Protection Agencies are authorized by section 22a-354(e) of the General Statutes to require filing fees to be deposited with the agency. The amount of the fee shall be sufficient to cover the reasonable cost of reviewing and acting on applications and petitions, including, but not limited to, the costs of certified mailings, publications of notices and decisions, and monitoring compliance with permit conditions and regulations.

**Special Note:** The land use regulation is just one part of the whole Aquifer Protection Act in the General Statutes. Sections 22a-354a through 22a-354bb of the General Statutes include, among other things, procedures for municipal administration including creation of an agency, adoption of local regulations, appeals, and penalties. Also included are well field mapping requirements, strategic monitoring requirements for aquifer protection areas, a requirement to inventory agricultural activities in aquifer protection areas and regulate those agricultural activities.

## **OUTLINE OF THE AQUIFER PROTECTION LAND USE REGULATION**

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### **Section 22a-354i-1 through 10. (Revised February, 2004)**

#### **Section 22a-354i-1. Definitions**

This section contains the legal definitions used in the regulation. These definitions should be studied carefully since they are a precise statement of the meaning of words and phrases in the regulation. Some particularly important definitions include: aquifer protection area, facility, hazardous material, level A mapping boundary, registered regulated activity, and regulated activity.

#### **Section 22a-354i-2. Delineation of Aquifer Protection Area Boundaries**

Requires the municipality to delineate the boundaries of all aquifer protection areas on their municipal zoning maps, or inland wetland maps in the instance when a zoning map is not available, within 120 days of being notified by the Commissioner that a Level A mapping boundary is located in their town.

#### **Section 22a-354i-3. Adoption of Municipal Regulations; Commissioner's Approval.**

Requires a municipality to adopt an aquifer protection regulation within 6 months of notification from the Commissioner that a Level A mapping boundary is located in the town. The municipal regulation must be approved by the Commissioner. If the Commissioner disapproves the regulation, the municipality is given 90 days to adopt and submit a revision. If a municipality wishes to amend a regulation they must get approval from the Commissioner.

#### **Section 22a-354i-4. Extension of aquifer protection area boundaries for Administrative Purposes; Approval**

Provides an opportunity for a Municipal Aquifer Protection Agency to request an extension of aquifer protection area boundaries to coincide with the nearest property line or topographic feature to simplify administration of the program. These extensions can not be made without the written approval of the Commissioner. Municipalities then have 60 days after receiving notice from the Commissioner to delineate such an extension on their mapping.

#### **Section 22a-354i-5. Prohibited and Regulated Activities**

This section establishes that regulated activities are prohibited in aquifer protection areas unless registered or permitted, and identifies threshold volumes and some minor activities that are excluded from regulation, such as activities conducted at a residence without compensation, and certain activities using only lubricating oils.

#### **Section 22a-354i-6. Application for an Exemption from Prohibition or Regulation**

Provides criteria for applicants to apply for an exemption from prohibition or regulation. Applicants for the exemption must demonstrate to the Commissioner that any hazardous material released into the ground from the facility or business would not render the ground water unsuitable for drinking without treatment. A period of 60 days is provided for the municipal agency, any affected water company, or the Department of Public Health to submit written comments on the application for an exemption. The Commissioner will consider the comments and provide a written reason for rejecting any of the comments submitted.

#### **Section 22a-354i-7. Registration of Existing Regulated Activities**

Requires existing regulated activities to submit a registration to the Municipal Aquifer Protection Agency and the Commissioner within 180 days after the adoption of a municipal aquifer protection ordinance. The registration will be processed by the Commissioner or Municipal Agency, as appropriate: Registrations for regulated activities conducted by other state agencies, any person the Commissioner has issued an individual NPDES permit, SPDES permit, RCRA TSDf permit, or any public service company or Large Quantity Generator shall be processed by the Commissioner. Registrations for all other regulated activities will be processed by the Municipal Aquifer Protection Agency. The registration form will request basic information regarding the name and location of the facility, the regulated activities conducted at the facility, and a certification that the regulated activities are conducted in accordance with specified best management practices. The Commissioner or the municipal aquifer protection agency may reject incomplete registrations. If the registration is rejected, the registrant will be notified of what additional information is needed and the date of re-submission. The registration for an existing regulated activity may be transferred to a new owner who intends to continue the existing regulated activity. Registrations must be renewed every five years.

#### **Section 22a-354i-8. Permits Requirements**

A permit is required to add a regulated activity to a facility where a registered regulated activity occurs. The information requirements, permit process, criteria for issuing a permit, and provisions of the permit are detailed in section 8. Permits are issued for a ten year period, after which time they must be renewed. Provisions are included for modifying and transferring a permit.

#### **Section 22a-354i-9. Best Management Practices for Regulated Activities**

Basic best management practices for registered and permitted regulated activities are detailed in section 9. These include the following: Specifications for storage of hazardous materials (which are consistent with environmental regulations already in place for the storage of hazardous materials); a prohibition on installation of new underground storage tanks for hazardous materials (although an allowance is made for replacing existing underground storage tanks with a larger tank under certain conditions); a conditional prohibition on wastewater infiltration devices; and a requirement to develop, implement and maintain a materials management plan. A storm water management plan may be required for registered regulated activities at the discretion of the regulating authority (section 7(d)), and must be developed as part of any permit application (section 8(c)).

#### **Section 22a-354i-10. Other state, federal and local laws.**

Section 10 states that these land use regulations do not relieve any person of any other obligations under federal, state, or local law.

## AQUIFER PROTECTION AREA PROGRAM IMPLEMENTATION SCHEDULE

Below are the time frames for implementation of the aquifer protection area program, as established either by the proposed aquifer protection land use regulations or by statute. The Legislative Regulations Review Committee approved the proposed regulations on January 27, 2004, and the regulations were filed with the Secretary of State (shown in the first row in the table below) on February 2, 2004. The time frames for municipal action then begin, as detailed below.

ACTION	BY WHOM	WHEN (citation)	ESTIMATED DATE
Adoption of State Land Use Regulations	DEP	Upon approval by Regulations Review Committee and filing with Secretary of State (C.G.S. 22a-354i)	February 2, 2004
Authorize Existing Local Board or Commission	Town	Within 3 Months of Adoption of State Land Use Regulations (C.G.S. 22a-354o)	May 2, 2004
Complete Land Use Inventory	Town <sup>1</sup>	Within 1 Year of Authorization of a Local Commission (C.G.S. 22a-354e)	Completed by DEP for all municipalities in program – town may need to update.
Publish Model Municipal Ordinance	DEP	Approx. 6 Months after Adoption of State Land Use Regulations (C.G.S. 22a-354l)	July, 2004
Prepare Final (Level A) Mapping	Water Utility <sup>2</sup>	Within 3 Years of Publication of Model Municipal Ordinance (C.G.S. 22a-354c and –354z)	July, 2007 (May be earlier, some have already been approved.)
Delineate Aquifer Protection Area Boundary on Zoning Map	Town	Within 4 months of DEP notice of Mapping Approval (Land Use Regulations – R.C.S.A. Sec. 22a-354i-2)	October, 2004 – October, 2007 (Depending upon completion of mapping)
Adopt Municipal Land Use Regulations	Town	Within 6 Months of DEP notice of Mapping Approval (C.G.S. 22a-354o(b))	January, 2005 – January, 2008 (Depending upon completion of mapping)
Register Existing Regulated Activities	Town or DEP	Within 6 months of Adoption of Municipal Land Use Regulations (Land Use Regulations – R.C.S.A. Sec. 22a-354i-7(b))	July, 2005 – July, 2008 (Depending upon completion of mapping)

Note that the requirement for municipalities to adopt the aquifer protection area boundary and adopt municipal land use regulations are triggered by the completion of Final (Level A) mapping by the water company. The deadlines for completing the final mapping are set by publication of the model municipal ordinance. Some water companies have already completed the final mapping (ahead of the deadline), some are in the process of mapping, and some have not yet started, so not all municipalities will be required to implement the program at the same time – it is dependant upon the timing of the mapping.

<sup>1</sup> DEP has completed inventories for towns using federal funds from the Safe Drinking Water Act.

<sup>2</sup> Subject to DEP Commissioner approval

Model Ordinance to Designate Municipal Aquifer Protection Agency  
(The municipality is not required to follow this format, it is a sample only.)

PROPOSED ORDINANCE NUMBER \_\_\_\_\_  
CONCERNING THE DESIGNATION OF THE \_\_\_\_\_ AS THE TOWN'S  
AQUIFER PROTECTION AGENCY

WHEREAS, Section 22a-354o of the Connecticut General Statutes ("Conn. Gen. Stat.") provides that each municipality in which an aquifer protection area is located shall authorize by ordinance an existing board or commission to act as an aquifer protection agency; and

WHEREAS, it has been determined that it is in the best interest of the town of \_\_\_\_\_ to designate the [name of board/commission] as the town's aquifer protection agency.

NOW THEREFORE BE IT ORDAINED BY THE TOWN OF \_\_\_\_\_  
THAT:

(1) Designation and membership

(a) In accordance with the provisions of Conn. Gen. Stat. §22a-354a, *et seq.*, the [name of board/commission] is hereby designated as the Aquifer Protection Agency (hereinafter the "Agency") of the town of \_\_\_\_\_. [The staff of the \_\_\_\_\_ shall serve as the staff of the Agency.]

(b) Members of the \_\_\_\_\_ shall serve coexisting terms on the Agency. The membership requirements of the Agency shall be the same as those of the \_\_\_\_\_ including, but not limited to the number of members, terms, method of selection and removal of members, and filling of vacancies.

(c) At least one member of the Agency or staff of the Agency shall complete the course in technical training formulated by the Commissioner of Environmental Protection of the State of Connecticut, pursuant to Conn. Gen. Stat. § 22a-354v.

(2) Regulations to be adopted<sup>1</sup>

(a) The Agency shall adopt regulations in accordance with Conn. Gen. Stat. § 22a-354p and R.C.S.A. § 22a-354i-3. Said regulations shall provide for:

<sup>1</sup> *Procedures for adoption of local regulations of requires a local public hearing and public notice requirements in accordance with CGC §22a-354p(b) to allow opportunity for the public to be heard. Also approval by the DEP Commissioner is required in accordance with CGC §22a-354p(f) and R.C.S.A. § 22a-354i-3. The DEP approval requires a determination that the regulations are not inconsistent with the State Land Use Regulations, are reasonably related to groundwater, and shall not be deemed inconsistent if they provide a greater level of protection.*

- (i) The manner in which boundaries of aquifer protection areas shall be established and amended or changed.
- (ii) Procedures for the regulation of activity within the area.
- (iii) The form for an application to conduct regulated activities within the area.
- (iv) Notice and publication requirements.
- (v) Criteria and procedures for the review of applications.
- (vi) Administration and enforcement.

(3) Inventory of Land Use<sup>2</sup>

- (a) In order to carry out the purposes of the Aquifer Protection Program, the Agency will conduct an inventory of land use within the area to assess potential contamination sources.
- (b) Not later than three months after approval by the Commissioner of the Connecticut Department of Environmental Protection of Level B Mapping of aquifers, the Agency will inventory land uses overlying the mapped zone of contribution and recharge areas of such aquifers in accordance with guidelines established by the Commissioner pursuant to Conn. Gen. Stat. § 22a-354f. Such inventory shall be completed not more than one year after authorization of the Agency. [Conn. Gen. Stat. § 22a-354e]

Attachments:

- 1. CGS §22a-354p(b) & (f) and R.C.S.A. §22a-354i-3 Public Hearing and Notice Requirements for Adoption of Regulations, and DEP Approval.

---

<sup>2</sup> This requirement is essentially done. The majority of inventories were completed by DEP in 2000. The purpose of the inventories is to give a general assessment of the areas and to provide a starting point for informing potentially regulated facilities of the program requirements. Towns should consider this a good baseline and update it to reflect current conditions.

**MUNICIPAL CONTACT PERSON DESIGNATION  
AQUIFER PROTECTION AREA PROGRAM**

Please fill in the following information and return to DEP. As discussed in the cover letter in this packet, the municipalities must take several steps toward Aquifer Protection Area program implementation in a relatively short time period. Having a designated contact will facilitate distribution of information and guidance to the municipalities.

Name of Municipality: \_\_\_\_\_

Contact Person: Name \_\_\_\_\_

Title \_\_\_\_\_

Address: Address \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number : ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

DEP is aware that this contact may change once the Municipal Aquifer Protection Agency has been designated. You may re-submit this form to change the contact at any time.

Please send the completed form to: Aquifer Protection Area Program  
DEP Water Management Bureau  
79 Elm St  
Hartford, CT 06106-5127

(Can also fax to (860) 424-4055, or obtain the form online at <http://www.dep.state.ct.us/wtr/aquiferprotection>, and e-mail to [corinne.fitting@po.state.ct.us](mailto:corinne.fitting@po.state.ct.us))



# Aquifer Protection Area Program

## Fact Sheet

Connecticut Department of Environmental Protection, 79 Elm Street, Hartford, CT 06106-5127

Arthur J. Rocque, Jr., Commissioner

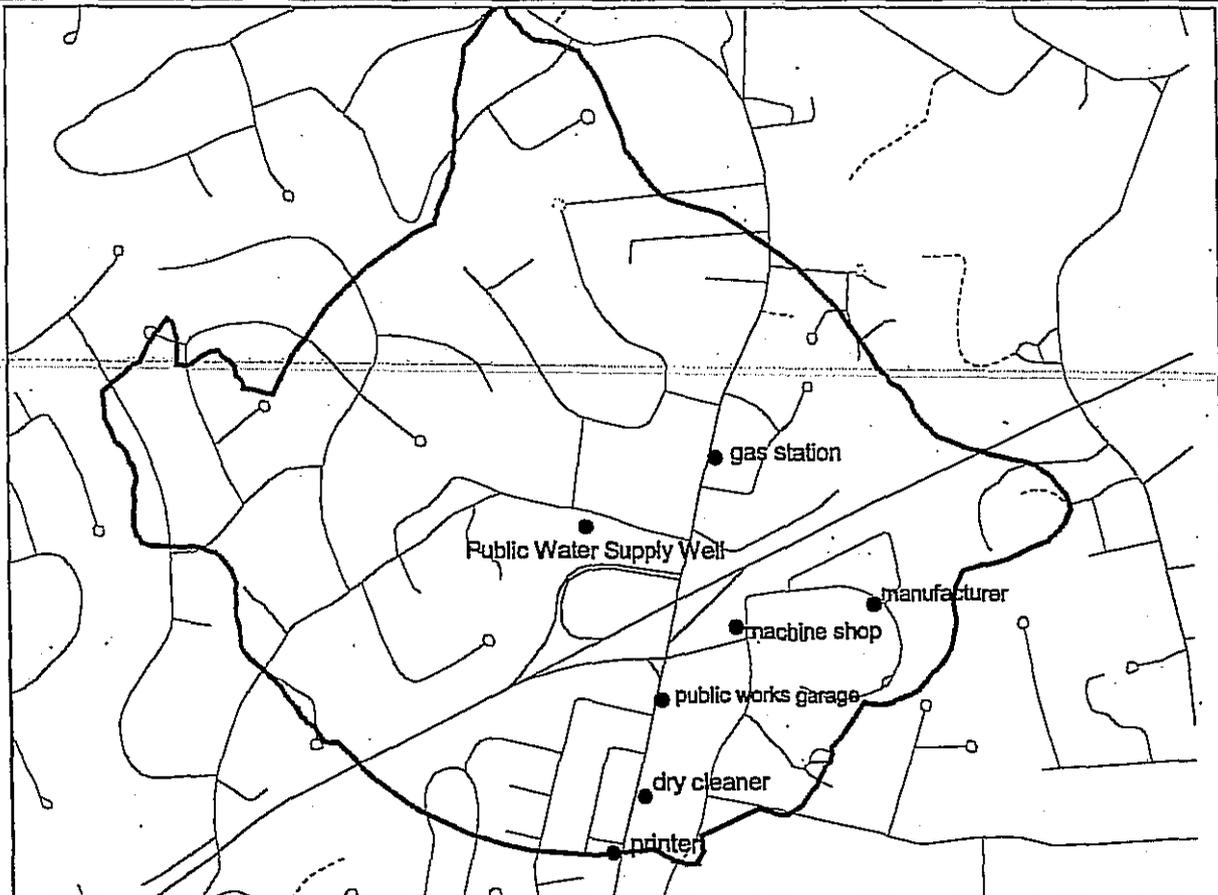


Figure 1: Example of aquifer protection area with regulated land uses.

### What is the purpose of the Aquifer Protection Program?

In Connecticut, approximately one-third of the population relies on ground water for their drinking supply. Since the late 1970's, numerous public and private wells have been found to be contaminated by various pollutants from land use activities. Aquifers, geologic formations able to yield water to wells, can not be considered naturally protected.

At particular risk are "stratified drift" (sand and gravel) aquifers supplying our larger public water supply wells. Despite current protection efforts, many types of land uses continue to threaten ground

water quality. To address this, Connecticut established the Aquifer Protection Area Program (CT General Statutes Sections 22a-354a et sec). The purpose of this program is to identify critical water supply aquifer areas and protect them from contamination by managing land uses in these areas.

### What is an Aquifer Protection Area?

Aquifer Protection Areas will be designated around all wells in stratified drift used by water systems serving over 1000 people. The "protection area" is the critical portion of the aquifer which provides water to the well (sometimes referred to as a "wellhead protection area"). 122 active well fields

(wells or groups of wells) in the state will have aquifer protection areas established around them. Activities which might contaminate ground water in these areas will be regulated.

### How will these areas be identified?

The water companies which own the wells are required to map Aquifer Protection Areas according to DEP requirements.

The Aquifer Protection Area includes the well field, and areas of contribution and recharge. The size of the area can vary from tens of acres to hundreds of acres depending on the well yield and aquifer materials. Areas will be mapped for existing wells. Once mapped and approved, the protection areas must be adopted by towns.

Preliminary mapping indicates that 83 towns will have Aquifer Protection Areas designated (see figure

2) for existing wells. Eventually, additional protection areas will be designated for sites of future wells.

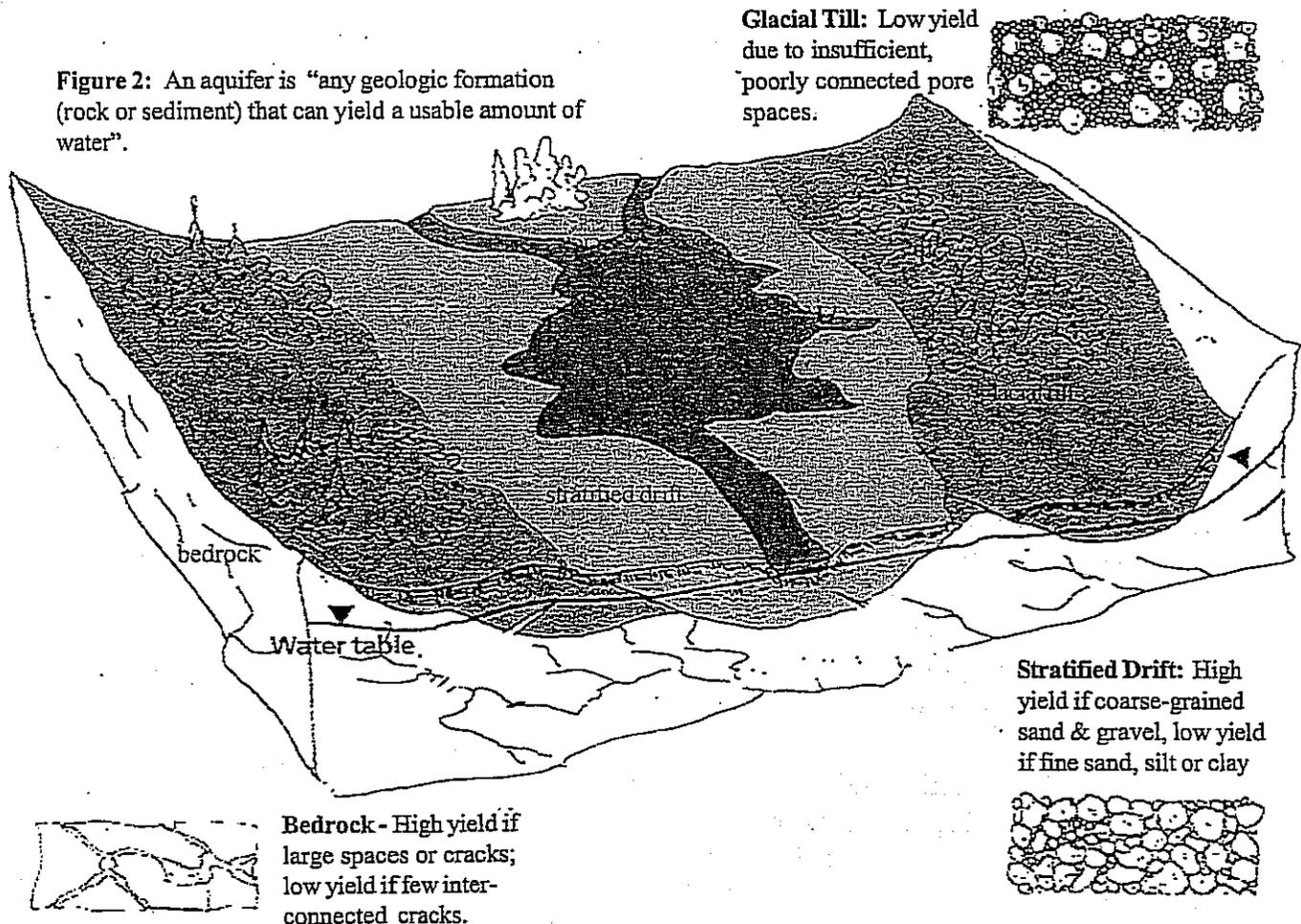
### How will the protected areas be regulated?

Protection responsibilities will be shared by the state, municipality, and water company:

STATE - In addition to overall program implementation, DEP will:

- ◆ Establish state land use regulations and standards;
- ◆ Approve aquifer protection areas and local regulations;
- ◆ Oversee municipal aquifer protection agencies and provide training and technical assistance;
- ◆ Regulate facilities that hold wastewater permits or RCRA waste permits, and state and federal facilities;

Figure 2: An aquifer is "any geologic formation (rock or sediment) that can yield a usable amount of water".



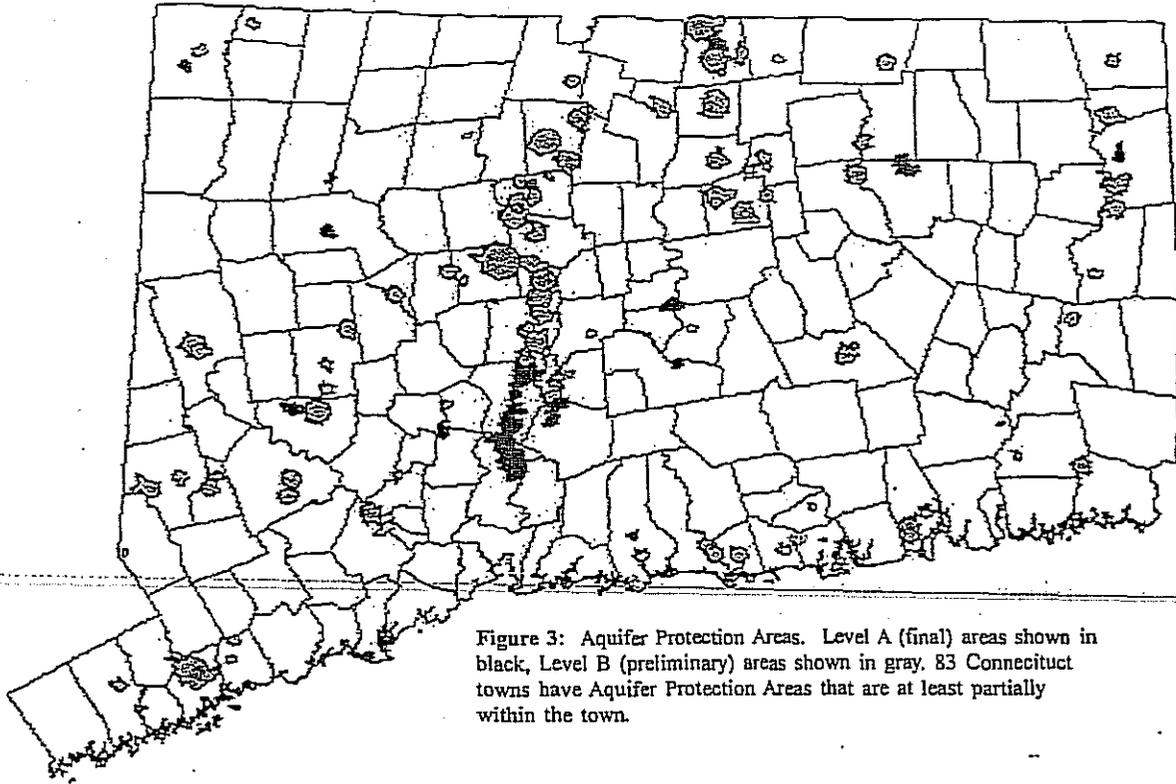


Figure 3: Aquifer Protection Areas. Level A (final) areas shown in black, Level B (preliminary) areas shown in gray. 83 Connecticut towns have Aquifer Protection Areas that are at least partially within the town.

- ◆ Provide for education about ground water protection;

**MUNICIPALITIES** – Responsibilities include the following:

- ◆ Authorize an existing board or agency to serve as the local Aquifer Protection Agency;
- ◆ Adopt local Aquifer Protection Area regulations consistent with state regulations;
- ◆ Delineate Aquifer Protection Areas on the town zoning map;
- ◆ Regulate land use activity within the Aquifer protection Areas including:
  - Registering existing regulated activities;
  - Issuing permits for new regulated activities;
  - Inspecting regulated facilities.

**WATER COMPANIES** – Besides mapping, the water companies will:

- ◆ Inspect Aquifer Protection Areas;
- ◆ Assist towns with the protection programs;
- ◆ Plan for land acquisition around well field.

### How will business and the general public be affected?

Land uses and activities that can contaminate ground water quality will be regulated in protected areas. Generally, these are activities which use, store, handle or dispose of hazardous materials and other potential ground water contaminants (see table on next page).

Certain new land use activities of these types will not be allowed to locate in aquifer protection areas. Businesses already in existence in protection areas will have to register their land use activity and follow best management practices designed to minimize the possibility of a release. This may include implementing new procedures and/or installing new containment equipment. Registered businesses may expand their existing activities, and may apply for a permit to add new regulated activities to their facilities.

Some state and local government operations such as highway maintenance garages, road salt storage, airports, and waste disposal will be regulated. Workshops and laboratories in schools and other institu-

## Regulated Land Use Activities<sup>1</sup> In Aquifer Protection Areas

**Waste disposal/handling facilities**, such as landfills, transfer stations, recycling centers, salvage yards, hazardous waste treatment, storage or disposal facilities, and non-domestic wastewater discharges to the ground.

**Underground storage tanks** for hazardous materials or petroleum (except residential #2 fuel oil tanks, and commercial #2 fuel oil tanks > 500 feet from the well field).

**Wholesale chemical/petroleum storage**, such as warehouses, bulk storage facilities, tank farms, and salt storage facilities.

**Industrial processes using hazardous materials**, such as production of chemicals, electronics, metals, rubber, resin, textiles, pesticides or reconstituted wood products, and power plants.

**Commercial services using hazardous materials**, such as gas stations, fleet garages, fuel oil dealers, dry cleaners, furniture strippers, mixing of pesticides, and printers.

**Some uses are allowed if connected to sewer**, such as car washes, funeral homes, crematories, laboratories, and photo-finishing.

**Exceptions** include residential uses, agricultural uses, minor amounts of hazardous materials, lubricating oils, and minor fuel dispensing operations.

<sup>1</sup> This table provides simplified descriptions, intended only to give the reader an idea of the types of activities regulated. See the Land Use Regulations (Section 22a-354i-1 thru 22a-354i-10 of the R.C.S.A.) for the exact regulatory definitions.

tions will also have to follow best management practices.

Residents in protected areas will be educated about the risk to ground water quality from pesticides and fertilizers, improper septic system use, and hazardous cleaning and maintenance materials such as paints, paint thinner and automotive fluids.

DEP will develop an incentive program to reward outstanding efforts to protect the aquifer.

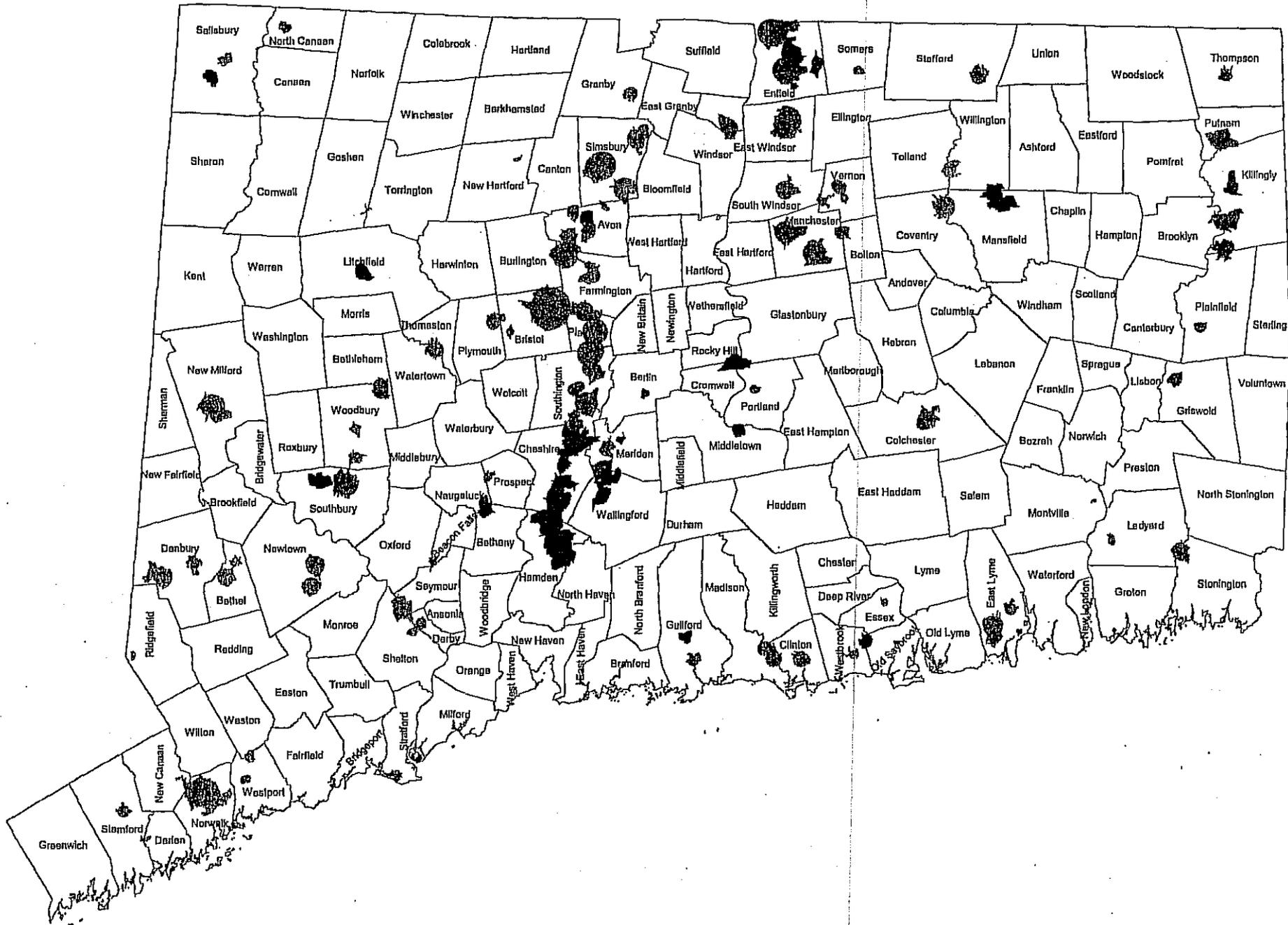
### The Rewards....

Clean water is vital for our very survival. Until recently, people assumed that it would always be plentiful in Connecticut. The events of the past decade have shown that ground water, like surface

water, is increasingly at risk from our chemical-dependent society. The aquifer protection area program requires a major commitment from state and local government, business, water companies, and individual residents, but the reward, clean drinking water for now and the future, is well worth the trouble.

### Where can I get more information?

CT Department of Environmental Protection  
Bureau of Water Management  
79 Elm Street  
Hartford, CT 06106-5127  
(860) 424-3020  
[www.dep.state.ct.us/wtr/index/htm](http://www.dep.state.ct.us/wtr/index/htm)



### Connecticut Aquifer Protection Areas

Final (Level A) Areas: Black

Preliminary (Level B) Areas: Grey

28125 0 28125 56250 Feet



1:675000

Map printed 4/11/2003



# AQUIFER PROTECTION AREAS

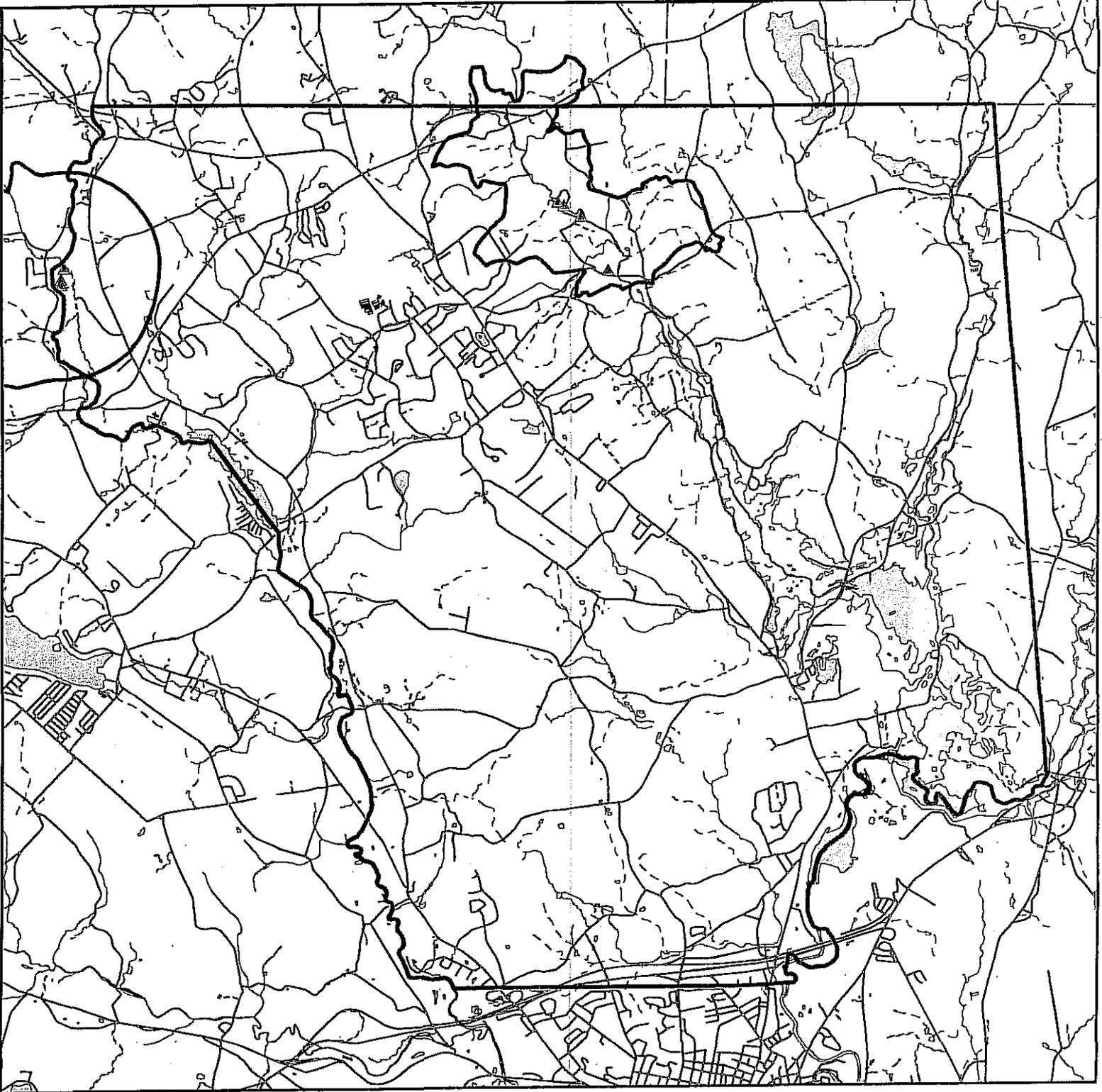
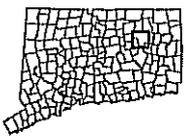
MANSFIELD, CT

March 1, 2004

-  Final APA
-  Preliminary APA
-  APA Well
-  Town Boundary

NOTE: This map shows Connecticut's Aquifer Protection Areas, as delineated through the Level A and Level B Mapping Processes. Aquifer Protection Areas are delineated for active public water supply wells in stratified drift that serve more than 1000 people, in accordance with Sections 22a-354c and 22a-354z of the Connecticut General Statutes. Level B Mapping delineates a preliminary aquifer protection area, providing an estimate of the land area from which the well draws its water. Level A Mapping delineates the final Aquifer Protection Area, which becomes the regulatory boundary for land use controls designed to protect the well from contamination. As Level A Mapping is completed for each well field and approved by DEP, it will replace the Level B Mapping.

QUESTIONS: DEP, Water Management Bureau, Planning and Standards Division  
Phone (860) 424-3020

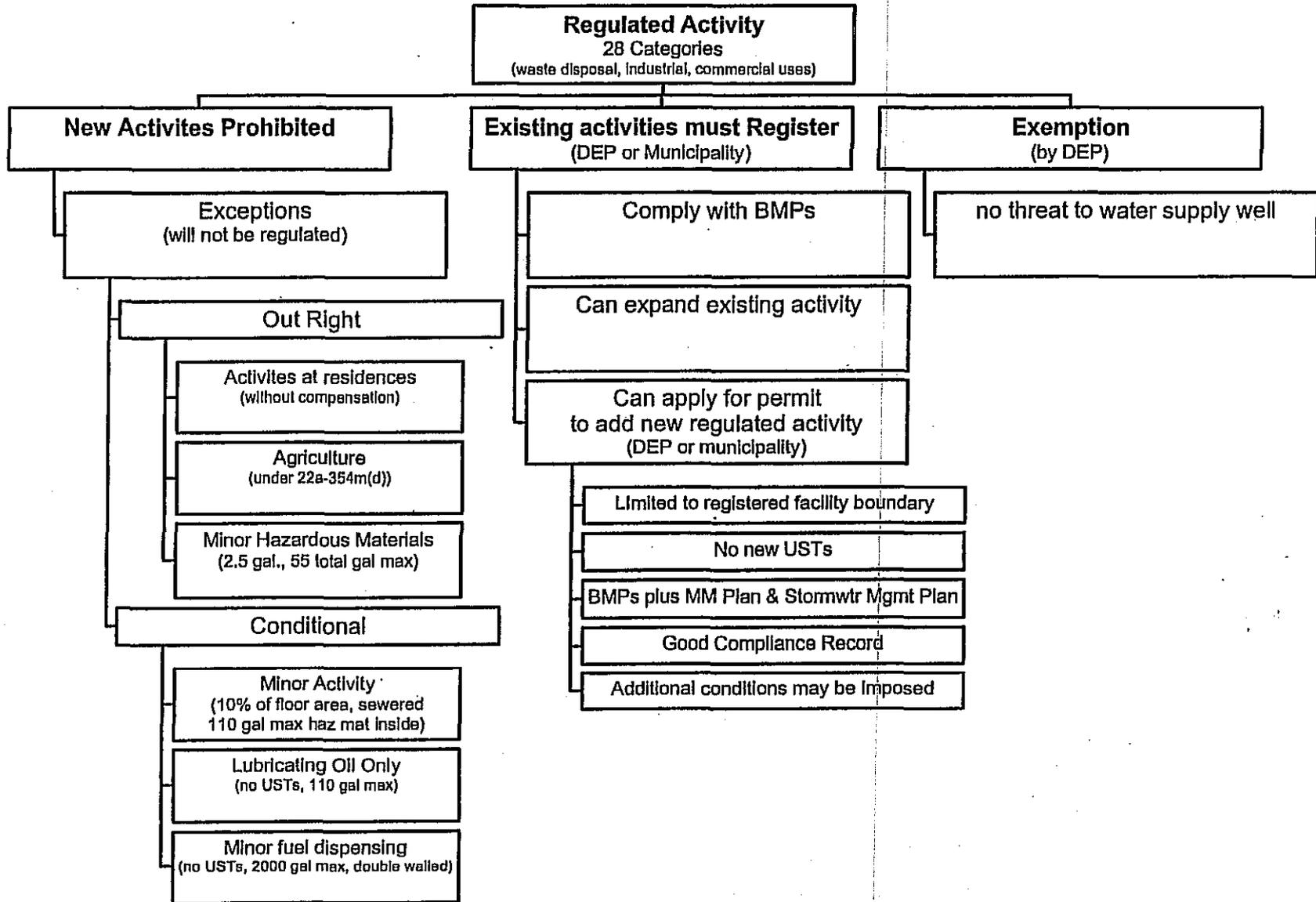


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STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 Elm Street  
Hartford, CT 06106-5127  
Arthur J. Iacono Jr., Commissioner

# Land Use Regulations



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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

March 22, 2004

Town Council  
Town of Mansfield

**Re: Maple Road Reconstruction – Construction Agreement**

Dear Town Council:

As explained by the Director of Public Works in the attached memorandum, the Maple Road Reconstruction project has progressed to the point of final plans and staff expects to acquire the necessary easements by mid-April. The next step in the project is for the town to execute the necessary construction agreement with the state. As you may recall, the state is allocating 100 percent of the construction funds (\$1,157,000) to this project.

Staff recommends that the Town Council authorize the Town Manager to execute the agreement as proposed by the state. If the Town Council concurs with this recommendation, the following motion is in order:

*Resolved, effective March 22, 2004 that Martin H. Berliner, Town Manager, be, and hereby is authorized to sign the agreement entitled "Agreement Between the State of Connecticut and the Town of Mansfield for the Construction, Inspection and Maintenance of Maple Road Utilizing Federal Funds under the Urban Component of the Surface Transportation Program."*

Respectfully submitted,

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

Martin H. Berliner  
Town Manager

Attach: (2)

TOWN OF MANSFIELD  
MEMORANDUM  
3/11/04

TO: Martin H. Berliner, Town Manager  
FROM: Lon R. Hultgren, Director of Public Works



***RE: Maple Road Reconstruction - - Construction Agreement***

The Maple Road Reconstruction project (77-204) has progressed to the point of final plans and we expect to have acquired the necessary easements by mid-April.

The next step in the grant process is to execute the construction agreement with the DOT, which provides for 100% of the construction funds (\$1,157,000).

As indicated in the attached, Council needs to adopt the attached resolution authorizing your signature.

Council's action to authorize same is respectfully requested.

Encl: DOT letter, Sample Resolution, Pages 1, 2, 7 & 8 of Agreement

cc: file



**TOWN OF MANSFIELD**

**Certified Resolution**

*State Project No. 77-204*

*Federal-Aid Project No. STOP-1077 (104)*

*Maple Road Reconstruction Project - Construction Agreement*

Resolved, effective March 22, 2004, that Martin H. Berliner, Town Manager, be, and hereby is authorized to sign the agreement entitled:

"Agreement Between the State of Connecticut and the Town of Mansfield for the Construction, Inspection and Maintenance of Maple Road Utilizing Federal Funds under the Urban Component of the Surface Transportation Program."

Certified a true copy of a resolution adopted by the Town Council of the Town of Mansfield, Connecticut, this 22<sup>nd</sup> day of March 2004, and which has not been rescinded or modified in any way.

---

Joan E. Gerdson  
Town Clerk

---

Date

SEAL

Agreement No.

AGREEMENT  
BETWEEN THE STATE OF CONNECTICUT  
AND  
THE TOWN OF MANSFIELD  
FOR THE  
CONSTRUCTION, INSPECTION, AND MAINTENANCE  
OF  
MAPLE ROAD  
UTILIZING FEDERAL  
FUNDS  
UNDER THE URBAN COMPONENT OF  
THE SURFACE TRANSPORTATION PROGRAM

State Project No. 77-204

Federal-Aid Project No. STPO-1077(104)

THIS AGREEMENT, concluded at Newington, Connecticut, this        day of        , 200    , by and between the State of Connecticut, Department of Transportation, James F. Byrnes, Jr., Commissioner, acting herein by Arthur W. Gruhn, P.E., Chief Engineer, Bureau of Engineering and Highway Operations, duly authorized, hereinafter referred to as the State, and the Town of Mansfield, Audrey P. Beck Building, 4 South Eagleville Road, Mansfield, Connecticut 06268-2599 acting herein by Martin H. Berliner, Town Manager, hereunto duly authorized, hereinafter referred to as the Municipality.

WITNESSETH, THAT,

WHEREAS, the required contract plans, specifications, and estimates have been prepared for the reconstruction of approximately 2,450 feet of Maple Road from Davis Road north to the intersection of South Eagleville Road , and

WHEREAS, the proposed improvements include, but are not limited to, full-depth pavement reconstruction, roadway drainage improvements, and the installation of signing and pavement markings, herein identified as State Project No. 77-204 and Federal-aid Project No. STPO-1077(104), hereinafter referred to as the Project, and

WHEREAS, the State and the Municipality mutually agree that the State shall be responsible for the construction phase of the Project, which includes, but is not limited to, advertising, administration, inspection, field density testing and material testing in conjunction therewith, and

WHEREAS, said administration, inspection, field density testing, and material testing are hereinafter referred to as "incidentals to construction," and

WHEREAS, the Transportation Equity Act for the 21st Century of 1998 provides funding authorization for "Federal-aid highways, highway safety programs, and transit programs, and for other purposes," and

WHEREAS, the Project is eligible for funding under the Surface Transportation Program (STP) as defined in Title I, Section 1108 of the Act, and

WHEREAS, Section 13a-98i of the Connecticut General Statutes, as revised, provides that, "(a) The commissioner may enter into agreements for the acceptance and expenditure of funds concerning federal surface transportation urban program roadways or facilities and eligible federal surface transportation rural collector roadways or facilities with the United States Secretary of Transportation or local officials, or both, to develop plans and establish programs for, and construct improvements on or to such roadways or facilities using appropriations made to the Department of Transportation by the General Assembly and apportionments to the Department of Transportation by said Secretary of Transportation under the provisions of the Transportation Equity Act for the 21<sup>st</sup> Century, all amendments thereto and all applicable federal regulations....," and

WHEREAS, the Municipality has requested that federal funding be obligated so that Project-related construction activities can be authorized.

NOW, THEREFORE, KNOW YE THAT:  
THE PARTIES HERETO AGREE AS FOLLOWS:  
THE MUNICIPALITY SHALL:

(1) Designate an individual to act as liaison with the State to provide for the proper interchange of information during the construction phase of the Project and all activities related thereto.

(2) Provide services during construction, if requested by the State, including (a) consultation, advice and visits to the work site, (b) such design services as may be required, and (c) review and approval of all shop details and construction drawings received from the construction contractor. The Municipality is responsible for one hundred percent (100%) of the cost of the services described in this Article.

(3) Grant the State and the State's contractor, the right to enter into and pass over and utilize the right-of-way owned by the Municipality, as may be required for the construction phase of the Project.

(4) Assume all responsibility and liability for:

(a) The proper maintenance and operation of the Municipality's facilities constructed as part of this Project, upon completion of the Project, to the satisfaction of the State and the Federal Highway Administration.

- c) Contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

The term "official notice," as used herein, shall be construed to include, but not be limited to, any request, demand, authorization, direction, waiver, and/or consent of the party(ies) as well as any document(s) provided, permitted, or required for the making or ratification of any change, revision, addition to, or deletion from, the document, contract, or agreement in which this "official notice" specification is contained.

Further, it is understood and agreed that nothing hereinabove contained shall preclude the parties hereto from subsequently agreeing, in writing, to designate alternate persons (by name, title, and affiliation) to which such notice(s) is (are) to be addressed; alternate means of conveying such notice(s) to the particular party(ies); and/or alternate locations to which the delivery of such notice(s) is(are) to be made, provided such subsequent agreement(s) is(are) concluded pursuant to the adherence to this specification.

(25) That the total estimated cost for the construction phase of the Project is One Million One Hundred Fifty-seven Thousand Dollars (\$1,157,000), which includes anticipated expenditures of One Hundred Forty-two Thousand Three Hundred Dollars (\$142,300) for services to be provided by the State.

ESTIMATED CONSTRUCTION COSTS

State Project No. 77-204	Federal-aid Project No. STPO-1077(104)
A. Contract Items and Contingencies.....	\$ 1,014,700
B. Incidentals to Construction (State).....	\$ 142,300
C. Total Participating Construction Cost (A+B).....	\$ 1,157,000
D. Municipal Costs: Contract Items and Contingencies.....	\$ -0-
E. Municipal Costs: Incidentals to Construction.....	\$ -0-
F. Total Construction Cost (C+D+E).....	\$ 1,157,000
G. Estimated Federal Proportionate Share of the Construction Cost (80% of C)...	\$ 925,600
H. Estimated State Proportionate Share of the Construction Cost (20% of C).....	\$ 231,400
I. Estimated Municipal Cost (D+E).....	\$ -0-
J. Demand deposit required from the Municipality for depreciation reserve credit in accordance with Article (9) of this Agreement.....	\$ -0-
K. Total Demand Deposit (I+J).....	\$ -0-

Agreement No.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year indicated.

WITNESSES:

STATE OF CONNECTICUT  
Department of Transportation  
James F. Byrnes, Jr., Commissioner

\_\_\_\_\_  
Name:

By \_\_\_\_\_ (Seal)

Arthur W. Gruhn, P.E.  
Chief Engineer  
Bureau of Engineering and  
Highway Operations

\_\_\_\_\_  
Name:

Date: \_\_\_\_\_

TOWN OF MANSFIELD

\_\_\_\_\_  
Name:

By \_\_\_\_\_ (Seal)

Martin H. Berliner  
Town Manager

\_\_\_\_\_  
Name:

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney General  
State of Connecticut

Date: \_\_\_\_\_

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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

March 22, 2004

Town Council  
Town of Mansfield

**Re: Status Report on Pending Claims and Litigation**

Dear Town Council:

Attached for your information please find the quarterly status report on pending claims and litigation involving the town. Please let us know if you have any questions regarding the report.

Respectfully submitted,

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

Martin H. Berliner  
Town Manager

Attach:(1)

# Memo

To: Martin Berliner, Town Manager  
From: Dennis O'Brien, Town Attorney and Matt Hart, Assistant Town Manager *MWH*  
CC: Mansfield Town Council  
Date: March 22, 2004  
Re: Status Report on Pending Claims and Litigation

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***AFSCME v. Town of Mansfield, Regional School District Number 19, et al.*** The demutualization of the Anthem Insurance Company, and the distribution of certain of its assets in the form of stock or cash, has raised a question for most Connecticut municipalities concerning the ownership and management of these assets. This litigation was filed in late September of 2003 against more than 200 municipalities and regional boards of education by the American Federation of State, County and Municipal Employees, AFL-CIO, in behalf of its members and retirees seeking what the union claims is the rightful share of its members to the Anthem demutualization proceeds. This extremely cumbersome litigation is in its early stages, but it has already been transferred from the Hartford Superior Court, where it was filed, to the Complex Litigation Docket of the Superior Court in Waterbury. An attempt by the Connecticut Conference of Municipalities to organize a concerted defense of the case by special counsel has been made, so far to no avail. Town Counsel has filed appearances for the Town of Mansfield and Region 19, and has responded to several preliminary motions made by the plaintiffs. After investigating the Town of Mansfield/ Region's Benefit Health Plan and Health Insurance Pool, the Assistant Town Manager, after consulting with Town Counsel, has prepared an Affidavit claiming that no Town of Mansfield employees are affiliated with AFSCME and that all AFSCME affiliated employees of Region 19 have received their health insurance through a self-insured "Health Insurance Pool." Therefore, we claim that neither the Town nor Region 19 should be a defendant in this case. The Assistant Town Manager's Affidavit was recently sent to plaintiff's counsel and Town Counsel plans to follow up soon to see if AFSCME will now agree to withdraw its cases versus the Town of Mansfield and Region 19.

***Elias v. Hellenic Society Paideia.*** On September 3, 2002, the Planning and Zoning Commission approved the application of the Hellenic Society Paideia for a special permit to construct an open air Hellenic theatre complex at 28 Dog Lane in Storrs. Shortly thereafter, on September 26, 2002, area residents appealed the PZC decision in Superior Court. On October 23, 2002, the PZC approved the Paideia's request to allow storage of construction materials at the Dog Lane site. Two days later, the plaintiffs moved for a temporary injunction asking the Court to prevent the Paideia from storing the materials onsite and from beginning to construct the theatre. The PZC and the Paideia opposed the request for an injunction. The Court refused the plaintiffs' request to order a stop to the storage of materials or construction. The appeal was fully tried before Superior Court Judge Jane Scholl on September 22, 2003. On January 15, 2004, Judge Scholl issued a 22 page decision ruling in favor of the Mansfield PZC on all claims made by the area residents. Since the time for any further appeal has expired, this case is finished, and the Paideia has the PZC's approval to begin construction of the Hellenic theatre complex on the Paideia's Dog Lane site.

***Negro Cases.*** In June of 1999, after several unsuccessful out of court efforts to obtain zoning code compliance by George Negro at property he owns at 76 Fern Road, Mansfield Zoning Agent Curt Hirsch filed *Hirsch v. Negro* in the Superior Court seeking an injunction against Mr. Negro's illegal commercial use of this property located in a residential zone. About a week later, Mr. Negro responded with *Negro v. PZC*, styled as an appeal from a Planning and Zoning Commission (PZC) action allegedly taken against his interests in 1986 and 1998, regarding the same property that is the subject of *Hirsch v. Negro*, but later held by the court in denying the PZC's motion to dismiss to be a declaratory judgment as well.

*Hirsch v. Negro* was tried during the first week of September 2001. On September 10, 2001, the Superior Court issued its decision in favor of the Zoning Agent. Predictably, Mr. Negro appealed to the State Appellate Court. Meanwhile, he continued to violate the Superior Court's order, but on the advice of the Town Attorney and despite the appeal, the Zoning Agent acted to enforce the order by removing many unauthorized motor vehicles from the property. There appears to have been no ensuing violations of the court order. On November 12, 2002, the Appellate Court unanimously affirmed our trial court victory in *Hirsch v. Negro*. As Negro's deadline to petition for certification to appeal to the Supreme Court passed on December 2, 2002, *Hirsch v. Negro* came to a successful conclusion.

Meanwhile, contending essentially that *Negro v. PZC* is redundant, the PZC filed a motion to amend the PZC's answer to add the special defense of *res judicata*. Mr. Negro objected to our motion to amend, but on April 30, 2003, the Court denied his objection paving the way for the PZC to move for summary judgment claiming that the issues raised by Mr. Negro in his case have already been resolved. In the wake of the Court's decision to allow the PZC to amend its pleading, Town Counsel filed a motion for summary judgment accompanied by a brief in support of the motion. Mr. Negro has filed his own motion for summary judgment. At the close of a lengthy hearing on both the motion for summary judgment on October 14, 2003, Judge Scholl revealed to Mr. Negro that she had worked with Town Counsel for ten months twenty-five years ago, and asked him if he had a problem with that. Mr. Negro

replied that he objected to Judge Scholl's participation in the case so she said she would have the case assigned to another Judge who will reschedule the hearing on the pending cross motions for summary judgment. No hearing has been scheduled yet.

The Zoning Agent continues to monitor the subject property, and, on the advice of counsel, will enforce the court's September 10, 2001 ruling as needed. Meanwhile, George Negro and Kenneth Wright have filed suit against Curt Hirsch, Attorney O'Brien and the Town, among others, seeking damages for the 2001 enforcement by the Town of Judge Sferrazza's September 10, 2001, ruling. This new case, **Negro v. Hirsch**, had a return date of December 5, 2003, and was referred to the Town's insurance carrier who is providing legal representation to all defendants except the Town Attorney who is separately represented. Though the case is in its very early stages, counsel for the defendants are already taking a proactive approach. A Motion to Dismiss Mr. Wright from the case was denied by Judge Scholl on February 2, 2004. Counsel for our Town Attorney has filed Interrogatories and Requests for Production directed to plaintiffs Negro and Wright which should be answered soon, will aid us in our defense of this case, and could possibly lead to a second Motion to Dismiss against Kenneth Wright.

**Grand Shart, LLC v. Town of Mansfield**. This action was filed by developer Michael Dilaj and attorney Samuel Schragar, doing business as Grand Shart LLC, pursuant to Connecticut General Statutes section 13a-50 seeking the discontinuance of the Old Tolland Turnpike. Old Tolland Turnpike is a highway that cannot be discontinued by the Town in the conventional way because of the manner in which it was initially established during the 19<sup>th</sup> century. Under the controlling statute, "all questions arising as to the convenience or necessity of such highway shall, unless the parties agree, be decided by a committee." The parties have agreed that Attorney Steve Bacon should serve as "the committee," and he agreed to serve and was appointed by the Court. On November 19, 2003, Mr. Dilaj and Atty. Schragar met with our Town Planner, Town Attorney and Grant Meitzler of the Town Engineering Department to discuss and develop a possible solution to the underlying problem that would resolve this case. Efforts to effectuate an out of court solution have continued, and the case in court has been put on hold.

**Chatham Hills, LLC v. Town of Mansfield**. In August of 2003, the Chatham Hill, LLC filed its appeal to the Superior Court of a decision by the Mansfield Inland Wetlands Agency to deny the plaintiff's application for a wetlands permit to construct a road, driveway, houses, etc. adjacent to a wetland/watercourse area on Fern Road as part of a subdivision known as Chatham Hill Subdivision Section II. Town Counsel appeared in the case for the IWA, and with the help of Town staff, filed the record of the IWA and some of the PZC proceedings with the Court along with the IWA's answer to the plaintiff's complaint. The plaintiff's brief was filed with the Court on March 15, 2004, and the IWA's brief is due thirty days later, on Tax Day. Meanwhile, a representative of Chatham Hills, LLC has indicated to the Town Planner that he intends to file a reapplication in early April, including a new drainage analysis apparently calculated to address the IWA's concerns about the prior application. Town Counsel is hoping that the plaintiff and its attorney will agree, subject to the Court's approval, to suspend all activity on the appeal, including the filing of the IWA's brief, due on

April 15, 2004, pending determination by the PZC and IWA of the revised subdivision application

***Newell v. Regional School District Number 19 and Town of Mansfield.*** On November 21, 2002, the plaintiff served the Town and Region School District 19 notice on this claim seeking damages for injuries sustained by the plaintiff during football practice at E.O. Smith High School. The Town and the Region are insured by the same carrier (CIRMA), and the carrier has been working with the plaintiff to resolve the matter prior to litigation. If necessary, the carrier will retain a law firm for our legal defense.

***UConn Co-op V. Town of Mansfield.*** This case was returnable to the Superior Court at Rockville on June 24, 2003. Although property tax assessment appeals are usually transferred to a special tax appeals court in New Britain by superior courts in other judicial districts, the office of the Clerk at Rockville informed our Town Counsel that this case might not be transferred, perhaps because of its special nature. It is special because most tax appeals are filed because the taxpayer simply believes that the assessment of fair market value is excessive. In this appeal, however, the Cooperative is making a unique claim of law, based on a statute that is not of general applicability, stating that the Cooperative property should be on the Payment-in-Lieu-of-Taxes list. Our Assessor disagrees. Town Counsel has filed an appearance in this case in behalf of the Town. So far, the Co-op's Attorney has done nothing to move this case forward. Meanwhile, Town Counsel and our Assessor are preparing an Answer to the allegations stated in the Co-op's Appeal Complaint.

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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

March 22, 2004

Town Council  
Town of Mansfield

**Re: Separatist Road Bikeway/Walkway Project – Public Hearing**

Dear Town Council:

As explained in the attached memorandum from the Director of Public Works, staff has developed the design of the Separatist Road Bikeway/Walkway in collaboration with area residents and would now like to schedule a public hearing to solicit additional public comment. The Town Council has previously approved and allocated funding for this project. At the public hearing, staff would be available to present an overview of the project and the work completed to date.

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

*Move, effective March 22, 2004, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on April 12, 2004 to solicit public comment on the Separatist Road Bikeway/Walkway Project.*

Respectfully submitted,

Martin H. Berliner  
Town Manager

Attach:(1)

TOWN OF MANSFIELD  
MEMORANDUM  
3/17/04

TO: Martin H. Berliner, Town Manager  
FROM: Lon R. Hultgren, Director of Public Works   
**RE: Separatist Road Bikeway/Walkway - Public Hearing**

As you know, we have been working on the design of a bikeway/walkway on Separatist Road between Hunting Lodge Road and South Eagleville Road. Over the last year and a half we have developed the design and met with the affected residents and interested neighbors to incorporate their comments.

The design is nearly complete at this point and before we begin the easement acquisition process (to obtain the easements needed to build the path), we would like to have the "official" public hearing before the Council.

Council's action to schedule this public hearing at either of its April meetings is respectfully requested.

cc: Tim Veillette, Project Engineer  
Gregory J. Padick, Town Planner  
file

**TOWN MANAGER**  
**QUARTERLY REPORT FOR OCTOBER - DECEMBER 2003**

**Projects Completed During the Last Quarter**

1. Administrative Support – worked to design and implement administrative office support solutions for the Animal Control Department, and the Building Maintenance, Fire Marshal and Building Official's Offices.
2. Annual Report – began to prepare the Fiscal year 2003/04 Annual Report.
3. Automatic External Defibrillators – through grant monies, purchased and installed automatic external defibrillators for the town hall, community center and senior center.
4. Bowhunting on Town-owned Property – at Town Council's request, prepared a staff report concerning the viability of allowing bowhunting on town-owned property.
5. Budget – began work on FY 2004/05 operating budget.
6. CL&P Rate Cases – received Town Council approval to express the town's interest in the mutual financing of the Connecticut Conference of Municipalities (CCM) intervention in Department of Public Utility Control (DPUC) rate setting.
7. Capital Projects Fund – presented Town Council with proposed adjustments to the Capital Projects Fund.
8. Child Daycare Application – received Town Council authorization to execute an agreement with the Connecticut Department of Social Services to secure grant funding for the Mansfield Discovery Depot.
9. Community Center – to great acclaim from the public, opened the Community Center for operation with limited facilities. Also continued to provide staff support to the building committee and to oversee the work on the walking track and gymnasium. In addition, continued work to complete various administrative functions and to monitor operations.
10. Community Center Facility Rental Rates – developed proposed facility rental rates for the Mansfield Community Center; the Town Council subsequently adopted the rates.
11. Community Conversation – assisted the Department of Social Services with planning and conducting the community conversation on education.

12. Emergency Services Operations and Management Improvement Project – continued work on this important project. Areas of focus this quarter included the volunteer length of service program (LOSAP) and ambulance utilization and billing.
13. Employee Classification and Compensation Study – using budgeted capital fund monies, hired a consultant to begin a classification and compensation study for all regular full-time staff positions. Best practices recommend that municipalities conduct a study every 10-15 years to maintain internal pay equity and to assess employee compensation against the larger labor market. The town last conducted a complete study in 1989.
14. Employee Health Insurance – negotiated the 2004 administrative services agreement with Anthem Blue Cross/Blue Shield to administer employee health insurance.
15. Employee Safety Committee – the employee safety committee sponsored its second annual Employee Health and Wellness Fair for town and school employees. The fair featured health screening and other programs from various area health providers.
16. Fee Waiver Ordinance – in consultation with the Town Attorney developed amendments to the Fee Waiver Ordinance to add Community Center memberships and programs as a covered service under the ordinance. Also received Council authorization to lower the 100% fee waiver to a 90% waiver in order to foster greater commitment on the part of the fee waiver recipient, and began a project to develop and implement certain improvements to the administration of the ordinance.
17. Finance Committee – reviewed Financial Statements Dated September 30, 2003 and other issues with the Finance Committee. The Committee subsequently presented the statements to the Town Council for review and approval.
18. Fiscal Year 2003/04 Wage Adjustment for Nonunion Personnel – in line with salary increases awarded to other town personnel, recommended a 2.75% pay increase for nonunion personnel and modified health insurance to increase the amount of the premium paid by the employee. This recommendation was approved by the Town Council.
19. Labor Relations – continued negotiations with the United Professional Fire Fighters Association (UPFFA) to negotiate a collective bargaining agreement for the town's paid fire fighters.

20. Length of Service Awards Program for Emergency Services Volunteer Personnel – in collaboration with Emergency Services Management Team, developed a proposed length of service awards program for volunteer emergency services personnel, which program was approved by the Town Council.
21. Mansfield 300<sup>th</sup> Celebration – as the final events of the 18-month long Mansfield 300<sup>th</sup> celebration, conducted a community photo contest and sponsored a highly successful tercentennial ball. At the conclusion of those events, the Town Council recognized the members and staff of the Mansfield 300<sup>th</sup> Steering Committee.
22. Mansfield Downtown Partnership – continued to assist the Partnership with the preparation of the municipal development plan for Storrs Center and related tasks.
23. MRRA, Proposed Revisions to Solid Waste Regulations - received MRRA authorization to implement revisions to the Mansfield Solid Waste Regulations concerning multi-family collection service.
24. NECASA Grant Program to Support the Activities of Local Alcohol, Tobacco, and Other Drug Abuse Prevention Councils – received Town Council authorization to submit an application in the amount of \$3,300 to the Northeast Communities against Substance Abuse (NECASA) to support the activities of local alcohol, tobacco, and other drug abuse prevention councils.
25. Open Space Acquisition – Vernon Property – received Town Council authorization to execute certain contractual documents in order to accept previously approved grant funds for the purchase of the Vernon property under the DEP's Open Space and Watershed Land Acquisition Program.
26. Ordinance Regulating the Possession of Alcohol by Persons under 21 Years of Age – in consultation with the Town Attorney, developed a proposed ordinance regulating the possession of alcohol by persons under 21 years of age. The Town Council subsequently adopted the ordinance.
27. Orientation for New Town Council Members – conducted an orientation for new council members.

28. Proclamation Designating the Month of October as Breast Cancer Awareness Month in the Town of Mansfield – issued a proclamation approved by the Town Council designating the month of October as Breast Cancer Awareness Month in Mansfield.
29. Proclamation Designating White Cane Safety Day in the Town of Mansfield - issued a Town Council proclamation designating Wednesday, October 15, 2003 as “White Cane Safety Day” in Mansfield.
30. Proclamation in Honor of Southeast School’s Receipt of Green Flag Award for Environmental Leadership - issued a proclamation approved by the Town Council in honor of the Southeast Elementary School’s Green Flag Award, and conducted a small recognition program for the students at a regular Council meeting.
31. Reauthorization to Acquire Easements for Rt. 44 Bikeway/Walkway – received Town Council authorization to authorize the acquisition of certain properties and easements to construct and maintain a bikeway for the Birch Road/Route 44 bikeway/walkway project.
32. Reception for Outgoing Town Council Members – conducted a reception for outgoing Town Council members.
33. Recruiting – with the opening of the Community Center, completed the busiest 6 months of recruiting in recent town history. This quarter, staff filled the positions of Head Lifeguard (2), Health and Fitness Specialist, Maintainer (3), Receptionist and Senior Services Coordinator.
34. Resolution in Support of Smoking Ban – presented the Town Council with a proposed resolution in support of the State of Connecticut’s new smoking ban. The Town Council subsequently adopted the resolution.
35. Rural Minor Collector Grant – Clover Mill Loop – received Town Council authorization to accept a Rural Minor Collector Grant in order to secure funding for a pavement reclamation project on Clover Mill Road.
36. Schedule of Regular Town Council Meetings for 2004 – presented a proposed Schedule of Regular Town Council Meetings for 2004, which was subsequently approved by the Council.
37. Social Services Block Grant Application – received Town Council authorization to submit an application to the US Department of Health and Human Services for a Social Services Block Grant in the amount of \$3,722.

38. Status Report on Pending Claims and Litigation – prepared and distributed the quarterly status report for review.
39. Student Rental Properties – formed a staff committee, including the Town Attorney, to develop and review strategies associated with landlord-tenant issues, and to better manage the impact of student rental housing on the community.
40. Town/University Relations Committee – established a workgroup to develop strategies to implement the recommendations set out in President Austin’s Task Force on Substance Abuse. Continued to monitor issues of mutual interest to the town and the university.
41. UConn Landfill – continued staff oversight and monitoring of the landfill closure project.
42. Underage Drinking, University Spring Weekend and President Austin’s Task Force on Substance Abuse – carried these issues as a recurring agenda item.
43. United Way Campaign – completed enrollment for the 2004 United Way campaign. Under this program, employees contribute to the United Way via payroll deduction.

#### **Plans for Next Quarter**

1. Annual Report – complete the Fiscal Year 2002/03 Annual Report for distribution to the Council and the community.
2. Budget – complete the Fiscal year 2004/05 Operation Budget for submission to the Town Council.
3. Community Center – complete work on the gymnasium and walking track, and continue work on action plan items related to the administration and operation of the Center.
4. Code Enforcement Relocation Plan – prepare a proposed relocation plan to set out the town’s policy with respect to evictions and relocations resulting from municipal code enforcement actions.
5. Emergency Services Operations and Management Improvement Project – continue work with the Emergency Services Management Team, with a particular focus this quarter on the issue of reorganization/consolidation and the development of shared operating procedures.
6. Employee Benefits Review – establish a senior management team comprised of town and school personnel to develop strategies to better manage the high cost of employee benefits, particularly health insurance.

7. Employee Classification Study – substantially complete this project.
8. Health Insurance Portability and Accountability Act (HIPAA) Compliance Project – complete work to comply with the regulations of this federal legislation.
9. Labor Relations – continue collective bargaining with the Uniformed Professional Fire Fighters Association.
10. Mansfield Downtown Partnership – continue to assist the Partnership with the preparation of the municipal development plan for Storrs Center and related tasks.
11. Ordinance Regarding Delinquent Motor Vehicle Property Taxes – prepare for Town Council review and approval an ordinance to permit the Collector of Revenue to assess a fee for delinquent motor vehicle property taxes.
12. Ordinance Regulating Adult-oriented Establishments – at the request of the PZC, prepare for submission to the Town Council a proposed ordinance regulating adult-oriented establishments.
13. Small Cities Community Development Block Grant – conduct a public hearing to review and discuss potential Block Grant projects.
14. Student Rental properties – continue work of staff committee to develop strategies to address landlord/tenant and other issues related to student rental properties.
15. Town/University Relations Committee – continue workgroup efforts to develop strategies to implement the recommendations set out in President Austin’s Task Force on Substance Abuse. Continue to monitor issues of mutual interest to the town and the university.
16. UConn Landfill – continue staff oversight and monitoring of the landfill closure project.
17. University Spring Weekend – carry this issue as a recurring agenda item, and prepare for Spring Weekend 2004.

**FISCAL YEAR 2003/04**

**Employees Hired**

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

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Mansfield  
Community  
Center

Town of Mansfield  
Parks and Recreation  
Department



*Curt A. Vincente, Director*

10 South Eagleville Road  
Storrs/Mansfield, Connecticut 06268  
Tel: (860) 429-3015 Fax: (860) 429-9773  
Email: Parks&Rec@MansfieldCT.org  
Website: www.MansfieldCT.org

TO: Martin H. Berliner, Town Manager  
FROM: Curt A. Vincente, Director of Parks & Recreation *(CA)*  
DATE: March 3, 2004  
SUBJECT: Quarterly Report (October-December 2003)

**ACCOMPLISHMENTS**

**Administration – (Director, Assistant Director, and Administrative Office Supervisor)**

1. Continued oversight of Community Center construction completion and necessary follow-up with Construction Manager and Capital Projects Coordinator.
2. Developed a capital improvement package for fiscal years 2004-2009.
3. Oversaw development, design, and distribution of a comprehensive Winter program brochure.
4. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.
5. Served as guest lecturer at UConn's Parks & Recreation Management program on September 30.
6. Coordinated Travel Basketball League meetings and scheduling.
7. Organized Walking/Jogging Track official dedication ceremony on December 13.
8. Worked with classification study consultant and Assistant Town Manager to review full-time department position descriptions and related responsibilities.
9. Supervised UConn Masters level intern.
10. Hosted Town-wide staff meeting featuring the opening of the Community Center on November 14.
11. Hosted Connecticut Recreation & Parks Association quarterly seminar on October 9.

12. Coordinated Fire Department walk-thru of the Community Center facility to review Emergency Action Plans.
13. Worked with phone consultant to coordinate Community Center telephone system design and installation. Coordinated voice mail and phone system options.
14. Supervised marketing consultant, reviewed and approved marketing production pieces, implemented marketing plan.
15. Recruited major donors for Community Center facility support and negotiated various cooperative agreements.
16. Provided direct orientation, training, scheduling, supervision and evaluation to six full time employees. Provided orientation and training for an additional five full time employees.
17. Coordinated transition of full time staff from Town Hall offices to community center. Including packing and receiving, continuity of services, communications, organization and establishment of work groups.
18. Worked with Assistant Town Manager to complete job application screening, interviews, and hiring of three full time maintainers for the community center. This included final interviews for 10 candidates.
19. Worked with Director of Facilities Maintenance to complete job application screening, interviews, and hiring of two part time custodians for the community center. This included screening of over 100 applicants and interviewing 12 candidates.
20. Established priority list of goals and objectives for full time Aquatics Director, Health and Fitness Director, Recreation Supervisor, and all maintainers.
21. Conducted recruitment, application screening, interviewing, hiring, training, scheduling, supervision and evaluation for 8 childcare workers and 2 part-time custodians.
22. Wrote and mailed thank you correspondence to over 35 childcare worker applicants who were not hired.
23. Developed, organized, scheduled and implemented a comprehensive orientation and training sessions for 72 part-time Community Center workers. This included five separate 3.0-hour training sessions.
24. Coordinated specific childcare training with Mansfield Discovery Daycare personnel for child care staff.
25. Researched, created priority lists, and ordered equipment and supplies for assigned Community Center areas.
26. Coordinated the development and finalization Community Center Membership Guide.
27. Contributed and finalized with staff the winter program brochure.
28. Coordinated placement of promotional "take one" materials for over 75 Greater Mansfield

locations.

29. Recruited, hired and trained four volunteers.
30. Assessed, planned, implemented and supervised a comprehensive youth basketball program for grades K-8 recreation and travel divisions. Serving over 350 children, 12 referees, 28 volunteers and three part-time workers.
31. Provided orientation and training for 28 volunteers' coaches and orientation for 12 referees for youth basketball.
32. Worked with Health and Fitness Director and Fire Marshall to develop and implement comprehensive emergency actions plans.
33. Reviewed daily building maintenance issues associated with the new facility, prioritized needs, and assigned tasks.
34. Conducted bi-weekly program supervisor meetings and maintainer meetings.
35. Served as Manager on Duty for extend hours beyond normal work schedule.
36. Provided tours, registration information and responses to questions from thousands of new community center members.
37. Served as a major link to customer service issues. Including direct contacts with patrons, full time and part time staff.
38. Prepared preliminary budget estimates for FY 2004/2005.
39. Contributed significant direct and indirect planning, implementing and evaluation of opening of the community center.
40. Received, prioritized and responded to a significant amount of phone calls, emails and walk-in questions regarding numerous Parks and Recreation services. A high percentage of time was associated with the Community Center operation.
41. Recruited, tested, interviewed, and trained third full time Receptionist.
42. Recruited, interviewed and hired 10 part time Receptionists. Provided training and orientation.
43. Worked with representative from Vermont Systems to get a higher level of training on our RecTrac software program so we could function more efficiently in our move to the Community Center. Attended training on the Point of Sale module of RecTrac and trained receptionists on the Point of Sale functions.
44. Worked with Furniture Consultant to design, order, and install Community Center furniture.
45. Implemented and coordinated with Finance Dept. the process in which we automatically debit member's accounts for membership.

46. Coordinated with IT Department the set up for computers at the Front Desk of the Community Center.
47. Ordered and received all supplies and equipment needed for the Front Reception Desk (including the free coffee cart). Set up and trained personnel on new equipment.
48. Led numerous tours of new facility to hundreds of people throughout Mansfield and surrounding towns.
49. Established regular work schedules for numerous full time and part time employees.
50. Attended town employee meeting on Civility Training.
51. Collected and deposited over \$264,266.00 worth of daily deposits (checks, cash and credit cards)
52. Sold over 996 Community Center memberships in this quarter and maintained and managed over 1,928 total memberships.
53. Processed all employment paperwork for over 50 new and returning part time employees.
54. Processed and managed all purchase orders, payment vouchers and credit card transactions for the Parks & Recreation Department and Community Center Operating Budgets.
55. Implemented, managed and maintained new Petty Cash account for the Community Center and Parks & Recreation Department staff.
56. Registered and managed facility rentals for Community Center.
57. Maintain and manage over 600 auto debit accounts through credit cards, checking and savings accounts.
58. Managed and maintained over 100 Fee Waiver accounts.
59. Director attended the following meetings above and beyond normal operational meetings:
  - Community Center Building Committee.....Sept. 2, 15, 29, Nov. 17, Dec. 15
  - Connecticut Recreation & Parks Assoc
  - & Connecticut Parks Assoc.....Oct. 9, 28
  - Parks Advisory Committee..... Nov. 5
  - Recreation Advisory Committee..... Oct. 29, Dec. 17
  - Town Council.....Oct. 14, Nov. 24, Dec. 8
60. Assistant Director attended the following Meetings and Special Events
  - Recreation Advisory Committee (oct, nov)
  - Arts Advisory Committee (oct, nov, dec)
  - Matters of the Heart Committee (dec)
  - Charter Member Night
  - Weekly Marketing Meetings
  - Weekly Staff Meetings

- CRPA conference (11/24&11/25)
- Town Wide Staff Meeting (11/14)
- Work Place Civility Training (12/11)
- MCC Grand Opening Events (11/1, 11/21)

## Aquatics

1. Hired qualified candidate for second full time Head Guard position. Start date - Monday, October 6, 2003.
2. Completed 57 interviews from which the Aquatic Director hired 30 part time staff to fill Lifeguard and Water Safety Instructor positions for the Mansfield Community Center.
3. Transitioned full time aquatic staff from Town Hall offices to Community Center offices, creating a professional work space for employees.
4. Developed/revised part time aquatic staff job descriptions including job related responsibilities and staff organizational chart.
5. Aquatic Director developed a new comprehensive Aquatic Staff Manual incorporating policies and procedures for both the Mansfield Community Center and Bicentennial Pond.
6. Developed and implemented five, three hour sessions of aquatic staff orientation discussing policies and procedures, water safety management, emergency action protocol, and pool/staff operations.
7. Aquatic Director assisted in the development and implementation of four, three-hour general orientation/customer service training sessions for all community center staff.
8. Full time aquatic staff attended technical training for filtration system and mechanical operations of pool systems held by manufacturers.
9. Finalized aquatic purchases and equipment orders for the Mansfield Community Center indoor pools.
10. Installed pool area water safety equipment and Head Guard office equipment for community center operations.
11. Finalized new layout and format for 2003 Fall Brochure including aquatic information and programming for aquatic classes.
12. Developed and implemented Private Swim Lesson program and policies. Program had registered 23 individuals prior winter holidays.
13. Passed all local and state inspections for the pool area, diving board, and filter room equipment.
14. Full time aquatic staff assisted in the organization, development, and implementation of opening events for the Mansfield Community Center including Charter Member Night, Inaugural Member Days, Opening Day Celebration, and the Grand Opening series of events held through out the month of November.

15. Implemented all classes and programs listed in the 2003 Fall Brochure.
16. Followed standards for American Red Cross Learn to Swim Program conducting 35 individual classes with a total of 160 enrolled participants in the program.
17. Introduced three class options for Water Fitness enrolling a total of 66 participants.
18. Full time aquatic staff developed and implemented in-service training schedule for part time guards and instructors.
19. Identified changes/needs for winter 2004 schedule and programs. (Re-organization of swim lessons, increased demand for water fitness and water therapy classes, changes to overall pool schedule.)
20. Planned and finalized aquatic programming and classes for 2004 Winter Brochure.
21. Aquatic Director served as the Connecticut Recreation and Parks Association Program Committee Chair for the 43<sup>rd</sup> Annual State Conference and Trade Show.
22. Aquatic Director Attended the Following:
  - Weekly staff meetings
  - Weekly programming meetings with supervisor
  - Weekly Marketing Meetings
  - Charter Member Night – 10/9
  - Connecticut Recreation and Parks Association (CRPA) Quarterly Meeting – 10/9
  - CRPA Aquatic Section meeting - 10/14/03
  - CRPA State Conference Planning Meetings - 9/4, 10/2, 10/16, 10/30, 11/13, 11/23
  - CRPA 43<sup>rd</sup> Annual State Conference – 11/24, 11/25
  - Town Wide Staff Meeting – 11/14
  - Work Place Civility Training 12/11
  - MCC Opening Day - 10/24
  - MCC Grand Opening/Events – 11/1, 11/15, 11/21
  - Women's Heart Health Day – 11/8

## Fitness

1. Supervised, coordinated the hire of Full Time Fitness Specialist
2. Supervised, coordinated the creation of part time staff job description and hired 10 new staff
3. Supervised, coordinated all part time fitness staff training
  - Met with staff for a 4 hour training session on all equipment and fitness floor duties
4. Developed the fitness class schedule, hired new instructors as needed
  - 31 classes per week, 12 instructors
  - Director teaches 5 classes per week
  - Met with all 12 instructors, prior to opening

5. Supervised purchase, coordinated delivery of Fitness Equipment to new facility
  - 49 machines
6. Assisted with the development of the Fall Brochure
  - Created class descriptions, assigned class fees, developed fitness center schedule
7. Assisted with the development of Emergency Procedures for the new facility
  - Met with local emergency personal
  - Developed Emergency Action plans for 3 specific scenarios
  - Met with phone Installation Company to ensure the internal paging system was sufficient for the EAP.
8. Assisted with the development and installation of internal & external facility signage
  - Made contact with local sign company & obtained quote
  - Determined needs
  - Placed order
9. Develop the “Manager on Duty” schedule for facility supervision
  - Developed monthly schedules through January to ensure a management staff presence in the facility at all times.
10. Developed & implemented the Personal Training program & policies
  - Currently 4 certified trainers; 2 on staff, 2 contracted
11. Identified programming / facility needs for winter 2004 session
  - More mid-morning classes
  - More age appropriate activities for kids ages 7 – 13
  - More Spin classes
12. Health & Fitness Director attended the following meetings / special events:
  - Weekly management meetings
  - Weekly programming meetings
  - Charter Member opening night
  - Grand Opening day / night
  - Meetings with Hospital personnel to discuss collaborative efforts
  - Radio talk show guest – WILI, “Cardiovascular Health”
  - Women’s Heart Health Day – speaker

## **Recreation & Adult Education**

### 1. Special Events Held

- Charter Member Reception on Oct. 9—150 participants
- Grand Opening Month
- Oct. 24—doors open for all inaugural members
- Nov. 1—Open house/Grand Opening for approximately 1,000 people
- Nov. 8—Women’s wellness seminar
- Nov. 15—Kid’s Day—about 300-400 participants
- Nov. 22—Bring in a canned good and swim free—we collected about 100 items

- Halloween Party—Oct. 25—300-400 participants
  - Family Turkey Shoot (basketball)—Nov. 22—128 participants
  - Nutcracker Performance—Dec. 7 (two shows on one day because of snow on Dec. 6)—111 participants, 1000 audience
2. Coordinator with the help of other staff opened the teen center with donated fooseball table and pool table. Initial numbers: 224 high school members, 226 middle school members
  3. Coordinator and Supervisor started the after school program with 13 children (the number was up to 21 by the end of December)
  4. Staff coordinated the following trips with the Ashford, Coventry, & Tolland Recreation Departments:
    - Radio City Christmas Show, Nov. 15—4
    - Shopping in NYC—Dec. 6—8
  5. Coordinator conducted Recreation Rescue Days during the non-holiday school days off on Oct. 14 (47 participants) and Nov. 10 (32 participants)
  6. Recreation coordinator and supervisor organized the annual Halloween Party on Oct. 25
  7. Coordinator conducted Dec. vacation camp on Dec. 26, 29, 30 and Jan. 2 for 25 participants. Detailed statistics will appear in the winter quarterly report.
  8. Supervisor conducted NYSCA coaching clinics for youth basketball volunteer coaches on Nov. 17 and 25
  9. Supervisor and Recreation Coordinator and Department staff developed a variety of Winter programs and distributed the Winter Brochure.
  10. Supervisor and department staff organized and produced the Nutcracker Performance on Dec. 7 (two performances)
  11. Recreation Coordinator organized the Annual “turkey shoot” (family basketball foul shooting contest) on Nov. 22.
  12. Staff developed, planned, organized, and supervised a comprehensive community and Adult Education program.
  13. Staff conducted registration, held coaches meetings, and organized a comprehensive youth basketball program.
  14. Supervisor attended the CRPA Annual State Conference on November 24 and 25.

## Parks

1. Coordinated Friends of Mansfield Parks Special Event - Turkey Talk at Fifty-foot Cliff Preserve on Sunday November 2.
2. Coordinated and staffed four Walking Weekend Events.

- 3.Coordinated and Staffed 3 Natural Areas Volunteer Work Days at Old Spring Hill Field.
- 4.Attended and prepared minutes for Land Management Committee meeting
- 5.Prepared packets for Conservation Commission and attended meetings
- 6.Prepared packets for and attended Parks Advisory Committee Meetings
- 7.Prepared packets for Agriculture Committee
- 8.Prepared packets for Open Space Preservation Committee

#### OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

None

#### EXCEPTION REPORT

None

#### PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center Facility Operations
2. Supervise and evaluate winter programs.
3. Conduct youth basketball program.
4. Present fiscal 2004/2005 Budget.
5. Develop Spring Programs and Produce Program Brochure.
6. Submit Trail Grant
7. Organize Youth Baseball Program.
8. Coordinate Capital Improvement Projects.

#### STAFF CHANGES

Winter Staff Lists (see attachments)

#### STATISTICAL REPORT

See attachments: Program Statistical Report & Community Center Facility Usage Report



# Mansfield Community Center

## Winter Part Time Staff List 2004

### Receptionist

Janet Avery  
Amanda Barry  
Amy Bassett  
Margaret Cavanagh  
Bridget Joyce  
Nick Koberstein  
Kristin Gardiner  
Trudy Miller  
Linda Lester  
Susan Mostowy

### After School Program

Rob Gagnon-Counselor  
Rupal Jain-Assistant Director  
Ama Donkor-Counselor  
Heather Kleinman-Counselor  
Melissa Meadows-Counselor

### Teen Center Program

Sarah Mische-Counselor  
Lauren Elliott-Counselor  
Lindsay Trainor-Counselor  
Lucas Ahern-Counselor

### Child Care

Christine Long  
Heather Goodman  
Dianna O'Keeffe  
Ashley Meltempo  
Ilyssa Barer  
Krystal Betancourt  
Kelley Roberts  
Elspeth Poile  
Kristen Verdeaux  
Avishen Nadim  
Megan Chague  
Jessica Kuncik  
Karen Hassen

Gym Supervisors

Brian Seaman  
Illysa Barer  
Adam Reynolds  
Emily Miles  
Lucas Ahern  
Nick Koberstein

Fitness Class Instructors:

Emily Berger  
Paul Bushey  
Sharon Coriaty  
Krista Dalbec-Mraz  
Todd Friedland  
Adam Goldstien  
Eileen Melody  
Gail Rebello  
Bill Snyder  
Nanette Tummers  
Margaherita Shaw  
Patrician Vinsonhaler

Part Time Fitness Assistants

Lucas Ahern  
Steven Briggs  
Tim Cauoette  
Mike Harrison  
Mike Kochis  
Emily Miles  
Dan Sharma  
Sulki Sithiphon

General Youth Programs

Abby Nicoletti  
Elizabeth Liskom  
Emily Miles  
Erika Burke  
Genevieve Ferratusco  
Gerald Kleinman  
Ama Donkor  
Courtney Wingate  
Kathleen Knecht  
Katie Shannon  
Lisa Mikolinski  
Liz Norrish  
Jeanette Dellaripa  
Matt Liskom  
Pat Rameaka  
Rob Gagnon  
Rupal Jain  
Sara-Ann Chaine  
Mia Falco  
Tracy Weiss

General Adult

Andrew Ewalt  
Angela Walker  
Deb Wolf  
Derri Owen  
Isabelle Lemaire  
James Tourtelotte  
Jane Cook  
Johanna Teran  
John Battye  
Kris Plimpton  
Marc Schrievner  
Margaret Thomas  
Marisa Copley  
Scott Mather  
Shoshana Levinson  
Sue Craig  
Suki Sithiphon  
Tim Allen

Aquatics

Adrian	Tim
Buteau	Josie
Carini	Casey
Carlson	Erik
Cavanaugh	Julie
Colon	Chris
Cuyler	Rachel
DeSesa	Chris
Farrelly	Jill
Fisher	Sean
Groeger	Bethany
Knapp	Ellen
Lamothe	Rebecca
Matz	Katherine
McEvoy	Bethany
Molden	Ashley
Morrow	Kirsten
Mottram	Karen
Murphy	Kerri
Peterson-Blinn	
Pordon	Brian
Sills	Jon
Sosa	Jennifer
Sweeney	Erin
Tuber	Emily
Twohig	Meghan
Veilleux	Michelle
Walsh	Katie
Wilber	Lindsey
Wong	Edmund
Zagorsky	Katie

**MANSFIELD PARKS and RECREATION DEPT.**  
**Statistical Report**  
**Fall Programs 2003**  
**SUMMARY SHEET**

<b>PROGRAM</b>	<b>REVENUE</b>	<b>WAIVED</b>	<b>EXPENSE</b>	<b>RECOVERY</b>	<b>ENROLLED</b>	<b>CLASSES</b>	<b>DETAIL PG.</b>
Community Center Programs	20,216.10	1,887.80	15,280.63	145%	656	83	2
Youth Programs	18,384.80	2,961.50	20,739.32	103%	323	22	3
Adult Programs	10,812.30	434.00	16,736.24	67%	261	27	4
Trips	3,739.55	0.00	3,626.59	103%	24	2	5
Special Events	965.83	25.20	4,145.86	24%	1,464	7	5
<b>TOTAL</b>	<b>54,118.58</b>	<b>5,308.50</b>	<b>60,528.64</b>	<b>98%</b>	<b>2,728</b>	<b>141</b>	

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**MANSFIELD PARKS and RECREATION DEPT.**  
**Statistical Report - Fall 2003**  
**COMMUNITY CENTER PROGRAMS**

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Spin	889.00	0.00	592.00	150%	21	3
Water Fitness	2,532.50	0.00	829.03	305%	66	3
Conditioning	1,587.00	0.00	922.10	172%	36	2
Pilates	707.80	0.00	263.66	268%	27	2
Step & Tone	356.00	0.00	371.09	96%	7	1
AM Express	96.60	0.00	0.00	#DIV/0!	2	1
Lunch Express	415.50	0.00	39.06	1064%	10	1
Yogalates	306.00	0.00	197.18	155%	15	1
Tiny Ones	130.40	92.00	319.20	70%	6	1
Playtime Pals	249.00	0.00	74.66	334%	10	2
Teeny Tumblers	1,094.30	131.00	618.42	198%	37	3
Tumble & Tickle	442.00	0.00	297.11	149%	10	2
Karate - Youth	472.00	30.00	136.00	369%	10	1
Kids Yoga	214.00	13.00	140.00	162%	9	1
Therapeutic H2O	522.70	94.50	775.92	80%	18	2
Arts & Crafts - Holiday	195.00	160.00	306.30	116%	21	3
Art Appeal	171.00	328.50	683.63	73%	12	2
Arts & Crafts	255.00	0.00	272.07	94%	37	5
Drama Workshops	24.40	21.60	31.92	144%	8	2
Arts & Crafts - Sat.	0.00	0.00	76.72	0%		
Tue/Thur Games	18.00	0.00	81.62	22%	8	4
Dance & Games	68.80	43.20	28.20	397%	10	2
Teen Conditioning	205.00	0.00	0.00	#DIV/0!	10	1
Parent/Infant Swim	755.20	68.00	314.85	261%	12	3
Water Adjust. Swim	850.30	50.00	393.56	229%	16	5
Level I Swim	1,161.85	186.00	590.34	228%	24	6
Level II Swim	1,736.75	226.00	905.19	217%	36	6
Level III Swim	1,434.85	249.00	826.47	204%	34	6
Level IV Swim	1,114.85	113.00	629.69	195%	25	4
Level V Swim	406.25	0.00	157.42	258%	7	2
Level VI Swim	210.45	50.00	118.07	221%	5	2
Level VII Swim	60.45	0.00	0.00	#DIV/0!	1	1
Parent's Night Out	855.00	32.00	362.05	245%	78	2
Women & Heart Dis.	0.00	0.00	0.00	#DIV/0!	28	1
				#DIV/0!		
Printing			2,686.78	0%		
Advertising	678.15			#DIV/0!		
Postage			1,240.32	0%		
<b>TOTAL</b>	<b>20,216.10</b>	<b>1,887.80</b>	<b>15,280.63</b>	<b>145%</b>	<b>656</b>	<b>83</b>

**MANSFIELD PARKS and RECREATION DEPT.**  
**Statistical Report**  
**Fall 2003**  
**YOUTH PROGRAMS**

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Nutcracker	10,722.00	574.00	8,320.93	136%	111	1
Archery	1,057.00	0.00	855.00	124%	18	2
Little Scientists	987.00	882.00	1,408.00	133%	16	2
Munchkin Mornings	1,513.00	288.00	1,297.54	139%	45	8
PeeWee Tennis	210.00	90.00	112.45	267%	11	2
Youth Tennis	318.00	198.00	157.43	328%	16	2
Taekwondo	954.00	198.00	719.68	160%	19	2
Rec. Rescue - Oct.	1,332.80	367.50	1,053.32	161%	47	1
Rec. Rescue - Nov.	738.50	364.00	833.23	132%	32	1
Frightfest	240.00	0.00	262.64	91%	8	1
Staff Support: AD			2,120.00	0%		
Staff Support: RS			1,660.00	0%		
Printing			1,319.82	0%		
Advertising	312.50			#DIV/0!		
Postage			609.28	0%		
<b>TOTAL</b>	<b>18,384.80</b>	<b>2,961.50</b>	<b>20,729.32</b>	<b>103%</b>	<b>323</b>	<b>22</b>

**MANSFIELD PARKS and RECREATION DEPT.**  
**Statistical Report - Fall 2003**  
**COMMUNITY and ADULT EDUCATION PROGRAMS**

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Benefitness	444.00	0.00	214.83	207%	15	1
Yoga	549.00	52.00	449.82	134%	22	1
Tai Chi	341.00	0.00	183.60	186%	10	1
Tennis	256.00	48.00	89.96	338%	8	1
Falun Gong	15.00	0.00	0.00	#DIV/0!	10	1
Ballroom Dance	1,729.00	0.00	1,200.00	144%	38	2
Computers	1,140.00	0.00	224.90	507%	16	2
German	652.50	90.00	816.00	91%	10	2
Spanish	324.00	54.00	133.79	283%	9	1
Herbal Medicine	90.00	0.00	0.00	#DIV/0!	5	1
Jewelry	1,284.60	95.00	577.30	239%	20	2
Drawing	482.75	0.00	272.00	177%	9	1
Photography	1,399.50	0.00	642.60	218%	25	2
Desserts	146.00	66.00	255.00	83%	3	1
Mindful Eating	112.00	24.00	0.00	#DIV/0!	6	1
Herbs for Health	24.00	0.00	0.00	#DIV/0!	2	1
Estate Planning	35.00	0.00	0.00	#DIV/0!	5	1
Start a Business	127.00	5.00	0.00	#DIV/0!	21	1
Safe Boating	800.00	0.00	540.00	148%	10	1
Refuse to be Victim	24.00	0.00	0.00	#DIV/0!	1	1
NYSCA Coaches Cert.	300.00	0.00	300.00	100%	16	2
				#DIV/0!		
				#DIV/0!		
				#DIV/0!		
Staff Support: AD			5,660.00	0%		
Staff Support: RS			2,145.00	0%		
Printing			2,074.00	0%		
Advertising	536.95			#DIV/0!		
Postage			957.44	0%		
<b>TOTAL</b>	<b>10,812.30</b>	<b>434.00</b>	<b>16,736.24</b>	<b>67%</b>	<b>261</b>	<b>27</b>

**MANSFIELD PARKS and RECREATION DEPT.**  
**Statistical Report - Fall 2003**  
**TRIPS and SPECIAL EVENTS**

<b>TRIPS</b>						
<b>PROGRAM</b>	<b>REVENUE</b>	<b>WAIVED</b>	<b>EXPENSE</b>	<b>RECOVERY</b>	<b>ENROLLED</b>	<b>CLASSES</b>
NYC Shopping	385.00	0.00	330.59	116%	11	1
Radio City	3,354.55	0.00	3,296.00	102%	13	1
				#DIV/0!		
				#DIV/0!		
Staff Support: AD				#DIV/0!		
Staff Support: RS				#DIV/0!		
Printing				#DIV/0!		
Advertising				#DIV/0!		
Postage				#DIV/0!		
<b>TOTAL</b>	<b>3,739.55</b>	<b>0.00</b>	<b>3,626.59</b>	<b>103%</b>	<b>24</b>	<b>2</b>
<b>SPECIAL EVENTS</b>						
<b>PROGRAM</b>	<b>REVENUE</b>	<b>WAIVED</b>	<b>EXPENSE</b>	<b>RECOVERY</b>	<b>ENROLLED</b>	<b>CLASSES</b>
Halloween Party	530.00	0.00	744.97	71%	400	1
Turkey Shoot	313.80	25.20	341.93	99%	64	4
Nutcracker (see Youth)				#DIV/0!	1,000	2
				#DIV/0!		
Staff Support: AD			710.00	0%		
Staff Support: RS			1,660.00	0%		
Printing			471.36	0%		
Advertising	122.03			#DIV/0!		
Postage			217.60	0%		
<b>TOTAL</b>	<b>965.83</b>	<b>25.20</b>	<b>4,145.86</b>	<b>24%</b>	<b>1,464</b>	<b>7</b>

# Mansfield Community Center

## November 2003 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Saturday, November 01, 2003	646	59	0		0	1,000	1,705	Grand Opening
Sunday, November 02, 2003	400	0	0		7		407	RecTrac down (est. only)
Monday, November 03, 2003	417	48	0		9	45	519	EOS Swim Practice
Tuesday, November 04, 2003	445	12	10		16	39	522	EOS Swim Practice
Wednesday, November 05, 2003	480	44	0		26	40	590	EOS Swim Practice
Thursday, November 06, 2003	405	18	0		20	41	484	EOS Swim Practice
Friday, November 07, 2003	390	17	0		23		430	
Saturday, November 08, 2003	450	59	10		32		551	
Sunday, November 09, 2003	329	0	0		18		347	
Monday, November 10, 2003	510	48	0		40		598	
Tuesday, November 11, 2003	522	15	0		40		577	
Wednesday, November 12, 2003	527	44	0		24		595	
Thursday, November 13, 2003	454	18	5		30		507	
Friday, November 14, 2003	420	33	0		20		473	
Saturday, November 15, 2003	502	59	5		40		606	
Sunday, November 16, 2003	398	0	2		43		443	
Monday, November 17, 2003	510	55	20		27		612	
Tuesday, November 18, 2003	465	15	0		36		516	
Wednesday, November 19, 2003	467	57	0		3		527	
Thursday, November 20, 2003	462	18	0		34		514	
Friday, November 21, 2003	401	39	0		18		458	
Saturday, November 22, 2003	491	59	15		111		676	
Sunday, November 23, 2003	336	0	15		12		363	
Monday, November 24, 2003	474	55	0		26		555	
Tuesday, November 25, 2003	441	15	15		27		498	
Wednesday, November 26, 2003	483	48	0		51		582	
Thursday, November 27, 2003	0	0	0		0		0	Closed
Friday, November 28, 2003	556	39	0		42		637	
Saturday, November 29, 2003	387	59	0		34		480	
Sunday, November 30, 2003	383	0	0		28		411	
<b>MONTHLY TOTAL</b>	<b>13,151</b>	<b>933</b>	<b>97</b>	<b>0</b>	<b>837</b>	<b>1,165</b>	<b>16,183</b>	

# Mansfield Community Center

## December 2003 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Monday, December 01, 2003	541	55	0		37	25	658	EOS Swim Practice
Tuesday, December 02, 2003	446	15	20		39	25	545	EOS Swim Practice
Wednesday, December 03, 2003	472	50	0		16	25	563	EOS Swim Practice
Thursday, December 04, 2003	406	18	0		11	25	460	EOS Swim Practice
Friday, December 05, 2003	334	39	0		7	25	405	EOS Swim Practice
Saturday, December 06, 2003	179	59	0		0		238	
Sunday, December 07, 2003	179	0	0		4		183	
Monday, December 08, 2003	446	55	0		12	25	538	EOS Swim Practice
Tuesday, December 09, 2003	406	15	10		7	21	459	EOS Swim Practice
Wednesday, December 10, 2003	405	51	0		4	21	481	EOS Swim Practice
Thursday, December 11, 2003	385	18	0		12	23	438	EOS Swim Practice
Friday, December 12, 2003	385	39	0		9	23	456	EOS Swim Practice
Saturday, December 13, 2003	307	59	20		21		407	
P.1 Sunday, December 14, 2003	217	0	0		5		222	
Monday, December 15, 2003	379	31	20		27	0	457	
Tuesday, December 16, 2003	434	10	20		24	23	511	EOS Swim Practice
Wednesday, December 17, 2003	370	24	10		22	23	449	EOS Swim Practice
Thursday, December 18, 2003	357	13	0		16	75	461	EOS Swim Meet
Friday, December 19, 2003	378	15	0		23	21	437	EOS Swim Practice
Saturday, December 20, 2003	360	59	10		49		478	
Sunday, December 21, 2003	264	0	0		17		281	
Monday, December 22, 2003	425	0	0		59	23	507	EOS Swim Practice
Tuesday, December 23, 2003	344	0	0		20	23	387	EOS Swim Practice
Wednesday, December 24, 2003	330	0	0		13	0	343	
Thursday, December 25, 2003	0	0	0		0		0	Closed
Friday, December 26, 2003	467	0	0		34	0	501	
Saturday, December 27, 2003	354	0	0		25		379	
Sunday, December 28, 2003	334	0	0		44		378	
Monday, December 29, 2003	544	0	10		30	17	601	EOS Swim Practice
Tuesday, December 30, 2003	543	0	0		23	19	585	EOS Swim Practice
Wednesday, December 31, 2003	401	0	0		11	17	429	Closed at 5pm
<b>MONTHLY TOTAL</b>	<b>11,392</b>	<b>625</b>	<b>120</b>	<b>0</b>	<b>621</b>	<b>479</b>	<b>13,237</b>	

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TOWN OF MANSFIELD, FINANCE DEPARTMENT

**To:** Martin H. Berliner, Town Manager  
**From:** Jeffrey H. Smith, Director of Finance  
**Subject:** Second Quarter Narrative Report (December 31, 2003)  
**Date:** January 27, 2004

## I. ACCOUNTING, BOOKKEEPING & BUDGETING

### 1. Accomplishments

- a. Completed all quarterly payroll tax reports for the third quarter of calendar year 2003.
- b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19.
- c. Completed IRS Form 990 for the Discovery Depot and for the Mansfield Downtown Partnership.
- d. Completed the financial report and request for payment for the RBEG grant for the Mansfield Downtown Partnership.
- e. Completed financial reporting for the EHHD's Bioterrorism & Cardiovascular health grants.
- f. Completed quarterly financial reporting for the three (3) 2002 Small Cities Community Development Block grants, including drawdown requests.
- g. Completed entry of Region 19 fixed assets into Creative Solutions software for GASB34 reporting.
- h. Completed the 02/03 annual audit with Kostin, Ruffkess & Co and assisted with the preparation of the Comprehensive Annual Financial Reports for the Town, Region and Health District, including GASB 34 requirements.
- i. Completed estimated salaries and salary transfers for fy 03/04 for both Boards of Education.

- j. Completed salary projections for 04/05 for both Boards of Education.
  - k. Hired two new Finance Clerks to replace retirees in the Finance Department & Tax Collector's office.
  - l. Calculated yearend payroll adjustments for auto usage and group term life insurance in excess of \$50,000.
  - m. Provided schedules and reports to begin the 2004/05 budget process.
2. Outstanding Problems:  
None at this time.
3. Plans for the next quarter:
- a. Issue all internal and external quarterly reports.
  - b. Prepare all quarterly payroll tax reports.
  - c. Prepare financial reports for EHHD Bioterrorism & Cardiovascular health grants and for MDP's STEAP and RBEG grants, including payment requests as necessary.
  - d. Prepare quarterly Small Cities reports for the three 2002 grants, including drawdown requests.
  - e. Complete entry of Town fixed assets into Creative Solutions Fixed Asset Software.
  - f. Continue personal service budgeting for 04/05 for the Town.
  - g. Open payroll direct deposit to any other banks.
  - h. Complete implementation of GASB34 for the 2002/2003 CAFR.
  - i. Continue 2004/2005 budgeting.
  - j. Prepare the 2003 W-2's and 1099's.
  - k. Prepare the annual water/sewer budgets.
  - l. Train the new Finance Clerks.
  - m. Work with one outside department to do decentralized purchase order entry.

## ASSESSOR'S OFFICE

### 1. 2003/2004 Second Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering October 1, 2003 through December 31, 2003. There were 86 sales documents and 49 transfers reviewed and processed. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2004 Grand List file.
- b. Completed all sales analysis for the period covering October 1, 2003 through December 31, 2003. These sales are catalogued for use by the public and begin to form the basis for a pricing schedule to be set in 2004 (the next mandated revaluation year).
- c. The Assessors Office processed the Personal Property Grand List raising the number of Personal Property accounts from 842 a net assessment of \$28,117,609 to 862 accounts with \$29,492,710, an increase of 4.89%.
- d. We completed all new construction permits and mailed out the assessment pro-rate letters. Currently caught up with all permit inspections. Also, all permit changes will be reflected in 2003 Real Estate Grand List.
- e. The Assessor Office is continuing to work on the Motor Vehicle list in preparation of completing the Grand List. The Supplemental Motor Vehicle Grand List was completed in a timely fashion to allow the Tax Office to send out tax bills.

### 2. 2002/2003 Third Quarter Plans

- a. We will continue to process all property transfers and legal changes to the records.
- b. Along with the Engineering Department, we will continue to keep abreast of the digitized mapping system situation and assist, where possible, in resolving any further problems, should they arise. Currently working on resolving unmatched parcel list.
- c. Process Board of Assessment Appeals (BAA) hearings changes. Will host BAA workshop in Mansfield on Wednesday February 18<sup>th</sup>.
- d. Will implement Revaluation 2004 work plan by inspecting the sales that occurred from July 1, 2003 forward. Will modify existing valuation tables to develop valuation models for revaluation.
- e. Continue to work on data input of UCONN data into CAMA system. Most of the work should be complete by the end of 3<sup>rd</sup> Quarter.

- f. Process results of the Personal Property Audits for the 2002 Grand List. Discuss the continuation of Personal Property audits for the 2003 Grand List.
  - g. Will receive training on the GIS system to map current sales to assist in the revaluation.
  - h. Will receive training on the CAMA system to modify valuation tables.
3. Problems.

There were no major problems to report during the second quarter.

### III. REVENUE COLLECTORS OFFICE

1. Accomplishments:

Parking Tickets

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

Refuse/Miscellaneous/Sewer Bills

- b. Billed and collected refuse accounts for the October 2003 quarter. Received weight information from the Public Works Department in order to process the multi family refuse bills. Began changing the billing system in December for the multi family billings in anticipation of changing back in January 2004 from weight-based billings to billing by number of cubic yard containers.
- c. Entered and balanced monthly revenues. Processed quarterly billings for Data Processing, Eastern Highland Health District, Vo-Ag and Special Education accounts. Processed all miscellaneous billing requests as received.
- d. Processed and collected the self-pay retiree medical life insurance billings monthly.
- e. Sent delinquent reminder notices and shut off notices for delinquent refuse accounts. Rebilled delinquent miscellaneous accounts.
- f. Sent delinquent reminder notices for unpaid sewer use bills.

Taxes

- g. Sent out delinquent tax reminders.

- h. Processed and balanced all certificate of corrections, pro-rated real estate bills, elderly benefit changes and refunds. Printed daily and monthly balancing reports for all these functions.
- i. Researched new address information for bills returned to the office from the Post Office using the Department of Motor Vehicles on-line look up program, student and staff directories from the University of Connecticut, updated registrar of voter records and local telephone books.
- j. Completed all reports for the 2002/03 fiscal folder and prepared copies, as required by law to be filed with the Town Clerk.
- k. Reviewed bankruptcy filings and filed proof of claims with the Bankruptcy Court when applicable.
- l. Reviewed the new legislation which requires all Connecticut municipalities to pay 50 cents per record reported as delinquent to the Department of Motor Vehicles and the subsequent enabling legislation which allows the governing body of the municipality to authorize a charge of \$5.00 to these accounts at the time the tax is ultimately collected. Prepared a recommendation for review by the Director of Finance and Town Manager that Town Council approve the \$5.00 per person charge.
- m. Prepared monthly comparison report for the Director of Finance and Town Manager.
- n. Balanced the supplemental motor vehicle levy when the accounts were transferred to the Collector of Revenue's Office by the Assessor's Office. Printed the supplemental motor vehicle bills due January 1, 2004 and mailed them by mid December.
- o. Interviewed applicants to fill the finance clerk position. A new staff member has been hired to begin January 5, 2004.
- p. Prepared the Elderly Freeze Report and submitted it by certified mail to the State of Connecticut Office of Policy and Management.
- q. Prepared the legal notice for taxes due January 1, 2004 for publication the last week in December 2003, 1<sup>st</sup> week in January 2004 and last week in January 2004.
- r. Updated the top delinquent outstanding real estate accounts to review with the Director of Finance and Town Manager. Prepared updated statements for all properties already turned over for foreclosure to send to Attorney Susan Johnson who will be handling these accounts on behalf of the town for Attorney Dennis O'Brien.
- s. Finished the narrative and annual budget figures for the Collector of Revenue's Office.

2. Outstanding Problems

- a. None. All fiscal and audit reports for the Collector of Revenue's Office have been completed.

3. Plans for the Next Quarter:

Parking Tickets

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

Refuse/Miscellaneous/Sewer Bills

- b. Bill and collect single family refuse accounts for the January 2004 quarter. Process the multi family billings based on the number of cubic yard containers used instead of the previous weight based billing.
- c. Enter and balance monthly revenues. Process quarterly billings for Eastern Highland Health District and other related departments. Process miscellaneous billing requests when received.
- d. Process and collect the self-pay retiree medical and life insurance billings monthly.
- e. Send delinquent reminder, shut off and lien notices for unpaid refuse accounts. Rebill delinquent miscellaneous accounts.
- f. Bill for both Willimantic and Uconn sewer use accounts when all the figures have been received from the Engineering Department and the annual budgets have been approved by Town Council.
- g. Continue to monitor progress on the proposed changes to the single family refuse billings which would change the existing quarterly billings into a new "bag" system pending approval by the Town Council and a formal public hearing.

Taxes

- h. Continue to process all payments, certificate of corrections, refunds and print daily and monthly balancing reports for these activities.

- i. Send delinquent tax notices during February 2004 for all unpaid real estate and personal property accounts. Send out delinquent tax notices in March 2004 for all unpaid motor vehicle and supplemental motor vehicle accounts.
- j. Have Hal Croxall from Right Angles incorporate into our tax receivables the \$5.00 fee approved by Town Council on January 12, 2004 for any delinquent motor vehicle accounts reported to the Department of Motor Vehicles in future.
- k. Begin training the new revenue clerk to handle tax and refuse questions and payments.
- l. Begin work on the annual Suspense List for presentation to the Town Council for approval prior to June 30, 2004.
- m. Review and rebill for all returned checks. Update returned check list.
- n. Send tax collector demands for payment as the first step in the foreclosure process to all accounts discussed with the Director of Finance and Town Manager. Try and set up a formal payment plan agreement with these taxpayers but if unable to do so then turn the accounts over to a State of Connecticut Marshall for collection by warrant. All Marshall fees become part of the outstanding obligation to be paid by the delinquent taxpayer.
- o. Update tax comparison reports monthly for review by the Director of Finance and Town Manager.
- p. Mail the 2<sup>nd</sup> annual courtesy reminder notice to all non bank coded real estate accounts due January 1, 2004. This notice will be mailed primarily because the office received such positive response to the one mailed in January 2003.

#### IV. DATA PROCESSING

##### 1. Alpha – ADMINS

- a. Assessor's Office – (Coventry & Mansfield) acquired supplemental & regular motor vehicle information from DMV for 10/1 Grand lists. This was the first time that DMV transferred the data to municipalities via the Internet. Imported another sketch file from Consultant for the new PC Sketch software.
- b. Town Clerk's Office – updated the Dog license program to reflect new fees for unaltered dogs.
- c. Coventry – Add user logins for individual logins versus departmental logins for better tracking.

##### 2. LAN/WAN

- a. EHHD - provided approx. 6 hours technical support.

- b. Reg 19 – provided approx 92 hours technical support.
- c. Mansfield Public Library – provided approx 2 hours technical support
- d. Support Calls:

	Oct – Dec 2003	July - Sept 2003	Apr - June 2003	Jan – Mar 2003	Oct - Dec 2002
ADMINS related	13	29	22	24	21
Hardware	38	37	47	52	53
Software	73	101	88	93	100
General Support	46	75	72	77	89
System Administration	85	90	129	113	65
Total Support Calls:	255	332	358	359	328

3. Other

- a. Prepared quarterly billing for Coventry
- b. Analyzed expenditures for the 2003/2004 FY for the 833 and Information Technology General Fund budgets.
- c. Continued making content and minor layout modifications to the newly designed Town Web site. During the quarter ending December 2003 IT staff posted 74 agendas or minutes for various Boards, Agencies and Commissions.
- d. During this reporting quarter, staff responded to over 175 requests for use of the meeting rooms at Town Hall from members of the public and Town staff.
- e. Prepared performance evaluation for a staff member
- f. Installed Public Computers and configured new copiers as network printers at the Community Center
- g. Reviewed software for the Maintenance Dept (MP2 vs. SchoolDude); made recommendation to remain with MP2.
- h. Reviewed software and hardware proposals for automated time-clocks primarily for the Maintenance Dept. but kept in mind its use in other depts. such as the Community Center for part-time staff.

4. Plans for the Next Quarter

- a. Prepare performance evaluation for staff member.
- b. Complete the installation of the Gates Foundation “content server” for Mansfield Public Library
- c. Complete the installation of the MPL Internet Server as planned last fall.

- d. Install new copiers as network printers as the Finance Dept purchases them (Building dept upcoming).
- e. Work with CCR Pyramid to work on the update to the Town's 5 year strategic technology plan.
- f. Work with the Maintenance Department to review MP2 software to better utilize its capabilities
- g. Work with the Maintenance Department to install automated time clock hardware and network software. Work with ADMINS to import time clock data into existing payroll application.

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**MANSFIELD LIBRARY**  
**QUARTERLY REPORT: OCTOBER, NOVEMBER, AND DECEMBER 2003**

**I. Summary of Major Activities and/or Highlights**

- ❖ Completed Gates Foundation State Partnership Grant Verification Report, documenting achievements, challenges, and grant expenditures.
- ❖ Completed annual State Library report: circulation increased 13%, the number of reference transactions by 29%, and the number of programs by 46% when compared to the previous fiscal year.

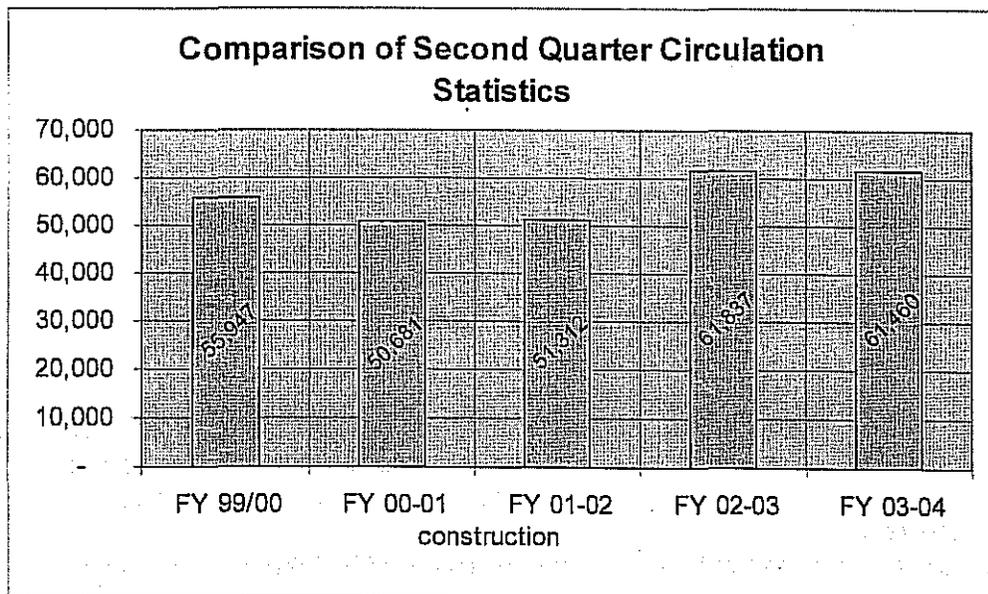
**II. Review of Quarterly Operations**

**A. Administrative**

- ❖ Technology
  - Reviewed time estimate for Rent-a-Tech Service from Bibliomation
  - Reviewed final System Migration Vendor Evaluation report prepared by the Integrated Library System Migration Committee, composed of librarians from Bibliomation and from libraries belonging to the Bibliomation Consortium.
  - Adult Services Librarian Peggy Frank attended and successfully completed the Technical Liaison Certification Program at Bibliomation.
- ❖ Boards
  - Participated in a Mansfield Public Library Advisory Board meetings (10/14, 11/10):
    - Reviewed annual Advisory Board Report. Board asked that the statement **"The Library Advisory Board regrets the reduction of library hours caused by the current fiscal crisis and anticipates restoration when the financial crisis is alleviated"** be written in bold print.
    - Discussed complaints from patrons about closing the library on Sundays.
    - Recommended Jung Pao to fill vacancy on the Board.
    - Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, spoke about the project's history, action agenda, progress and current activities.
    - Discussed library's website and organization of subject categories for the first screen; reviewed bookmark to promote use of website and reduced hours of operation.
    - Developed quarterly meeting schedule to ensure a quorum each month.
    - Began posting agendas and minutes on the library's website and the Town's website.
  - Participated in a Friends of Mansfield Library Board meetings (10/3, 11/12):
    - Treasurer's report: \$25,000 in total donations to Mansfield Public Library.
    - Discussed plans for February Book Sale.
- ❖ Productivity
  - Began using the CARL Acquisitions Module, entering orders for first quarter and then maintaining a current database of orders, status, and budget expenditures. Patrons have expressed appreciation for access to items on order, including ability to reserve items that are ordered but not yet received.
  - Documented accomplishments and tracked progress of building project items.
  - Reviewed guidelines and procedures with staff: Library Page supervision and training changes, Reference Policy and State Library definition of "reference transaction".
  - Began using EventKeeper Web Calendar to promote library programs and community events held in Buchanan Auditorium. Positive responses from both the community groups and patrons. Information can be entered once and then used again to develop flyers, posters, Community Access television screens, press releases. The email notification feature and ability to print a text only version of events have been used with success.
  - Sandy Lemire completed the 2004-2006 Library Supplies Estimate survey for the Connecticut Library Consortium and the Tax Exemption Eligibility Form for Bibliomation.

- Suggested changes for the library's portion of the Town of Mansfield Fee Schedule: nonfiction videos are shelved with nonfiction books, circulate for 21 days, and should have the same overdue charge of 5 cents per day.
- Conducted meetings with librarians (10/8, 11/25). Agenda items included:
  - Sonitrol alarm system and cost of failing to set alarm correctly when there are groups using Buchanan Auditorium.
  - Bookmark to promote library website use and change in hours
  - Millennium Quilt donation from New Moon Publishing, containing squares that were made by girls in our region
  - Dynix demonstrations
  - Town annual report
  - Rent-a-Tech service: what it does, number of hours MPL needs
- Conducted staff meetings (10/11, 11/8). Agenda items included:
  - Halloween Program planning
  - Foster Drive patrons: what numbers belong to Mansfield, what numbers belong to Willimantic. This makes a difference in our reports to the State Library and reimbursement funding from Connecticut
  - Using the CARL graphical circulation system: strategies to reduce staff errors, and the necessity of reporting problems to Bibliomation.
  - Publicity: 'talking up' subscription databases and library programs is one of our best means of promoting increased use of resources and attendance at programs.
  - Buchanan Auditorium renovation progress
  - Book Reviews: Ghost Riders, Mothers Who Think, About a Boy
  - Reviewed new bookmark to promote our website and inform people about reductions in hours.

**B. Circulation**



- ❖ Circulation showed a decrease of 1% this quarter as compared to the same quarter last year. This is the first time circulation has decreased since the construction project was completed, and reflects the absence of Sunday afternoons, Wednesday and Thursday evening hours.

### **C. Collection**

- ❖ Completed analysis and collection maintenance of adult non-fiction 324 through 340.2, which encompassed approximately 565 titles.
- ❖ Confirmed interest in participating in settlement of lawsuit brought against distributors for conspiring to raise the prices of CD's. The State of CT will receive 66,750 CD's as a result of the settlement; each public library will receive a share based on the population served.
- ❖ Shifted and revised cataloguing of Children's videos: increased number of educational, 21-day loan videos.
- ❖ Completed analysis and collection maintenance of children's collection: biographies, nonfiction 000s, 100s and 200s, audio books, and picture book collection. Budget is not adequate to replace worn copies of picture books this fiscal year.
- ❖ Displays to promote circulation of library materials during this quarter included: "Ghosts", "Veteran's Day", and "Century of Flight".
- ❖ Created two booklists to support presentation at the PIKS conference (Positive Intervention for Kids' Success) held at Mansfield Middle School.
- ❖ Selected and purchased paperback books at New England Mobil Book Fair for children and teens.

### **D. Cooperative Services and Activities**

- ❖ Developed a depository book collection at Mansfield Senior Center based on request by program director and Mansfield residents.
- ❖ Northeastern Drone Society arranged a dynamic display of model airplanes, hanging from the ceiling in the reference area, to celebrate the Centennial of Flight anniversary.
- ❖ Provided three programs at the Juniper Hill Village ("Remembering the Fashion", "Adirondack Park", and "A Child's Christmas in Wales").
- ❖ Composed a letter of support for the Mansfield Historical Society's publication of the Chronology of Mansfield, Connecticut 1702 – 2002 for an award of merit from the Connecticut League of History Organizations.
- ❖ Planned and implemented Third Grade Visits to the public library from Goodwin and Southeast Schools.
- ❖ Provided a storytelling program at the UConn Book Fair (11/9).
- ❖ Presented workshop for Mansfield teachers at PIKS conference on Nov 10 about books on a variety of topics related to children's special needs. 62 people attended the workshop.
- ❖ Scheduled crafts program with volunteers from UConn's Phi Sigma Pi on Nov 15, for the beginning of Children's Book Week. Seventy-one people attended the program.
- ❖ Mansfield elementary school students created posters of their favorite story characters in school during Children's Book Week, and then the posters were displayed at Mansfield Public Library from 11/17-12/1/03.
- ❖ The School-Public Children's Librarian worked with an UConn intern to provide a RAVE Reader's Club at Southeast School (10/8, 10/15, 10/22, 10/29, 11/19, 12/17).

### **E. Information Services**

- ❖ Created and hung new signage for the slat walls in the adult collection area of the library.
- ❖ Continued to update community information, both hard copy and on the library's website: community organizations, a town wide calendar of events for children, and a directory of Licensed Early Care and Educational Programs. Information is researched and updated by volunteer Beck Lehmann.
- ❖ Reference questions asked inside the library continued to decrease during this quarter, although not as significant a drop as in the previous quarter: 4% fewer reference transactions were recorded this quarter as compared to the same quarter last year. This work measurement will probably continue to decrease with the loss of Sunday hours this fiscal year.

❖ Technology

- Supported by the Mansfield Public Library Advisory Board, signed Bibliomation E-Rate application form indicating our Library does not intend to comply with CIPA filtering requirements. None of the libraries belonging to the Bibliomation network have agreed to comply with CIPA and filter Internet access.
- Reviewed profiling parameters in preparation for migration to new Integrated Library System vendor. Migration is targeted for Labor Day weekend, 2004.
- Problems with Gates server and networking children's games/adult reference software to public access computers are still unresolved.
- Renewed subscription for "Big Chalk" Electric Library reference database.
- Revised library web site with the library letterhead/logo on each page, and updated first screen on a weekly basis.
- Contacted vendors and set up remote online access to World Book encyclopedia and Electric Library; Mansfield residents with library cards can access these subscription databases from outside the library building.

- ❖ Continued production of monthly library newsletter. Articles included Book Notes, programs for October, November and December, an article written by Camille Forman on the Wilma Keyes watercolor painting donated to the Library, and a request for volunteers.

**F. Programs**

Target Age	Attendance	Programs/Visits	Average Attendance per Program
0 - 2 years	363	8	45
3 - 5 years	1294	86	15
6 - 13 years	255	13	20
Teens	0	0	0
Adults	332	15	22
All ages	405	4	101
<b>totals</b>	<b>2649</b>	<b>126</b>	<b>21</b>

- ❖ Adult programs presented this quarter included book discussion groups, "Costume Magic", author Paul Steele, Wheat Weaving, and making Gingerbread sleighs.
- ❖ Children's programs included a six week series of story times for 3 – 5 year olds, with a total attendance of 127; visits to 18 preschool classrooms in 8 locations.
- ❖ The Friday evening Halloween Party was a huge success: staff members dressed up in costumes, teenage volunteers staffed the Spooky Room, staff and volunteers baked treats and decorated the entire library and Buchanan Auditorium. Over two hundred parents and children participated. (Free admittance to next year's program to anyone who can identify the person inside the giant snowman costume; see photos of event attached to this report).
- ❖ Scheduled performers Juggle & Joy to celebrate Children's Book Week in November; 105 people attended.
- ❖ Provided story times and crafts for three days during school vacation in December. A total of 43 children and parents enjoyed the stories; 56 children and parents participated in the related craft activities.

## **G. Staff Development/Participation in Professional Meetings**

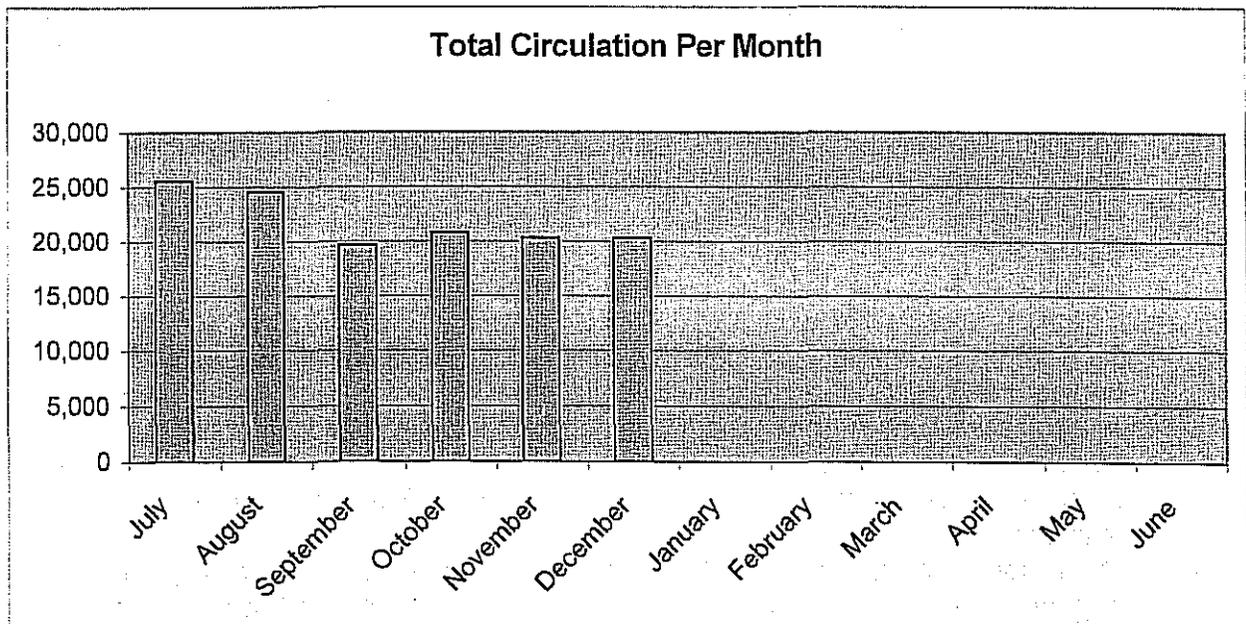
- ❖ Workshops:
  - Frank participated in training on Reference Interview strategies (10/23, 10/24, and 11/7).
  - Evans, Lemire and Weed attended Civility Training provided by the Town of Mansfield (12/11).
- ❖ Meetings:
  - Bailey, Frank and Stoughton met with Matt Hart to review and discuss outstanding technology issues in the library (10/9).
  - Bailey attended a Building Healthy Communities Statewide Forum (11/12).
  - Frank attended an Anthem Blue Cross presentation provided by the Town of Mansfield (10/17).
  - Beausoleil participated in a Town of Mansfield Wellness meeting (10/30) and in the Health Fair (11/6).
- ❖ Bibliomation Meetings/Workshops:
  - Frank attended a Bibliomation User Council meeting (10/7), and Rent-a-Tech training (11/10, 11/17).
  - Lemire and Stoughton attended demonstrations of various modules of the Dynix Integrated Library System (12/2); Beausoleil, Evans and Frank attended 12/3.
  - Beausoleil and Lemire attended a circulation meeting at Putnam Library (11/20), a Database Maintenance Users Forum at Stafford Library (10/22).

## **III. Plans for Next Quarter**

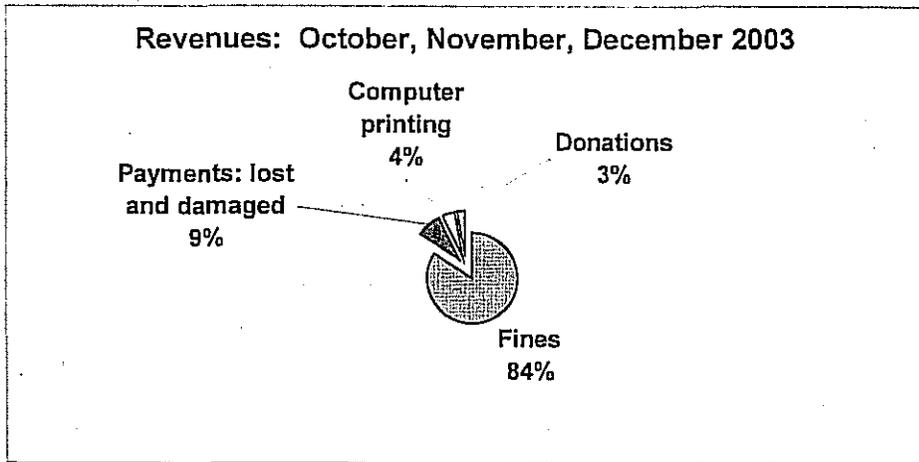
- ❖ Children's Services and Programs:
  - Research and plan Summer Reading Programs for children, "tweens" and teens.
  - Organize special events for "Read Across America", a National Education Association program that culminates each year on or near Dr. Seuss's birthday (March 2).
  - Plan and provide programs to encourage reading and library use during February school vacation week.
  - Plan and coordinate the annual Preschool Fun Fair: Licensed Early Care and Education providers share information about their facilities and provide fun activities for preschool children in the Buchanan Auditorium.
  - Begin documenting picture book replacement orders: ISBN's, number of copies, program copies, etc.
  - Begin developing two upcoming puppet workshops.
- ❖ Adult Services and Programs:
  - Plan and present monthly programs at Juniper Hill Village on Chinese New Year, Birds in the Backyard and Touring Ireland for St. Patrick's Day.
  - Assist in the development and implementation of the weekly book display at the circulation desk.
  - Continue weeding adult nonfiction. Goal is to finish 500's and start weeding reference collection.
  - Attend library workshops to increase knowledge in the field of librarianship and computer technology: Grant Writing, Heritage Quest Online, and "Securing Your Library's Network and Technology".
  - Design "endwalls" for backside of adult stacks and for the "time sensitive" materials shelving.

- ❖ Technology:
  - Revise and update the librarian-recommended websites page to promote use and accessibility.
  - Continue to direct the activities of the Bibliomation Network Services Committee, including policy recommendations for web hosting and e-books.
  - Continue to broaden technical skills to create additional online forms in FrontPage that can be accessed and completed online by Mansfield residents (Buchanan Auditorium/Small Program Room booking, library card registrations).
  - Continue to work on a resolution for using the Gates content server to network children's educational games and/or reference sources.
  - Continue to prepare for integrated library system migration: complete inventory and analyze inventory reports, update and refine bibliographic database.
- ❖ Research, compose and submit budget request.
- ❖ Schedule meeting to provide guidance to librarians in analyzing statistics to develop objectives and provide services that meet the ever-changing needs of the community.
- ❖ Schedule staff to take Gates Foundation online classes in Excel (librarians, Library Assistant II's) to increase productivity in maintaining and preparing statistical reports.
- ❖ Expand partnerships with community organizations: Garden Gate Club, Northeastern Drone Society, Numismatic Society, and Senior Center.

#### **IV. Statistical Reports and Charts**



Circulation by Age Group & Format This Quarter							
	Adult	Teen	Children	Total	% of Total Circulation		
					Adult	Children	Teen
Books	16,184	957	16,957	34,098	26%	28%	2%
Videos	11,733	N/A	4,968	16,701	19%	8%	N/A
Audio Books	3,066	N/A	460	3,526	5%	1%	N/A
CD's	1,866	N/A	241	2,107	3%	0%	N/A
CD-Roms	37	N/A	260	297	0%	0%	N/A
Magazines	1,820	N/A	220	2,040	3%	0%	N/A
Realia	N/A	N/A	166	166	N/A	0%	N/A
Misc	1,970	N/A	N/A	1,970	3%	N/A	N/A
In-library Use	555	N/A	N/A	555	1%	N/A	N/A
<b>Total</b>	<b>36,676</b>	<b>957</b>	<b>23,272</b>	<b>61,460</b>	<b>60%</b>	<b>38%</b>	<b>2%</b>



PERFORMANCE DATA	This Quarter	Same Quarter Last Year	% Change	This FY To Date	Last FY To Date	% Change	% Of Total Circulation
TOTAL CIRCULATION	61,460	61,837	-1%	131,249	127,542	3%	100%
ADULT CIRCULATION	36,676	36,656	0%	78,082	74,403	5%	60%
Fiction Books	8,654	9,327	-7%	18,990	20,056	-5%	14%
Non-fiction Books	7,530	8,133	-7%	15,019	16,386	-8%	12%
Compact Discs	1,866	1,763	6%	3,537	3,421	3%	3%
CD-ROMS	37	44	-16%	101	92	10%	0%
Magazines	1,820	1,801	1%	3,894	3,340	17%	3%
Audio Books	3,066	3,263	-6%	6,387	6,779	-6%	5%
Entertainment Videocassettes/DVDs	11,056	10,889	2%	24,773	21,433	N/A	18%
Informational Videocassettes/DVDs	677	624	8%	1,463	1,214	N/A	1%
Miscellaneous: Loans to other Libraries, Puzzles, Word Processing, Swap Paperbacks, Museum Passes, Backpacks	1,970	812	143%	3,918	1,682	N/A	3%
YOUNG ADULT CIRCULATION	957	683	40%	2,461	1,580	56%	2%
							0%
CHILDREN'S CIRCULATION	23,272	23,387	0%	48,939	49,204	-1%	38%
Fiction Books	7,917	7,960	-1%	17,673	18,181	-3%	13%
Non-fiction Books	3,243	3,121	4%	6,397	6,346	1%	5%
Picture Books	5,797	5,918	-2%	11,639	11,956	-3%	9%
Compact Discs	241	227	6%	433	477	-9%	0%
CD-ROMS	260	401	-35%	574	804	-29%	0%
Magazines	220	208	6%	511	508	1%	0%
Realia	166	119	39%	281	269	4%	0%
Tape Cassettes	460	542	-15%	1,074	1,243	-14%	1%
Entertainment Videocassettes/DVDs	4,803	4,777	1%	10,013	9,222	9%	8%
Informational Videocassettes	165	114	45%	344	198	74%	0%
IN-LIBRARY USE	555	1,111	-50%	1,767	2,355	-25%	1%

PERFORMANCE DATA	This Quarter	Same Quarter Last Year	% Change	This FY To Date	Last FY To Date	% Change
DAYS OPEN	74	85	-13%	151	163	-7%
TOTAL CIRCULATION	61,460	61,837	-1%	131,249	127,542	3%
TOTAL # PROGRAMS	126	119	6%	226	214	6%
Adult	15	18	-17%	24	44	-45%
All	4	0	N/A	7	0	N/A
Children	107	101	6%	191	170	12%
YA	0	0	N/A	4	0	N/A
TOTAL ATTENDANCE	2,649	2,567	3%	4,800	5,791	-17%
Adult	332	304	9%	457	427	7%
All	405	0	N/A	615	0	N/A
Children	1,912	2,263	-16%	3,684	5,364	-31%
YA	0	0	N/A	44	0	N/A
REFERENCE QUESTIONS	579	605	-4%	1,143	1,390	-18%
TOTAL MATERIALS ADDED	1,197	1,204	-1%	2,094	2,179	-4%
Town Purchased	931	984	-5%	1,367	1,706	-20%
Friends of the Library Purchased	80	107	-25%	230	246	-7%
Gifts	186	113	65%	497	227	119%
TOTAL MATERIALS DELETED	558	613	-9%	1,039	1,664	-38%
INTER-LIBRARY LOANS	131	202	-35%	312	409	-24%
From other libraries	83	167	-50%	210	337	-38%
To other libraries	48	35	37%	102	72	42%
CONNECTICARD LOANS	14,229	12,377	15%	29,375	25,483	15%
NEW REGISTRATIONS	270	296	-9%	637	677	-6%
VOLUNTEER HOURS	308	170	81%	607	304	100%
PEOPLE COUNT	24,315	25,672	-5%	55,138	54,742	1%

## Halloween Photos



A bewitching story time



Who is this snowman?



Slicing up the graveyard cake



Princesses, puppies, and other costumed folks enjoying the crafts tables.



Fortune telling

TOWN OF MANSFIELD  
TOWN CLERK



JOAN GERDSEN, TOWN CLERK

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

QUARTERLY REPORT  
OCT-NOV-DEC 2003

The following documents were recorded in the Town Clerk's office, which shows another busy quarter:

Total documents recorded in the land records:

1<sup>st</sup> Quarter 905  
2<sup>nd</sup> Quarter 1,180  
3<sup>rd</sup> Quarter 1,180  
4<sup>th</sup> Quarter 996

Compared to figures in 2002:

1<sup>st</sup> Quarter 722  
2<sup>nd</sup> Quarter 877  
3<sup>rd</sup> Quarter 713  
4<sup>th</sup> Quarter 941

Amount of Conveyance taxes received:

10/01/03-12/31/03 \$36,391.86

The following documents were recorded:

Deeds, Executive Deeds, Fiduciary Deeds 9  
Quit Claim Deeds 27  
Ward Deeds 74  
Foreclosure 2  
Mobile Homes 5

Total number of instruments was 996  
Total conveyance tax for the period \$36,113.6

Dog Licenses sold during this time: 91 spayed dogs  
17 unneutered dogs  
Late fees on Dog Licenses totaled \$315.00

Sport Licenses sold 109

#### Vital Statistics

Births of Residents in other towns 28  
Birth of baby at the Home in Mansfield 1

Marriages of residents performed in other towns 10  
Marriages performed in town 11

Deaths of residents in other towns 19  
Deaths of persons in town 20

November Town election was held. See attached report. Town Clerk and Registrar of Voters did two training classes for poll workers. However, it must be noted that it is still difficult to find persons who are willing and able to perform the duties necessary to run a smooth election.

Several vital statistics books were sent out to be preserved and microfilmed. This was done under the Historic Preservation Grant Program.

In October the Town Clerks Association held its' Fall Conference at the Rome Ballroom and throughout the UConn campus. As host clerk the Town Clerk welcomed participants and made the arrangements for most of the conference. Mayor Betsy Paterson and the President of the College welcomed the group on Thursday morning. There were over 200 participants.

Records Retention schedule was reviewed and authorization to destroy some records was processed.

Municipal Election November 4, 2003

<u>Town Council</u>	District 1	District 2	District 3	Absentee	Total
Republican					
Christopher R. Paulhus*	194	274	236	21	725
J.C.Martin	184	249	247	22	702
Alison Whitham Blair*	222	318	272	29	841
Alan R. Hawkins*	208	284	292	26	810
Democratic					
Gregory Haddad*	462	486	606	46	1600
Bruce Bellm*	402	424	495	37	1358
Bruce Clouette*	417	428	530	40	1415
Elizabeth C. Paterson*	440	445	581	47	1513
Carl W. Schaefer*	434	430	551	46	1461
Chris Thorkelson*	361	434	566	45	1406
<u>Board of Education Full Term</u>					
Republican					
John B. Thacher III*	179	240	223	26	668
Democratic					
Dudley Hamlin*	453	381	591	44	1469
Mary V. Feathers*	452	478	592	46	1568
<u>Board of Education Two Year</u>					
Democratic					
Anneliese W. Reilly*	449	490	595	51	1585
Mary F. Perry*	444	493	587	53	1577
<u>Board of Assessment Appeals</u>					
Republican					
Ronald L. Gingras*	195	282	282	27	786
Democratic					
Carol M. Thomas*	414	440	521	44	1419
Curt F. Beck*	418	436	516	40	1410
<u>Planning and Zoning Commission Full Term</u>					
Republican					
Roswell G. Hall III*	194	258	229	23	704
Democratic					
Gary M. Zimmer*	437	446	560	44	1487
Betty Gardner*	438	462	561	45	1506

Planning and Zoning Commission Four Years

Republican  
Peter G. Plante\*      239              338              323              33              933

Planning and Zoning Commission Alternates

Republican  
Bryan L. Mutch\*      187              271              246              25              729

Democratic  
Bonnie F. Ryan\*      431              466              573              47              1517  
Barry J. Pociask\*      402              425              502              40              1369

Zoning Board of Appeals

Republican  
Doryann Plante      187              245              214              24              670

Democratic  
Stephen A.  
Marks-Hamilton\*      426              448              559              45              1478  
Shirley Katz\*      431              456              536              45              1468

Zoning Boards of Appeals Alternate

Republican  
John J. Clauson\*      211              299              277              25              812

Democratic  
Suzanne Singer Bansal\* 405              409              506              40              1360  
Beverly H. Gotch\*      410              449              546              47              1452

Constables

Republican  
Louise M. Lent\*      206              246              223              23              698  
Edwin E. Passmore\*      231              295              268              26              820  
Dolly HR Whitham\*      259              318              327              37              941

Democratic  
Sheila Quinn Clark\*      386              429              508              38              1361  
John O. Stanton\*      364              375              500              41              1280  
Timothy A. Quinn\*      392              443              523              41              1399  
Carol M. Thomas\*      368              367              451              28              1214

Regional Board of Education

Republican  
Richard Pellegrine      225              301              286              27              839

Democratic					
Robert B. Kremer*	368	390	478	36	1272
Francis X. Archambault Jr*	403	413	536	42	1394
Petitioning Candidate					
Salmun Kazerounian	88	115	104	9	316

Denotes those elected\*

# of Voters Eligible	2610	2274	2418		7302
# of Voters Voting	656	735	816	72	2279

Joyce Passmore – Head Moderator

Joan Gerdson  
Town Clerk

USE ONLY FIGURES FROM THE ACTIVE REGISTRY LIST

Voting District No.	Total Republican	Total Democratic	Total Minor Parties	Total Unaffiliated	Total No. Names On. Registry List	Total No. Voting Machines (excluding spares)
1	386	980	21	1,235	2622	3
2	404	968	17	909	2298	3
3	391	1028	5	1007	2431	3

TOTALS FOR THE ENTIRE TOWN

1181 (Rep.)	2976 (Dem.)	43 (Minor)	3151 (Unaffiliated)	7351 (Total)	9 (Machines)
-------------	-------------	------------	---------------------	--------------	--------------

Total Number of Spare Machines 5

Total Number of Voting Machines for Entire Town (Including Spare Machines) 14

(The following is to be filled in only if the number of machines listed above is less than the number required under Section 9-238 of the General Statutes.) The explanation of the discrepancy between the number of voting machines and the number required by law is as follows:

Dated at Mansfield Ct., this 21<sup>st</sup> day of January, 2004

[Signature]  
Signature of Town Clerk

Town of Mansfield

**TOWN OF MANSFIELD  
DEPARTMENT OF SOCIAL SERVICES**

To: Martin Berliner  
From: Kevin Grunwald, Director  
Re: Department of Social Services; Quarterly report- 10/1/03-12/31/03  
Date: January 30, 2004

**I. ADMINISTRATIVE AND ADULT SERVICES**

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

- Continued serving as a representative of the Town on the E.O. Smith High School State Improvement Grant: Planning for Development of a School-Based Continuum of Behavioral Supports.
- Delivered a presentation to the Mansfield Board of Education on the status of "Early Care and Education In Mansfield."
- Participated in a workshop on "Ensuring Viable Communities through Early Childhood Success" at the CT Conference of Municipalities' annual meeting.
- Delivered a presentation on senior driving at the Mansfield Senior Center entitled; "Mom and Dad You're Grounded, and I'm Taking the Keys."
- Attended meetings of the Transportation Coalition of Eastern CT.
- Attended the annual CT Light & Power Social Agency Forum.
- Participated in meetings of the UConn/Mansfield Substance Abuse Task Force.
- Submitted a successful grant application to Northeast Communities Against Substance Abuse (NECASA) to support the activities of local Alcohol, Tobacco, and Other Drug Abuse Prevention Councils.
- Presented to the Region 19 Board of Education on plans to conduct an alcohol and substance abuse survey with 9<sup>th</sup> and 10<sup>th</sup> grade students.
- Delivered two sessions of training on the topic of "Workplace Civility" to employees of the Town of Mansfield.
- Presented to the adult education class, English As A Second Language, on the role of social services in the Town of Mansfield.
- Participated in an initiative to develop and administer a scholarship fund for Parks & Recreation programs.
- Assisted in planning and hosting Mansfield's first "Community Conversation on Early Care and Education."

Other programs and services delivered through Adult/Administrative services included the following:

- Brief or longer-term counseling and/or referral services were provided to 65 unduplicated clients, through 186 contacts
- Financial assistance was provided to 32 individuals through 17 separate contacts
- 27 families and a total of 101 individuals received Holiday Assistance in November and December, with 21 donors sponsoring families
- Emergency assistance was provided to 2 individual clients through a total of 5 contacts.

## **II. SENIOR SERVICES**

### **A. Senior Center:**

- 4631 members visited the Senior Center
- 9 seniors received Energy Assistance through the Access Agency
- 84 seniors attended the Kentucky Fried Chicken Dinner and Dance in November and December
- 45 seniors attended the Halloween Fun event
- 115 seniors attended the first Veteran's Day celebration
- 75 seniors attended the annual Thanksgiving banquet
- The Holiday Craft Shoppe raised \$705
- 50 seniors attended the New Year's eve event
- A total of 864 meals were served at the Center, and 768 meals were served through the Meals on Wheels program.

### **B. Special events:**

- Presentation on changes to ConnPace and CHCPE programs
- AARP "55 Alive" Safe Driving Course workshop
- Presentation by TVCCA on nutrition education
- Presentation on cardiac health
- "The Story of Hanukkah"

### **C. Wellness Center Activities:**

- 120 clients received services through 221 contacts
- 25 participants attended a presentation by the Alzheimer's Association
- 610 seniors participated in the annual Flu Shot program
- An advanced practice nurse through 29 total contacts provided wellness services.
- Podiatry services were provided to 58 individuals.
- 42 clients received services through the VNA East.
- 14 residents were taken on a tour of the Creamery Brook assisted living facility
- 5 seniors attended a workshop on "Preparing for the Holidays"

### **III. Youth Services**

#### **A. School Readiness Program:**

- Five children are currently enrolled in 3 nationally accredited centers, (CCC, Mansfield Discovery Depot, Willow House)
- Preschool, public school staff and early care and education centers staff continue to work toward assuring a smooth transition for children going into kindergarten through Preschool CAN, Connections and Transition Team meetings.
- A strategic plan for Early Care and Education is being developed around three initiatives: (1) State School Readiness Grant; (2) William Caspar Graustein Discovery Grant; and (3) the National League of Cities Early Care and Education Initiative

#### **B. Discovery 2003 Grant:**

- Continue to work with the UConn Center for Survey Research and Analysis (CSRA) and the Superintendent of Schools on completion of three focus groups and a mail-out survey on the topic of Full Day Kindergarten for Mansfield
- Coordinated hosting the first Mansfield Community Conversation about early care and education on 11.20.03. 80 participants attended the event. We worked with a 15-member planning group to organize the event with support from local businesses and E.O. Smith High School
- Working with the Mansfield School Readiness Council and Director of Social Services on the completion of the Discovery Grant proposal for 2004-2007 and Action Plan, due February 3, 2004
- Participated in a conference call with the National League of Cities for an opportunity for cities and towns across the country to share their initiatives

#### **C. Counseling/Psychiatric Services:**

- A total of 257 youth (146 families) received clinical (therapeutic) services for a total of 370 therapy sessions.
- A total of 57 youth received psychiatric services from the consulting psychiatrist.
- 1 client received crisis management services.

#### **B. COPE:**

- 45 clients were seen in COPE groups
- YSB staff made a presentation to the Mansfield Board of Education staff on COPE

#### **C. Other ongoing groups:**

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

**D. Additional Activities:**

- 5 families received holiday baskets
- Worked with Jorgensen auditorium to distribute donated tickets to monthly performances
- Juniper Hill residents met with Girl Scout Troop #5496
- Worked with the staff of the Mansfield Discovery Depot to deliver a workshop on "Shaken Baby Syndrome" for the DCF Children's Trust Fund
- 50 parents and children participated in the annual trick-or-treat event at the UConn dorms, hosted by the Student Association

**SOCIAL SERVICES' DEPARTMENT: QUARTERLY REPORT  
October 1-December 31, 2003**

<b>Service Type</b>	<b>Unduplicated Clients/ Participants</b>	<b>Families (If applicable)</b>	<b>Total Contacts/ Sessions</b>
<b>Counseling, Case Management and Referral</b>	443	146	778
<b>Financial Assistance</b>	32		17
<b>Holiday Assistance</b>	121	32	122
<b>Crisis Management</b>	3		6
<b>Emergency Assistance</b>			
<b>Tax Assistance</b>			
<b>Special Events</b>	1273		19
<b>Senior Center Attendees</b>	4631		
<b>Senior Center Meals</b>	864		
<b>Wellness Visits</b>	120		221
<b>COPE Groups</b>	45		
<b>Psychiatric Consultations</b>	57		57
<b>Training/ Presentations</b>	150		5

**TRENDS/CONCERNS:**

- **Economic difficulties have resulted in a decrease in donors for Holiday Assistance, while demand is constant.**
- **Attendance at senior congregate meals remains low.**
- **Declining enrollment in Senionet computer classes.**
- **Unmet needs for elderly caregivers.**
- **Transportation for seniors.**
- **Divorce issues exacerbated over the holidays.**

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**TOWN OF MANSFIELD**  
**OFFICE OF THE BUILDING OFFICIAL**



Michael E. Nintean, Building Official

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

**Quarterly Report**

**October 1, 2003 - December 31, 2003**

**A) Activity:**

- The department continued to issue permits for building activities. A total of 237 permits were issued in the second quarter. In the second quarter of last fiscal year 179 permits were issued. These results indicate a 24.5% increase in the number of permits issued compared to the second quarter of the last fiscal year. Permit fees collected this quarter totaled \$91,563.00 compared to \$24,016.56 for the same period last fiscal year, which indicates a 381% increase. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 721 inspections were conducted during 380 site visits. This reflects an increase of 17.4% and 11.4% respectively from last quarter. These numbers reflect the inspections of the Building Official only. (Please see enclosed reports for detailed information.) The department issued (57) fifty-seven certificates of occupancy for various types of completed projects. This reflects a 28.1% increase from the last quarter.
- Continued to consolidate property files to one per address.
- Continued to attend required educational training to maintain license.
- Implemented new procedures to reflect additional hours provided to the department as a result of the hiring of a part time secretary for the Maintenance department and Fire Marshal.
- Purchased codebooks for next code cycle scheduled to begin in the late summer 2004.
- Filed backlog of residential plans.

**B) Plans For Next Quarter**

- Explore possibility of accepting debit cards as payment method for building permits.
- Continue normal building department permitting and inspection activities.

- Continue to label files with easy to read labels and consolidate to one per address.

### C) Open Projects:

- There are (32) thirty-two single-family homes presently under construction. This is a 6% decrease from the same period last quarter. Additionally, (2) buildings consisting of (3) single-family units each are under construction at Glenridge. The addition to Natchaug Hospital is under way and is approximately 15% complete. Commercial construction activity is active at this time including 3 telecommunication towers, Capital Lunch, Juniper Village, Mansfield Family Practice and the usually minor mechanical and electrical projects. The condominiums at Freedom Green have (11) eleven units under construction. Residential remodeling activity remains strong.

### D) Other Issues:

- The addition of more clerical hours has been a very positive development. Theresa is more focused and is able to stay on task. We are currently working through the files and are planning on completion of this project by early spring 2004. When this task is complete we will proceed to the computerization of the street numbering book.
- I am presently maintaining the department as the only inspector. With the present workload, delivering the proper level of service is becoming difficult. At this time we are often booking inspections out 48 hours and occasionally 72 hours. This level of service can create scheduling problems for contractors and I have received a number of complaints with regard to delays. As part of the budget process, I have forwarded a copy of a request for the addition of a part time inspector to the Town Manager. It is my belief that the workload of this department is sufficient to justify (2) full time inspectors. However, understanding the current fiscal climate I will continue to cover the required workload as needed but would be appreciative of any additional staff that could be provided.

# Monthly Inspection Report

## October 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	73	109	344	52
Electrical Inspections	46	69	218	35
Plumbing Inspections	34	50	148	26
Heating Inspections	31	45	135	25
Miscellaneous	7	13	37	7
<b>Total Inspections</b>	<b>191</b>	<b>286</b>	<b>882</b>	<b>145</b>

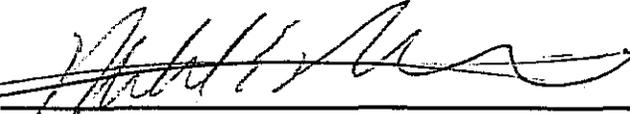
Submitted By: 

Michael E. Nintean

# Monthly Inspection Report

## November 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	109	76	420	36
Electrical Inspections	69	59	277	30
Plumbing Inspections	50	57	205	27
Heating Inspections	45	46	181	24
Miscellaneous	13	6	43	5
Total Inspections	286	244	1126	122

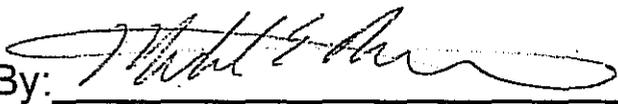
Submitted By: 

Michael E. Nintean

# Monthly Inspection Report

## December 2003

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	76	75	495	34
Electrical Inspections	59	58	335	18
Plumbing Inspections	57	25	230	21
Heating Inspections	46	27	208	17
Miscellaneous	6	6	49	3
Total Inspections	244	191	1317	93

Submitted By: 

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Michael E. Nintean

QTR 10-1-03 10 12-31-03

\*\* FEESMONTH \*\* PRINTED 07-Jan-200

TOWN OF MANSFIELD  
 BUILDING DEPARTMENT  
 TOTAL FEES FROM 01-oct-2003 TO 31-dec-2003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Building Permits						
-----						
BARN						
New	1	14,000.00	168.00	2.24	.00	170.24
Commercial						
Addition	3	1,743,423.00	24,416.00	279.04	.00	24,695.04
Alteration	5	233,192.00	3,276.00	37.44	.00	3,313.44
New	5	386,000.00	5,404.00	61.76	.00	5,465.76
Total Commercial	13	2,362,615.00	33,096.00	378.24	.00	33,474.24
Condominium						
Alteration	1	11,000.00	132.00	1.76	.00	133.76
New	9	90,000.00	1,080.00	14.40	.00	1,094.40
Total Condominium	10	101,000.00	1,212.00	16.16	.00	1,228.16
Deck						
Addition	1	18,985.00	228.00	3.04	.00	231.04
New	4	20,715.00	252.00	3.36	.00	255.36
Total Deck	5	39,700.00	480.00	6.40	.00	486.40
Garage						
New	3	47,700.00	576.00	7.68	.00	583.68
Miscellaneous						
New	6	74,529.00	912.00	12.16	.00	924.16
New	1	146,358.00	1,764.00	23.52	.00	1,787.52
One or Two Family Dwellings						
Addition	9	579,350.00	6,960.00	92.80	.00	7,052.80
Alteration	22	233,692.90	2,473.00	32.48	.00	2,505.48
New	15	2,164,221.00	26,040.00	347.20	.00	26,387.20
Siding	2	19,000.00	240.00	3.20	.00	243.20
Total One or Two Family Dwelli	48	2,996,263.90	35,713.00	475.68	.00	36,188.68
Three or more Family Dwelli						
New	1	400,000.00	4,800.00	64.00	.00	4,864.00
Roofing						
Repair	22	93,468.00	1,226.00	15.84	.00	1,241.84

TOWN OF MANSFIELD  
 BUILDING DEPARTMENT  
 TOTAL FEES FROM 01-oct-2003 TO 31-dec-2003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
<b>School</b>						
Alteration	1	3,000.00	.00	.48	.00	.48
<b>Detached Utility Shed</b>						
New	14	44,251.00	562.00	7.36	.00	569.36
<b>Total Building Permits</b>	<b>125</b>	<b>6,322,884.90</b>	<b>80,509.00</b>	<b>1,009.76</b>	<b>.00</b>	<b>81,518.76</b>
<b>Demolition Permits</b>						
-----						
<b>Garage</b>						
Demolition	1	1,000.00	12.00	.00	.00	12.00
<b>Total Demolition Permits</b>	<b>1</b>	<b>1,000.00</b>	<b>12.00</b>	<b>.00</b>	<b>.00</b>	<b>12.00</b>
<b>Electrical Permits</b>						
-----						
<b>BARN</b>						
Alteration	1	2,500.00	36.00	.48	.00	36.48
<b>Commercial</b>						
Alteration	15	379,375.00	5,292.00	60.96	.00	5,352.96
<b>One or Two Family Dwellings</b>						
Alteration	27	47,920.00	672.00	8.96	.00	680.96
New	7	.00	.00	.00	.00	.00
<b>Total One or Two Family Dwelli</b>	<b>34</b>	<b>47,920.00</b>	<b>672.00</b>	<b>8.96</b>	<b>.00</b>	<b>680.96</b>
<b>Total Electrical Permits</b>	<b>50</b>	<b>429,795.00</b>	<b>6,000.00</b>	<b>70.40</b>	<b>.00</b>	<b>6,070.40</b>
<b>Heating And Cooling Permits</b>						
-----						
<b>Commercial</b>						
Alteration	2	3,300.00	56.00	.64	.00	56.64
<b>One or Two Family Dwellings</b>						
Alteration	37	111,398.00	1,512.00	20.16	.00	1,532.16
New	7	.00	.00	.00	.00	.00
<b>Total One or Two Family Dwelli</b>	<b>44</b>	<b>111,398.00</b>	<b>1,512.00</b>	<b>20.16</b>	<b>.00</b>	<b>1,532.16</b>
<b>Total Heating And Cooling Permits</b>	<b>46</b>	<b>114,698.00</b>	<b>1,568.00</b>	<b>20.80</b>	<b>.00</b>	<b>1,588.80</b>

TOWN OF MANSFIELD  
 BUILDING DEPARTMENT  
 TOTAL FEES FROM 01-oct-2003 TO 31-dec-2003

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Plumbing Permits						
-----						
Commercial						
Alteration	6	157,500.00	2,226.00	25.44	.00	2,251.44
One or Two Family Dwellings						
Alteration	1	6,000.00	72.00	.96	.00	72.96
New	7	.00	.00	.00	.00	.00
Total One or Two Family Dwelli	8	6,000.00	72.00	.96	.00	72.96
Total Plumbing Permits	14	163,500.00	2,298.00	26.40	.00	2,324.40
Pool Permits						
-----						
HOT TUB						
New	1	4,000.00	48.00	.64	.00	48.64
Total Pool Permits	1	4,000.00	48.00	.64	.00	48.64
GRAND TOTAL OF FEES & PENALTIES:	237	7,035,877.90	90,435.00	1,128.00	.00	91,563.00
TOTAL FOR SAME PERIOD LAST YEAR:	0	.00	.00	.00	.00	.00



# Town of Mansfield

## Office of the Fire Marshal

**To:** Martin H. Berliner, Town Manager  
**From:** John Jackman, Fire Marshal *John Jackman*  
**Date:** Monday, February 02, 2004  
**Re:** Quarterly Report: October 1, 2003 through January 31, 2003

---

### I. Accomplishments.

1. Appointed to the WINCOG Emergency Planning Workgroup, and appointed Co-Chairperson.
2. Continued to provide assistance to the Eastern Highlands Health District with planning for the Post Event Mass Vaccination Clinic (Small Pox).
3. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
4. Updated the Fire Service Management Software
5. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
6. Attended one Safety and Wellness Committee meeting.
7. Continued to assist staff with the cell towers at the School Bus Garage and the Town Public Works Garage.
8. Continued to assist users with the Fire Service Management Software.
9. Met with WINCOG in regard to the updating of Municipal EOPs, and developing a regional Emergency Response Plan.
10. Completed the State Homeland Security Assessment and Strategy Program.
11. Engaged the services of Davis Electronics to conduct an audit of the Town's two-way radio system, provide assistance with the Cell Tower equipment, and to provide long range planning.
12. Continued to work with TelPro Associates and staff to review the audit of the telephone systems and equipment in all town buildings and Region 19.
13. Continued to work with TelPro Associates and staff to review and make recommendations for the repair or replacement of the Region 19 voicemail system.

## **II. Outstanding Problems.**

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

## **III. Exception Report.**

1. None.

## **IV. Plans for the Next Quarter.**

1. Place a high priority on new construction inspections.
2. Monitor the agreement with the Deputy Fire Marshals.
3. Continue to monitor the computerized fire and emergency medical services incident reporting system.
4. Finalize plans and specifications for oil/water separators and holding tanks at both Eagleville Fire Stations.
5. Review and implement TelPro Associates audit recommendations to control telephone system operating costs.
6. Assist Region 19 with the replacement of the voicemail system.
7. Finalize plans and specifications for the Town's (includes DPW, Fire & EMS, and Emergency Management) communications equipment for the Clover Mill Road Cell Tower.
8. Prepare budgets for the: Office of the Fire Marshal; Civil Preparedness and Voice Communications

## **V. Staff Changes.**

1. Beth Spinner will be devoting approximately 10 hours per week to support the Office of the Fire Marshal, Civil Preparedness and Voice Communications. Theresa LeonGuerrero will continue to devote approximately 7 hours per week to support the Office of the Fire Marshal, Civil Preparedness and Voice Communications.

## **VI. Statistical Reports.**

1. Fire Marshal Reports (Attached).
2. Issued 29 Open Burning Permits.
3. One new underground storage tank was registered.

# MONTHLY REPORT

DEPARTMENT

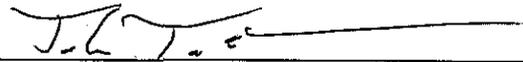
FIRE MARSHAL

REPORT PERIOD ENDING

OCTOBER 2003

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	78	94	69	349	329
FIRE INVESTIGATIONS & EMERGENCY CALLS	3	4	3	13	10
FIRE HAZARD COMPLAINTS	2	0	0	4	3
ABATEMENT ORDER ISSUED	1	0	0	2	1
DAY CARE SCHOOL INSPECTION	1	2	1	8	7
SCHOOL INSPECTION	6	0	6	12	12
LIQUOR CONTROL COMMISSION INSPECTION	3	4	3	9	9
ISSUE BLASTING PERMITS	1	0	1	3	1
PUBLIC HEALTH HOSPITAL INSPECTION	0	1	0	2	1
MEETINGS ATTENDED IN TOWN	3	3	2	8	9
SCHOOL ATTENDED NIGHTS	4	3	3	7	5
PLAN REVIEW	8	9	4	27	21

SUBMITTED BY:



# MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

NOVEMBER 2003

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	67	78	71	416	400
FIRE INVESTIGATIONS & EMERGENCY CALLS	5	3	4	18	14
FIRE HAZARD COMPLAINTS	3	2	2	7	5
ABATEMENT ORDER ISSUED	2	1	1	4	2
DAY CARE SCHOOL INSPECTION	0	1	0	8	7
SCHOOL INSPECTION	0	6	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	4	3	4	13	13
ISSUE BLASTING PERMITS	0	1	0	3	1
PUBLIC HEALTH HOSPITAL INSPECTION	0	0	0	2	1
MEETINGS ATTENDED IN TOWN	3	3	1	11	10
SCHOOL ATTENDED NIGHTS	4	4	2	11	7
PLAN REVIEW	7	8	6	34	27

SUBMITTED BY: John Joe

# MONTHLY REPORT

DEPARTMENT

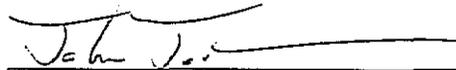
FIRE MARSHAL

REPORT PERIOD ENDING

DECEMBER 2003

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	72	67	56	488	456
FIRE INVESTIGATIONS & EMERGENCY CALLS	2	5	3	20	17
FIRE HAZARD COMPLAINTS	0	3	1	7	6
ABATEMENT ORDER ISSUED	0	2	3	4	5
DAY CARE SCHOOL INSPECTION	0	0	0	8	7
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	2	4	2	15	15
ISSUE BLASTING PERMITS	0	0	1	3	2
PUBLIC HEALTH HOSPITAL INSPECTION	1	0	1	3	2
MEETINGS ATTENDED IN TOWN	2	3	1	13	11
SCHOOL ATTENDED NIGHTS	4	4	0	15	7
PLAN REVIEW	9	7	7	43	34

SUBMITTED BY:



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# Town of Mansfield

## Office of Emergency Services

**To:** Martin Berliner, Town Manger  
**From:** David J. Dagon, Emergency Services Administrator  
**Date:** January 20, 2004  
**Subject:** Quarterly Report – 4<sup>th</sup> Quarter '03

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### Emergency Services Management

- Three Emergency Services Management meetings were held.
- Per Capita payment to Windham Hospital for Paramedic Services Agreement is now billed on the Town's population excluding those residents living in-group quarters. Meetings have occurred with MVFC to insure the accuracy of the paramedic billing.
- A mandatory meeting for all Town firefighters is scheduled for March 18<sup>th</sup> and 25<sup>th</sup>, 2004. The meeting will introduce a redesigned patient run report and review existing reporting and recordkeeping procedures to correct any inefficiency. Ann Brierly of CAG will provide instruction on report writing techniques that may allow a greater percentage of ambulance service revenue to be collected.
- Following an evaluation of current ambulance billing letters, the Emergency Services Management Committee recommended changes to the billing letters. This particular project has been delayed while CAG re-evaluates several of the "statement" type billing letters that the Management Committee had recommended. As soon as CAG completes its review I will provide letters with cover memo to Manager to inform Council. The effort to expand revenue recovery to include Rescue billing continues.
- Efforts to finalize the Length of Service Award Program (LOSAP) this quarter were successful. The final plan submitted to the Council insures the program satisfies the Town's desire to provide incentives for the retention of Volunteers while recognizing the past service of current Volunteer members.
- Fire Prevention education was conducted by members of the Mansfield Volunteer Fire Company and the Eagleville Fire Department. All Town schools were visited and provided with classroom fire safety education and activities for students in grades K - 4. Students also were shown the fire apparatus, firefighters explained the purpose of each type of fire vehicle. Firefighters dressed in firefighter gear to familiarize students with equipment firefighters wear.

- The proposed Muslim Center on North Eagleville Road is nearing completion. The center has received a modification from the State Department of Public Safety.
- No update received from the Department of Homeland Security concerning the Town's selection to receive a mass decontamination trailer from the State.
- A meeting was held on October 22<sup>nd</sup> to discuss issues related to the utilization of Mansfield Volunteer Fire Company's second ambulance. All members of both departments were invited, many attended and identified a variety of issues that may need to be considered if the second ambulance were to be placed in service.
- Submitted a Fire Prevention grant request to the Federal Emergency Management Agency. The grant requests funding to train firefighters to become public fire and life safety educators. The grant also requests funding for presentations using a Fire Safety trailer. A fire safety trailer has been acquired by the Willimantic Fire Department and we are seeking to incorporate it into future fire safety training programs.
- Participated in contract negotiation sessions.

#### State of Connecticut Department of Homeland Security Equipment Grant Program.

- The Mansfield Volunteer Fire Company and the Eagleville Fire Department continue to receive personnel protective equipment for fire, police, and EMS personnel.

#### Firefighter physical examinations

- List of Volunteer firefighters, Fire/Police, and Support personnel was received from the two departments. Information has been entered into a data-base, letters should go out and physicals should begin by the end of January.

#### WINCOG Regional Emergency Planning

- The Windham Council of Governments has undertaken an Emergency Operations Plan/Terrorism annex update. The consulting firm Tectonics has been contracted to review and update the plans of member towns of WINCOG. Regular monthly meetings are scheduled into 2004.

#### Town of Mansfield Communication Tower

- Activity concerning the installation of a communications tower at the Public Works complex on Clover Mill Road has accelerated this quarter. Several meetings with Tolland County dispatch have occurred to determine emergency services equipment needs. A consultant has been retained to assist the Town in designing a communication system that addresses current deficiencies and provides for technological advances.

Meetings attended:

- Statewide EMS Advisory Board meeting (2)
- Statewide Advisory Committee for BioTerrorism Preparedness Planning (1)
- State Homeland Security Assessment and Strategy program
- Connecticut Fire Chiefs Association (2)
- Smallpox planning (1)
- WINCOG (4)
- MVFC – Monthly Business (2)
- EFD – Monthly Business (2)
- EFD – Monthly Volunteer meeting (3)
- EFD/MVFC Truck committee (2)
- Tolland Count Mutual Aid (TN) (1)
- Fire/Police annual meeting (statewide) held in Eagleville

Conferences

- Attended the International Association of Fire Chiefs conference for Volunteer and Combination Officers from November 6 – 9, 2003.

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## QUARTERLY REPORT – TOWN PLANNER

October 1, 2003 – December 31, 2003

### Accomplishments

- Assisted the PZC with its review of pending applications and other land use issues. During this quarter, the Town Planner helped the PZC review two (2) special permit applications, four (4) subdivision applications, involving fourteen (14) lots, and ten (10) modification or bonding issues.
- During this period three subdivisions, involving 8 lots, were approved, additional office use was authorized on the Perfetto property on Stafford Rd., a contractor's office/storage use was authorized on the Morneau property on Storrs Rd., and 7 live music permits were renewed.
- Continued to work with UConn's Landscape Architecture program on Mansfield's Lands of Unique Value study. The final report has been delivered and posted on the Town's web page and digital submissions are expected to be completed in the next quarter.
- Assisted other Town officials with the Downtown Partnership project and an ongoing consultant study to prepare a Municipal Development Plan for the Storrs Downtown project.
- Continued work with the PZC Regulatory Review Committee on potential revisions to the Zoning and Subdivision Regulations. A Public Hearing on proposed revisions is expected in March or April.
- Coordinated the Town's review of proposed telecommunication towers along Route 44 in Mansfield and at potential sites in Ashford and Windham.
- During this quarter, the Planner spent considerable time working on various UConn development projects and studies, including an ongoing update of UConn's core campus and Agricultural campus Master Plans, and an analysis of alternative locations for UConn's new hazardous materials storage facility. The Planner also spent considerable time on the State's pending Policies Plan for Conservation and Development Update, on State aquifer protection regulations, water supply issues and UConn student housing issues.

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

Exceptions – No new budgetary exceptions arose during this period.

### Plans for Next Quarter Include:

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

Staff Changes – None

Statistical Report – During this period, the Town Planner attended ten (10) meetings with Town boards, commissions and subcommittees.

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TOWN OF MANSFIELD  
MEMORANDUM  
2/2/04

TO: Martin H. Berliner, Town Manager  
FROM: Lon R. Hultgren, Director of Public Works  
RE: DPW Quarterly Report: October, November, December, 2003

I ACCOMPLISHMENTS

A. Administrative

1. Evaluated and awarded new multi-family refuse and recycling collection contract. Coordinated changeover on December 1<sup>st</sup>.
2. Revised pre-paid bag refuse collection proposal (final public work session February 5<sup>th</sup>).
3. Continued close-out of Mansfield Center streetscape grant – resolved plant size/payment issue.
4. Continued liaison between consultant and our IT/Assessor's data for update of electronic Assessor's maps - - worked to include condominiums and state property.
5. Continued stake holder meetings for fare-free bus program (next meeting February 4<sup>th</sup>).
6. Continued right-of-way acquisition activities/coordination for Route 44 bikeway and Maple Road reconstruction projects.
7. Continued design and public review for Separatist Road bikeway (revised plans expected in early February).
8. Obtained DEP's permit for garage vehicle washwaters - - set up required DEP process for washwater disposal (haul to MDC).
9. Coordinated/inspected landfill closure work.
10. Prepared and submitted DPW capital budget proposal for 2004-2009.
11. Assisted Mansfield Downtown Partnership with "green building" research and information for the project.

B. Operations

1. Began winter snow fighting - - three events, 16 inches snow
2. Graded dirt roads
3. Coordinated tree trimming and removals along roads done by CL&P for power lines.
4. Completed a portion of the additional drainage work on Maple Road (grant project).
5. Routine service requests – signs, guideposts and patching.
6. Screen sand for winter use – stockpiled at Town garage
7. Placed sand/salt boxes at traditional locations at Town roads/facilities
8. Assisted with site work and clearing at Community Center
9. Regraded banks and removed trees for increased sightlines at Fern Road/Coventry Road (neighborhood requested).
10. Late-season roadside mowing – trouble spots
11. Assisted building maintenance with Vinton School water line
12. Installed new cross-culvert on Stone Mill Road
13. Cleaned ditch-lines and catchbasins with Vac-all
14. Checked manholes and flushed Town sewer lines.
15. Installed conduit for Town radio antennae line (Garage to cell tower)
16. Mowed all turf areas; aerated, overseeded and fertilized high-use areas.
17. Continued baseball field preparation – rebuilt fields at the Middle School.
18. Inspected Town play equipment; placed special wood chips under playscapes
19. Emptied trash barrels at the Town Garage and all Town recreation areas.
20. Closed Bicentennial pond for winter season

21. Maintained school and recreational playing fields (soccer, field hockey and football).
22. Mowed Town open spaces – Merrow Meadows, Spring Hill and Deerfield areas
23. Repaired Route 275 walkway railing
24. Utilizing "light-duty" personnel, made improvements to carpenter shop and yard area (at Town garage).
25. Fall leaf pickup and final flower bed maintenance at Town buildings
26. Began winter servicing and repair of grounds equipment; maintained all Town fleet vehicles and equipment.
27. Operated refuse and bulky waste transfer station; hauled cardboard to Willimantic Waste Paper; converted to a cardboard container to be hauled by Willimantic Waste Paper; continued with capping the landfill.

### C. Engineering

1. Oversaw and inspection work at the Mt. Hope Road culvert replacement
2. Continued traffic studies and counts for Traffic Authority and traffic calming efforts
3. Finalized Town waterbodies mapping and labeling.
4. Received and began testing storm drain inventory mapping.
5. Completed final design submittal (plans and specifications) for Route 44/Birch Road bikeway project.
6. Completed preliminary design submittal for Clover Mill Road loop project
7. Additional grade staking for the landfill closure; quarterly monitoring of test wells at landfill.
8. Researched age of all Town roads for GASB analysis/accounting.
9. Drafted RFP for South Eagleville pump station wet well replacement.
10. Completed cost-benefit analysis for compaction equipment (refuse and cardboard) at the transfer station (two year or shorter payback).
11. Updated Town road map; assisted Health District in area mapping.
12. Inspected new subdivision road construction – Maplewoods and Meadowbrook Lane subdivisions.
13. Filing and indexing maps
14. Staff work for PZC, IWA and Conservation Commission
15. Investigated Town street line questions, tree ownership. Issued road permits.

## II OUTSTANDING PROBLEMS/EVENTS

- A. The speed table on Hillside Circle is still too low. We were unsuccessful in getting the contractor to fix it before winter.
- B. The pre-paid bag proposal for refuse collection, although modified to reduce the base fee, is still not popular with many Town residents. A final public meeting is scheduled for next quarter and then it will be brought to the Manager/Council.
- C. The retro-fit of the multi-family refuse collection service to the previous "non-weight based" system was accomplished on December 1<sup>st</sup>. Our multi-year experiment with weighing the dumpsters with an on-board scale is over. We expect to save some costs over the long-run with this new (old) system.

- D. The work to accommodate condominiums and State properties for the computerized Assessor's maps continues. The update of these maps is still in the works, primarily due to these items.
- E. We expect right of way "certification" from the DOT for the Birch Road/Route 44 bikeway in the next quarter. This is the final step prior to bidding the project.

### III PLANS FOR NEXT QUARTER

- A. Continue work to update Assessor's maps
- B. Complete design review for Separatist Road bikeway and submit it to the Manager/Council for a public hearing. Begin easement acquisition process.
- C. Obtain final approval for Birch Road/Route 44 bikeway and schedule advertising (for bids).
- D. Acquire needed easements for Maple Road project.
- E. Begin site work (electrical) for compaction equipment installation at the transfer station
- F. Send final pre-paid bag proposal to the Manager and Council with appropriate recommendations
- G. Schedule force-account work for 2004 construction season

### IV REPORTS

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

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

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4th Quarter 2003 -- Completed Requests for Service, Mansfield DPW

<u>Request #</u>	<u>Date Rec'd</u>	<u>Type of Work Requested</u>	<u>Address</u>	<u>Date Completed</u>	<u>Reviewed By</u>
0200360	7/30/2003	DRAINAGE PROBLEM	Merrow Road	10/2/2003	WEBB
0200410	8/25/2003	TREE REMOVAL	Stone Mill Road - ea	10/1/2003	WEBB
0200422	9/9/2003	CATCHBASIN CLEANING	106 Fern Road	10/14/2003	WEBB
0200441	10/10/2003	ROADSIDE LITTER	500 Mansfield Avenue	10/10/2003	BACON
0200446	10/21/2003	SIGN WORK	Hunting Lodge Road	10/15/2003	BACON
0200449	10/21/2003	DRAINAGE PROBLEM	Forest Road (East en	10/22/2003	WEBB
0200451	10/21/2003	TREE REMOVAL	Coventry Road	10/20/2003	WEBB
0200452	10/21/2003	TREE TRIMMING& CHIPPIN	11 Gurleyville Road	10/21/2003	WEBB
0200453	10/22/2003	TREE REMOVAL	342 Wormwood Hill Road	10/22/2003	WEBB
0200456	10/30/2003	DRAINAGE PROBLEM	Chaffeeville Road	10/31/2003	HULTGREN
0200457	11/5/2003	SIGN WORK	11 Meadowood Road	11/19/2003	WEBB
0200458	11/5/2003	TREE REMOVAL	134 Spring Hill Road	11/6/2003	WEBB
0200459	11/6/2003	ROAD INSPECTION	420 Bassetts Bridge Road	11/7/2003	WEBB
0200462	11/6/2003	GUIDE POSTS	Chaffeeville Road	12/22/2003	WEBB
0200463	11/7/2003	SIGN WORK	Shady Lane	11/10/2003	ROBERTS
0200464	12/5/2003	TREE REMOVAL	Forest Road (west en	12/5/2003	WEBB
0200465	12/5/2003	CATCHBASIN CLEANING	Deerfield Lane	12/5/2003	WEBB
0200474	12/10/2003	MAILBOX REPAIRS/REPLA	60 White Oak Drive	12/15/2003	WEBB
0200476	12/10/2003	DITCH WORK	153 Woodland Road	12/24/2003	WEBB
0200481	12/18/2003	CATCHBASIN CLEANING	533 Wormwood Hill Road	12/24/2003	WEBB
0200484	11/4/2003	DRAINAGE PROBLEM	77 Birchwood Heights Ro	11/24/2003	BACON
0200493	12/24/2003	CATCHBASIN CLEANING	533 Wormwood Hill Road	12/23/2003	WEBB

Mansfield DPW -- Work Totals for Activity -- Work Mgr Data								
4th Quarter 2003 Oct, (Nov & Dec)								
Work Code	Activity	Labor hrs	Labor \$	Equip hrs	Equip \$	Mat'l \$	Total \$	% of total
101	PATCHING	142.0	\$2,908	63	\$909	\$453	\$4,270	1.0%
103	PAVING	26.0	\$545	14	\$323	\$300	\$1,168	0.3%
108	CATCHBASIN CLEANING	123.0	\$2,454	61	\$1,237		\$3,692	0.8%
110	GRADE DIRT ROADS	64.0	\$1,459	67	\$2,052	\$120	\$3,631	0.8%
112	SHOULDER WORK	290.0	\$5,974	191	\$3,771	\$978	\$10,723	2.5%
113	SIGN WORK	80.0	\$1,625	53	\$664	\$1,874	\$4,163	1.0%
114	DRAINAGE PIPE INSTALL	378.0	\$7,625	169	\$3,294	\$3,926	\$14,846	3.4%
115	WATERWAYS CK & CLEAR	563.3	\$11,590	334	\$4,299		\$15,889	3.7%
116	ROAD KILL	2.0	\$45	1	\$9		\$54	0.0%
117	ROADSIDE LITTER	4.0	\$92	2	\$28		\$120	0.0%
118	TRAFFIC CONTROL	15.0	\$329	16	\$143		\$472	0.1%
119	TREE REMOVAL	168.5	\$3,533	135	\$2,890		\$6,423	1.5%
120	TREE TRIMMING	36.5	\$728	26	\$406		\$1,134	0.3%
121	TREE TRIMMING& CHIPPING	106.0	\$2,147	85	\$1,905		\$4,051	0.9%
123	MOWING ROADSIDE	274.5	\$5,517	275	\$1,319		\$6,836	1.6%
124	GUIDE POSTS	30.0	\$609	25	\$76	\$130	\$815	0.2%
126	PLOWING ROADS	388.8	\$10,288	412	\$10,268	\$10,017	\$30,572	7.0%
127	PLOWING PARKING LOTS	172.0	\$4,796	168	\$2,477	\$769	\$8,043	1.8%
128	LOADING SAND \ SALT	44.3	\$1,293	44	\$1,106	\$63	\$2,462	0.6%
129	SANDING	27.5	\$608	23	\$713	\$691	\$2,012	0.5%
130	PLOW/CLEAR WALKWAYS	33.0	\$874	31	\$273		\$1,147	0.3%
134	PLACE/ RE SAND/SALT BOXE	29.0	\$585	18	\$161	\$110	\$855	0.2%
135	FILL SAND/SALT BOXES	39.0	\$778	26	\$387	\$126	\$1,291	0.3%
136	SCREEN SAND	243.0	\$5,298	395	\$5,580	\$40,868	\$51,746	11.9%
140	ROAD INSPECTION	9.0	\$207	9	\$80		\$288	0.1%
142	INSPECT MANHOLES	16.0	\$311	8	\$128		\$439	0.1%
143	FLUSH SEWER LINES	6.0	\$117	3	\$48		\$165	0.0%
146	TEST PITS/ MISC ASSIGN.	276.5	\$5,598	162	\$2,530	\$345	\$8,473	1.9%
147	MISC. MATERIAL HAULING	772.0	\$15,727	721	\$21,316	\$37,019	\$74,063	17.0%
148	MISC EQUIP. MOVING	18.0	\$382	15	\$216		\$598	0.1%
150	CLEAN YARD MISC.	20.0	\$397	9	\$225		\$622	0.1%
151	PREP PLOWS & TRUCKS	100.0	\$2,008	89	\$2,100		\$4,108	0.9%
157	FIELD CONST. GRADING	49.0	\$1,060	50	\$1,204		\$2,264	0.5%
	<i>road subtotal</i>	4,545.8	\$97,506	3,698	\$72,137	\$97,788	\$267,432	61.5%
201	SPECIAL GRNDS PROJ	68.0	\$1,463	20	\$178		\$1,642	0.4%
203	BUILDING REPAIRS	61.3	\$1,287				\$1,287	0.3%
204	CARPENTRY SHOP	118.0	\$2,404				\$2,404	0.6%
205	MOWING	261.0	\$5,106	260	\$986		\$6,092	1.4%
210	TRANSPORT REC EQUIP	13.0	\$278	10	\$89		\$367	0.1%
212	INSTALL/ REMOVE EQUIP	36.0	\$769	18	\$161		\$929	0.2%
214	PAINT FIELD LINES	166.5	\$3,499	120	\$152	\$1,365	\$5,015	1.2%
215	BASEBALL FIELD PREP	500.0	\$10,247	236	\$3,249	\$1,748	\$15,244	3.5%
216	OVERSEEDING	40.0	\$817	80	\$264	\$1,600	\$2,681	0.6%
219	TRASH RUNS	141.0	\$2,701	71	\$768	\$0	\$3,468	0.8%
220	MOVE TABLES & CHAIRS	6.0	\$118	4	\$36		\$154	0.0%
221	MOVE VOTING MACH/SIGNS	60.0	\$1,202	31	\$319		\$1,521	0.3%
225	LEAF PICKUP	108.0	\$2,140	52	\$520		\$2,661	0.6%
227	PLAYSCAPES	6.0	\$134	2	\$18		\$152	0.0%
228	PLAYSCAPE SURFACES	21.0	\$434	21	\$336		\$769	0.2%
229	TRAIL MAINT	10.0	\$205	5	\$80		\$285	0.1%
	<i>grounds subtotal</i>	1,615.8	\$32,803	930	\$7,155	\$4,713	\$44,671	10.3%
311	SERVICE/REPAIR EQ.	1,358.8	\$29,948	13	\$205		\$30,153	6.9%
312	TRANSPORT EQ.	22.0	\$475	26	\$464		\$939	0.2%

313	RECIEVE MATERIAL	2.0	\$43				\$43	0.0%
316	PARTS RUN	17.5	\$372	9	\$74		\$446	0.1%
317	WASH EQUIPMENT	9.0	\$177	8	\$234		\$412	0.1%
318	PUMP STATION	14.0	\$307	8	\$86		\$393	0.1%
319	TALK TIME	5.0	\$120				\$120	0.0%
	<i>equipment subtotal</i>	<i>\$1,428</i>	<i>\$31,442</i>	<i>\$63</i>	<i>\$1,064</i>	<i>\$0</i>	<i>\$32,506</i>	<i>7.5%</i>
410	CASHIER/ GARAGE IN	297.5	\$6,110	12	\$201		\$6,312	\$6,324
411	MISC. HAULING	34.0	\$683	28	\$881		\$1,563	0.4%
412	LOADING MATERIAL	6.0	\$124	6	\$150		\$274	0.1%
413	T.V./COMP PREP.	20.0	\$423	15	\$116		\$539	0.1%
414	REFRIG. PREP	11.0	\$239	10	\$238		\$476	0.1%
415	CARD BOARD	54.0	\$1,112	52	\$1,488		\$2,599	0.6%
416	CLEAN SWAP SHOP	20.5	\$427	10	\$238		\$665	0.2%
417	CLEAN RECYCLING BLG.	98.3	\$2,028	31	\$764		\$2,792	0.6%
418	COMPACT RUBBISH	21.5	\$463	21	\$516		\$978	0.2%
419	CHIP BRUSH	43.5	\$894	76	\$2,546		\$3,440	0.8%
420	BALLAST/ CAP WORK	11.5	\$236	10	\$250		\$486	0.1%
421	HAZARDOUS WASTE WORK	2.0	\$42	2	\$18		\$60	0.0%
422	MISC GROUNDS REPAIR	98.0	\$1,996	90	\$2,151		\$4,147	1.0%
423	LEAF COMPOSTING	6.5	\$135	7	\$163		\$298	0.1%
431	HAUL COVER	12.0	\$246	11	\$302		\$548	0.1%
432	COMPACT BULKY	34.0	\$733	32	\$800		\$1,533	0.4%
433	BATTERIES	16.0	\$338				\$338	0.1%
	<i>wastemgmt subtotal</i>	<i>786.3</i>	<i>\$16,228</i>	<i>410</i>	<i>\$10,819</i>	<i>\$0</i>	<i>\$27,047</i>	<i>6.2%</i>
XXX	ADMIN WORK \ PAPERWORK	271.0	\$6,037				\$6,037	1.4%
ZZZ	TIME NOT WORKED	2,762.3	\$57,365				\$57,365	13.2%
	<i>time off subtotal</i>						<i>\$63,401</i>	<i>14.6%</i>
	<b>Grand Totals</b>						<b>\$435,057</b>	<b>100.0%</b>

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**Mansfield Commission on Aging: Minutes**  
**Monday, February 9, 2004 2:30 PM – Senior Center**

**PRESENT:** Elizabeth Norris, Mary Thatcher, Beth Acebo, Jean Ann Kenny (staff), Philip Secker, Carol McMillan, Carol Phillips, Dorothea Mercier, Kevin Grunwald (staff), Susanna Thomas (chair), Kenneth Doeg, Patricia Hope (staff)

**REGRETS:** Nora Stevens, Barbara Ivry, John Brubacher

- I. **Call to Order:** meeting called to order promptly at 2:30 by Susanna Thomas, Chair.
- II. **Appointment of Recording Secretary:** K. Grunwald was appointed as recording secretary.
- III. **Acceptance of Minutes of the January 12, 2004 meeting:** minutes were accepted as written.
- IV. **Correspondence - Chair and Staff**

Response from Town Council on Committee's Nominations: Kenneth Doeg has been appointed to the Commission by the Town Council to fill a vacant seat through 2004. Dorothea Mercier has been appointed to serve on the Commission through 2006. P. Hope distributed a list of members of the Commission.
- V. **Optional Reports on Services/Needs of Town Aging Populations**
  - A. **Health Care Services**

Wellness Center and Wellness Program – J. Kenny distributed copies of her report for the month of January. Donations for programs have increased over previous months, with instructors reminding participants to make donations.

Mansfield Center for Nursing and Rehabilitation - Jean Kenny will be meeting with staff at MCNR next month.
  - B. **Social, Recreational and Educational**

Senior Center – P: Hope distributed the monthly report for the Senior Center. The Center was closed for six days through the month of January due to weather and holidays. She reported that the Chinese New Year celebration was well attended and successful. Residents of Wright's Way have been invited to attend a monthly meal for no charge. We have been offered a 2-for-1-ticket deal for matinees at Jorgensen. We continue to receive good coverage of events from the Willimantic Chronicle.

Senior Center Assoc. – no report, as John Brubacher is out of town.
  - C. **Housing**

Assisted Living Project – Kevin Grunwald: no report.

Juniper Hill, Jensen's Park, Other: no report.
  - D. **Related Town and Regional Organizations**

Com. on Physically and Sensorily Impaired - Mary Thatcher: no report.

Senior Resources of Eastern CT: no report.

Town Plan of Conservation and Development – Carol Phillips: no report.

Town Community Center: no report.

## VI. Old Business

Reports on Funding Requests to Town from Agencies –

Dial-A-Ride (WRCC) - Mary Thatcher presented her analysis of their application and request for funds. She recommends approval for funding at the level requested, given that this is an essential service. Some questions were raised about the significant reduction in hours of service, compared to what their application states. The Commission vote was unanimous to support this request.

Meals-On-Wheels (TVCCA) - Carol Phillips presented the analysis of this request for funds, and recommended approval of this application. Some concerns were raised about a recent institution of a waiting list for home-delivered meals. The Commission voted to support this request.

McSweeney Center Dental Clinic – Carol McMillan reported on the request from McSweeney Center to fund their dental clinic. This is the only provider for dental services for seniors who are unable to afford dental care. A suggestion was made that we do a better job of publicizing this and other services. The Commission voted to support the request at the recommended level.

Community Companion and Homemaker Services – Phil Secker reported on this request. It was agreed that this agency does a good job of reaching individuals who may not be eligible for services under other programs. The Commission agreed to fund at the requested level.

Senior Center Association – Lib Norris reported on this request. She had not received the evaluation form, and had not had time to analyze the application. P. Hope was asked to provide some background information on the application. Kitchen workers had previously been supported by the Green Thumb and Easter Seals supported employment programs. The funding requested is to support a part-time employee working in the kitchen and continue to subsidize a portion of the congregate meal. Patty advocated strongly keeping the current staff person in the position. Some discussion about whether or not this should be a Senior Center position. Recommended to fund at this level, and to be reviewed in terms of whether or not this should be a Town-funded position.

Request for a Drive-by Mail Box: memo has gone to the Town Council, copied to the Storrs postmaster.

Tabled Motion on joining CT Elder Action Network

## VI. New Business

- Reduction in Dial-A-Ride service and waiting list for meals on wheels

## VI. Adjournment

(next meeting set for Monday, March 8, 2004 at 2:30, Senior Center)

Suggested that at the next meeting J. Kenny speak to members about the availability of services like “are you OK?” to check in on people at home.

CC Com  
Greg

**ADMINISTRATION**

- **SGIA:** - The Governor included \$640,000 for RPO funding in his budget presented on 2/4/04. This reflects current level funding. The funds are included in those allocated to the Transportation Strategy Board (TSB). Now we just have to make sure that it stays in...
- **Staff training ArcGIS:** Planners Jana Butts and Kristie Beaulieu are attending a two-day training workshop for our new ArcGIS software later this month.
- **FHWA Quarterly Report:** Staff completed and submitted the agency’s quarterly report for FY 04 to ConnDOT, FHWA, and FTA.
- **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**

- February 13 Section 536 (capital expenditures on local roads) due at WINCOG offices
- February 17 3:30 p.m. – Meeting of WINCOG Emergency Planning Work Group at Mansfield Council Chambers.
- February 24 9:00 a.m. – Presentation on GEOPLAN- land use application/permit management software-Willington
- March 3 7:30 p.m. – Regional Planning Commission meeting
- 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.
- March 5 8:30 a.m. - Next WINCOG meeting

*and in the future....*

- 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”

**TRANSPORTATION**

- **Functional Classifications of Roads:** We received a call from ConnDOT staff asking for input on the possible upgrading of some state routes in the region from collectors to minor arterials. As a region, we have a higher than desirable percentage of collectors (according to FHWA standards), and shifting some of them to minor arterials would help to resolve this. However, after a lengthy discussion, we determined that this upgrade was appropriate for only one small segment, Route 289 in Willimantic from the Lebanon/Windham town line to Route 32. The other routes under consideration were parts of Routes 203 and 14 (until ConnDOT was reminded that this involved historic Windham Center and parts of these roads have state scenic road designation), and Route 31 from Route 32 in Mansfield to Route 44 in Coventry. An upgrade of this route would make it more difficult for Coventry and the DOT to get waivers for design modifications for the project currently proposed on that road. Given Coventry’s concern about the character of its Main Street, ConnDOT decided that it would be best not to recommend Route 31 as a minor arterial.
- **Enhancement Project Selection Delay:** WINCOG received notice that ConnDOT will delay selection of enhancement projects from the current round of funding until they are certain that funding for the program will continue. As of this writing, no new federal transportation bill has been passed to succeed TEA-21.
- **FHWA Section 536 reports:** ConnDOT annually asks RPO’s to assist in collecting data from member towns for this report. Forms were distributed. 15th chief elected official and town manager for the

reporting of their town’s capital expenditures on local roads – this time for fiscal year 2003. As of this writing, we have received responses from two towns. If you have not already done so, please submit your response to WINCOG by February 13 (yes, Friday the 13<sup>th</sup>).

- Funding for Purchase of Alternative Fuel Vehicles: You should have received information recently on ConnDOT’s program to provide funding assistance for the purchase of vehicles operating on compressed natural gas, propane, electric power, or electric hybrid vehicles. It would be helpful if you let WINCOG know if you are planning to apply for these funds.
- FHWA Section 5310 Grant Program for Grants for Purchase of Accessible Vehicles: WINCOG received one application for a grant under this program, from the Town of Coventry’s Department of Human Resources. They propose to purchase a new vehicle (as opposed to a replacement vehicle) to supplement Dial -A-Ride service. They would provide in-town trips and out-of-town trips to towns not served by Dial-A-Ride. Endorsement of this application is an agenda item for today’s meeting.

### LAND USE PLANNING

- Regional Planning Commission: At their January 7th meeting, the Regional Planning Commission reviewed the Connecticut Conservation and Development Policies Plan. The RPC is also planning an informal dinner presentation in early spring on the economics of land use. The February meeting of the RPC was cancelled due to lack of business.
- Planner/ZEO Breakfast: WINCOG hosted a breakfast for municipal land use staff on January 15. Discussion focused on the upcoming State Conservation and Development Policies Plan Public Hearing. Ms. Butts presented a slide show outlining the principles of the plan and distributed additional municipal maps. Those in attendance also reviewed potential online GIS and permit management software. A presentation on one of the software packages will be held in Willington on February 24.
- State Conservation and Development Policies Plan Update: The Office of Policy and Management held a public hearing January 20 at EASTCONN on the Draft State Conservation and Development Policies Plan. Many representatives from the Windham Region attended including: planners from Columbia, Mansfield, and Scotland; several conservation commissioners from Hampton; chair of the RPC, Kay Holt; and Lebanon First Selectmen Dan McGuire. WINCOG submitted comments on the conformance of the state plan to the Windham Region Land Use Plan. WINCOG also helped municipalities in the region prepare mapping suggestions for submission to the state.
- Ashford Plan of Conservation and Development: The Ashford POCD committee met on January 19 to review the results of a public opinion survey. The response rate was approximately 20%, more than expected for a mail survey. The committee continues to work on developing Goals and Objectives for the plan. The next meeting will be February 16. Additionally, the committee invited Paula Stahl of the Green Valley Institute to present “The Economics of Land Use” on February 5.
- Land Use Education Series: WINCOG will again be hosting the land use education series of workshops developed by the Land Use Education Partnership, an all-volunteer organization of land use educators, planners, landscape architects, attorneys, private consultants, and a municipal commission member. Columbia has offered Yeoman’s Hall as the location. The series is intended to help land use commission members (planning and zoning, inland wetlands, conservation commission) to understand the role of their commissions and the individuals’ roles as members of those commissions. *We urge you to recommend this series to both new and experienced commission members.*

### EMERGENCY PLANNING UPDATES

- Emergency Operating Plans (EOP) and CERT– FEMA Funding through OEM: The fourth monthly meeting of WINCOG’s regional emergency planning work group was held on January 20 at the Mansfield Council Chambers, and featured a presentation on the Community Emergency Response Teams (CERT) program by Paul Benyeda, the emergency management director for the Town of Manchester. Staff had explored what other regions have been doing for the CERT program, and provided some written information to the work group prior to the meeting. Mr. Benyeda has established

a successful CERT, and offered advice on setting one up in the Windham Region. The workgroup then brainstormed on how we might approach CERT in this region. Continuation of this discussion is scheduled for the February meeting. The Red Cross is interested in partnering in this, to use the program to train more individuals to manage emergency shelters.

- Tectonic Engineering has provided WINCOG with copy of the draft terrorism annex template for distribution to the emergency planning workgroup members prior to the February 17 meeting. Review of the template will be on the agenda for that meeting.
- Bioterrorism Planning – federal funding through Department of Public Health (DPH): Your director continues to serve on DPH’s Focus Area A (bioterrorism planning) workgroup, representing the state’s regional planning organizations. DPH is planning to contract (\$5,000) with one RPO in each of its ten bioterrorism planning regions to provide meeting space for and to participate in the process of developing regional bioterrorism plans. WINCOG will be the lead agency for the WINCOG/Northeast region, and will share the funding and the tasks with NECCOG.
- Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through Department of Environmental Protection (DEP): Planner Kristie Beaulieu has continued to gather information on natural disaster events in this area, has produced some draft base maps, and is proceeding to develop a few hazard-specific maps. We are continuing to use the regional emergency planning workgroup as a sounding board/advisory group for this process.
- Regional Emergency Response planning: Your director met with John Jackman (Mansfield’s Emergency Planning Director), Dave Dagon, Mansfield’s (Emergency Services Director), and Don Muirhead (Windham’s Emergency Management Director) to discuss initial steps that might be taken toward developing a regional approach to emergency response. The conversation focused on ways that we as a region could make more efficient use of our resources and how various broad segments of the emergency response system (fire, police, public works, chief elected officials, emergency management directors, etc) might become better prepared to work with each other across town boundaries. It was recognized that we do not have the resources in the region to form an organization similar to the Capitol Region Emergency Planning Committee (CREPC), but that there are opportunities for better coordination and preparation.

#### CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests from: 2 town staff and 2 businesses.

#### LOCAL ASSISTANCE

- Ashford - Worked on Town POCD under contract.
- Chaplin - Prepared digital open space data for PZC Chair.
- Columbia - Provided mapping assistance for comments on state plan of C&D.
- Hampton - Provided mapping assistance for comments on state plan of C&D.
- Lebanon - Met with Lebanon ZEO to set up an in-house GIS.
- Mansfield - Provided mapping and census assistance for comments on state plan of C&D.
- Scotland - Provided mapping assistance for comments on state plan of C&D.
- Windham - Prepared census tract map for Windham First Selectman.  
- Continued to participate on Windham’s parking subcommittee.
- All Towns - Processed statutory referrals from or affecting member towns (see Land Use Planning, above)  
- Organized the four land use education workshops for land use commission members to be presented over the next four months.

### OTHER ASSISTANCE

- Provided additional information to state representative on WINCOG’s legislative priorities.
- Provided information to Eastern Highlands Health District regarding sources of information on special needs/ at risk populations.
- Continued to participate in Willimantic White Water Partnership.

### MEETINGS

- January 7 - RPC Meeting (JB)  
9 - WINCOG Meeting (BB, JB)  
14 - Willimantic White Water Partnership (JB)  
15 - Planners Breakfast (BB, JB)  
16 - Telephone meeting with Liz McDonald, American Red Cross, re CERT program (BB)  
19 - Ashford POCD Regular Meeting (JB)  
20 - DPH Focus Area A workgroup (bioterrorism planning) / Middletown (BB)  
- WINCOG regional emergency planning workgroup / Mansfield (BB, KB)  
- Public Hearing on State Plan of Conservation and Development / Hampton (JB)  
26 - Governor’s Senior Steering Council on Homeland Security / Hartford (BB)  
- Charter Cable Advisory Committee / Mansfield (BB, J. Elsesser, C. Shifrin)  
- Willimantic Library Board meeting at WINCOG  
- Aquifer Planning Meeting / Brooklyn (JB)  
27 - Meeting with Windham and Mansfield EMD’s and Mansfield Emergency Services Director re: regional emergency response readiness  
- Meeting with Mansfield Town Planner re: State POCD (JB)  
- Site walk along Willimantic River with river architect John Anderson (JB)  
29 - COST annual meeting / Rocky Hill (BB\*, R. Lanzit, C. Shifrin, J. Elsesser, M. Haraghey, M. Berliner, E. Wilson)  
- Meeting with Columbia/Scotland Town Planner re: State POCD (JB)  
February 3 - Technology Transfer Advisory Committee / Newington (BB)  
4 - Statewide RPO /EOP updates workgroup meeting / Hartford (BB)  
- WRTD Board meeting (MP)  
5 - “Economics of Land Use” presentation/ Ashford (JB)\*

\* Time not charged to WINCOG

*dirreport2004-02-06 #59*

**AGRICULTURE COMMITTEE  
MINUTES OF FEBRUARY 11, 2004 MEETING**

PRESENT: Charlie Galgowski, Al Cyr, Bill Hopkins, Bob Peters, Carolyn Stearns, Vicky Wetherell.

1. Al Cyr was acting chairman.
2. Minutes of the January 14 meeting were not available because it was cancelled.
3. Announcements
  - March events: a "Selling to Farmer's Markets" workshop on March 9, a workshop "How to be the Best" on March 6, and the UConn Horse Symposium on March 27-8.
  - Plow match on the third Saturday in April.
4. Fall Event

The Storrs Downtown Partnership is sponsoring a festival in Storrs on Sunday, September 12. The committee discussed possible ways to participate in this event rather than sponsor an additional event. Bill Hopkins will attend a festival planning meeting on February 18 to obtain more information about the festival.
5. Annual Mailing

The committee discussed the annual mailing to agricultural operations about participating in the "Mansfield Agricultural Products and Services" brochure. They decided to include the following items in a subsequent mailing:

  - offer farm crossing signs for appropriate locations
  - ask about interest in participating in Fall 2004 event

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**Mansfield Parks Advisory Committee**  
**Draft Minutes for February 4, 2004**

**Members present:** Pat Bresnahan, Jean Haskell, Jacquelyn Perfetto, David Silsbee, Jennifer Kaufman. **Excused:** Sue Craig. **Absent:** John Fisher. **Guests:** none.

**I.** The meeting was called to order by Pat Bresnahan, acting chairperson, at 7:40 pm. The January 7 meeting minutes were accepted.

**II. New Business.** The BSA Troop #56 group permit for Fifty-Foot Cliff Preserve was approved for an overnight camp Feb. 27, noting assurances about their previous proper waste disposal, water use, and fire control.

**III. Continuing Business**

- **A. PAC member recruitment** for three positions continues.
- **B. Grants**
  - 1. Electronic Trail Guide work will commence when state money is received.
  - UConn students are learning GPS from GVI.
  - 2. Jennifer is in the process of submitting a Plains Road canoe launch proposal for the February 2004 Recreational Trail Program (Greenway Blueway).
  - 3. Jennifer will resubmit the NAV program proposal for the March QSHC Partnership grants.
- **C. Land Management Proposal for new Budget.**
- Jennifer distributed implementation schedule spreadsheets for the three preserves selected to work on in 2004: Mt. Hope, Old Spring Hill Field, and Schoolhouse Brook. Jennifer reported that at the last Land Management Committee meeting Jan. 27, the committee discussed alternative ways to get work done in 2004. The LMC would like us to submit a proposal at their next meeting. Jennifer and Jean are writing a proposal and will circulate to PAC members for their comments.
- **D. PAC Reports**
  - 1. **Volunteers.** The February workday is cancelled due to weather. The next workday is March 27 at Old Spring Hill Field. Jean suggested inviting volunteers for a low-key, but official "thank you"/cake and coffee/recognition, a half hour before the April PAC meeting. PAC approved.
  - 2. **Education.** Jennifer reported plans for the Tracking (Sue Craig) program Feb. 7, Bird (Sue Craig) and Breakfast (Senior Girl Scouts) program May 2, Summer Insects program by Marta Wells in July, and a Native Shrubs program in the Fall.
  - 3. **Communications.** Jennifer reported the Parks Website is up and running. The Parks & Rec. Dept. has a new address (Ten South Eagleville Road) and phone number (429-3015 ext. 110) since moving to the Community Center. PAC, NAV, and FOMP brochures have been updated. Jean made a mailing list for the parks research/group permits and will circulate for PAC input and approval.
  - 4. **Management. Science. Enhancements. Executive.** No reports.
- **E. Park Updates. Merrow Meadow.** David helped with the editing of the Trail Stations sheet.
- **F. Non-PAC Reports.** No comments.

**IV. Correspondence.** None.

**V. Future Agendas.** None noted.

The meeting adjourned at 8:28 pm.  
Respectfully submitted,  
Jean Haskell, Secretary, February 6, 2004

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NOT REVIEWED OR ACCEPTED BY COMMITTEE  
ATTACHMENTS NOT INCLUDED**

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

**Regular Meeting  
Tuesday, February 24, 2004**

**Minutes**

- I. **Attendance:** members: Wade Gibbs, Scott Hasson, Tom Miller, Mary Thatcher;  
staff: Sheila Thompson.
- II.
- III. **Minutes:** Minutes of January 27, 2004 were reviewed and accepted as corrected with the name of the secretary protem as Mary and not Margaret Thatcher.
- IV. **New Business:**
- a) FY'05 Agency Funding Requests: The committee approved the requests from:
- |  |             |
|--|-------------|
| • Dial-A-Ride/WRCC                           | \$39,033.00 |
| • Dial-A-Ride/ADA                            | \$28,875.00 |
| • Community Companions & Homemakers Services | \$ 4,000.00 |
- b) Sheila distributed a flyer from the Connect to Work Center for a workshop on March 25, 2004.
- IV. **Old Business:**
- a) **Membership:** Sheila will check with Matt Hart about the suggestion that local churches be contacted for possible new committee members.
- b) **Report on application for special permit at 112 Mansfield Depot Rd.** John DeWolf has reported that the parking area (now gravel) needs to be paved and that there are other issues concerning a ramp and an accessible bathroom.
- c) **Transportation Coalition:** No report.
- d) **ADA Corridor:** No report.
- e) **Drive-up mailbox:** The Assistant Town Manager has sent a letter (Feb. 19, 2004) to the local postmaster.

The meeting adjourned at 3:05pm.

Next regularly scheduled meeting: March 23, 2004 at 2:30pm.

Respectfully submitted,

Mary F. Thatcher

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WINDHAM REGION COUNCIL OF GOVERNMENTS

MINUTES

February 12, 2004

A special meeting of WINCOG was held on February 12 at the WINCOG offices, 968 Main Street, Willimantic, CT. Chairman Michael Paulhus called the meeting to order at 1:05 p.m.

Voting COG Members Present: Ralph Fletcher, Ashford; Rusty Lanzit, Chaplin; John Elsesser, Coventry (alt.); Margaret Haraghey, Hampton; Dan McGuire, Lebanon; Elizabeth Paterson, Mansfield; Elizabeth Wilson, Scotland, and Michael Paulhus, Windham. Non-voting alternates present: Martin Berliner, Mansfield.

Staff Present: Barbara Buddington, Executive Director.

Others Present: Rose Kurcinik and Jeff Beadle, WRCC/Dial-a-Ride; Virginia Sampietro, Eastern CT Workforce Investment Board; Jane Dauphinais, Cong. Simmons' office; Cynthia Van Zelm, Storrs Downtown Partnership; Roberta Dwyer, Northeast Alliance.

**PUBLIC COMMENT** - Mr. Beadle spoke on recent cuts in Dial-a-Ride service made to adjust to budget shortfalls. He described the Dial-a-Ride service and the specific cuts made. Elected officials expressed concern and disappointment that they had not been made aware of the problem before the decision on service cuts was made. They would like to have had the opportunity to discuss the problem and possible solutions before the decision was made. Some towns might have been willing to pay more to avoid the service cuts. Mr. Elsesser expressed concern that starting later in the morning and ending earlier in the afternoon makes the service much less useful to residents. He would have preferred to have service reduced to four days per week instead of fewer hours each day.

**MINUTES - MOVED** by Ms. Wilson, **SECONDED** by Mr. Lanzit, to approve the minutes of the 1/20/04 meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**

**UPDATES**

Eastern CT Workforce Investment Board: Ms. Sampietro reported on the EWIB's efforts to assist the 125 individuals who lost jobs with the closing of the Rogers Corporation in South Windham. Mr. Paulhus expressed appreciation for the assistance given by Cong. Simmons' office, noting that health insurance and training are the major concerns. He was impressed with the "rapid response team" that responded to this closing.

Connecticut East Convention and Visitors Bureau: Ms. Buddington distributed a report just received from Pat Mancino providing an update on the integration of the Northeastern CT Visitor's District with the Southeast tourism office.\* Some members reported that they had been getting emails from the Visitors Bureau asking them for information on events, attractions, etc. Others said that they had not been contacted. Ms. Buddington will get in touch with Pat and make certain that all towns are contacted.

**CONGRESSIONAL EARMARKS**

Ms. Dauphinais described the process of appropriations earmarks. She noted that earmark requests submitted by members of congress get passed along to the appropriate subcommittee of appropriations. Some subcommittees prefer to fund "bricks and mortar" and others prefer to fund programs. The earmarks submitted on WINCOG's list will go to Cong. Simmons' staff, who will try to match the request with the best funding source/committee. She reviewed some of the earmarks which have succeeded in the past, and noted that typically they are for less than one million dollars.

She noted that it is not too late to submit additional requests. If a particular request looks promising, the submitter will be asked to provide additional information – a brief description to establish need, total cost, and other funding sources being used. The deadline for her office to submit requests to the appropriations committee is mid-March to mid-April.

Mansfield said that they would like the Hillside Road connector to Route 44 to be re-submitted this year (unsuccessful last year). Ms. Dauphinais would also like to re-submit Windham projects that were unsuccessful last year, including drug programs.

Ms. Haraghey asked for continued assistance in getting funding for a replacement fire truck. Ms. Dauphinais noted that Paula at Cong. Simmons' office has provide a lot of help to fire departments in the application process for FEMA grants.

Mayor Paterson and Cynthia Van Zelm took the opportunity to describe the Storrs Downtown project. They stressed the regional nature of the project and the need for a parking garage.

## TRANSPORTATION

STIP amendments: Ms. Buddington reported that no action is required on STIP amendments at this time. ConnDOT sent a correction indicating that the one project listed on the agenda was not actually an amendment, but rather an administrative action.

WRTD Vehicle Storage Facility Feasibility Study: Ms. Buddington reported that WINCOG issued an RFP for this feasibility study and received two responses. Only one had experience in this particular field. At its last meeting, the WRTD Board reviewed the proposals and recommended that the WINCOG endorse selecting the Gannet Flemming proposal, subject to budget negotiations acceptable to both parties. (The proposal was approximately \$9,000 higher than the funds available for the project). **MOVED by Mr. Lanzit, SECONDED by Ms. Haraghey, that WINCOG approve the recommendation of the WRTD board. MOTION CARRIED UNANIMOUSLY.**

Ms. Buddington asked the Board to designate one or more members or municipal staff to serve on an advisory committee for this project. Mr. Berliner suggested Mansfield Town Planner Greg Padick.

In the discussion that followed, Ms. Buddington was asked to set up a joint meeting for WINCOG, WRTD, and WRCC/Dial-a-Ride to discuss how we might make Dial-a-Ride more efficient, effective, and viable.

Section 5310 Grant Application for purchase of accessible van: After discussion, it was **MOVED by Ms. Paterson, SECONDED by Mr. Elsesser, that WINCOG endorse the application of the Coventry Human Services Department for grant funds to purchase an accessible van. WINCOG received only the one application for review and prioritization. MOTION CARRIED UNANIMOUSLY.** Volunteer drivers will be used, and it will be dispatched out of the Department of Human Services.

## ADMINISTRATION

Town Dues, Budget, Work Program: After discussion, it was **MOVED by Mr. Elsesser, SECONDED by Mr. Lanzit, that member town dues be set at \$0.605 per capita for FY 05. MOTION CARRIED UNANIMOUSLY.**

Assets subject to capitalization: After discussion, it was **MOVED by Mr. Elsesser, SECONDED by Ms. Wilson, that WINCOG capitalize assets costing more than \$2,500, and expense assets costing \$2,500 or less. MOTION CARRIED UNANIMOUSLY.**

## MEMBERS FORUM

Mr. Elsesser raised the issue of local input into equipment purchased with funding through the Division of Homeland Security. Some towns think the system works well, others do not. He asked what we invite someone from DHS to our March meeting to talk about the relationship of their program to local needs and safety. He suggested that there be a "mini-grant" program which would allow a municipality to submit a brief proposal to fund something that would better meet its needs. It was reported that the state is going to be asking towns to sign an MOU that turns back to the state their funding allotment for homeland security for equipment purchases, and perhaps for other components of the program.

Ms. Buddington discussed a recent meeting with emergency management directors from Windham and Mansfield, at which potential benefits of looking at regional emergency management and regional emergency response were discussed. Mr. Berliner suggested that Don Muirhead (Windham EMD), John Jackman (Mansfield EMD) and Dave Dagon (Mansfield Director of Emergency Services) be invited to give a brief presentation on this at our March meeting. Ms. Buddington noted that one suggestion that came out of this discussion and out of the regional emergency planning workgroup was that we set up a half-day workshop on unified command for chief elected officials, town managers, and others.

Mr. Elsesser raised the issue of the new requirement that, before receiving money from the state, you must sign an affidavit attesting that you have not given any state official/employee gifts valued at \$50 or more during the last ten years. He noted that Coventry was supposed to be getting \$4.1 million dollars, but access to the funds has been delayed because DEP would not sign the affidavit.

A proposed ethics bill would require all commission and association board members to comply with financial disclosure rules. It is feared that no one will be willing to volunteer for local commissions with this requirement.

Mr. Elsesser reported that legislation for the Small Town Economic Assistance Program (STEAP) program would require that projects be in conformance with a locally adopted economic development plan; if a community does not have such a plan in place, they could apply for \$50,000 to develop such a plan. He will provide the information to WINCOG for distribution.

#### **NEW BUSINESS**

March 5 meeting: Regional emergency management and planning (D. Muirhead; J. Jackman; D. Dagon)  
Division of Homeland Security representative on relationship of DHS program to local needs.  
Appointment of nominating committee for April election of officers.

There being no further business, the meeting was adjourned at 3:00 p.m.  
Respectfully submitted by Barbara Buddington, staff.

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**ADMINISTRATION**

- **SGIA:** - Thanks to Reps. Joan Lewis, Jefferson Davis, Denise Merrill, and Walter Paweliewicz, the Planning and Development Committee has raised bill # 5094 to provide FY 2005 State Grant in Aid funding to RPOs at the same level as FY 2004. This bill will be used only if the funds for RPOs currently in the Governor’s budget (under Transportation Strategy Board) are removed during the budget process. Staff submitted testimony on 3/1/04 for a public hearing on this bill.
- 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**

- March 16 WINCOG Emergency Planning Workgroup meeting, Coventry Town Hall Annex, 3:30 p.m.
- April 1 7:00 p.m. Land Use Education Series - Workshop #2, “Legal Rules and Procedures” , Yeoman’s Hall, Columbia
- April 2 8:30 a.m. - Next WINCOG meeting  
Local Road Accident Reduction Program - deadline for submission of proposed locations to WINCOG  
Deadline - QSHC Historic Preservation and Partnership Grant Programs

*and in the future....*

- May 6 Land Use Education Series - “Site Plan Review”
- June 3 Land Use Education Series - “Variances, Special Exceptions”

**TRANSPORTATION**

- FHWA Section 536 reports: Six towns returned completed 536 report forms providing data on capital expenditures on local roads. These reports have been submitted to ConnDOT.
- FHWA Section 5310 Grant Program for Grants for Purchase of Accessible Vehicles: In response to action at WINCOG’s February meeting, staff submitted a letter to ConnDOT supporting Coventry’s application for a grant to purchase an accessible vehicle under this program.
- Regional Transportation Plan (RTP): Staff have been continuing to update the background document (“Part I”) for the RTP revision, incorporating all of the latest available data from the census and other sources. The revision of “Part II” of the plan, which includes regional and local needs and priorities, is also in progress. While we are updating some of the regional information in this section, we will be asking each municipality to revise it’s local section to reflect current issues and anticipated future needs. In the meantime, the Regional Planning Commission began a review of the goals of the plan, with a particular focus on consistency between the regional transportation plan and the regional land use plan update adopted by WINCOG in 2002.

**TRANSIT**

- Facility Feasibility Study: Your director and transit administrator had a productive meeting with a representative from Gannett Flemming regarding the budget for the transit vehicle storage/maintenance facility feasibility study. Because WINCOG has some of the mapping and information in-house that they expected to have to gather themselves, they will be revising their cost estimate downward and will be able to do the study for an amount that falls within our budget. We expect to be receiving a draft agreement by the end of this week.

## LAND USE PLANNING

- Regional Planning Commission: At their March 3 meeting, the Regional Planning Commission reviewed and responded to the following referrals:
  - a. a. #04-02-05-LN: Lebanon: A proposal to add a definition of “Front lot”. **No intermunicipal impacts and suggestions.**
  - b. b. #04-02-12-CBY: Canterbury: A proposal to completely rewrite the zoning (and subdivision) regulations. **No intermunicipal impacts.**
  - c. c. #04-02-18-CA: Columbia: A proposal to create 15% open space requirement for Neighborhood Retirement Housing developments. **No intermunicipal impacts.**
  - d. d. #04-02-23-BN: Bolton: A proposal to prohibit construction or cutting of tress within 100’ of the Hop River State Park Trail and to eliminate reference to the Plan of Conservation and Development in the section concerning Open Space Conservation Subdivisions. **No intermunicipal impacts and suggestions.**The RPC is also planning an informal dinner presentation to be held in early spring. Paula Stahl of the Green Valley Institute will be presenting the “Economics of Land Use” (date tbd).
- State Conservation and Development Policies Plan Update: Ms. Butts continues to assist local municipal planning staff with the submission of their map changes. The Office of Policy and Management will submit the draft plan to the Planning and Development Committee for review on March 15.
- Ashford Plan of Conservation and Development: The Ashford POCD Committee hosted two workshops in February and March on the Economics of Land Use and on Growth and Rural Character presented by the Green Valley Institute. The Committee is currently developing objectives/policies that support the main goals of the plan. The main goals are: maintain rural character, support compatible development, conserve resources, and provide for municipal needs.
- Land Use Education Series: We are pleased to report that, as of Wednesday, we had 63 registrations for the Land Use Education Workshops which began last night in Columbia. The Green Valley Institute and WINCOG are jointly sponsoring this series.

## EMERGENCY PLANNING UPDATES

- Emergency Operating Plans (EOP) and CERT– FEMA Funding through OEM: The monthly meeting of WINCOG’s regional emergency planning work group was held on February 17 at the Mansfield Council Chambers, and featured a presentation on the Community Emergency Response Teams (CERT) program by Officer Tom Vannini from the Torrington Police Department. After discussion, it was decided to focus the CERT effort in this region on shelter management, in partnership with the Red Cross. Volunteers will have the standard CERT training, and then special training in shelter management.

A request for applications for the next round of CERT funding was made available to municipalities and regional planning organizations earlier this week. This is a competitive grant. With your authorization, we will apply for funding to continue the regional CERT effort that we have started. You may remember that WINCOG passed a resolution in January supporting a regional approach to this program. Such a regional application would need a signature of support from each municipality.

- Municipal EOP Updates and Terrorism Annex: A draft of the terrorism annex was discussed and suggestions made for modifications. This discussion will continue at the March meeting. We will be contacting each town to ask the status of its EOP update, including integration of the terrorism and bioterrorism annexes, and to offer assistance if needed. It is important that there be tangible results by May 31.
- Regional Bioterrorism Planning – federal funding through Department of Public Health (DPH): It is our understanding that the contracts for RPO’s with the Department of Public Health for

participation in the regional bioterrorism planning effort are “in the mail.” We will be working with NECCOG on this.

- Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through Department of Environmental Protection (DEP): Planner Kristie Beaulieu has continued to gather information on natural disaster events in this area, has produced some draft base maps, and is continuing to develop a few hazard-specific maps. She will be setting up meetings with each town to gather additional information on specific vulnerabilities. We are continuing to use the regional emergency planning workgroup as a sounding board/advisory group for this process.
- Regional Emergency Management / Response planning: As a follow-up to the discussion at WINCOG’s February meeting, John Jackman (Mansfield’s Emergency Planning Director), Dave Dagon, (Mansfield’s Emergency Services Director), and Don Muirhead (Windham’s Emergency Management Director) have been invited to today’s meeting to discuss initial steps that might be taken toward developing a regional approach to emergency management and emergency response.

### CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests for data from: 2 non-profits and 4 students. Staff provided instruction on use of census web site to 2 non-profits.
- Regional Transportation Plan Data: Staff compiled extensive data from census files for background document of RTP.

### LOCAL ASSISTANCE

- Ashford* - Worked on Town POCD under contract.
- Coventry* - Provided mapping assistance for comments on state plan of C&D.
- Lebanon* - Provided technical assistance to ZEO re: nonconforming use and FEMA reporting.
- Mansfield* - Provided letter of support for Recreational Trails Grant Program (Plain Rd. Park/Greenway)
  - Provided assistance to ZEO in using subscription web-based zoning information.
  - Preliminary meeting with Town Planner re: POCD Maps.
- Windham* - Provided letter of support for Recreational Trails Grant program (Airline Trail north).
  - Provided mapping assistance for comments on state plan of C&D.
- All Towns* - Processed statutory referrals from or affecting member towns (see Land Use Planning, above)
  - Hosted the first of four land use education workshops for land use commission members to be presented over the next four months.

### OTHER ASSISTANCE

- Continued to participate in Willimantic White Water Partnership.
- Provided Census website training to non-profit staff person working on Willimantic housing project.
- Provided zoning maps for three towns to DECD staff.
- Provided meeting space for Willimantic Library Board.
- Provided mapping assistance to Killingly/Brooklyn regarding Quinebaug GIS Project.

### MEETINGS

- February 4 - Statewide RPO /EOP updates workgroup meeting / Hartford (BB)
  - RPC Meeting (JB)
- 5 - GVI Presentation Economics of Land Use / Ashford (JB)\*
- 12 - WINCOG Meeting (BB)
- 12-13 Attend ArcGIS 8 training / Haddam (JB, KB)

- 16 - Ashford POCD Meeting (JB)
- 17 - Focus Area A (DPH - Bioterrorism planning) meeting / Middletown (BB)
- 17 - WINCOG regional emergency planning workgroup / Mansfield (BB)
- 18 - Willimantic Whitewater Presentation at Uconn Law School / Hartford (JB)\*
- 20 - Eastern Connecticut Transportation Collaborative meeting / Norwich (BB, MP)
- 23 - Meeting with consultants from Gannett Flemming re: WRTD feasibility study (BB, MP)
  - Willimantic Library Board meeting at WINCOG offices (BB in office, not attending meeting)
- 24 - Eastern CT Workforce Investment Board / Norwich (M. Paulhus, BB)
  - Presentation on GEOPLAN municipal asset management software/Wilmington (JB)
  - GVI Presentation on Growth and Rural Character / Ashford (JB)\*
- 25 - FEMA Grant Writing Workshop / So. Windsor (BB)
  - Garden on the Bridge Presentation with Selectman / Windham (JB)\*
  - Common Ground / Seth Chauncey Hotel Presentation / Windham (JB)
- 26 - OPM Technical Coordination Meeting / Rocky Hill (BB)
- March 3 - Statewide RPO /EOP updates workgroup meeting / Hartford (BB)
  - WRTD Board meeting (MP)
  - RPC meeting (JB)

\* Time not charged to WINCOG

*dirreport2004-03-05 #60*

**TOWN OF MANSFIELD  
OPEN SPACE PRESERVATION COMMITTEE**

Minutes of the February 17, 2004 meeting

Members Present: Ken Feathers, Quentin Kessel, Jim Morrow (chair), Steve Lowery, and Vicky Wetherell.

- 1. The meeting was called to order at 7:42 P.M.**
- 2. The minutes of the January 20, 2004 meeting were approved unanimously on a motion by Lowery, seconded by Feathers.**
- 3. The PZC File # 1151-2-Kidderbrook Estates-Phase II 4-lot subdivision on Brown's Road was reviewed.** It was unanimously agreed that the stone walls along Brown's Road should be preserved and, where necessary, rebuilt. Wetherell made the request that the Conservation Commission forward this recommendation to the IWA and PZC together with the OSPC concern with the wetland/nonwetland fraction of the conservation easement compared with that of the overall subdivision be checked.
- 4. Morrow agreed to lead a field trip to view the Dorwart property at some future time.** This property would provide a connection between the landfill/Lions Club property and the Joshua's Trust Coney Rock Property.

**The meeting adjourned at 8:30 P.M.**

Respectfully submitted.

Quentin Kessel  
Secretary

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**TOWN/UNIVERSITY RELATIONS COMMITTEE  
COMMITTEE MEETING  
Tuesday, February 10, 2004  
Audrey P. Beck Municipal Building  
Council Chambers**

**Corrected Minutes**

Present: A. Barberet, M. Berliner, T. Callahan, E. Daniels, R. Hudd, AJ Pappanikou,  
E. Paterson, W. Simpson

Absent: P. Barry, B. Clouette, J. Gauthier, L. Schilling,

Staff: M. Hart, G. Padick, C. van Zelm

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

None

**2. January 13, 2004 Meeting Minutes**

Audrey Barberet made a motion to approve the minutes from the January 13, 2004 meeting. Martin Berliner seconded. The motion passed unanimously.

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

Cynthia van Zelm reported that the Partnership was still working on negotiating an agreement with the master developer, Storrs Center Alliance, LLC. In March, the Partnership's Finance and Administration Committee is hoping to present the agreement to the Board of Directors for approval. The organization is also continuing its work on the Mansfield brochure, as well as the fall festival on the green.

Tom Callahan added that the Partnership is researching the possibility of applying for Small Cities Community Development Block grant monies, to help fund current initiatives. He also stated that while it may appear that progress is slow, things are moving along. The drafting of the development agreement with the master developer has been a lot of work.

**4. Substance Abuse Workgroup**

Tom Callahan reported that the workgroup is moving along, and that they are awaiting the opportunity to meet with key property owners. The workgroup meets again on February 26<sup>th</sup>.

## 5. UConn Spring Weekend

Chief Hudd reported that spring weekend is scheduled to start on April 22. From his perspective, there are a couple of good things: 1) the format with the concert will be similar to last year; and 2) the Dean of Students Office has developed a good working relationship with the student body.

[Paterson] – asks the Town Manager to be sure that the town police meet with the management of Carriage House Apartments to prepare for the event. Also, anything different scheduled for this year? [Hudd] – no.

Greg Padick reported that the town has recently cited 10 student rental properties for violation of the zoning regulations. In addition, town staff is looking at a number of other strategies to better address issues relating to student rental housing, such as revising the definition of "family" under the zoning regulations, rezoning and implementing additional "quality of life" ordinances.

[Paterson] – where are these properties located? [Padick] – on Hunting Lodge Road, north of North Eagleville Road.

[Callahan] – is the citation a \$150 fine per occurrence? [Padick] – yes.

[Callahan] – with respect to the definition of a family, do the zoning regulations distinguish between owner-occupied residences and single family rentals? [Padick] – no.

[Callahan] – are you focusing on single family rental properties? [Padick] – yes, violations of occupancy in single family dwellings.

[Callahan] – is the standard evidence required to issue citation based on the number of observed cars in the parking lot? [Padick] – yes.

[Callahan] – in St. Louis, the city requires an updated certificate of occupancy every time a rental unit changes ownership. [Berliner] –town staff is looking into the viability of a housing code and/or rental registry.

[Callahan] – you have now issued the first set of citations, is it premature to characterize the feedback you have received? [Padick] – yes, we should know more in a few weeks.

[Paterson] – does the fine accrue any interest? [Padick] – no, but staff can issue a separate citation for each violation.

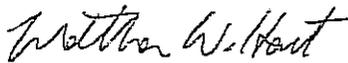
[Pappanikou] – are you looking at other areas of town, and, if not, would you if you received complaints? [Padick] – yes, staff is looking at other areas of town, and primarily focuses upon areas where it has received complaints.

## 6. Other Business

- a) Martin Berliner reported that he had received the most recent status report on UConn 21<sup>st</sup> century.
- b) AJ Pappanikou asked Chief Hudd if, on Sundays, his department could avoid ticketing the cars parked in spaces in front of the churches on North Eageleville Road. Chief Hudd explained that he would look into the issue.
- c) Rich Miller announced that the hazardous waste comparative site committee had completed its work, and has recommended a site adjacent o the old transfer station. The committee's recommendation will now be reviewed by senior administration.
- d) Matt Hart announced that the Town council had recently adopted an ordinance regulating adult-oriented establishments.
- e) Tom Callahan explained that the ConnTech Road project has now been backed up two to three years under the UConn 21<sup>st</sup> century capital improvement plan. The university is working to obtain federal funding through Representative Simmons' office.

The committee adjourned the meeting at 4:55 p.m.

Respectfully submitted,



Matthew Hart  
Assistant Town Manager

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LEGAL NOTICE  
MANSFIELD ZONING BOARD OF APPEALS

On March 10, 2004, the Mansfield Zoning Board of Appeals took the following action:

1. Approved the application of Mark & Carol Mann, 233 Woodland Rd., for a Variance of Art. VIII, Sec. A Schedule of Dimensional Requirements for a 45' front yard, and a 10' side yard variance to construct a two-car garage with an attached workshop as shown on submitted application.

All in favor.

Reasons for approval:

Constraints on property due to septic, well and topography  
Enhancement to the neighborhood  
Neighborhood approval

2. Approved the application of Benjamin Chovnick, 213 Stafford Rd., for a Variance of Art. VIII; Sec. A Schedule of Dimensional Requirements for 50' variances on both front yards to construct a 50' x 70' garage based on the submitted application.

All in favor.

Reasons for approval.

Enhancement to the neighborhood  
Environmental constraints  
Neighborhood approval

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## MINUTES

### MANSFIELD PLANNING & ZONING COMMISSION

Regular Meeting, Monday, March 1, 2004

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 8:15 p.m., appointing Alternate Ryan to act as a voting member.

2/17/04 Minutes – Barberet MOVED, Hall seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Goodwin and Ryan, who were disqualified.

Zoning Agent's Report – Mr. Padick represented Mr. Hirsch, who was absent. The February Activity Update Report was noted without comment.

Single-family occupancy issues – Staff is working on possible actions that the Town could take to help control more than four unrelated persons living in one residence, a situation which seems to be spreading in town, bringing with it problems of litter, noise, traffic safety, sanitary issues and general neighborhood nuisance. Staff have met with the Town Attorney, and a Town Housing Ordinance limited to rental properties, is under consideration, along with several other types of ordinances. In addition, revisions to the Zoning Regulations and the Zoning Map are being considered, meant to strengthen the Town's legal and enforcement position. Mr. Hirsch plans to meet with the University's Vice-President for Student Affairs, hoping to reach agreement on ways to enhance students' understanding of what is and is not legal. Mr. Padick noted that violation fines, if a citation is issued, can be \$150 per day. No PZC action is appropriate at this time. Members were cautioned not to discuss these issues, since any revisions to the Regulations or the Zoning Map would need PZC action.

Partridge Way subdivision, Mulberry Rd. – The Town has been informed recently by several citizens that heavy equipment is being stored near to an historic house foundation, in a manner that could possibly jeopardize nearby wetlands. A large amount of excavation spoils have been deposited near the old foundation and also dumped on top of a portion of an old stone wall nearby. It was reported that the contractor was aware of the PZC's approval conditions against this. Mr. Hirsch will visit the site and report to the PZC later; no PZC action is appropriate at this time.

Public Hearing: Driveway and proposed utility work on a Scenic Road portion of Codfish Falls Rd., R. Lacafta, appl., file 1010-1 – The Public Hearing was called to order at 8:26 p.m.. Members and Alternates present were Barberet, Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Ryan and Zimmer. The legal notice was read and written comments were noted from the Town Planner (2/27/04), Ass't. Town Engineer, and Dir. of Public Works (both 2/26/04). None of the staff reports voiced any objection to the proposed work. Neighboring property-owners were notified by the Town by mail, and no comments from any of them were received prior to the Public Hearing. The Town Scenic Road Ordinance mandates that a decision must come from the Town Council, following receipt of a report from the PZC, which must hold a Public Hearing on the proposal; that is the reason for this Public Hearing. The applicant, R. Lacafta, said he plans to build a single-family home. Utilities could be provided through an underground crossing of Codfish Falls Rd., but Mr. Lacafta reported that CL&P recommended installation of a pole farther up the road, with an overhead wire crossing. Public comment was then invited.

O. Kessel, 97 Codfish Falls Rd., asked why work on the driveway, now largely completed, was not stopped before this point, and said it should not happen again. He said he favors a trench under the road for carriage of utilities, and feels the applicant should be required to repay the Town in some fashion for damage to the nearby stone wall during driveway construction.

When asked whether the construction was an oversight on the Town's part, Mr. Padick responded that the Scenic Road Ordinance only applies to land on a Town Right-of-way, unless some other activity triggers the need

When asked whether the construction was an oversight on the Town's part, Mr. Padick responded that the Scenic Road Ordinance only applies to land on a Town Right-of-way, unless some other activity triggers the need for a permit. Mrs. Holt agreed that repair or restoration of the stone wall may be a remedy the applicant could supply. Mr. Lacafta agreed to replace the stones. He reported that he had been advised on the driveway placement by the Ass't. Town Engineer because of sightline considerations, and had no knowledge of the Scenic Road Ordinance aspect. Mr. Kessel expressed concern that the applicant was not informed of the Scenic Road Ordinance earlier. There being no further comments, the Public Hearing was closed at 8:45 p.m.

Members discussed sightlines, tree-cutting, and the driveway permit issue. After discussion, Kochenburger MOVED, Gardner seconded that the Planning and Zoning Commission communicate to the Town Council that it has reviewed proposed driveway and utility work of R. Lacafta, Jr. for property on Codfish Falls Road between existing houses at 211 and 237 Codfish Falls Road, has notified neighboring property-owners and has conducted a Public Hearing, as per the provisions of Mansfield's Scenic Road Ordinance. The PZC has no objection to this driveway and utility work, subject to the applicant obtaining a required road/driveway permit from the Public Works Department, and restoring the stone wall disturbed in conjunction with the driveway construction. The proposal is not expected to significantly alter the scenic character of Codfish Falls Road. MOTION PASSED unanimously.

### Old Business

MacFarland Acres, Sec. IV, 3 proposed lots on Wormwood Hill Rd., Adams, file 877-3 – Holt, Goodwin and Kochenburger all disqualified themselves. Hall MOVED, Gardner seconded to approve with conditions the resubdivision application (file 877-3) of R. and C. Adams for MacFarland Acres, Section IV resubdivision, a three-lot subdivision on property owned by the applicants located on Wormwood Hill Road, in an RAR-90 zone, as submitted to the Commission and shown on plans dated 2/10/04 and 1/5/04 (landscape assessment), as heard at Public Hearing on 2/2/04. This approval is granted because the application as hereby approved is considered to be in compliance with the Mansfield Zoning and Subdivision Regulations. Approval is granted with the following modifications or conditions:

1. Final plans shall be signed and sealed by the responsible surveyor, engineer, soil scientist and landscape architect. The above-referenced Landscape Assessment Plan shall be incorporated into the set of plans with a required approval block. Additionally, the landscape architect's signature block shall be revised to reflect final plans and not a conceptual design.
2. This approval authorizes a common driveway for lots 2 and 3. A common driveway easement that addresses maintenance and liability issues shall be submitted to the Planning Office for approval by the PZC officers with staff assistance, and the Town Attorney. The common driveway work shall be completed or bonded before the filing of the subdivision plan, pursuant to Section 7.10.e;
3. The owners of the subject lots shall be responsible for maintaining depicted driveway sightlines. In conjunction with the filing of final maps, a Notice shall be filed on the Land Records specifying this ongoing maintenance responsibility;
4. Pursuant to subdivision regulation provisions, particularly Sections 7.5 and 7.6, this action specifically approves a waiver or reduction of lot frontage for lots 2 and 3 and the depicted building envelopes, including a setback waiver for lot 1. Unless the Commission specifically authorizes revisions, the depicted building envelopes shall serve as the setback lines for all future structures and site improvements, pursuant to Article VIII of the Zoning Regulations. This condition shall be noted on the final plans (replacing Note 11 on Sheets 2 and 3) and specifically Noticed on the Land Records;
5. This approval accepts, pursuant to the open space provisions of Section 13, the applicant's proposal for a 4.78-acre conservation easement. A conservation easement document that utilizes the Town's model format shall be approved by the Town Planner and Town Attorney and filed on the Land Records in association with final plans;
6. Based on the underground utility provisions of Section 11, the PZC does not approve the applicant's proposal for a new overhead utility crossing of Wormwood Hill Road. The applicant has not justified this crossing based on the criteria of Section 11.2. Accordingly, the subdivision map shall be revised to delete the depicted overhead crossing and incorporate from poles on the west side of Wormwood Hill Road underground service for lots 2 and 3. The applicant, in conjunction with CL&P, is authorized to place a new pole in line with the existing overhead utility route on the westerly side of Wormwood Hill Road, opposite the lot 2/3 common drive.

7. On sheet 3, the E&S plan shall be revised to include a note specifying that bi-weekly E&S monitoring reports shall be submitted to the Zoning Agent and Inland Wetlands Agent during the period of driveway construction through wetland areas;
8. Sheet 2 shall specifically label the specimen trees located along the northerly property line proximate to the common driveway "to be preserved" or "to be saved" and, prior to the initiation of common driveway work or the issuance of Zoning Permits for either of lots 2 or 3, trees identified to be preserved or saved shall be specifically identified onsite and protected with an adequate barrier as determined by the Zoning Agent;
9. The Planning and Zoning Commission, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety (90) or one hundred and eight (180)-day filing extension has been granted):
  - A. All final maps, including submittal in digital format, a common driveway easement, a conservation easement, a foundation drain easement and a Notice on the Land Records to address conditions 3 and 4 (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;
  - B. All monumentation (including delineation of the conservation easement with iron pins and the Town's official markers every 50 to 100 feet on perimeter trees or on cedar posts), with Surveyor's Certificate, shall be completed or bonded pursuant to the Commission's approval action and Section 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant.

MOTION PASSED unanimously.

Kidder Brook Estates, Ph. II, 4 proposed lots on Browns Rd., Rock, appl., file 1151-2 – Mr. Hall and Mrs. Holt had disqualified themselves on this application. Memos were noted from the Town Planner (2/25/04); Ass't. Town Engineer, Fire Marshal (2/26/04), and Health Officer (2/24/04), and neighborhood notification return receipts were submitted. Landscape architect J. Alexopoulos described the site as it now exists, based on site visits in both winter and summer. He noted potential placement of a utility pole on the north side of the road, and significant trees designated to be saved. He and Mr. Dilaj agreed that trees to be removed for driveway construction should be physically marked in the field in conjunction with the project engineer and the Ass't. Town Engineer. During discussion of driveway sightlines, Mr. Favretti recommended care to be used in the selection of trees to be cut or saved, and inquired why one tree was chosen for cutting over another nearby; Mr. Dilaj replied that his choices were made based on sightline safety considerations looking both east and west, but that he would review the proposed designations. He noted that he is making every effort to save good-sized, healthy trees. Mr. Dilaj also said that he will attempt to revise house plans for Lots 3 and 4 to accommodate solar orientation, but was not sure it would be possible. He noted that a 25-ft. tree buffer would be maintained on lot to protect wetlands, and said he felt that would be adequate. Mr. Dilaj then submitted a letter requesting a 30-day extension for the purpose of revising plans, which he said would be submitted to the Planning Office for staff review within a week. Barberet MOVED, Gardner seconded to grant a 30-day extension to the applicants for Kidder Brook Estates, Phase II, for the purpose of revising and submitting revised plans for Town staff review. MOTION PASSED unanimously.

Regulatory Review Committee-proposed revisions to the Zoning and Subdivision Regulations, file 706-23 – Noting the Town Planner's 2/27/04 memo and a 2/11/04 draft of the proposed revisions, Mr. Padick explained that they had been under review for two to three years in some cases, and regulations and experience of several Connecticut towns had also been considered. The Town Attorney feels the proposals could be adopted, but care must be taken by the PZC to be able to support any decisions based on them. The proposed revisions deal primarily with architectural and design standards; adult-oriented businesses; kennels; lot-line revisions; subdivisions, and number of lot at the end of a cul-de-sac; potential impacts of development on offsite wells, and potential revisions to the Subdivision Regulations resulting from the Lands of Unique Value Study. In addition, members discussed and recommended a change to be drafted by the Town Planner to address the width of aisles in larger parking lots. At the conclusion of discussion, Holt MOVED, Gardner seconded to schedule a Public Hearing for 4/19/04 to receive comments on 2/11/04 draft proposed revisions to Mansfield's subdivision and zoning regulations as discussed and amended at its meeting on 3/1/04, and to refer the draft revisions to the WINCOG Regional Planning Commission, Town Attorney, Town Council, Zoning Board of Appeals, Design Review Panel, Conservation Commission,

Open Space Preservation Committee, Eastern Highlands Health District and Town staff for review and comment. MOTION PASSED unanimously.

#### Upcoming Public Hearings

3/15/04 – Proposed restaurant service of alcoholic liquor at 1232 Storrs Rd., file 274-2

Resubdivision application, 3 proposed lots off Hanks Hill Rd., "Hanks Hill Estates, Sec. 5," file 596-4

4/5/04 - Subdivision application, 9 proposed lots off Mansfield City Rd., "Wild Rose Estates, Sec. 2," file 1113-2

#### Town Planner's Verbal Updates

Storrs Center Downtown project – An informational report was included in members' packets; the next Board of Directors meeting is scheduled for 3/8/04, at 4 p.m.

UConn Environmental Policy Advisory Council/UConn Master Plan Update – It was reported that the main focus of meetings held last week was on planned changes to the core campus. R. Miller, Chairman of the new Environmental Policy Advisory Council, is scheduled to attend the Town Council's 3/8/04 meeting to discuss the two issues noted above, beginning at 8 p.m.

Master Plan web page – The University has established a web page for the Master Plan.

Field trip – Scheduled for Tuesday, March 16, beginning at 2 p.m.

#### New Business

New subdivision application, 2 proposed lots on Hunting Lodge Rd., E. Semerzakis, o/a, file 1216 – Barberet MOVED, Holt seconded to receive the subdivision application (file 1216) submitted by E. Semerzakis for 2 lots, "Forest Acres," on property located on Hunting Lodge Rd., owned by the applicant, as shown on plans dated 2/20/04, and as described in other submissions, and to refer said application to the staff for review and comments. MOTION PASSED unanimously.

Consideration of reapproval of the Stone Mill Acres subdivision, Stone Mill Rd., file 1195 – Mr. Padick's 2/26/04 memo explains that, because of the applicants' illness, the mandatory filing deadlines had been missed. Accordingly, Holt MOVED, Gardner seconded to re-approve the Stone Mill Acres subdivision of G. and K. White, as requested in a 2/23/04 letter from S. Filip, with the same map references and approval conditions as originally cited in a 12/16/02 action. MOTION PASSED unanimously. The map references and approval conditions cited above are:

"to approve with conditions the subdivision application (file #1195) of G. and K. White for Stone Mill Acres, on property owned by the applicants located at 109 Stone Mill Road, in an RAR-90 zone, as submitted to the Commission and as shown on plans dated 9/11/02 as revised through 11/19/02. This approval is granted because the application as approved is considered to be in compliance with the Mansfield Zoning and Subdivision Regulations, and is granted with the following modifications or conditions:

1. Final plans shall be signed and sealed by the responsible surveyor and engineer;
2. Whereas the proposed drive for Lot 2 is over 10% in slope and may have a gravel surface, the plans shall be revised to incorporate specific drainage improvements that will help prevent driveway erosion and potential impacts onto Stone Mill Road. The drainage improvements shall be approved by the Ass't. Town Engineer and Town Planner. The driveway work shall be completed in association with the construction of a new house on Lot 2;
3. Unless revisions are specifically authorized by the Commission, the building area envelopes as depicted on final plans shall serve as the setback lines for all future structures and site improvements, pursuant to Art. VIII of the Zoning Regulations. This condition shall be specifically incorporated into the deeds for Lots 1 and 2.
4. The following revisions shall be incorporated onto the subdivision plans:
  - A. Note 7 on Sheet 1 shall specify that underground utility service shall be provided directly from CL&P pole 3287 or pole 3289;
  - B. A stone wall improvement detail shall be added to the plans, pursuant to Section 7.7.b. A segment of stone wall will be removed for driveway construction and the plan notes that the stones will be used to extend the south boundary wall;
  - C. The shed on Lot 1 shall be included within a depicted building area envelope.

5. Unless subsequently waived by the PZC, the survey data shall be tied to the Connecticut Plane Coordinate System of 1983, pursuant to Section 6.5.b;
6. The Commissioner, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety- (90) or one hundred and eighty- (180) day filing extension has been granted):
  - A. Final maps, including submittal in digital form, pursuant to Section 6.3.g, and right-of-way deeds and easements for recording on the Land Records (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;
  - B. All monumentation, with Surveyor's Certificate, shall be completed or bonded pursuant to the Commission's approval action and Sec. 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant."

Communications and Bills – As noted on the Agenda.

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

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## MINUTES

### MANSFIELD SCHOOL READINESS COUNCIL

Wednesday, January 14, 2004

Conference Room C

6:30-9:00 PM

**PRESENT:** K. Grunwald (staff), J. Buck (Chair), S. Baxter (staff), S. Daley, R. Leclerc (staff), L. Bailey (staff), D. McLaughlin, N. Hovorka, J. LaMarre, P. Wheeler, B. Lehmann, J. Pociask, M. Esquilin (guest), L. Bailey (staff)

**REGRETS:** M.J. Newman, M. Brown, T. Marr-Smith

- I. **INTRODUCTIONS:** meeting called to order at 6:40 PM
- II. **MINUTES:** Joint MSRC/Task Force, November 5, 2003: please note that S. Daley was present at the meeting. Minutes accepted as written with that correction.
- III. **COMMUNICATIONS**
  - A. Hartford Courant Article on DOE support for universal preschool.
  - B. Action Planning: Discovery 2004-07 Outline (1 page)
  - C. Discovery 2004-07, Action Plan, Section C (5 pages)
  - D. Results of December 10, 2003 work session (3 pages)
  - E. Community Conversation small group report-outs (2 pages)
- IV. **OLD BUSINESS**
  - A. Proposed MSRC Meeting Schedule for 2004: schedule accepted as proposed.
  - B. Proposed MSRC Evaluation Committee schedule: K. Grunwald requested volunteers for this Committee. The first meeting will be scheduled in March. D. McLaughlin expressed interest in serving.
  - C. Reappointments and new appointments to MSRC: J. Buck reported that Greg Haddad has not received responses back from all members who have been reappointed to the Council. Please get back to J. Buck as soon as possible to confirm willingness to serve; she will notify the Chair of the Committee on Committees.
- V. **NEW BUSINESS**
  - A. Fiscal Year 04/05 School Readiness Budget: K. Grunwald raised the issue of needing to start to think about whether or not we will re-apply for the School Readiness Program, based upon anticipated available funding of approximately \$35,000 for 15 full-time slots. The application will be due in May or June. M. Esquilin suggested having our legislators speak to legislators in Vernon, who are addressing these issues. Legislators from

Stamford will be meeting with Moira Lyons around this issue as well. B. Lehmann mentioned that the LWV will be holding a legislative breakfast, and that this would be a good place to address this issue. She also suggested that the Community Conversation could be used for action planning around this issue as well. S. Daley felt strongly that MSRC needs to take a stand on this issue as being one of needing to pay to provide quality care. There are currently 5 children enrolled in School Readiness slots.

B. Work session on Discovery 04-07 application, continued: The majority of time was focused on continuing to work on this application. Members of the Council reviewed a draft of the application for the Discovery grant, including a proposed action plan. The group then engaged in a process of attempting to define Mansfield's vision for children. The results of this discussion are reflected in the attached abstract and action plan.

C. Other: Full-Day Kindergarten Focus Groups: the Council requested a report on the focus groups that were held on January 8. K. Grunwald and S. Baxter reported that three separate groups were held, facilitated by Ken Dautrich from the Center for Survey Research and Analysis. They reported that parents feel strongly about the issue of choice relative to full-day K. Concerns were also raised about the type of curriculum that would be developed. A summary report of these groups was handed out at the meeting. Ken Dautrich will be using this data to develop a survey on full-day K that will be sent out to 1000 households in Mansfield, and a request was made to publicize the use of this survey. B. Lehmann reported that a survey done by the League of Women Voters was distributed through the schools and had a 40% rate of return.

VII. NEXT MEETING: March 17, 2004

VIII. ADJOURNMENT: meeting adjourned at 8:45 PM

Respectfully submitted,  
Kevin Grunwald, Director of Social Services

To: Town Council/Planning & Zoning Commission  
 From: Curt Hirsch, Zoning Agent  
 Date: March 11, 2004



Re: **Monthly Report of Zoning Enforcement Activity**  
*For the month of March 2004*

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits Issued	6	9	5	123	84
Certificates of Compliance Issued	8	9	18	105	172
Site inspections	41	24	33	306	345
Complaints received from the Public	1	1	1	19	29
Complaints requiring inspection	1	1	1	15	19
Potential/Actual violations found	3	3	3	20	32
Enforcement letters	3	20	2	68	67
Notices to Issue ZBA forms	2	0	2	15	12
Notices of Zoning Violations Issued	13*	1	2	38	20
Zoning Citations Issued	3	0	0	8	6

\*Ten notices were issued to owners of "student housing rentals" for occupancy violations.

Zoning permits issued this month for single family homes = 3, multi-fm = 0  
 2003/04 Fiscal year to date: s-fm = 26, multi-fm = 17

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Item #12

**Martin H. Berliner**

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**From:** David J. Dagon  
**Sent:** Wednesday, March 03, 2004 4:02 PM  
**To:** Martin H. Berliner  
**Subject:** FW: Assistance to Firefighters Grant 2003 award

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

**From:** Ferrara, Paula [mailto:paula.ferrara@mail.house.gov]**Sent:** Wednesday, March 03, 2004 3:57 PM**To:** Asst. Chief Cooper, Williamsville; Asst. Chief DiMauro, Haddam; Asst. Chief Light, Windham Ctr; Bill Lockwood, Woodstock; Capt. Rowland, Colchester; Chief Buttone, Bungay Fire Brigade; Chief DeLia, Groton City; Chief Dowd, Muddy Brook; Chief Grenier, Voluntown; Chief Hayes, Franklin; Chief Hilbert, Mystic; Chief Holland, Poquetanuck; Chief Maine, N. Stonington; Chief Mrazik, Ledyard; Chief Murphy, Oakdale; Chief Richards, Old Mystic; Chief Spencer, Westbrook; Chief Tardif, Baltic; Chief Tom Main, Bozrah; Chief True, Old Saybrook; Chief Varney, Ellington; Chief Walsh, Willimantic; Chief Wilson, Center Groton; Chief Young, Woodstock; Dep. Chief Buckholt, Ctr Groton; Dick Bauer, Killingworth; Don Dobson, Old Saybrook; Donald Ouillette, Jewett City; Dr. Steve Levy, Durham; Fire Adm. Dagon, Mansfield; First Selectman Pace, Old Saybrook; First Selectwoman Boord, Durham; First Selectwoman Haraghey, Hampton; Frank Alaimo, Thompsonville; Jeffrey Otto, Mortlake ; Jody Grenier, Voluntown; Lt. Philip Therrien, W. Thompson; Melissa Webster, Bungay Sec.; Ms. LaVoie, Canterbury; Past Chief Rowe, Flanders; Patrick Gauthier, E. Brooklyn**Cc:** Dauphinais, Jane**Subject:** Assistance to Firefighters Grant 2003 award

Congratulations to Quinebaug Volunteer Fire Dept. for being awarded \$74,695 and the Eagleville Fire Dept. in Mansfield for being awarded \$76,185 this week. Both were for Fire Operations and Firefighter Safety. There was one other fire dept. in the State awarded this week in Litchfield. This is the final award for the 2003 Assistance to Firefighters Grant Program. Of the 103 Second Congressional District departments that applied for the 2003 grant program, 48 were awarded for a total of \$4,730,780.00. With the difficult municipal budgets and the dwindling State funds coming to the towns, we need to get as much money as possible for our emergency services through this program. Congressman Simmons is very supportive of this program and I hope you are all planning to apply for the 2004 funds. Please let me know when you have applied.

Thank you.  
Paula

Paula Ferrara

Grants Coordinator

Congressman Rob Simmons

Second Congressional District

2 Courthouse Square

Norwich, CT 06360

860-886-0139

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APPLICATION REFERRAL

Mansfield Planning & Zoning Commission

- TO:
- Public Works Dep't., c/o Ass't. Town Eng'r.
  - Health Officer
  - Design Review Panel
  - Committee on Needs of Persons w/Disabilities
  - Fire Marshal
  - Traffic Authority
  - ZONING BOARD OF APPEALS
  - Recreation Advisory Committee
  - Open Space Preservation Committee
  - Parks Advisory Committee
  - Town Council
  - Conservation Commission

Proposed revisions to various sections of the Zoning and Subdivision Regulations

The Planning and Zoning Commission has received a potential revisions application and will consider the application at a Public Hearing/regular meeting on April 19, 2004. Please review the application and reply with your comments to the Planning Office before 4/15/04. For more information, please contact the Planning Office, 429-3330.

APPLICATION INFORMATION

Applicant: PLANNING AND ZONING COMMISSION

Owner: The proposed revisions are attached. The revisions include:

Agent(s):  
Proposed use: - New architectural and design standards for existing Design Development Districts (all commercial/industrial and multi-family with sewers areas)

Location:  
Zone classification: - Provisions that clarify that all proposed adult-oriented businesses require special permit approval.

- Other pertinent information:
- Provisions to authorize the boarding of animals in the Industrial Park zone
  - Revisions to required parking space and access aisle dimensional
  - Revisions to require all lot line revisions to obtain zoning permits (requirements)
  - Provisions to authorize 1 additional subdivision lot on remaining land that can only be accessed by a dead-end street that accesses the maximum # of lots currently allowed (25)
  - Subdivision provisions to provide better protection of hill tops, ridges, and floors and features along existing roads
  - Subdivision provisions to require "Yield Plans" where frontage or setback waivers are considered
- signed [Signature] date 3/10/04

- Provisions to authorize consideration of potential subdivision impacts on existing off-site wells.

2/04  
- Provisions to authorize the P.193 revision to require common drive improvements (orange/sightline) for existing

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PROPOSED REVISIONS TO THE ZONING REGULATIONS  
REGARDING ARCHITECTURAL AND DESIGN STANDARDS

(new provisions are underlined or otherwise indicated; deletions are bracketed)

1. Revise Article V, Section A.3.d to read as follows:

Site Plan: Five (5) copies\* of a site plan drawn to a scale of not less than 1 inch equals 20 feet or more than 1 inch equals 40 feet, appropriately signed and sealed by a professional engineer and/or land surveyor and/or landscape architect licensed in the State of Connecticut [and including the following information]. The site plan, which shall incorporate all applicable architectural and design standards of Article X, Section S, shall include the following information, unless waived pursuant to subsection A.4 of this article (\*additional copies may be required):

2. Revise Article V, Section A.3.d to add a new subsection 18 to read as follows:

18. Architectural plans of all proposed buildings, structures and signs, including exterior elevations, floor plans, perspective drawings and information on the nature and color of building materials (see architectural and design standards of Article X, Section S).

3. Revise Article V, Section A.3.g to read as follows:

- g. **Other information**: Dependent on the nature of the proposal, the Commission shall have the right to require additional detailed information if it finds the information is necessary to review the application and determine compliance with applicable regulations and performance standards. Such information may include but shall not be limited to: [architectural plans of all proposed buildings, structures and signs, including exterior elevations, floor plans, perspective drawings and information on the nature and color of building materials;] traffic impact analysis, including specific information on how construction traffic will be regulated, routed and monitored; watershed and flooding data; drainage calculations and documentation of necessary drainage rights or easements; environmental and neighborhood impact analysis; erosion and sedimentation control plans, future plans for adjacent land under the control of the subject applicant or owner; information on homeowner or property-owner associations; maintenance provisions; estimates of site improvements costs, and bonding agreements.

4. Revise Article V, Section A.5.b, to read as follows:

- b. the proposal complies with all other applicable sections of the Zoning Regulations including but not limited to: parking and loading; landscaping and buffering; aquifer areas; prohibited uses, performance standards; architectural and design standards; height and area requirements; signs, bonding, filling, grading, excavation, removal, processing of soil, stone, sand and gravel, peat moss, and other similar materials regulations and any special provisions applying to the subject use;

5. Revise Article V, Section 5.j to read as follows:

- j. the basic design of the proposed uses, buildings or development; the relationship between the buildings and the land; the relationships between uses and between buildings or structures; and the overall physical appearance of the proposed use, building or development; comply with all applicable architectural and design standards of Article X, Section S, are in general harmony with the character of the surrounding neighborhood and will not serve to blight or detract from the value of abutting residences or other property.

6. Revise Article V, Section B.5.D, to read as follows:

- D. That proper consideration has been given to the aesthetic quality of the proposal, including architectural design, landscaping and proper use of the site's natural features. The kind, size, location and height of structures, and the nature and extent of site work, and the nature and intensity of the use, shall not

hinder or discourage the use of neighboring properties or diminish the value thereof. All applicable standards contained in Article X, Section S shall be incorporated into the plans.

7. Revise Article VI, Section B.4.q to read as follows:

Except where alternative uses, such as parking areas, are provided for in other sections of these Regulations, all required setback areas shall either be attractively landscaped with lawns trees and shrubs or, where appropriate, left in a slightly and well kept natural state. Landscape plans submitted in conjunction with a land use application shall identify, by type, size, height and placement, all proposed landscaping and all existing landscape features to be retained. All submitted landscape plans must be adequate to meet the intended aesthetic, buffer and environmental purposes. Particular attention should be given to parking and loading areas, outside storage areas and shadow patterns with respect to south wall and rooftop solar access. See Article X, Section D.16 for supplemental interior parking lot landscaping requirements and Article X, Section S for Architectural and Design standards.

8. Revise the Schedule of Dimensional Requirements (Article VIII, Section A) to add a new footnote #17 and to reference this footnote at the top of the three minimum setback columns of said schedule. The new footnote #17 shall read as follows:

17. Special setback provisions apply for all buildings, structures and site improvements approved after (insert effective date of this amendment) that are located within a designated Design Development District (see Article X, Section A.4.d).

9. Revise Article VIII, Section B.1.i to read as follows:

- i. Other - Other exceptions to the Schedule of Dimensional Requirements may be included within the permitted use provisions of Article VII, within the special regulations of Article X or within other provisions of these regulations. For example: Article X, Section A.4.d includes special [provisions for] dimensional provisions [exceptions] for projects in Design Development Districts.

10. Delete Article VIII, Section B.2.b, including subsections b.1 and b.2.

11. Revise Article X, Section A.2.b to read as follows:

b. Informal Review

All prospective applicants considering development within established or proposed Design Development Districts are encouraged to review with the [Planning and Zoning Commission] Town Planner, on an informal and non-application basis, preliminary development plans. Utilization of this process may enable a prospective applicant to obtain meaningful preliminary feedback prior to a major commitment of resources. To maximize the benefits of an informal review [with the Commission], it is recommended that prospective applicants provide enough information to allow the subject proposal to be considered with respect to the Town's Plan of Conservation and Development, the Architectural and Design Standards of Article X, Section S and important development factors, such as, but not limited to the following: Water supply, sanitary waste disposal, drainage and storm water impacts, traffic and circulation, fire protection and impacts on the natural environment and neighboring properties.

[It is important to note that this informal review option is not designed to evaluate site plan specifics or other detailed aspects of the prospective project. Any review comments or opinions expressed during an informal review shall not constitute a commitment by the Planning and Zoning Commission. Furthermore, a lack of comment, particularly regarding any site plan details that are presented, shall not be construed as acceptance by the Commission. A formalized and complete review of the prospective project shall not occur until a formal application with final plans is submitted.]

## 2. Site Layout Standards

- a. Identify the following site and neighborhood features and incorporate as appropriate into project design, based on the standards of this section:
  1. Natural features, including: water bodies, watercourses, existing vegetation, hills, ridges, hedges, rock outcropping, etc.
  2. Historic/Cultural Features, including: existing structures, foundations, stone walls, fences, cemeteries, historic sites, etc.
  3. Scenic Features, including: significant views and vistas on or adjacent to the subject site
- b. Protect and enhance site and neighborhood features which are of environmental, historic or scenic importance or otherwise provide or contribute significant character to the subject site or neighborhood.
- c. Create significant and proportional spatial relationships between site and neighborhood features and the mass (the size or bulk of the building) and scale (the size relationship of the building to the site and also to the person(s) who use it) of proposed structures and site improvements. Where appropriate, separate incompatible uses with large open space or natural buffers. In large developments with multiple buildings, consider open space breaks and preserving existing vegetation to create identifiable places within the development.
- d. Where appropriate, respect prevailing building setbacks and continue existing visual patterns (e.g., density, location of sidewalks/parking areas, etc.).
- e. Where appropriate, site new buildings to promote energy conservation.
- f. Design site entrances and, where appropriate, building entrances, to be clearly visible and identifiable from public accessways or any other primary vantage points. Vehicular and pedestrian safety issues need to be addressed.
- g. Where appropriate, locate major parking areas to the rear or side of proposed buildings.

## 3. Building Layout and Design Standards

- a. Balance the visual relationships of building mass and size with its site and adjacent sites, especially when viewed from a distance. Where applicable, preserve and reinforce historic scale, massing and proportions between building height, length and width.
- b. Avoid long, large, box-like structures. Break large building volumes into smaller forms to lessen the total building mass and to provide continuity with nearby patterns. Consider projections (overhangs, awnings, etc.) or recesses (e.g., windows) on all buildings and stepping back upper levels on larger buildings.
- c. Strive for visual simplicity rather than complexity and create variety through compatibility rather than conformity. Coordinate color schemes and materials with neighboring buildings and coordinate all exterior elevations of a building (color, materials, architectural form, detailing, etc.). Establish character by creating shadow patterns using architectural elements (overhangs, trellises, projections and awnings, etc.).
- d. Form a consistent composition between the roof mass and building façade. Where appropriate, consider rooflines of adjacent properties and adjacent building roof details (e.g., dormers, fascias, roof pitches, etc.).
- e. To encourage pedestrian use, build elements (e.g., protective canopies, stairs, columns, wall or roof projections and recesses, etc.) to human scale at sidewalk level and incorporate weather protection, convenience and safety features.
- f. Conceal view of all roof-mounted equipment (HVAC, plumbing, exhaust fans, etc.), particularly from the public right-of-way, using detailing incorporated into the architectural design. Avoid false detailing (mansard roofs, partial HVAC screens, truncated roof structures, etc.).
- g. Consider natural materials in their traditional applications (e.g., wood, stone, brick, glass, metal, etc.) and avoid the use of vinyl or aluminum siding, exterior insulation and finish systems, etc. Limit the number of different materials on the exterior building elevation.

12. Revise Article X, Section A.4.a to read as follows:

a. Architectural Plans

All special permit or site plan applications for development in a Design Development District shall include detailed architectural plans for all proposed buildings and structures, including recreational facilities and signs. Said plans shall include exterior elevations, floor plans and information on the nature and color of building materials. The architectural plans shall incorporate all applicable architectural and design standards of Article X, Section S. This requirement may be waived or modified by the Commission for changes in use of existing buildings, additions, or for minor applications where all or portions of the architectural information are not considered necessary to determine compliance with these Regulations.

13. Revise Article X, Section A.4.c to read as follows:

c. Landscaping and Buffering

Landscaping and buffering improvements are considered particularly important in the Design Development Districts and should be carefully provided for in any special permit or site plan application for development in one of these zones. See provisions of Article VI, Section B.4.q and Article X, Section S.

14. Delete the existing Article X, Section A.4.d and replace this section with a new Section A.4.d to read as follows:

d. Special Dimensional Provisions

To encourage compliance with the goals and standards of Article X, Section S (Architectural and Design Standards) and to promote greater design and layout flexibility and the coordinated development of adjacent properties, setback requirements for buildings, structures and site improvements, including parking, loading and outside storage areas, on properties in Design Development Districts that abut properties that also are situated in a Design Development district or a street, shall be determined by the Commission. The required setbacks shall be determined based on all applicable approval criteria of these Regulations, the design and layout provisions of Article X, Section S and all other applicable provisions of these Regulations.

15. Revise Article X to add a new subsection S, Architectural and Design Standards, to read as follows:

S. Architectural and Design Standards

1. Statement of Purpose

This section is designed to provide comprehensive standards that encourage and guide the coordinated development of specialized and more intensive uses and groups of principal buildings and uses. Subject to compliance with more specific provisions of these Regulations, these standards shall be utilized as design-determinants to organize a site layout and to develop the composition and character of new buildings and site improvements. The use of these standards shall promote goals and objectives contained in Mansfield's Plan of Conservation and Development and shall help protect and promote the public's health, safety and convenience. Additionally, these standards shall:

- a. protect and enhance the value of properties in the neighborhood of a subject site and encourage the most appropriate use of land in Mansfield;
- b. protect and enhance natural and manmade features and scenic views and vistas on and adjacent to a subject site;
- c. protect and enhance historic areas and encourage the adaptive use of historic structures and features;
- d. protect and enhance special features of existing neighborhoods and promote a harmonious character in developing areas

4. Landscaping/Lighting/Site Improvement Standards

- a. Balance the quantity of onsite landscaping with the scale of the proposed development. Landscape around buildings to establish continuity within the site and incorporate interior parking lot landscaping as per the provisions of Article X, Section D.18. Provide areas for snow placement and removal.
- b. Where appropriate, integrate existing mature vegetation into the design and avoid the use of invasive species. Incorporate a variety of plant species into the design and avoid monocultures.
- c. Utilize landscaping, berms, fencing, etc. to screen parking areas and waste storage areas from adjacent streets and, as appropriate, neighboring properties.
- d. Coordinate lighting fixture assembly with site and building designs. Use lighting fixtures with shielding devices or cut-off refractors to eliminate or minimize light spill. Wherever possible, conceal lighting sources from the public right-of-way and neighboring properties.
- e. Avoid relative brightness differences with adjacent land uses. Use white lamps (metal halide, fluorescent, incandescent, etc.) rather than low or high-pressure sodium sources for all new development. White light is crisp and has true color retention. Provide photometric data as requested for specific development projects.
- f. Provide safety-textured and, where appropriate, patterned walking surfaces and plazas. Include benches and/or low walls in places where they will encourage pedestrians to gather without creating safety issues.
- g. Provide vehicle barriers (curbs, bollards or low walls/fences) located to protect and not obstruct adjacent walks or plazas or where appropriate for other safety purposes (e.g., grade changes, traffic lanes, trees, etc.).
- h. Install underground utilities to serve new developments and, where appropriate, relocate existing overhead services below-ground.

3/10/04 draft

Proposed revisions to the Zoning Regulations  
regarding adult-oriented establishments, kennel use in the Industrial Park zone,  
minimum parking space widths and lot line revisions  
(New provisions are underlined or otherwise indicated, deletions are bracketed)

1. Revise Article VII to add a new subsection L.2.n (uses permitted in the Planned Business-1 zone, subject to special permit approval) to read as follows:  
Category N - Adult-oriented establishments as defined and independently regulated by Mansfield's "Ordinance Regulating Adult-Oriented Establishments."
2. Revise Article VII to add a new subsection N.2.m (uses permitted in the Planned Business-3 zone, subject to special permit approval) to read as follows:  
Category M - Adult-oriented establishments as defined and independently regulated by Mansfield's "Ordinance Regulating Adult-Oriented Establishments."
3. Revise Article VII to add a new subsection P.2.q (uses permitted in the Planned Business-5 zone, subject to special permit approval) to read as follows:  
Category Q - Adult-oriented establishments as defined and independently regulated by Mansfield's "Ordinance Regulating Adult-Oriented Establishments."
4. Revise Article VII to add a new subsection V.2.x (uses permitted in the Industrial Park zone, subject to special permit approval) to read as follows:  
X - Adult-oriented establishments as defined and independently regulated by Mansfield's "Ordinance Regulating Adult-Oriented Establishments."
5. Revise Article VII, Section V.2.n to read as follows:  
V.2.n - "Veterinary hospitals and commercial kennels boarding or breeding two or more animals, provided no noise associated with the use is audible at the site's property lines;"
6. Revise Article X, Section D.4 to read as follows:
  4. [Size of space – Three hundred square feet shall be considered one parking space, to provide room for standing area and aisles for maneuvering. Entrance and exiting roadways shall not be counted as parking space except for single-family residences.]
  4. Size of Space and Access Aisle – All parking spaces and associated access aisles shall be sized and designed to ensure safe and convenient use. Except for required accessible parking spaces (see subsection 10 below), unless a reduction is specifically authorized by the Planning and Zoning Commission, all parking spaces shall have a minimum width of nine and one-half (9 ½) feet, a minimum length of nineteen (19) feet and a minimum access aisle width of twenty-four (24) feet.  
  
Depending on the nature of a subject use, site characteristics and parking lot design, and provided no traffic safety problems are anticipated and that a reduction will enhance the overall design, layout and physical impact of a proposed parking area, the Commission may, by majority vote, authorize a reduction in the minimum standards cited above. Potential reductions in parking space and aisle dimensions are most appropriate for parking areas designed for one-way travel or angled parking and for employee parking areas. (Also see subsection 7 below for access drive width requirements).
7. Revise Article II to add a new subsection C.1.c, to read as follows:
  - c. Zoning Permits also are required for all lot line revisions. An applicant shall submit to the Zoning Agent adequate information to demonstrate that a proposed lot line revision is in compliance with all applicable zoning and subdivision requirements.

3/10/04 Draft

Proposed revisions to Section 8.5.a of the Subdivision Regulations  
regarding permanent dead-end streets:

(New provisions are underlined; deletions are bracketed):

Revise the existing provisions of Section 8.5.a to read as follows:

- a. Except as noted below in subsections 1 and 2, dead-end streets shall provide access to not more than twenty-five (25) [building] lots or shall not be longer than 2,400 feet, whichever creates the shorter street.
  1. Dead-end streets longer than 2,400 feet may be permitted in an RD/LI-zoned area, provided that [(1)] an emergency access road acceptable to the PZC is provided, and [(2)] that the subdivider provides information acceptable to the PZC that the roadway system will be extended to a through street, thereby resulting in future compliance with the 2,400 foot maximum length provision
  2. Subject to compliance with all other provisions of these regulations and the receipt of any other necessary permits, including an Inland Wetland license, one additional lot may be permitted by the PZC in situations where a parcel of remaining land from a previous subdivision cannot be reasonably accessed in a safe and environmentally appropriate manner except from the subject dead-end street.

3/10/04 draft

Proposed revisions to Sections 6.11, 6.5.g and 7.4.e of the Subdivision Regulations  
regarding potential impacts on offsite wells

(New provisions are underlined, deletions are bracketed)

1. Revise Section 6.5.g of the Subdivision Regulations to read as follows:
  - g. Existing streets, structures, wells, septic systems, fences, trails, etc. on site or on adjacent land within one hundred and fifty (150) feet of proposed streets or lots
  
2. Revise Section 6.11.d to read as follows:
  - d. [An] environmental impact [statement] studies, including a hydrogeologic analysis, evaluating the impact of the subdivision on the land, air and water of the site and neighboring sites, and considering, among other elements: soils, surface and subsurface water, bedrock geology, topography, existing wells proximate to the subdivision, air quality, flora and fauna, noise levels and other such elements as may be specified by the Commission;
  
3. Revise Section 7.4.e to read as follows:
  - e. Health Requirements – Larger lots – Each lot shall have sufficient area to accommodate, where public facilities are not otherwise provided, a private water supply and a private sewage disposal system. The Commission may [, at its discretion,] require lots of larger size if needed to conform to State or local health requirement or if it is determined, based on a hydrogeologic analysis of the area, or other reliable data, that larger lots will help prevent detrimental impacts to existing water supply wells proximate to the subject subdivision. Any lot found to be unsuitable for occupancy and building by reason of utility easements, adverse soil conditions, topography, water or flooding conditions, shall [at the direction of the Commission] be combined with another lot.

3/10/04 draft

Proposed revisions to the Subdivision Regulations  
regarding Lands of Unique Value Study recommendations,  
common driveways, driveway sightlines and yield plans  
(New provisions are underlined; deletions are bracketed.)

1. Revise Section 6.5.i.4 to read as follows:
  4. Scenic views and vistas (see definition) within, into or out of the property; hilltops and ridges and expanses of valley floors.
2. Revise Section 6.10 to add a new subsection a.6, to read as follows:
  6. In all situations where a proposed subdivision involves potential reductions or waivers of lot frontage and/or building setback lines pursuant to Section 7.6, a yield plan with adequate natural resource data and other information cited in Section 6.5 and onsite testing data to demonstrate the number of lots that could be developed under standard frontage, lot size and configuration (see Section 7.4) and setback requirements for the subject zone classification.
3. Revise Section 7.1.c to read as follows:
  - c. The protection and enhancement of natural and manmade features, including agricultural lands, hilltops or ridges, expanses of valley floors and features along existing roadways and scenic views and vistas on and adjacent to the subdivision site;
4. Revise Section 7.2.b to read as follows:
  - b. Significant natural and manmade features, including agricultural lands, hilltops or ridges, expanses of valley floors and features along existing roadways and scenic views and vistas and appropriate buffer areas should be incorporated into proposed open space areas;
5. Revise Section 7.6.a to read as follows:
  - a. The Commission determines that a reduction or waiver will help protect significant natural and man made features, including agricultural lands, hilltops or ridges, expanses of valley floors and features along existing roadways and/or scenic views and vistas;
6. Revise Section 7.9 to read as follows:

7.9 Driveway Slope Sightlines and Drainage – No proposed driveway shall exceed slope of fifteen (15) percent and all existing and proposed driveways shall be reconstructed or improved as necessary or designed and constructed to prevent drainage problems or unsafe driveway sightlines along adjacent streets. All subdividers shall demonstrate with their plans that all necessary regrading, tree removal and drainage improvements shall be dependent on existing conditions, the speed limit of the adjacent street and the street classification as defined by the Zoning Regulations. The Commission shall have the right to require a subdivider to construct any driveway with a slope of ten (10) percent or greater and necessary drainage and sightline work as part of the subdivision improvements.
7. Revise the first paragraph of Section 7.10.a to read as follows (the remainder of Section 7.10.a to remain unchanged):

7.10. Common Driveways

  - a. The use of a common driveway [for residential lots on Town streets] may be authorized or required by the Commission where wetlands, steep slopes or other physical constraints would require extensive grading, filling or tree removal for individual driveways, where common driveways will protect natural and manmade features and scenic views and vistas, or where common driveways will promote other design objectives of these regulations. Any approved common driveway shall serve no more than three (3) residential lots. [Common driveways also may be authorized for commercial and industrial lots.] Where common driveways are [proposed], approved, a driveway easement that establishes maintenance and liability responsibilities shall be depicted on the plans, shall be incorporated onto the deeds of the subject lots and shall be filed on the Land Records.

(continued)

8. Revise Section 13.1.2.a to read as follows:
  - a. Protecting and conserving natural and manmade features, including agricultural lands, hilltops or ridges, expanses of valley floors and features along existing roadways, and/or scenic views and vistas;
  
9. Revise Section 13.1.2.f to read as follows:
  - f. Protecting endangered and threatened species, State species of special concern, significant natural communities [and], important wildlife corridors and interior forest habitats.

TOWN OF MANSFIELD  
MEMORANDUM  
3/10/04

TO: Martin H. Berliner, Town Manager  
FROM: Lon R. Hultgren, Director of Public Works  
**RE: Transfer Station Sticker Program**



As discussed with both the Council and the Solid Waste Advisory Committee last month, we have drafted a program to issue numbered windshield resident stickers to Mansfield residents at the transfer station. This will verify user status as residents and enable us to quantify the use of the facility.

Attached is the draft which we would like to begin implementing in April, or shortly after we can get the appropriate signs up at the gate. (We expect some protest from non-Mansfield residents who frequent the swap-shop, so we want to give fair notice that they will be excluded).

cc: Virginia Walton  
Dan Austin  
Gary Parizek

attach: 1

DRAFT

Mansfield Department of Public Works  
Transfer Station Use Program

Beginning in April of 2004 it is proposed to issue numbered windshield stickers to Town residents using the transfer station and enter this number on the receipt generated for each visit to the facility. This program will both screen non-Mansfield residents from the use of the facility and provide data that can be analyzed by Town staff on the use of the transfer station by residents. Initially, the program is planned to run from April through September. It can be extended if needed. Program elements would be as follows:

1. New signs will be erected at the transfer station that say "Mansfield Residents Only" and "Proof of Residency Required".
2. At the attendant's shack, all persons entering the facility will be asked to show proof of their Mansfield residency. Drivers licenses, motor vehicle registrations, utility bills and other official documents will be accepted.
3. Upon verification of residency, the attendant will record the person's address in a log book together with the number of the sticker issued.
4. The numbered sticker will be placed on the windshield of the person's vehicle (there will be no charge for these stickers).
5. This number will be written on the cash register receipt on this and any subsequent visit to the facility along with the materials and charges for each visit.
6. On subsequent visits, no further proof of residency will be required - - the sticker number will be entered on the register ticket by the attendant.
7. At approximately monthly intervals Town staff will analyze the frequency of use data for the facility summing and categorizing the users in appropriate categories. This data will be discussed with the Town's solid waste advisory committee and then forwarded to the Town Manager and Council.

To strengthen  
and promote  
cities as centers  
of opportunity,  
leadership, and  
governance.

March 11, 2004

Item #15



**National League  
of Cities**

The Honorable Elizabeth Paterson  
The City of Mansfield  
4 South Eagleville Road  
Storrs, CT 06268

Dear Mayor Paterson:

I am very pleased to officially confirm the selection of Mansfield to participate in NLC's new technical assistance project on municipal leadership to improve early childhood outcomes. We are excited about your commitment to this initiative, and we look forward to working with you this year to develop your city's early childhood strategic plan.

Please note that, in acknowledgement of the generous support NLC has received from the Freddie Mac Foundation to conduct this project, it will now be known as *The Freddie Mac Foundation Early Childhood Challenge*.

The other cities chosen for the project include: Columbus, Ohio; Fort Worth, Tex.; Greenville, S.C.; Hamden, Conn.; Indianapolis, Ind.; Jackson, Miss.; Kokomo, Ind.; Northglenn, Colo.; Ralston, Neb.; St. Louis, Mo.; and Tulsa, Okla.

Over the next 10 months, the YEF Institute staff will work with Kevin Grunwald to provide technical assistance through individual phone calls and e-mail communication, regular group conference calls, and the opportunity for a one-day site visit by NLC staff. Together we will develop a work plan for your city's next steps on this project and will discuss how the Institute's technical assistance can be most useful.

Again, congratulations on being selected to participate in NLC's Freddie Mac Foundation Early Childhood Challenge. I am confident that, through our work together, we can make a real difference for young children and their families. If you have any questions, please feel free to contact me or Kirsta Millar on my staff at (202) 626-3004.

Sincerely,  
  
Clifford M. Johnson  
Executive Director  
Institute for Youth, Education, and Families

cc: Kevin Grunwald

1301 Pennsylvania Ave., N.W.  
Washington, DC 20004-1763  
202-626-3000  
Fax: 202-626-3043  
www.nlc.org

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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

March 2, 2004

Ms. June S. Krisch  
71 Farmstead Road  
Storrs, CT 06268

Dear Ms. ~~Krisch~~ *June*:

Thank you for your interest in returning to public service in Mansfield. It is my pleasure to inform you of your appointment to the Social Services Committee. Kevin Grunwald is the director of Social Services and will be contacting you in the near future regarding the committee's next meeting.

I look forward to working with you and thank you again for your interest in the town.

Sincerely,

Martin H. Berliner  
Town Manager

MHB: adw

cc: Kevin Grunwald, Director of Social Services

REC'D FEB 17 2004

71 Farmstead Road  
Storrs, Ct. 06268  
12 February 2004

Mr. Martin Berliner, Town Manager  
Town of Mansfield  
Four South Eagleville Road  
Storrs, Ct. 06268

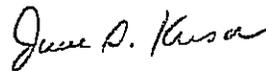
Dear Marty,

Becky Lehman asked me to write and inform you of my interest in serving on the Social Services Advisory Committee. Becky has been talking with me about the Committee's work and I would be interested in volunteering my service.

As you may remember, I served on the Mansfield Board of Education from 1980-1987. I have not given service to the town since then, and I am more ready to do so since I have reduced my time at my job (school counselor at Bolton High School) to three days a week this year, and plan to continue this schedule.

The Social Services Department does important work for the people of Mansfield. I am interested in what they do and would be glad to be on the Advisory Committee. Please call or write if you have any questions. Hope all is well with you and your family.

Sincerely,



June S. Krisch



**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

March 11, 2004

Conservation Commission  
Town of Mansfield

**Re: Communications with Outside Agencies**

Dear Commission members:

The Town Council and I are in receipt of your memorandum dated January 22, 2004 concerning the Proposed Plan of Conservation and Development Areas for the Town of Mansfield. We respectfully request that the Commission continue to adhere to the Council's policy regarding official communications with state and other outside agencies. As you know, as an individual citizen you have the full right to communicate your opinion(s) whenever and to whomever you choose. However, with respect to official communications on behalf of the town, we ask that you first address those communications to the Town Manager or Town Council, as appropriate, for our review and approval.

We realize that this policy may at times appear onerous, but it is certainly not designed as a punitive measure. Our intent is to ensure that the town speaks with "one voice" regarding important policy matters, and that our elected and appointed officials have the opportunity to vet and authorize the issuance of official communications.

For your reference, I have attached the Town Attorney's opinion regarding this important issue. We greatly appreciate the Commission's compliance with the Town Council's policy, as well as your continued work on behalf of the community.

Sincerely,

Martin H. Berliner  
Town Manager

CC: Mansfield Town Council

LAW OFFICES OF  
**HOWARD B. SCHILLER**

---

Howard B. Schiller

Dennis J. O'Brien

August 18, 2000

Matthew W. Hart  
Assistant to Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Storrs, CT 06268

Dear Matt:

You have asked me for a legal opinion whether the Conservation Commission has the authority to be exempted from the Town Council's policy requiring "Advisory Boards" to refrain from "voicing their positions on . . . issues," and instead direct their opinions as official town bodies to the Town Council. The Mayor and Town Manager were careful to conclude the Town Council policy statement by saying that:

As private citizens, you of course retain your right to speak your mind. When you do so, just please ensure that you are speaking as an individual, not as a representative of the Town of Mansfield.

This issue has probably arisen because it is not commonly understood that in a town council-town manager form of government the authority of the town council, elected by the voters of the town in the exercise of their First Amendment rights, is supreme and pervasive. Pursuant to the Charter of the Town of Mansfield, duly enacted as the basic "law of the land" in Mansfield under the authority of the "Home Rule Act," Conn. General Statutes §7-187, et. seq.:

The Council shall be the governing body of the town. It shall exercise and perform all the rights, powers, duties and obligations of the town except as the same may be assigned by the C.G.S. or this charter to some other officer, board, agency or to the Town Meeting. . . (Charter, Section C 303 A).

Moreover, under Charter Section C 306:

The Council shall appoint, oversee and terminate all boards, commissions and committees except as otherwise provided by law.

The Conservation Commission was created by the Town Council's enactment of an ordinance stated at section 11-1 of the Code:

The Town Manager shall appoint a Conservation Commission in accordance with §§7-131A and 7-131B of the 1961 supplement to the Connecticut General Statutes for the development and conservation of natural resources, including resources within its territorial limits.

The Conservation Commission was created by the Mansfield Town Council under the authority of C.G.S. §7-131a. That section, aside from enabling the creation of the Commission, sets forth its power. Nothing in that statute or any other legislation expressly gives the Conservation Commission general legal authority to publicly opine. As far as the Commission's recent communication with the State Department of Environmental Protection is concerned, the statute does provide that "(c) a [conservation] commission may exchange information with the Commissioner of Environmental Protection." With regard to the issue of whether the Commission has the legal power to publish "comments" to the DEP and Department of Public Health the way it did last month, that subsection of 7-131a is the apparent extent of its possible statutory authority.

The only other possible statutory authority for the Commission to publish its opinions at will is that part of section 7-131a that provides that a conservation commission:

may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary for its purposes.

With regard to the Commission's statutory authority to "exchange information" with the DEP, in every dictionary I have looked at, the word "information" connotes facts, not opinions. Given the broad power of the popularly elected Town Council *vis á vis* the appointed boards and commissions it has created under State enabling statutes like §7-131a, the Council may interpret "information" to stop short of including opinions, as opposed to plain facts. So too may the Council legally hold that "books, maps, charts, plans and pamphlets" as used in §7-131a does not encompass the authority to publicly transmit official opinions of the Commission without the approval of the Commission's legally empowered supervisor, the Town Council.

Quentin Kessel's letter to the Council, dated July 29, 2000, states that the "officers and members of the Conservation Commission are empowered to speak publicly . . . Specifically, the chairman's duties include speaking publicly and carrying on correspondence in the name of the commission."

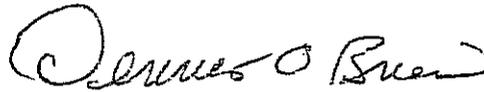
The "chairman's duties" Mr. Kessel cites are apparently derived from the "Mansfield Conservation Commission Administrative Procedures," presumably created and ostensibly amendable by the Conservation Commission members themselves. As such, given the general authority of the elected Town Council *vis á vis* the Conservation Commission appointed by the Town Manager, these "procedures" are trumped by Council policy whenever there is an inconsistency, as there is in this case. The Town Council's policy is valid. All things considered, the Commission has no legally cognizable claim to exemption.

Despite, for example, its appearance in the above-quoted §C 303 of the Town Charter in reference to the Town Council, the word "rights" is really not in play here. Boards, commissions and even town councils do not have legal rights. People do. That is why the Mayor and Town Manager wisely and properly made it clear that any members of the Conservation Commission are well within their rights to publicly offer any opinion they want to as private individuals not as official representatives of the Town of Mansfield.

As a practical matter, given the Commission's acknowledged expertise and capabilities, and the impressive nature and extent of its work, it is likely that in many instances once they are made known to the Council, the Commission's opinions will become the Council's as well.

I hope this answers your question.

Very truly yours,

A handwritten signature in cursive script that reads "Dennis J. O'Brien". The signature is written in dark ink and is positioned above the printed name and title.

Dennis J. O'Brien  
Attorney at Law

DJO/afr



*Conservation Commission*

OF THE

*Town of Mansfield*

STORRS, CONNECTICUT

March 1, 2004

Mrs. Corinne Fitting  
DEP Bureau of Water Management, Planning and Standards Division  
State of Connecticut - Department of Environmental Protection  
79 Elm Street  
Hartford, CT 06106

Dear Mrs. Fitting:

Thank you for your letter of February 6, 2004. The purpose of this letter is to request that the DEP revisit and revise that portion of the aquifer mapping regulations that excludes all watersheds/drainage basins drained by perennial streams from the same protections afforded those watersheds/drainage basins drained by annual or intermittent streams. The Mansfield Conservation Commission feels that it is imperative that this portion of these regulations be revised because it marginalizes aquifer protection in its present form. It makes no sense to place restrictions on one recharge area while leaving the door wide open for pollution of the same aquifer from an adjacent recharge area.

We appreciate that the regulations reflect the thinking at the time of the public hearings that took place in 1990; it is unfortunate that no one attending the hearings then picked up on this fault in the regulations. However, in view of the fact that certain "perennial streams" (as designated as solid blue lines on USGS topographical maps) are observed to disappear, at times, directly into the stratified drift of aquifers, it is hard to deny the significant contribution of their watersheds to the recharging of said aquifers. The recent research by Gardner Bent and Stacy Archfield (USGS Water Resources Investigation Report 02-4043) outlines the parameters that lead to perennial flow in a stream, which in turn, also raises serious questions about the current DEP practice. Furthermore, a conversation between one of our members, Geology and Geophysics Professor Robert Thorson, and USGS's Robert Johnson reveals that not only are no scientific measurements made to determine the classification when the solid or dashed lines are drawn on the USGS maps, but their protocols for drawing these lines has changed several times since 1950, including at least once since your 1990 hearings on the Level A Mapping regulations. Additionally Mr. Johnson stated that the duration of flow and the direction of flow (recharge/discharge) are apples and oranges. I.e. he states that there is no direct relation between a watershed's perennial or annual designation and the watershed's recharge/discharge to the water table.

As you know, the Mansfield Conservation Commission (CC) has also been unable to understand the reason for the DEP's arbitrarily exempting a drainage basin drained by

a perennial stream from those protections given a similar basin drained by an annual or intermittent stream. Whether such a stream is perennial or intermittent depends primarily upon the surface area being drained, but also depends upon soil type, slopes vegetation, etc. One of our members (Kessel in an October, 2000 phone call) questioned this aspect of your regulations during the time that LBG was beginning the Level A mapping of the University of Connecticut's Fenton River well field because it seemed clear that the DEP approach left watersheds which may be contributing the most water to the aquifer unprotected. Later a CC subcommittee met with representatives of LBG and members of the University staff on June 19, 2002. As LGB put it, "The regulations require that the watersheds of perennial streams in upland till that flow into stratified drift be excluded from the regulated recharge area. This is based on the assumption that ground water in the till will discharge to the stream, thus not be available to reach the wells directly as ground-water flow." In our minds, this assumption is clearly faulty and it is this point that we feel the DEP must revisit. It leaves important aquifer recharge areas throughout the State with less than appropriate protection.

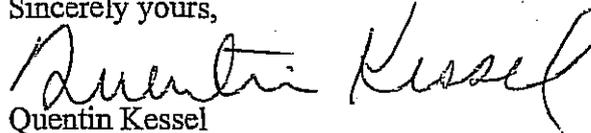
After hearing a talk by Gardner Bent and speaking with other USGS members attending the talk, Kessel raised the question with you again (letter of 2/13/03) and requested the references on which this section of the mapping regulations are based. Rather than provide the requested references you explained that this was a "resource management decision made during development of the mapping regulations after much technical and public debate." We see no debate on this point in the public record of the 1990 hearings (April 9, 1990, Fred Banach, Hearing Officer's Report - we assume this report was dated incorrectly as it refers to August 9 and August 21, 1990 hearings to consider the proposed Level A Mapping Regulations).

The CC responded by asking the DEP that if scientific references justifying the DEP's position were not available, we would like to have the internal memos/discussion/summaries/minutes/etc. We noted that we did understand the regulations, but without supporting data, we cannot understand the logic behind this portion of the regulations. Your reply: "The decision to use the symbology on the USGS maps was made at the time Level A mapping commenced and was made as a policy decision based on our best professional judgment. While such a policy was not recorded in writing, it has been consistently used in all twenty approved mapping of Level A areas." Actually, the policy itself is written into your regulations: it is any written justification for this policy that you seem unable to provide.

While the CC has great appreciation for the DEP finally getting the new aquifer regulations into place, we also feel that it is now time to refine at least this aspect of a part of the regulations that were originally written more than a decade ago. Reference to USGS's Water-Resources Investigations Report 02-4043 by Gardner Bent and Stacey Archfield (for assessing whether streams are perennial or intermittent) shows a dependency upon such factors as the drainage area, drainage density and areal percentage of the stratified-drift deposits. For two adjacent drainage areas with similar soils, slopes and vegetations, it appears that the most important factor in creating a perennial stream is the drainage area. You would be hard pressed to explain why a square meter of soil in

otherwise similar watersheds being drained by a perennial stream versus a square meter of soil in an intermittent stream drained basin contributes less to the groundflow. In fact, the larger the watershed area, the larger will be the contribution of groundwater to the aquifer for otherwise similar watersheds - regardless of whether that watershed is drained by a perennial or intermittent stream. USGS's Robert Johnson's statements are in agreement with this. In view of these findings, the Mansfield Conservation Commission asks that you begin the process of revising this aspect of the aquifer regulations.

Sincerely yours,



Quentin Kessel

Secretary

CC: DEP Commissioner Arthur Rocque  
DEP Water Bureau Chief Yvonne Bolton  
Mansfield Inland Wetland Agency  
Mansfield Town Council  
Greg Padick, Mansfield Town Planner

The following was prepared by Mansfield Conservation Commissioner Professor Robert Thorson, Professor of Geology and Geophysics.

The assumption that a USGS-mapped perennial stream is an acceptable surrogate for an effluent stream derives from the legalistic approach to land management that would prefer to have poor information applied uniformly over the regulated area, than good data applied in specific circumstances. The DEP policy that adopts this position is deeply flawed; it may work in many situations but will not work in many others.

First, some definitions, all from my desk copy of the Glossary of Geology (published by the American Geological Institute):

**Reach:** A straight, continuous, or extended part of a stream, viewed without interruption or chosen between two specified points.

**Effluent stream:** A stream or reach of a stream that receives water from the zone of saturation and provides base flow; its channel lies below the water table. Syn: gaining stream.

**Influent stream:** A stream or reach of a stream that contributes water to the zone of saturation and develops bank storage; its channel lies above the water table. Syn: losing stream.

**Perennial stream:** A stream or reach of a stream that flows continuously throughout the year and whose upper surface generally stands lower than the water table in the region adjoining the stream. Syn: permanent stream.

**Intermittent stream:** A stream or reach of a stream that flows only at certain times of the year, as when it receives water from springs or from some surface source. Syn: temporary stream, seasonal stream, annual stream.

Second, a finding from a relevant, technical publication by Gardner C. Bent and Stacy A. Archfield of the the USGS Water Resources (WRI Report 02-4043 ; <http://water.usgs.gov/pubs/wri/wri02043>. ) In their study of 84 intermittent and 89 perennial stream sites in Massachusetts , they exempt "losing" (a.k.a. influent streams) from the analysis because there is no reliable connection between losing streams and perennial streams, which is the whole basis of the DEP policy.

Now the problem. Two, actually.

At the site of the UConn Well Field in the major meadow, the Fenton River is, at some times of the year, a losing stream (a.k.a influent). Thorson and Kessel have

both seen the river disappear into its bed during dry, but normal conditions. Thorson, working with quantitative data from student-installed monitoring wells, has directly observed a flood in the Fenton River recharge the aquifer, raising the water table by more than a meter across at a distance of more than 50 meters. Worse, the modern alluvium serves as a cap, which directs the recharge selectively beneath the surface. Based on the map, it is a perennial stream, yet based on observations, it is a losing stream, an impossible combination, using DEP regulations, which would, in a further absurdity, have the Fenton disqualified because it is perennial.

Second, I have watched the course of No-name brook (The small, now disqualified stream north of Robert's Brook whose headwaters reach Moulton Road to the west) over many years with students, one of whom was LBG's principal field operations person during the University of Connecticut's Level A mapping was likely one of them. The USGS, using its "thin blue line" symbology, designates this stream as a perennial stream. Indeed it is, in a fairly restricted reach lying well above and just below the contact between till and stratified drift (so-called). Upstream from the perennial reach is an intermittent reach in which the western (upstream) limit of flowing water expands in the spring and contracts each summer, in sympathy with the rise and fall of the water table. This is an intermittent, yet consistently gaining reach. Downstream from the perennial reach is an intermittent reach that crosses the stratified drift zone re-charging the aquifer along the way. (this might revert to being a gaining stream under conditions of extreme wetness). I suspect that most of the water that leaves the till zone infiltrates the bed/bank before reaching the Fenton River. Unfortunately, we don't have the numbers.

To recap: The Fenton reach is, from the point of view of politics, always a perennial stream based on USGS mapping protocols. From the point of hydrology, it is usually a gaining, perennial stream, but is sometimes a losing intermittent stream. No-name brook is, from the point of view of politics, always a perennial stream, based on USGS mapping protocols. From the point of view of hydrology, it is a perennial stream in its middle reach, a gaining intermittent reach above, and a losing intermittent reach below, where aquifer recharge takes place.

Were No-name brook an anomaly, I would not be too concerned about the DEP regulations. Unfortunately, it is not. The normal situation throughout the uplands of Connecticut is to have four basic zones. The Fenton River being a good example, may help force change in the absurd regulations that were likely imported from the unglaciated Midwest and plains states, where the behavior of streams is more predictable:

□ Along the axis of each valley is a stream with a perennial gaining reach. This

reach, however, reverts to a losing reach under two conditions: during dry-season floods it loses to the bank, and during times of drought it loses to the bed.

□ Above that is a zone of gravel, the so-called stratified drift aquifer, across which tributary streams flow perennially. This can be a zone of groundwater discharge, or recharge, depending on circumstances. Under normal dry-season conditions, and especially during times of summer freshet discharge these are losing streams, recharging the aquifer. Under normal wet-season discharge, I suspect that the gains and losses are approximately balanced, though recharge is probably the rule in many of those I have seen.

□ Above the gravel zone the tributaries are underlain by less permeable materials, generally till and ledge, and are generally perennially gaining streams.

□ Above the till/ledge zone is the zone near the watershed divides, which are usually either ephemeral or intermittent.

The most frustrating thing of all here is that much of the late-season base flow in New England streams is carried below the stream bed. In other words, they are dry, but are simultaneously flowing steadily underground. This behavior is completely missed by the DEP/USGS protocols.

Finally, if the DEP policy is valid, I challenge them to successfully apply it to the watershed of Grindle Brook in South Glastonbury. There is a place where I actually have the numbers for aquifer recharge and discharge AND stream losses and gains, for BOTH seasonal and storm events.

There, a thin blue line of ink originates from a large watershed on till/ledge, continues across the stratified drift, then across a gravel delta into Great Pond. This stream is dry most of the time, especially across the delta, which is an error in symbology. Below the pond there is no trace of blue ink. Though this is the correct designation, it begs the question, "Where did the water from the erroneously designated perennial stream go?" The answer is found just to the west, just above the Connecticut River, where a thin blue line magically appears on the topographic map, one without a drainage area at all. Though this is also a correct designation, it begs a related question "Where does this water come from?" The answer, of course, is that Grindle Brook leaks so much into the aquifer that it completely disappears; that same water later reappears as drainage from the aquifer recharged a mile to the east.

Grindle Brook is simply a more dramatic example of what takes place in No-name Brook, and countless others (perhaps the majority). It is for this reason the USGS (Bench and Archfield) regression study disqualifies "losing streams." As a resident of the state, resident of Mansfield, and member of the Mansfield Conservation Commission, I would like to disqualify a losing policy.

TOWN OF MANSFIELD  
OFFICE OF PLANNING AND DEVELOPMENT

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GREGORY J. PADICK, TOWN PLANNER

Item #19

Memo to: Planning and Zoning Commission  
From: Gregory J. Padick, Town Planner  
Date: 3/12/04



Re: Windham Water Works, Water Supply Plan update

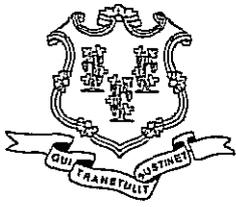
The attached notice from the CT Dep't. of Health, which was received in the Planning Office earlier this week, provides an opportunity to comment on a proposed update of the Windham Water Supply Plan. The plan has now been forwarded to Town staff for review (see portions attached to this report): Any comments from Town officials must be submitted on or before 3/30/04.

Due to the 3/30/04 comment deadline, the fact that the PZC will not meet again until 4/5/04, and the fact that staff has not completed its review of the proposed plan update, it is recommended that the PZC **authorize its officers, with staff assistance, to send comments on the proposed Windham Water Supply Plan update to the State Dep't. of Public Health.**

CC Rob  
Greg  
LOR

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH



### MEMORANDUM

DATE: February 18, 2004

TO: Chief Elected Officials  
Local Health Directors

FROM: Jason Sirois, Environmental Analyst  
Drinking Water Division

SUBJECT: Water Supply Plan  
Windham Water Works

REC'D FEB 27 2004

Windham Water Works has submitted their Water Supply Plan update to this department in accordance with the Regulations of Connecticut State Agencies. Pursuant to Section 25-32d-5(a)(3) of the Regulations of Connecticut State Agencies, the Department of Public Health shall notify each chief elected official, local health official and regional planning organization covering any portion of the water company's existing or proposed water sources or service area (i.e. well, reservoir, watershed area, aquifer recharge area, interconnections or distribution system) of the existence of the Water Supply Plan and the opportunity to comment thereon. The source or service area covered by this plan is within the limits of your municipality or health district.

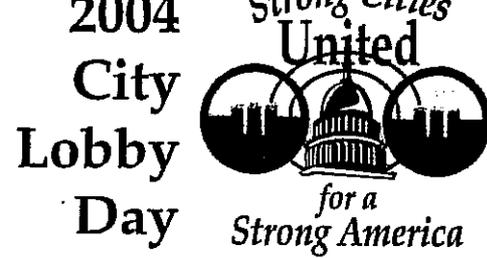
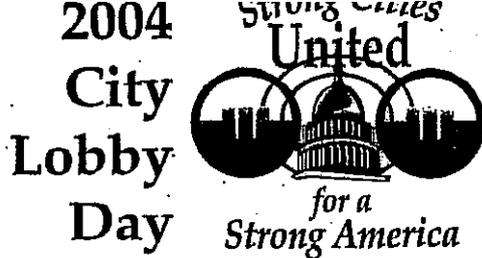
You are hereby notified of the availability of the subject plan. The department encourages you to notify your town's planning agency, water department, and any other appropriate board or commission of the availability of the plan for review and comment. A copy of the Water Supply Plan is available for your inspection at the following location during normal business hours.

Windham Water Works  
174 Storrs Road  
Mansfield Center, CT 06250  
(860) 465-3075

Comments on this draft water supply plan must be submitted to this department at the mailing address given below on or before March 30, 2004. A copy of the regulations concerning water supply plans (25-32d-1a through 6) can be obtained from the department's website: [www.dph.state.ct.us/BRS/water/DWD.htm](http://www.dph.state.ct.us/BRS/water/DWD.htm). If you have any questions please feel free to call me at (860) 509-7333.



Phone: (860) 509-7333  
Telephone Device for the Deaf: (860) 509-7191  
410 Capitol Avenue - MS # 51WAT  
P.O. Box 340308 P. 222d, CT 06134  
Affirmative Action / An Equal Opportunity Employer



Item #20

*What America's Cities, Towns, and Villages Expect from their*  
**Federal Partners**

The federal government will . . .

- 1** Support local homeland security through continued strong support for all first responders including direct funding to cities and regions with populations greater than 100,000 and to high-threat communities.
- 2** Help protect hometown America through effective policies and continued and adequate funding for important public safety programs such as COPS and for gun safety, drugs, and gang violence initiatives.
- 3** Strengthen local economies and reduce congestion by increasing investment in and local control of regional highway and transit and by providing continued and adequate funding for Amtrak.
- 4** Invest in the nation's children and families by fully funding the No Child Left Behind Act and IDEA, increasing funding for child care assistance in TANF, and preserving local control of Head Start programs.
- 5** Increase affordable housing for Americans through continued investment in CDBG, HOME, HOPE VI, and the Section 8 voucher assistance program.
- 6** Protect local governments from federal unfunded mandates and preemptions by preserving their ability to continue to collect telecommunications taxes and franchise fees and by not shifting liability to local governments for cleaning up industries' MTBE-polluted water.
- 7** Work as a partner with America's cities and towns to help create a future that is full of promise for all Americans.

**National League of Cities**

~ Strong Cities United for a Strong America ~  
[www.nlc.org](http://www.nlc.org)

*Pledge from*  
**America's Cities**

*What America Can Expect from the Nation's Cities, Towns, and Villages*

America's cities, towns, and villages will..

- 1** Protect hometown America on the frontlines as partners in the fight against terrorism.
- 2** Prevent crime and promote public safety in our communities.
- 3** Strengthen our local economies through transportation systems that foster commerce and connect Americans with jobs.
- 4** Keep children and families strong by providing the social and civic infrastructure needed to ensure stability, learning, and bright futures.
- 5** Ensure that residents, especially our most vulnerable, have decent, affordable housing.
- 6** Continue, in the face of extreme economic pressures, to strive to balance local budgets while delivering vital services to our local communities.
- 7** Work as a partner with the federal government to help create a future that is full of promise for all Americans.

**National League of Cities**

~ Strong Cities United for a Strong America ~  
[www.nlc.org](http://www.nlc.org)

TAB 6 (NEW)

P.223



## 2004 City Lobby Day Tuesday, March 9

National League of Cities National League of Cities National League of Cities  
www.nlc.org

### The Issue: Homeland Security

We need the federal government to partner with our nation's cities and towns to secure our homeland through continued strong support for all first responders including direct funding to cities and regions with populations greater than 100,000 and to high-threat communities.

### NLC's Request to Congress

#### **1 Demonstrate greater support for our first responders as the front line of defense against terrorism and other disasters by:**

- Increasing funding for Urban Area Security Grants to at least \$1.45 billion with additional provisions to ensure direct funding to large cities and high-threat regions;
- Maintaining \$1.7 billion in funding for the State Homeland Security Grant program with provisions to improve the delivery of funds to local governments, as well as coordination of resources and emergency planning efforts;
- Maintaining \$750 million in funding for the firefighter grant program with continued direct funding to local fire departments as well as \$60 million for the Urban Search and Rescue program;
- Maintaining \$500 million in funding for law enforcement terrorism prevention grants;
- Increasing funding for emergency communications interoperability to at least \$156 million;
- Restoring funding for traditional emergency response capacity building grants programs such as \$180 million in funding for Emergency Management Performance Grants; and
- Maintaining \$50 million in funding for the Metropolitan Medical Response System program.

#### **2 Pass authorizing legislation to govern the administration of first responder grants to:**

- Ensure direct funding to cities with populations of 100,000 or more through the Urban Area Security Initiative Grants;
- Require at least 80 percent of the State Homeland Security Grant funds to pass expeditiously through the states to local governments;
- Waive matching-funds requirements for grants during local and state fiscal distress; and
- Continue funding for traditional first responder and emergency management programs that existed prior to September 11, 2001.

### NLC's Message

As partners in fighting terrorism, the federal government must improve its direct delivery of first responder funding to cities; maintain funding for traditional pre- and post-disaster emergency management programs; and ensure the effectiveness of an integrated national emergency response system.



## 2004 City Lobby Day Tuesday, March 9

National League of Cities National League of Cities National League of Cities  
www.nlc.org

### The Issue: Public Safety

The federal government must continue to collaborate with local governments to provide safe communities across the nation. Planned cuts in key federally-supported public safety programs, such as the Community Oriented Policing Services (COPS) and Local Law Enforcement Block Grant (LLEBG) programs, and drug control and anti-gang violence initiatives, are compromising the safety of America's cities.

### NLC's Request to Congress

- 1 Restore funding for COPS to FY 2003 levels of \$1.1 billion.
- 2 Continue the Local Law Enforcement Block Grant as a direct funding program to cities at the \$225 million level appropriated in FY 2004. Combining LLEBG with state programs like the Byrne Grants and reducing the funding level, as the President's budget proposes, would put cities in direct competition with the states for a smaller pot of money to the detriment of hometown security.
- 3 Pass legislation requiring the federal government to help local governments address gang violence and drug trafficking.
- 4 Renew the assault weapons ban and close the gun show loophole.

### NLC's Message

- Cities cannot take on the challenges of gun safety, drug control, and gang violence, in addition to homeland security, without a solid federal financial commitment to fund key, locally-focused public safety programs.
- New homeland security responsibilities, coupled with a weak economy, are already forcing municipal officials to cut local public safety programs. Cities and towns have virtually no capacity to absorb or compensate for the additional cuts in public safety programs proposed in the President's FY 2005 budget.



## TRANSPORTATION REAUTHORIZATION

### 2004 City Lobby Day Tuesday, March 9

National League of Cities National League of Cities National League of Cities  
www.nlc.org

#### The Issue: Transportation Reauthorization

Federal investment in highways and transit helps strengthen our nation's economy, reduces traffic congestion, and benefits homeland security. Cities rely on a dependable commitment of federal funding, local-federal partnerships, and program flexibility to meet local transportation needs.

#### NLC's Request to Congress

- 1 Build on the success of the Transportation Equity Act for the 21st Century (TEA-21) and reauthorize federal transportation programs for six more years (2004-2009).
- 2 Ensure predictable and increased federal transportation funding to local governments and preserve guaranteed funding and matching commitments.
- 3 Increase the gas tax, adjust it for inflation, or both, and deposit all revenues into the Highway Trust Fund.
- 4 Spend all Highway Trust Fund revenues annually when collected with interest earned on unused portions credited back to the Highway Trust Fund, tax alternative fuels at the same rate as gasoline, and return all diversions of the gas tax to the Highway Trust Fund.
- 5 Allow more flexibility in federal transportation policy and place local governments and regional metropolitan planning organizations in charge of planning and building transportation projects that meet local needs and reduce roadway congestion.

#### NLC's Message

- TEA-21 is a great example of a federal-local partnership that works – let's strengthen its emphasis on partnership, flexibility, and intermodalism.
- Investment in critical local transportation and infrastructure needs helps to improve the economy and create jobs.
- Congress must maintain a federal gas tax on gasoline, diesel, and alternative fuels that generates sufficient annual Highway Trust Fund revenues dedicated for transportation purposes only.



## 2004 City Lobby Day Tuesday, March 9

National League of Cities National League of Cities National League of Cities  
www.nlc.org

### The Issue: Children and Families

Our nation's cities and towns seek an increased federal investment in our children and families by fully funding the *No Child Left Behind Act* and the *Individuals with Disabilities Education Act*, increasing funding for child care assistance in the Temporary Assistance to Needy Families program, and preserving local control of Head Start programs.

### NLC's Request to Congress

- 1 Fully fund No Child Left Behind (NCLB) by supporting funding for Title I grants to communities with disproportionate numbers of low-income students at \$20.5 billion and afterschool programs at \$2 billion in the FY 2005 budget as authorized in NCLB.
- 2 Fully fund the Individuals with Disabilities Education Act (IDEA) by supporting the Hagel-Harkin amendment in the upcoming IDEA reauthorization bill which provides annual mandated funds to special education aimed at reaching funding at the authorized level.
- 3 Support passage of Head Start reauthorization legislation that ensures local control of Head Start by:
  - Removing the eight state demonstration block grant program that is in the House passed legislation (H.R. 2210) in the final conference report;
  - Removing a provision from the pending Senate legislation (S. 1940) that undermines local control of the program and politicizes Head Start by requiring high-performing programs to compete again for funds every five years and be subject to the Governor's approval; and
  - Removing provisions in legislation that permit government-funded discrimination in employment.
- 4 Support reauthorization of Temporary Assistance to Needy Families (TANF) that increases funding for child care assistance.

### NLC's Message

- Cities oppose block-granting the Head Start program to the states. Block-granting Head Start to the financially strapped states will weaken the program's high performance standards and lead to the dismantling of this successful program.
- NCLB and IDEA impose significant unfunded mandates on local governments that force them to divert funds from other local services or expose them to sanctions for non-compliance with the law.



## AFFORDABLE HOUSING

### 2004 City Lobby Day Tuesday, March 9

National League of Cities National League of Cities National League of Cities  
www.nlc.org

#### The Issue: Affordable Housing

We need to ensure an adequate supply of affordable housing for all Americans by continuing successful programs such as the Community Development Block Grant (CDBG), HOME, HOPE VI, and the Section 8 voucher assistance program. These programs demonstrate a strong, successful federal-local partnership that Congress must sustain at appropriate funding levels.

#### NLC's Request to Congress

- 1 Fund the CDBG formula grant program at \$5 billion.
- 2 Support the following funding levels for critical housing programs:
  - Full funding for HOME at \$2.284 billion, which takes into account set-asides created by the American Dream Down Payment Initiative;
  - Restored funding for HOPE VI to FY 2003 levels of \$570 million; and
  - Level funding of \$19.3 billion for the Section 8 Voucher assistance program.
- 3 Oppose any effort to block grant and impose caps on Section 8 funding.

#### NLC's Message

- Programs like CDBG, HOME, HOPE VI, and Section 8 Vouchers are critical tools needed to achieve our shared goal of providing affordable housing to all.
- An adequate supply of affordable housing is essential to sustaining economic growth in our cities and towns.
- An affordable home is part of the American dream. This dream requires a shared federal-local investment to ensure that all Americans have a chance at it.
- Now is not a good time for the federal government to retreat from our shared goal of decent, affordable housing for all Americans.



## INTERNET TAX

### 2004 City Lobby Day Tuesday, March 9

National League of Cities National League of Cities National League of Cities  
www.nlc.org

#### The Issue: Internet Tax

The nation's cities need sensible legislation that defines "Internet access" in a way that preserves the ability of local and state governments to collect telecommunications taxes and franchise fees to continue to support vital local services.

#### NLC's Request to Congress

- 1 Pass the Internet Access Tax Ban Extension and Improvement Act (S. 2084) offered by Senators Lamar Alexander and Thomas Carper because it:
  - Defines "Internet access" in a way that preserves the ability of local and state governments to continue to collect telecommunications taxes and franchise fees which are a critical source of revenue for local services and an important mechanism for local officials to protect consumers.
  - Calls for a two-year extension to the existing moratorium on the imposition of new telecommunications taxes, which gives Congress, the FCC, industry, and local governments time to determine the appropriate tax treatment for emerging telecommunications.
- 2 Block final passage of the Internet Tax Nondiscrimination Act (S. 150) because its definition of "Internet access" would exempt digital subscriber lines (DSL) offered by local telephone companies and cable modem offered by cable systems from all state and local telephone and utility taxes.

#### NLC's Message

- S. 150 would result in a huge tax giveaway to the telecommunications industry at the expense of state and local taxpayers, small businesses, and working families. The legislation would preempt local and state tax collection of gross receipts taxes, rights-of-way fees, franchise fees, and other existing taxes on telecommunications services at an estimated cost of more than \$9 billion per year. This loss of local revenue would directly translate into a loss of local services to cities and towns across the nation.
- S. 2084 would preserve the ban on email or Internet access taxes, as well as multiple and discriminatory taxes, while at the same time protect the existing tax base for local services. In addition, the bill would establish parity among all types of Internet platforms, whether telephone lines, cable modems, or DSL, which provides clear protections for consumers and tax guidance for local and state governments.



## UNFUNDED MANDATES IN THE ENERGY BILL

**2004 City Lobby Day Tuesday, March 9**

National League of Cities National League of Cities National League of Cities  
www.nlc.org

### The Issue: Unfunded Mandates in the Energy Bill

The nation's cities and towns need a comprehensive energy bill that promotes the most efficient and affordable use of all sources of energy including renewable sources and alternative fuels, protects our national security by encouraging domestic production of energy, and encourages conservation and increased energy efficiency among all geographic regions and sectors of the economy – without the imposition of federal unfunded mandates or preemptions.

### NLC's Request to Congress

- 1 Oppose the inclusion of the MTBE-liability waiver in any legislative vehicle because it preempts local authority and imposes a \$29 billion unfunded mandate on local governments forced to clean-up MTBE-polluted water.
- 2 Oppose any provision that extends the Federal Energy Regulatory Commission's (FERC) transmission authority to nonjurisdictional municipal and cooperative utilities or orders FERC to implement a rulemaking on incentive rates and provide for participant funding of transmission facilities.

### NLC's Message

- The MTBE-liability waiver would shift the cost of cleaning sources of drinking water from the companies responsible for the contamination to cash-strapped local governments. Congress never mandated the use of MTBE and therefore is not obligated to provide the producers "safe harbor."
- The inclusion of the MTBE-liability waiver in any legislation has the potential to derail successful passage.
- NLC opposes any attempts to preempt local authority in siting energy producing facilities or transmission grids, grant eminent domain authority to any federal energy regulatory agency, or preempt the rights of state utility commissions to regulate retail electricity rates. NLC opposes any legislation or regulations that would bring municipally owned utilities under FERC's jurisdiction.

TOWN OF MANSFIELD  
 FISCAL YEAR 2004/05 BUDGET REVIEW CALENDAR  
 BY TOWN COUNCIL  
 FEBRUARY 23, 2004

<u>DATE</u>	<u>SUBJECT</u>	<u>LOCATION</u>	<u>Page Numbers</u>
Mar. 29 (Mon.) 6:00 p.m.	Budget Presented to Town Council Issues and Options General Government Capital Projects CNR	Council Chambers	
Mar. 31 (Wed.) 6:00 p.m.	Town-Wide Public Safety Public Works Solid Waste Revenues Operating Transfers Out	Council Chambers	
Apr. 7 (Wed.) 6:00 p.m.	Mansfield Board of Education Daycare Debt Service Internal Service Funds	Conference Room C	
Apr. 12 (Mon.) 6:00 p.m.	Public Hearing Health and Social Services Community Services	Council Chambers	
April 14 (Wed.) 6:00 p.m.	Library Area Agency Contributions Community Development Recreation	Conference Room C	
Apr. 26 (Mon.) 7:30 p.m.	Adoption of Budget and Recommended Appropriations	Council Chambers	
Apr. 28 (Wed.) 6:00 p.m.	Adoption of Budget and Recommended Appropriations (if necessary)	Council Chambers	
May 11 (Tues.) 8:00 p.m.	Town Meeting	Mansfield Middle School	

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