



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, May 10, 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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EXECUTIVE SESSION

REGULAR MEETING-MANSFIELD TOWN COUNCIL-APRIL 26, 2004

At 7:31 p.m. Mayor Elizabeth Paterson called the Mansfield Town Council meeting to order in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Blair, Clouette, Haddad, Hawkins, Paterson, Paulhus, Redding, Schaefer

Absent: Thorkelson who was in Wales

II. APPROVAL OF MINUTES

Mr. Haddad moved and Mr. Clouette seconded to approve the minutes of April 12, 2004 with two corrections; Caroline Redding spelling, and under Mayor's report: The Mayor had the opportunity to speak with Congressman Simmons on the \$5 million grant for the Husky road which is the extension of North Hillside.

So passed. Mr. Schaefer abstained.

Mr. Haddad moved and Mr. Paulhus seconded to approve the minutes of the special meeting of April 12, 2004.

So passed Mr. Schaefer abstained.

Mr. Schaefer moved and Ms. Blair seconded to approve the minutes of April 7, March 29 and March 31, 2004.

So passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Mrs. Dolly Whitham, 99 Birchwood Heights Road, addressed the Council on the saying of the Pledge of Allegiance. She supports it being said prior to the Council meetings.

Mrs. Joyce Passmore, 668 Middle Turnpike, asked the Council and anyone else to join her as she said the Pledge of Allegiance to the Flag.

Mr. Ed Passmore, 668 Middle Turnpike, Commander of the VFW Post, hoped that saying the Pledge would become a part of the meeting. Mr. Passmore invited the Council to support the Memorial Day Parade and celebrations. The parade begins at 9:00 am on Memorial Day.

Mr. Richard Pellegrine, Clover Mill Road, spoke on issues of Spring Weekend held on the University campus. He had impressions, which would not have given the students high marks for their actions on the weekend. Injuries and assaults bothered him very much. Although this weekend was contained he urged the Council to promote the stoppage of this weekend.

Mr. Hawkins felt that the injuries were more severe than previous years. He spoke of concerns of emergency service in much of eastern Connecticut. Many personnel and equipment from other communities were present on and off campus and he questioned the impact of other emergency calls in those communities during the same time period?

IV. OLD BUSINESS

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

No action needed.

2. University Spring Weekend

Much discussion by Council members who were present during the weekend, the Mayor, Town Manager, and Director of Public Safety.

3. Town of Mansfield/University of Connecticut Land Exchange

Mr. Hawkins moved and Ms. Blair seconded that effective April 26, 2004, to authorize the Town Manager to execute the proposed land exchange with the University of Connecticut in which the town would acquire for an even exchange the university's 10 acre Plains Road parcel and the University would receive title to the town's 43 acre parcel adjacent to the Bergin Correctional Institution.

So passed unanimously.

4. Appointment of Town Representative to Mansfield Downtown Partnership

Mr. Schaefer moved and Mr. Clouette seconded to appoint Ms. Caroline Redding to the Mansfield Downtown Partnership Board for a term to end June 30, 2007.

So passed unanimously.

5. Town of Mansfield Proposed Fiscal Year Operating 2004/05 Budget

Mr. Jeffrey Smith, Director of Finance, and Town Manager, Mr. Martin H. Berliner, spoke on the proposed budget and the suggested reductions to the Town's budget.

Ms. Blair moved and Mr. Haddad seconded to accept the proposed reductions on the Town Budget.

So passed unanimously.

Mr. Haddad moved and Mr. Schaefer seconded to add \$4,000 in Sexual Assault Crisis Service.

So passed unanimously.

Mr. Schaefer moved and by consensus the Council will postpone funding the monument to the Civil War Colored Regiment until next year's budget.

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

RESOLVED: that the General Fund Budget for the Town of Mansfield, appended totaling \$26,636,870 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2004 to June 30, 2005.

So passed unanimously.

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

RESOLVED: that the Capital Fund Budget for the Town of Mansfield, appended totaling \$1,591,500 is hereby adopted as the capital improvements to be undertaken during fiscal year 2004/2005 or later years.

So passed unanimously.

Mr. Schaefer moved and Mr. Clouette seconded that the following Appropriations Act be recommended for adoption at the annual Town Meeting for budget considerations:

RESOLVED: That the proposed General Fund Budget for the Town of Mansfield for fiscal year July 1, 2004 to June 30, 2005 in the amount of \$25,636,870 which proposed budget was adopted by the Council on April

PROPOSED LEVY
Reflecting \$220,000 Reduction

	<u>Adopted 2003-2004</u>	<u>Proposed 2004-05</u>	<u>Change</u>	<u>Percent Change</u>
Operating Budget	13,518,420	14,372,160	853,740	6.3%
Debt Service Transfer	670,000	670,000	0	0.0%
Lease Purchase		<u>25,000</u>		
Gross Expenditures	<u>14,188,420</u>	<u>15,067,160</u>	<u>878,740</u>	<u>6.2%</u>
Less Anticipated Revenue				
Transportation Grant	283,500	310,000	26,500	9.3%
Agriculture Education Tuition	378,250	342,220	(36,030)	9.5%
Agriculture Education Grant	75,050	75,050	0	0.0%
Special Education Tuition	40,000	40,000	0	0.0%
Interest, Other Income	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>0.0%</u>
Total Revenues	796,800	787,270	(9,530)	(1.2%)
Appropriation of Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Total Revenues & Fund Balance	<u>796,800</u>	<u>787,270</u>	<u>(9,530)</u>	<u>(1.2%)</u>
Expenditures	14,188,420	15,067,160	878,740	6.2%
Less Revenues & Appropriations	<u>796,800</u>	<u>787,270</u>	<u>(9,530)</u>	<u>(1.2%)</u>
Net Expenditures	<u>\$13,391,620</u>	<u>\$14,279,890</u>	<u>888,270</u>	
<u>Member Town Contributions</u>	<u>Adopted 2003-2004</u>	<u>Proposed 2004-2005</u>	<u>Change</u>	<u>Percent Change</u>
Ashford	2,769,530	\$2,940,669	171,139	6.2%
Mansfield	7,429,902	7,728,079	298,177	4.0%
Willington	<u>3,192,188</u>	<u>3,611,142</u>	<u>418,954</u>	<u>13.1%</u>
Region Totals	<u>\$13,391,620</u>	<u>\$14,279,890</u>	<u>\$888,270</u>	

Proration Information

<u>As of 10/1/2002 for 2003-2004 Budget</u>				<u>As of 10/1/2003 for 2004-2005 Budget</u>				<u>Enrollment Change</u>	
	Percentage	Region	Enrollment		Percentage	Region	Enrollment		
Ashford	20.68%	1,204	249	Ashford	20.59%	1,214	250	1	0.4%
Mansfield	55.48%	1,204	668	Mansfield	54.12%	1,214	657	-11	-1.6%
Willington	23.84%	1,204	287	Willington	25.29%	1,214	307	20	7.0%

* A total of 3 foreign exchange students residing in member towns on October 1 are not included in student counts for the purpose of determining the member town contributions.

INTEROFFICE MEMORANDUM

TO: MARTIN BERLINER
 FROM: JEFF SMITH
 SUBJECT: SUGGESTED LIST OF BUDGET CUTS
 DATE: 4/22/2004

Code	Description	Current Proposed	Deduction	New Proposed
12200-53924	Personnel Management - Advertising	\$ 3,000.00	\$ (1,000.00)	\$ 2,000.00
13100-53122	Town Attorney - Legal Services	12,360.00	(360.00)	12,000.00
14200-51604	Registrars - Elected Officials	26,000.00	(1,000.00)	25,000.00
15200-53934	General Elections - Election Workers	13,500.00	(1,000.00)	12,500.00
16100-54301	Finance Administration - Office Supplies	300.00	(300.00)	-
16402-51204	Property Assessment - Overtime	1,000.00	(1,000.00)	-
16511-53925	Central Services - Printing & Binding	3,000.00	(1,000.00)	2,000.00
16511-53926	Central Services - Postage	20,000.00	(2,000.00)	18,000.00
16600-52210	Information Technology - Training	2,500.00	(1,000.00)	1,500.00
16600-53124	Information Technology - Consultants	3,000.00	(1,000.00)	2,000.00
16600-54301	Information Technology - Office Supplies	3,750.00	(750.00)	3,000.00
21200-51305	Police Services - Reimbursable Overtime	32,000.00	(1,000.00)	31,000.00
21200-52203	Police Services - Membership Fees/Prof. Dues	2,310.00	(1,310.00)	1,000.00
21200-55430	Police Services - Equipment	1,000.00	(1,000.00)	-
22101-52202	Fire Marshal - Travel	1,700.00	(700.00)	1,000.00
22000-51505	Fire & Emergency Services - Overtime	64,000.00	(3,000.00)	61,000.00
22000-52205	Fire & Emergency Services - Work Clothing	6,000.00	(1,000.00)	5,000.00
22000-52206	Fire & Emergency Services - Protective Clothing	10,000.00	(1,000.00)	9,000.00
22000-53921	Fire & Emergency Services - Alarm Service	17,500.00	(1,000.00)	16,500.00
30300-51401	Road Services - Regular Payroll	544,150.00	(10,000.00)	534,150.00
30300-51402	Road Services - Overtime	47,500.00	(1,000.00)	46,500.00
30400-53230	Ground Maintenance - Water/Sewer	7,800.00	(1,000.00)	6,800.00
30600-54802	Equipment Maintenance - Lubrication & Anti-Freeze	7,500.00	(1,000.00)	6,500.00
30700-52210	Engineering - Training	2,000.00	(1,000.00)	1,000.00
30900-53964	Maintenance of Buildings - Voice Communications	63,900.00	(3,900.00)	60,000.00
41200-55105	Health Regulation & Inspection - Architects & Engineers	2,500.00	(1,500.00)	1,000.00
42210-53111	Youth Services - Medical Services	5,200.00	(1,000.00)	4,200.00
43100-51605	Library Administration - Part-Time (NB)	52,680.00	(1,000.00)	51,680.00
44100-51603	Recreation Administration - Temporary	3,000.00	(1,000.00)	2,000.00
52100-53122	Planning & Zoning - Legal Services	16,000.00	(2,000.00)	14,000.00
71000-58110	Employee Benefits - G/F Contribution to Retiree Insurance	50,000.00	(10,000.00)	40,000.00
73000-56318	Contingency - Attrition Cut	-	(25,000.00)	(25,000.00)
92000-58216	Other Financing Uses - Recreation Program Fund	50,000.00	(25,000.00)	25,000.00
92000-58713	Other Financing Uses - Pension Plan-Volunteer Firefighters	40,000.00	(5,000.00)	35,000.00
		\$1,115,150.00	\$(109,820.00)	\$1,005,330.00

26, 2004, be adopted and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

RESOLVED: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2004 to June 30, 2005 and said sums currently estimated at \$7,728,080, shall be paid by the Town to the Regional School District as they become available.

RESOLVED: That the proposed Capital Projects Budget for fiscal year July 1, 2004 to June 30, 2005 in the amount of \$1,591,500 be adopted provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council subject to a vote by referendum as required by Section 407 of the Town Charter.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2004 to June 30, 2005 in the amount of \$2,461,800 be adopted.

So passed unanimously.

V. NEW BUSINESS

6. Proclamation of Congratulations and Friendship to Mansfield, Massachusetts

Mr. Hawkins moved and Mr. Paulhus seconded that effective May 17, 2004, to authorize the Mayor to issue the attached proclamation of congratulations and friendship to the Town of Mansfield, Massachusetts.

So passed unanimously.

7. Appointment of Auditor to Conduct Financial Audit for Fiscal year 2003/04

Mr. Hawkins moved and Mr. Haddad seconded that effective April 26, 2004, to appoint the firm of Kostin, Ruffkess and Company to conduct the financial audit for the Town of Mansfield for the year ending June 30, 2004.

So passed unanimously.



Town of Mansfield

Proclamation of Congratulations and Friendship to Mansfield, Massachusetts

Whereas, the Town of Mansfield, Connecticut, has a long-standing bond of association with the Town of Mansfield, Massachusetts; and,

Whereas, the Town of Mansfield, Connecticut through its participation in the Mansfield Sister Cities Association, recognizes the friendship and bond between its community and all other Mansfield communities of the world; and,

Whereas, the Town of Mansfield, Connecticut wishes to convey its most fraternal greetings and good wishes to all of our sister cities; and,

Whereas, the Town of Mansfield, Massachusetts is welcoming visitors from 30 different Mansfields around the world in May 2004 for the second celebration of "Mansfields Around the World;" and,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Town of Mansfield, Connecticut, hereby extend their congratulations and best wishes to the Town of Mansfield, Massachusetts and all who attend the second celebration of "Mansfields Around the World."

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 17th day of May in the year 2004.

Elizabeth C. Paterson
Mayor, Town of Mansfield
May 17, 2004

8. Amendment to Solid Waste Regulations

Mr. Haddad moved and Mr. Hawkins seconded to recess as the Town Council and to convene as the MRRA.

So passed unanimously.

Mr. Haddad moved and Ms. Blair seconded that effective April 26, 2004, to amend Section A196-12(H)(1) of the Mansfield Solid Waste Regulation as recommended by town staff.

So passed unanimously.

Mr. Haddad moved and Mr. Paulhus seconded to recess as the MRRA and reconvene as the Mansfield Town Council

So passed unanimously.

9. Letter of Appreciation

Mr. Clouette moved and Mr. Hawkins seconded to send a letter of appreciation to the emergency service groups and to adopt the following resolution:

RESOLVED: That the Mansfield Town Council expresses the gratitude of the community to the Eagleville Fire Department, the Mansfield Volunteer Fire company and other emergency services and mutual aid fire departments.

So passed unanimously.

V. DEPARTMENTAL REPORTS

VI. REPORTS OF COUNCIL COMMITTEES

VII. REPORTS OF COUNCIL MEMBERS

Mayor attended a function presented by Joshua's Trust at "The Hole in the Wall Gang" camp.

Mayor attended the Eagle Scout ceremony honoring Steven Glow as he obtained his Eagle Scout status. Mayor Paterson read a proclamation to Steven from the Town Council. Steven is a senior at E.O. Smith and has special needs. He has worked hard to achieve this high honor in Scouts.

VIII. TOWN MANAGER'S REPORT

The Town Manager handed out the new visitors guide to Mansfield developed by the Downtown Partnership and printed for distribution throughout the town.

The Town Manager is planning a trip around the town for Council members to view facilities and properties owned by the town.

IX. FUTURE AGENDAS

Pledge of Allegiance.

X. PETITIONS, REQUESTS AND COMMUNICATIONS

- 9. R. Favretti re: 8-24 Referral, 2004/05 Capital Improvements Budget
- 10. Q. Kessel re: Correspondence with Department of Environment Protection
- 11. J. Passmore re: Mansfield Town Council Pledge
- 12. Legal Notice-Regional School District Number 19 Town Meeting
- 13. Mansfield Planning and Zoning Commission Referral-14 Lot Subdivision East of Fern Road
- 14. Connecticut Conference of Municipalities Management Bulletin-Connecticut Supreme Court on Municipal Powers: Separate Budget Referenda, "Yes"

XI. EXECUTIVE SESSION

At 9:03 p.m. Mr. Clouette moved and Mr. Schaefer seconded to adjourn for five minutes and reconvene in executive session with the Town Manager for the purposes of Open Space Acquisition.

So passed unanimously.

At 9:08 p.m. the Council went into executive session.

At 9:22 p.m. Mr. Clouette moved and Mr. Schaefer seconded to come out of executive session and return to the regular meeting.

So passed unanimously.

XII. ADJOURNMENT

At 9:23 p.m. Mr. Schaefer moved and Mr. Clouette seconded to adjourn the meeting.

So passed unanimously.

Elizabeth C. Paterson, Mayor

Joan E. Gerdson, Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
Martin H. Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: May 10, 2004
Re: Issues Regarding the UConn Landfill Including the UConn Consent Order,
Public Participation Relative to the Consent Order and Well Testing (Item #1,
04-26-04 Agenda)

Subject Matter/Background

Attached please find new correspondence concerning the UConn landfill. At present, the Town Council is not required to take any action on this item.

Attachments

1) Progress Report – April 2004

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University of Connecticut
Division of Business and Administration

Architectural and
Engineering Services

REC'D MAY 03 2004

April 30, 2004

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

**RE: CONSENT ORDER #SRD 101, STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION (CTDEP)
PROGRESS REPORT – APRIL 2004
UNIVERSITY OF CONNECTICUT LANDFILL, STORRS, CT
PROJECT # 900748**

Dear Mr. Frigon:

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

- UConn Landfill Closure
- Update on Extension of Water Service - Meadowood and North Eagleville Roads
- UConn F-Lot Landfill Closure
- UConn Landfill Interim Monitoring Program
- Remedial Action Plan Implementation, Landfill and Former Chemical Pits
- Closure Schedule Following CTDEP Approvals
- Hydrogeologic Investigation – UConn Landfill Project
- Long-Term Monitoring Plan
- Technical Review Sessions
- Technical Review Session Information
- UConn's Technical Consultants - Hydrogeologic Team
- Discussion on Activities Completed in April 2004
- Schedule for Compliance (Revision No. 3)
- Listing of Project Contacts
- Reports
- Certification
- Drawing

**CTDEP Consent Order
Progress Report – April 2004
April 30, 2004**

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

UConn Landfill Closure

Closure

The closure and post-closure recommendations for the landfill in consideration of current site conditions and the proposed post-closure use were presented in the Closure Plan. The age and character of the landfill, volume of waste, the presence of an interim cover, the topographical configuration of the site, landfill gas management requirements, and the need to accommodate time-related site settlement resulting from waste consolidation were considered as part of closure plan development. Closure plan design has also been developed to provide a stable veneer above the waste, minimize water infiltration to the landfill waste mass, manage surface water runoff, and limit the potential for erosion.

Redevelopment

The site redevelopment scheme and specific information for post closure development is provided in the Remedial Action Plan (RAP) Interim Monitoring Plan (IMP).

Post-closure redevelopment and use is proposed as part of the closure approach. With regulatory approval, UConn intends to construct a parking lot on the landfill and continue to use the F-Lot area as a parking lot. An environmental land use restriction (ELUR) will be placed on the landfill area, the chemical disposal pits and F-Lot to protect the landfill cap and limit site use. Elements of the closure include:

- Site preparation, limited waste relocation, compaction and subgrade preparation and capping;
- Landfill cap construction that includes a gas collection layer, low permeability layer and protective cover/drainage layer;
- Construction and operation of a gas collection, recovery and destruction system to manage methane gas emissions from the landfill and prevent uncontrolled migration;
- Construction and operation of a storm water management system;
- Development of a comprehensive post closure maintenance and monitoring program;
- Development of the chemical pits area as green space; and
- Use of the landfill and F-Lot site as parking lots.

Post-closure development at the site, along with the post-closure use plans, were prepared in accordance with the requirements of the Solid Waste Management Regulations and the Remedial Standard Regulations (RSRs). Further, post-closure use design considered the need to:

- Maintain the integrity of the final cover;
 - Provide for long-term maintenance of the final cover;
 - Protect public health, safety, and the environment;
 - Mitigate the effects of landfill gas both vertically and laterally throughout post-closure; and
 - Maintain final cap integrity considering site settlement and post-closure use.
- Landfill Closure and Redevelopment Objectives

**CTDEP Consent Order
Progress Report – April 2004
April 30, 2004**

Project Status Background

On June 26, 1998, the CTDEP issued a Consent Order to UConn. The order requires UConn to thoroughly evaluate the nature and extent of soil, surface water and groundwater pollution emanating from the UConn landfill, former chemical pits and an ash disposal site known as F-Lot. The order also requires UConn to propose and implement remedial actions necessary to abate the pollution. The Comprehensive Hydrogeologic Report and Remedial Action Plan have been submitted to CTDEP. UConn released the Draft Final Comprehensive Hydrogeologic Investigation Report and Remedial Action Plan for the UConn Landfill for public view on January 20, 2003. Copies of the eight-volume report, comments from reviewers (CTDEP, United States Environmental Protection Agency - USEPA, and the Town of Mansfield) and a summary fact sheet are available in the research section of the Mansfield Public Library, in the Town Manager's Office, at University Communications and at the CTDEP in Hartford.

Narrative Report -Nature of Construction

The project consists of capping of the former UConn landfill and former chemical pits area. Paved parking areas are planned on the top, relatively flat portion of the landfill. Drainage from the parking areas will be managed by a proposed stormwater drainage system. Leachate interceptor trenches are proposed to the north and south of the landfill to intercept leachate-contaminated groundwater that would otherwise discharge to adjacent streams and wetlands. Contaminated sediments will be remediated by excavation, dewatering and placement of sediments in the landfill prior to final grading and capping. Excavation, filling and construction activities will be required along the perimeter of the landfill to consolidate landfill refuse that was disposed of in areas now comprised of wetlands. The closure of the UConn landfill and former chemical pits is an integrated approach designed to manage contaminated sediments and solid waste through consolidation and capping, and collect leachate-contaminated groundwater to prevent discharge to waters of the State of Connecticut.

Permit Applications

ACOE NE: As part of the U.S. Army Corps of Engineers New England District (ACOE NE) Individual Permit Application for the Closure Plan for the UConn Landfill and Former Chemical Pits, a vernal pool survey was completed within a 600-foot radius of the UConn Landfill in Storrs, CT. Vernal pools are considered "special wetlands" under ACOE NE Programmatic Permit for Connecticut. On July 15, 2003, the ACOE NE published a Public Notice regarding UConn's request for a permit under Section 404 of the Federal Clean Water Act. A wetland mitigation plan has been prepared in response to comments received from the Corps of Engineers on the federal wetland permit application (Letter C. Rose to J. Kastinos, October 30, 2003). The mitigation plan addresses restoration of federally regulated wetlands disturbed during the remediation project construction and other mitigation for wetlands that will be permanently lost due to the project. It also addresses implementation of the restoration plan, including topsoil requirements, plantings, and control of invasive species.

Haley & Aldrich and Mason & Associates are preparing a detailed Mitigation/Restoration Plan following an on-site meeting with the COA and with the United States Environmental Protection Agency (EPA). Comments from CTDEP are also being addressed.

CTDEP: On September 12, 2003, Permit Application Transmittal Forms for the UConn Landfill Project Number 900748 were submitted to CTDEP for Water Discharge to Sanitary Sewer, Inland Wetlands and Watercourses, Inland 401 Water Quality Certification, and Flood Management Certification permits. On

**CTDEP Consent Order
Progress Report – April 2004
April 30, 2004**

November 6, 2003, UConn submitted the Permit Application Transmittal Forms to CTDEP for the Discharge of Groundwater Remediation Wastewater to a Sanitary Sewer. A December 3, 2003 transmittal from Haley & Aldrich to CTDEP provided responses to comments by CTDEP on the ACOE NE Application No. WQC 200302988, IW-2003-112, FM-2003-205.

Conditional Approval Letter Received

A Conditional Approval Letter dated June 5, 2003, regarding the Comprehensive Hydrogeologic Report and Remedial Action Plan, was issued by CTDEP to UConn. CTDEP approved the Plan that includes the following elements:

- Landfill regrading
- Installation of a final cover over the landfill and former chemical pits
- Elimination of leachate seeps
- Regrading and capping of the chemical pit area
- Establishing a vegetative cover
- Plan for post-closure maintenance
- Long-term program for monitoring groundwater and surface water quality
- Schedule for implementing the work.

Closure Plan

On August 4, 2003, the Closure Plan report was submitted to CTDEP, Town of Mansfield, Eastern Highlands Health District (EHHD), and the USEPA. The plan describes how the Remedial Action Plan will be implemented to close the UConn landfill, former chemical pits and F-Lot disposal site. Elements of the closure plan included:

- Site preparation, limited waste relocation, compaction and subgrade preparation and capping
- Landfill cap construction, which includes a gas collection layer, low permeability layer and protective cover/drainage layer
- Construction and operation of a gas collection system to manage methane gas emissions from the landfill and prevent uncontrolled migration
- Construction of a leachate collection system
- Construction and operation of a storm water management system
- Development of a comprehensive post closure maintenance and monitoring program
- Development of the former chemical pits area as green space
- Use of the landfill and F-Lot site as parking lots

On January 22, 2004, the revised Closure Plan report was submitted to CTDEP, Town of Mansfield, EHHD, and the USEPA. The closure plan sets aside areas for a number of activities to take place, including soil processing and stockpiling, room for storing materials and equipment, and soil and waste removal areas.

UConn's construction management firm will have to comply with odor, noise, dust and other controls, including keeping any relocated waste covered. The contractor will also build a construction fence around the site for security. The first steps in closing the landfill will focus on removing sediments and consolidating waste.

**CTDEP Consent Order
Progress Report – April 2004
April 30, 2004**

Intended Sequence of Operations

The following is a sequential list of the proposed operations:

- Mobilization, Site Preparation, and Stormwater/Erosion Control
- Staging of field offices and related equipment
- Security fencing
- Construction of service roads
- Contaminated Sediment Removal and Relocation
- Waste Consolidation
- LIT Construction
- Installation of Pre-Cast Concrete Buildings
- Land reshaping and grading
- Cover System Installation
- Road and Parking Lot Construction
- Project Completion, Demobilization and Closeout

Area of Disturbance

Approximately 2.58 acres of wetland will be disturbed by landfill closure and removal of contaminated sediment north and south of the landfill. Approximately 1.39 acres of wetland will be permanently filled during the project.

Private Property Access

UConn had previously requested access to property described on Town of Mansfield, CT Assessor's Map 15, Block 23, Parcel #7. Request to the property owner was made again in October 2003 by UConn to remediate sediments, continue to collect samples, to install wells, and to purchase parcel. A landowner response has been received by UConn to remediate sediments, continue to collect samples, and to install wells.

Interim Monitoring Program Update

The Interim Monitoring Program (IMP) Report will follow the initiation of Round #13 IMP Sampling and will be distributed to CTDEP and others.

Update on Extension of Water Service - Meadowood and North Eagleville Roads

CTDEP Conditional Approval

The CTDEP Conditional Approval letter required UConn to offer several residences the opportunity (see table that follows) to be connected to UConn's water supply. UConn authorized Lenard Engineering, Inc. to conduct surveying, review existing property information, and to accomplish the design of the water main and services for these residences. UConn has notified owners at these properties of the CTDEP requirements and has requested owner approval to install a service connection and abandon the existing well.

The table that follows notes to which residences an offer was made and the responses by property owners received to date.

**CTDEP Consent Order
 Progress Report – April 2004
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Table 1 Offer to Connect to UConn Water System and Well Abandonment Responses

<u>Address</u>	<u>Offer to Connect</u>	<u>Well Abandonment</u>
10 Meadowood Road	Accepted	Accepted
11 Meadowood Road	Accepted	Accepted
21 Meadowood Road	Accepted	Accepted
22 Meadowood Road	Rejected	Rejected
28 Meadowood Road	Accepted	Accepted
213 North Eagleville Road	Accepted	Accepted
219 North Eagleville Road	Accepted	Accepted

Tentative Schedule for the Design, Approval, and Construction for Extension of Water Service

- Bid Results for: North Eagleville and Meadowood Roads Water Main Extension, Project MAC-BI-901004, MCC Construction @ \$150,872.45
- Awarded contract to MCC Construction
- UConn has issued a Notice to Proceed to MCC Construction

Since UConn awarded a contract, construction will be scheduled for Spring 2004.

- Review of contractor's submittals - March 2004
- Start construction - April 1, 2004
- End construction - August 1, 2004

UConn F-Lot Landfill Closure

In the summer and fall of 1999, interim closure of F Lot was undertaken by installing cover materials including a liner and pavement, which expanded the parking area to the north. The following elements comprise the cover, in ascending order:

- A 6-inch layer of compacted granular fill was placed over the existing granular fill and ash/refuse fill. Gas vents were placed within the compacted fill.
- A flexible membrane liner consisting of Very Flexible Polyethylene (VFPE) was placed over the compacted granular fill. The liner is designed to prevent infiltration into the underlying granular fill and ash/refuse fill.
- Non-woven geotextile was placed over the VFPE to protect it from the crushed stone placed above it and to provide frictional resistance to stabilize the crushed stone on side slopes.
- A drainage layer comprised of 4-inch diameter polyethylene pipe placed within a 6-in. thickness of crushed stone was placed over the geotextile.
- In vegetated areas, the final components of the cover were compacted granular fill (6-inch thickness) and topsoil (6-inch thickness).
- In pavement areas, the cover was completed with a 9-inch thickness of processed aggregate base and 3-inch of bituminous concrete, placed over the crushed stone layer.

UConn Landfill Interim Monitoring Program (IMP)

IMP sampling continued during this period. Thirty-one monitoring wells were identified and are being sampled in this current program, consisting of seven monitoring wells for shallow groundwater, five locations for surface water, and nineteen active residential water supply wells. Sampling, as part of the IMP, will continue until the Long-Term Monitoring Program (LTMP) is initiated in 2004. CTDEP has requested UConn to sample residences on Meadowood and Separatist Roads utilizing a State-certified laboratory.

Remedial Action Plan Implementation, Landfill and Former Chemical Pits

UConn accepted Pre-Qualification Applications on March 31, 2003, from Construction Management firms for the following Project: Remedial Action Plan Implementation, Landfill and Former Chemical Pits, UConn Project Number 900748. UConn is evaluating the Construction Management firms' information.

Project Objective: UConn plans to award a Construction Manager firm an at-risk contract with a Guaranteed Maximum Price (GMP) with separately negotiated pre-construction services. The selection process will include, but not be limited to, a firm's proven performance to manage large projects of similar scope and complexity and deliver it on time and within budget. The Management team and its key staff members to be assigned to the project are expected to be of the highest caliber, possess technical excellence and share UConn's utmost concern with maintaining schedule compliance. The firms who are pre-qualified will be provided with available materials and given a tour of the site and brief presentation of the complexities of the project.

After pre-qualification, each pre-qualified firm will be asked to respond to a Request for Proposal by providing information relative to such items as project staffing, schedule compliance, project controls, construction plan, fee for construction management services, general conditions costs and fee for pre-construction services, including producing estimates based on existing design schedules. A combination of technical qualifications, possible oral presentation, and fees will be considered in the final selection process. The GMP will be negotiated during the contract document phase of project development.

Request for Proposal packages are currently being assembled by Haley & Aldrich, but final drawings and specifications are dependent on USCOE and CTDEP permit requirements. The packages to be sent pre-qualified project management firms will include:

- UConn General Conditions
- Technical Specifications (latest sets with revisions)
- Drawings (latest sets with revisions)
- Closure Plan
- Boring/Well Information
- Soil/Groundwater/Sediment quality data
- Earthwork Quantities
- Schedule
- Permit Information (Army Corps & CTDEP)
- Other Information

**CTDEP Consent Order
Progress Report – April 2004
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Closure Schedule Following CTDEP Approvals

- Preparation of Bid Documents Weeks 1-4
- Hire Project Construction Management Weeks 2-3
- Review Contractor Submittals Weeks 3-11
- Mobilization, Site Preparation, and Stormwater/Erosion Control Weeks 11-16
- Contaminated Sediment Removal and Relocation Weeks 17-22
- Waste Consolidation Weeks 23-34
- Construction of the leachate interceptor trenches (LITs) Weeks 35-40
- Land Reshaping and Grading Weeks 38-42
- Cover System Installation Weeks 43-49
- Road and Parking Lot Construction Weeks 38-50
- Project Completion, Demobilization and Closeout - Installation of Monitoring Wells Weeks 51-54
- Preparation of closure certification report Weeks 55-58

Hydrogeologic Investigation – UConn Landfill Project

Phoenix Environmental Laboratories, Inc. (Phoenix) is located in Manchester, CT, and is an independent State-certified laboratory (<http://www.phoenixlabs.com/Profile.html>).

Long-Term Monitoring Plan (LTMP)

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

The CTDEP Conditional Approval letter call for the following Mansfield residences to be included in the LTMP:

- | | | |
|---------------------|-----------------------|-----------------------|
| ▪ 38 Meadowood Road | ▪ 65 Meadowood Road | ▪ 206 Separatist Road |
| ▪ 41 Meadowood Road | ▪ 202 Separatist Road | ▪ 211 Separatist Road |

Technical Review Sessions

Public involvement principles are summarized as follows:

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

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The specific goals of public involvement at the UConn Landfill Project are:

- To design a process for public involvement that can be fully implemented and is consistent with available time and resources of the sponsoring agencies and other key parties.
- To encourage the broadest possible involvement by the public in all aspects of the site investigation, environmental monitoring programs, and cleanup at the UConn landfill.
- To ensure that information is easily accessible and is as clear as possible to the interested public.
- To ensure the development and dissemination of accurate, comprehensive information about all aspects of the site investigation, environmental monitoring programs, and cleanup, including timely information on potential risks posed by the landfill.
- To provide specific procedures for consideration and incorporation of relevant public comments and concerns in key site investigations, environmental monitoring programs, and cleanup decisions.

Technical Review Session Information

General

To summarize, the public involvement process is being utilized to provide public involvement in the CTDEP decision-making process regarding the investigation, environmental monitoring programs, and potential cleanup of the site

Public Availability Review Session

There were no public availability sessions held during this reporting period.

UConn Project Web Site

UConn announced in Spring 2003 that a new web site would provide up-to-date information on the UConn Landfill Remediation Project. The web site was created in response to comments made by the public during public involvement review. The site's Internet address is <http://www.landfillproject.UConn.edu>. The web site includes a description of the project, timeline, project contacts and list of places to find documents, copies of recent notices, releases and publications that site visitors can download a project map, and links to other sites, such as the CTDEP.

UConn's Technical Consultants - Hydrogeologic Team

Haley & Aldrich: Haley & Aldrich have completed fieldwork for the IMP and monitoring well samplings. Work also included technical input. Continued review of permitting and design work comments for landfill and former chemical pits remediation based on draft Remedial Action Plan. Consultant submitted Closure Plan and Permit applications to CTDEP.

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Mitretek Systems: Mitretek's work included meeting attendance and input, technical review of data, fieldwork and coordination with the hydrogeologic team. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and Remedial Action Plan, as well as public meeting preparation. Continued review of permitting and design work comments for landfill and former chemical pits remediation based on draft Remedial Action Plan. Reviewed *UConn Update*, Responses to Comments on the Comprehensive Hydrogeologic Investigation Report and RAP, and various other responses to regulatory comments on permit applications.

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

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

Phoenix Environmental Laboratories, Inc.: Phoenix is conducting sample analyses as part of the UConn Landfill project and IMP.

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

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

Discussion on Activities Completed in April 2004

UConn:

- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan (RAP)
- Evaluation of Construction Management firms for RAP Implementation
- Prepared and submitted State Traffic Commission Application for Certificate for North Hillside Road Parking Lot for landfill and former chemical pits remediation based on draft RAP
- Issued Notice to Proceed to MCC Construction for the extension of Water Service - Meadowood and North Eagleville Road
- Submitted Application for Certificate to State Traffic Commission for the North Hillside Road Parking Lot (UConn Landfill Project #900748)

**CTDEP Consent Order
Progress Report – April 2004
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Haley & Aldrich:

- Continued design and permitting work for landfill and former chemical pits remediation based on RAP
- Review of Round #13 IMP Sampling information
- Continued comparison of ERI and Phoenix split samples collected in 2003.
- Review of proposed well abandonment program
- Prepared draft Comprehensive Hydrogeologic Investigation Report Addendum 2 (revisions in response to Town and regulatory comments)
- Continued work on detailed Wetland Mitigation Plan
- Completed sediment precharacterization sampling and prepared a letter summarizing the results and conclusions
- Met with representatives of CT DEP Inland Wetlands Department.

USGS:

- Reviewed *UConn Update*

Mitretek:

- Continued review of permitting and design work for landfill and former chemical pits remediation based on RAP
- Reviewed Comprehensive Hydrogeologic Investigation Report Addendum 2 (revisions in response to Town and regulatory comments)
- Reviewed detailed Wetlands Mitigation Plan

Phoenix

- Conducted analyses of sampling from IMP and additional residential areas

ERI:

- Conducted verification analyses of sampling from IMP

Epona:

- Continued review of permitting and design work for landfill and former chemical pits remediation based on draft Remedial Action Plan

RVA:

- Continued to communicate with public and respond to public queries
- Finalized, printed and mailed April 2004 UConn Update to database
- Updated project web site with new Update, schedule information and status of project
- Reviewed permit submittals, other text and plans

Schedule for Compliance (Revision No. 3)

The submitted Plan for presentation and the Schedule for Compliance for Consent Order SRD-101 Hydrogeologic Investigation - University of Connecticut Landfill, F-Lot, and Chemical Pits, Storrs, CT, has been proposed for modification as follows (*completed items in italics*):

CTDEP Consent Order
 Progress Report – April 2004
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Schedule for Compliance (Revision No. 3) Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, Connecticut (completed items in italics) Updated April 23, 2004		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
<i>UConn Landfill and Former Chemical Pits — Ecological Assessment</i>	<i>Results of Ecological Assessment and Implications of the Assessment on Evaluation of Remedial Alternatives</i>	<i>January 9, 2002 (presentation completed); April 11, 2002 (interim report submitted*)</i>
<i>UConn Landfill and Former Chemical Pits — Conceptual Site Model (CSM), impact on bedrock groundwater quality</i>	<i>CSM details and supporting geophysical, hydrological, and chemical data</i>	<i>February 7, 2002 (presentation completed) April 8, 2002 (interim report submitted*)</i>
<i>Remedial alternatives for the UConn Landfill, former chemical pits, F-Lot, and contaminated ground water</i>	<i>Report will be included as the Remedial Action Plan in the Comprehensive Report</i>	<i>June 13, 2002 (presentation completed)</i>
<i>Comprehensive Hydrogeologic Report and Remedial Action Plan - integration of information in all interim reports and all previous reports</i>	<ul style="list-style-type: none"> ▪ <i>Results of Comprehensive Hydrogeologic Investigation</i> ▪ <i>Remedial Action Plan</i> ▪ <i>Long Term Monitoring Plan</i> ▪ <i>Schedule (to include public and agency review, permitting, design, and construction)</i> ▪ <i>Post-Closure</i> ▪ <i>Redevelopment Plan for the UConn Landfill and F-Lot</i> 	<i>August 29, 2002 (presentation**)</i> <i>October 31, 2002 (Comprehensive Report Submitted to CTDEP)</i>
<i>Comprehensive Final Remedial Action Plan Report</i>	<i>Release of Report and Plan for CTDEP and public review of remedial design</i>	<i>January 2003</i>
<i>Remedial Action Design to include comprehensive interpretive design of the Landfill final cap</i>	<i>Detailed design drawings and specifications of the preferred remedial alternative(s)</i>	<i>A TRC Meeting was held Wednesday, June 25, 2003.</i> <i>Summer 2003 (Comprehensive Design Submittal)</i> <i>A public review session for the UConn landfill design took place at the Town of Mansfield council chambers at the Audrey P Beck Municipal Building, Mansfield, CT on Wednesday, September 3, 2003.</i>

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Schedule for Compliance (Revision No. 3) Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, Connecticut (<i>completed items in italics</i>) Updated April 23, 2004		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
Implement Remedial Action Plan for the UConn Landfill, former chemical pits, F-Lot and contaminated groundwater	Finalize detailed construction drawings, and specifications Develop bid packages based on approved Remedial Action Plan - Competitive Bidding Process - Select Contractor - Obtain Permits as detailed in the Remedial Action Plan Mobilization & Fieldwork	<i>July 2003 through May 2004</i> (Contractor(s) selection) REVISED ****
Initiation of Construction of Approved Remedial Option	Selection of contractors and the beginning of construction of approved remedial options	<i>January/February/ April /May 2004</i> mobilize contractor(s) (Contingent on Construction Timetable ***) REVISED ****
Initiation of Long Term Monitoring Plan (LTMP)	IMP sampling continues quarterly.	<i>January/February/March 2004/April/May 2004</i> REVISED ****
Completion of Remedial Construction	Comprehensive final as-built drawings and closure report for the UConn Landfill, former chemical pit area.	August 2005 (Winter - Spring 2005) - Anticipated completion of construction (Contingent on Construction Timetable ***) REVISED ****
Post-Closure Monitoring	Begin post-closure monitoring program of the Remedial Action upon approval from CTDEP	August 2005 (Contingent on Construction Timetable ***) REVISED ****

- * Interim reports submittals are the data packages that support the presentation accompanied by interpretive text sufficient for review. Comments received will be addressed.
- ** Results will not be complete until evaluation of data from MW 208R, if permission to drill from the property owner is received or an alternate is approved.
- *** Contingent on CTDEP approvals, construction timetable based on bidding market, weather conditions, numerous permitting issues, along with State and local reviews and conditions.
- **** Updated April 23, 2004

**CTDEP Consent Order
Progress Report – April 2004
April 30, 2004**

Listing of Project Contacts

Town of Mansfield

Martin Berliner
Town of Mansfield
Audrey P. Beck Building
4 South Eagleville Road
Mansfield, CT 06268-2599
(860) 429-3336

**U.S. Environmental
Protection Agency**

Chuck Franks
U.S. Environmental
Protection Agency
Northeast Region
1 Congress Street (CCT)
Boston, MA 02114-2023
(617) 918-1554

Haley & Aldrich, Inc.

Rick Standish, L.E.P.
Haley & Aldrich, Inc.
800 Connecticut Blvd.
East Hartford, CT 06108-7303
(860) 282-9400

CT Department of Environmental Protection

Raymond Frigon, Project Manager
CT Department of Environmental Protection
Water Management Bureau
79 Elm Street
Hartford, CT 06106-5127
(860) 424-3797

University of Connecticut

Scott Brohinsky, Director
University of Connecticut, University Communications
1266 Storrs Road, Unit 4144
Storrs, CT 06269-4144
(860) 486-3530

Richard Miller, Director
University of Connecticut, Environmental Policy
31 LeDoyt Road, Unit 3038
Storrs, CT 06269-3038
(860) 486-8741

James Pietrzak, P.E., CHMM, Senior Project Manager
University of Connecticut, Architectural & Engineering Services
31 LeDoyt Road, Unit 3038
Storrs, CT 06269-3038
(860) 486-5836

Reports

Copies of all project documents are available at:

Town Manager's Office

Audrey P. Beck Bldg.
4 South Eagleville Road
Mansfield, CT 06268
(860) 429-3336

CT Dept. of Environmental Protection

Contact: Ray Frigon
79 Elm St.
Hartford, CT 06106-5127
(860) 424-3797

Mansfield Public Library

54 Warrenville Road
Mansfield Center, CT 06250
(860) 423-2501

UConn at Storrs

Contact: Scott Brohinsky
University Communications
1266 Storrs Road, U-144
Storrs, CT 06269-4144
(860) 486-3530

**CTDEP Consent Order
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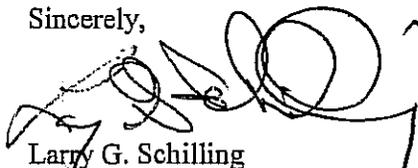
Certification

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

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

Please contact James M. Pietrzak, P.E. at (860) 486-5836 or me at (860) 486-3116 if you need additional information.

Sincerely,



Larry G. Schilling
Executive Director
Architectural and Engineering Services

LGS/JMP

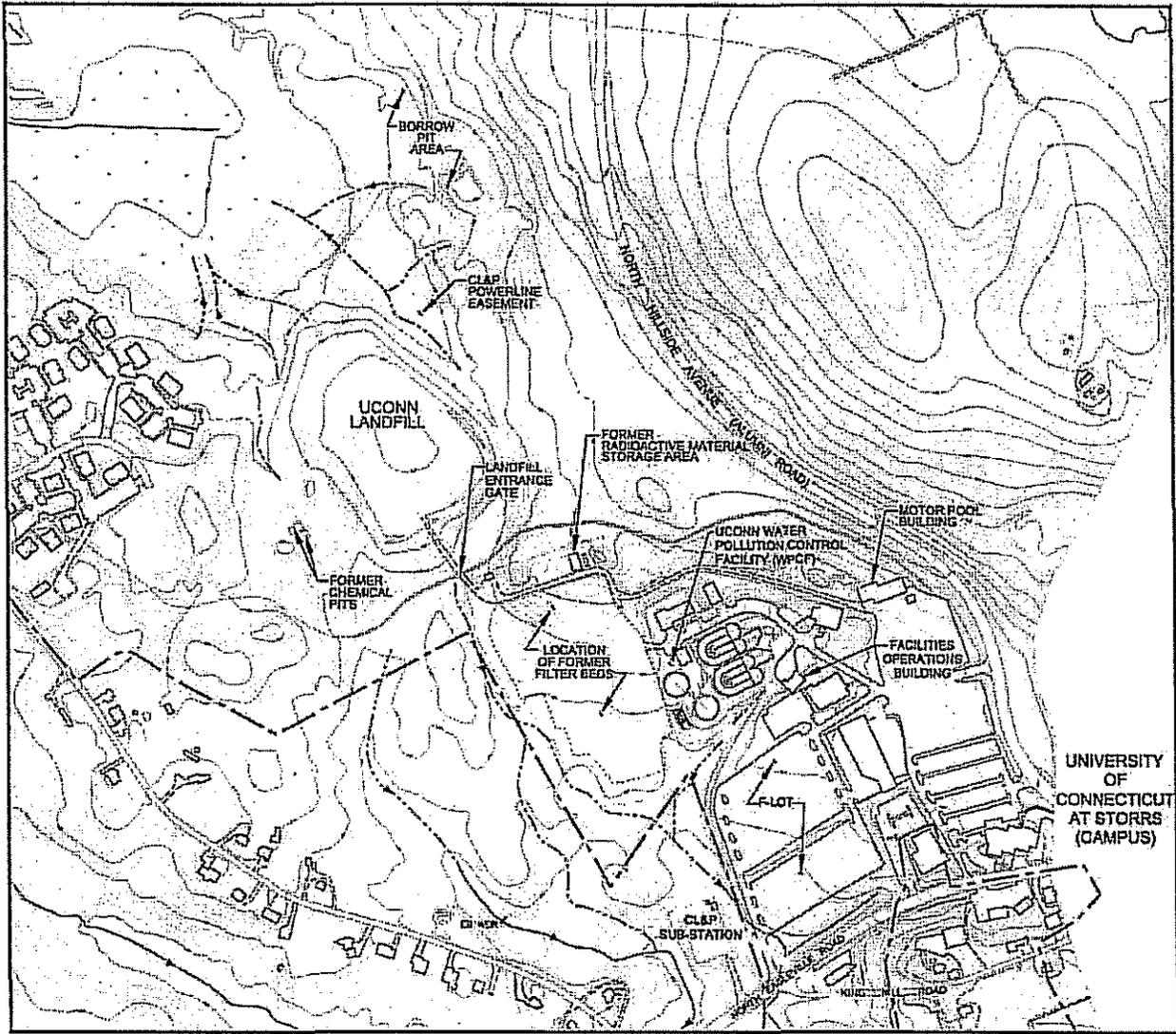
**CTDEP Consent Order
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cc:

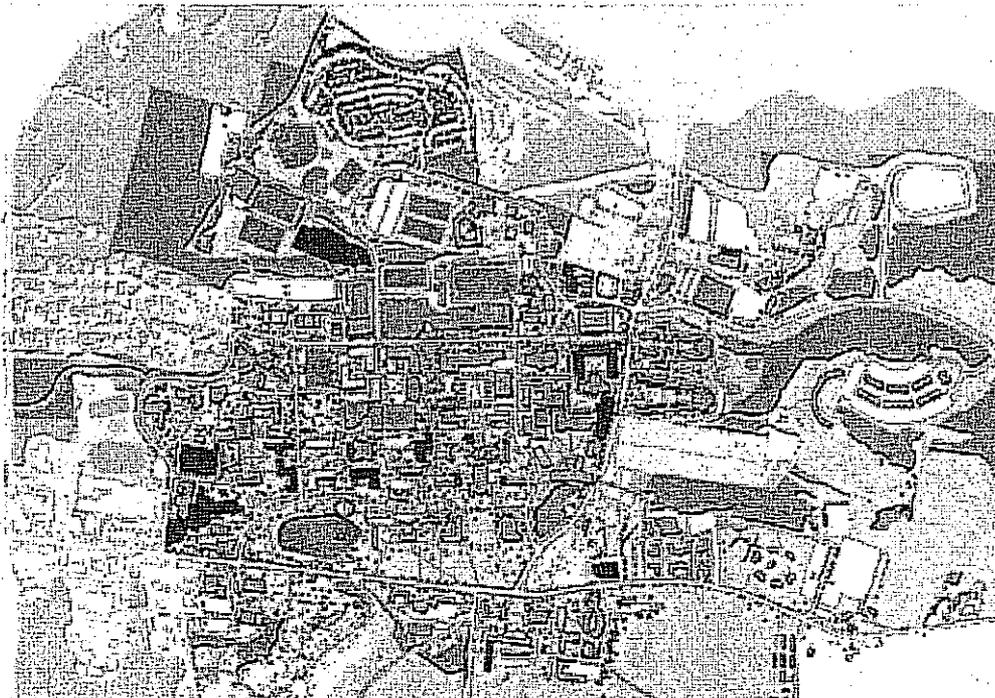
Gail Batchelder, HGC Environmental Consultants
Martin Berliner, Town of Mansfield
Scott Brohinsky, UConn
Thomas Callahan, UConn
Marion Cox, Resource Associates
Brian Cutler, Loureiro
Amine Dahmani, ERI
Elida Danaher, Haley & Aldrich
Dale Dreyfuss, UConn
Nancy Farrell, RVA
Linda Flaherty-Goldsmith, UConn
Charles Franks, USEPA
Peter Haeni, F.P. Haeni, LLC
Allison Hilding, Mansfield Resident
Traci Iott, CTDEP
Carole Johnson, USGS
Ayla Kardestuncer, Mansfield Common Sense
John Kastrinos, Haley & Aldrich
Alice Kaufman, USEPA
Wendy Koch, Epona
Prof. George Korfiatis, Stevens Institute of Technology
George Kraus, UConn
Chris Mason, Mason & Associates
Peter McFadden, ERI
David McKeegan, CTDEP
Richard Miller, UConn
Robert Miller, Eastern Highlands Health District
Elsie Patton, CTDEP
James Pietrzak, UConn
Susan Soloyanis, Mitretek
Rick Standish, Haley & Aldrich
Brian Toal, CTDPH
William Warzecha, CTDEP

Drawing

Location Plan



North Hillside Road Parking Lot Location



North
Hillside Road
Parking Lot
←

Storrs Campus Master Plan



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
Martin H. Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: May 10, 2004
Re: Pledge of Allegiance at Town Council Meetings (Item #8, 04-12-04 Agenda)

Subject Matter/Background

As you know, the Town Council has recently discussed a proposal/request that the Council recite the pledge of allegiance at the start of each meeting. The Mayor has recommended that the Council schedule a public hearing in order to solicit input from the public with regard to this issue.

Recommendation

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

Move, effective May 10, 2004, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on May 24, 2004 to solicit public comment on the question of whether the Town Council should recite the pledge of allegiance at the start of each Council meeting.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
Martin H. Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Jeffrey Smith, Director of Finance
Date: April 26, 2004
Re: Comprehensive Annual Financial Report for Year Ended June 30, 2003

Subject Matter/Background

Attached please find the Comprehensive Annual Financial Report for Year Ended June 30, 2003. Due to the new requirements of Government Accounting Standards Board (GASB) Statement 34 that went into effect this year, this document took the auditors much longer to prepare than is customary. Because we have now made the transition to the new reporting requirements, we do not anticipate that this will remain a problem in the future.

Recommendation

In keeping with the Town Council's normal practice, staff recommends that this item be referred to the Finance Committee for review. If the Council concurs with this recommendation, the following motion is in order:

Move, effective May 10, 2004, to refer the Comprehensive Annual Financial Report for Year Ended June 30, 2003 to the Finance Committee.

Attachments

1) Comprehensive Annual Financial Report for Year Ended June 30, 2003

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
Martin H. Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: May 10, 2004
Re: Proclamation Designating the Month of June as Myasthenia Gravis
Awareness Month in Mansfield

Subject Matter/Background

In an effort to promote awareness and funding to find a cure for the myasthenia gravis awareness disease, the Connecticut "Nutmeg" State Chapter of the Myasthenia Gravis Foundation has requested that towns and cities across the state consider issuing a proclamation designating the month of June as Myasthenia Gravis Awareness Month. The Town Council has supported this request in previous years.

Recommendation

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

Move, effective May 10, 2004, to authorize the Mayor to issue the attached proclamation designating the month of June 2004 as Myasthenia Gravis Awareness Month in the Town of Mansfield.

Attachments

- 1) Correspondence from the Connecticut "Nutmeg" State Chapter of the Myasthenia Gravis Foundation
- 2) Proposed Proclamation Designating the Month of June as Myasthenia Awareness Month in Mansfield

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MYASTHENIA GRAVIS FOUNDATION OF AMERICA INC.

CONNECTICUT "NUTMEG" STATE CHAPTER

April, 2004

To: Mayor/Chairman, Board of Selectmen

Town of: _____

June is National Myasthenia Gravis Awareness Month! Please join with Governor John J. Rowland in issuing a proclamation stating that June is Myasthenia Gravis Awareness Month in your town or city.

It's a little-known disease that sometimes shows up as droopy eyelids, slurred speech and slow, perhaps stumbling walk. It's Myasthenia Gravis, or MG, a chronic disease characterized by abnormal weakness of the voluntary muscles of the body. For over 50 years that the Myasthenia Gravis Foundation of America, Inc. has worked to help find a cure – from a one-woman crusade to find information about the disease for her daughter, to an organization of 34 chapters and hundreds of volunteers providing information to patients and families and funding research toward a cure for MG.

MG symptoms include droopy eyelids, double vision, slurred speech and difficulty chewing, swallowing, talking, walking, carrying things or breathing. Everyone is not affected in the same way, and symptoms and severity vary. These symptoms frequently create such a diagnostic dilemma, that physicians unfamiliar with the disorder may not recognize the characteristics to make an appropriate diagnosis. For this reason, it is probable that the prevalence is actually higher than the estimation of 70,000 people live with MG in the United States.

Although there is no known cure for MG, there have been major advances in the treatment of MG in recent years. Available treatments are sufficiently effective that most patients will show excellent improvement and can lead normal lives. The various forms of treatment include medications, thymectomy (surgery to remove the thymus gland), plasmapheresis (removal of abnormal antibodies from the blood stream), and IVIG treatments (the addition of good antibodies to the bloodstream).

Governors throughout the nation have joined the national effort to educate the public about this little known disease by issuing proclamations stating that June is Myasthenia Gravis Awareness Month. Proclamations have also been issued in several cities and towns nationwide. Following is a sample proclamation that has been declared in several other communities nationwide.

If you should decide to grant this request, I would appreciate if you would send me notification of the proclamation so that I can share it with our members in your area.

Sincerely yours,


Robyn Spearot, Chairperson
CT "Nutmeg" State Chapter/ MGFA, Inc.
7 Dobson Drive
East Hartford, CT 06118
860-568-0657 866-329-8784 (toll free)
www.myasthenia.org/chapters/conn

Proclamation

City /Town of: _____

WHEREAS, Myasthenia Gravis (MG) is an autoimmune, neuromuscular disease, causing weakness of the voluntary muscles; and

WHEREAS, MG may affect any voluntary muscle, but most commonly affects those that control eye movements, eyelids, chewing, swallowing, coughing and facial expression. Muscles that control breathing and movements of the arms and legs may also be affected; and

WHEREAS, because of its rarity (approximately 70,000 people are living with MG in the US today), many Americans are often misdiagnosed or undiagnosed. MG can be controlled through modern medical intervention, but can prove fatal if left untreated; and

WHEREAS, it is fitting to recognize the many physicians who, in their total dedication and untiring effort to treat this disease and search for answers, have never lost sight of their primary goal-conquest.

WHEREAS, the Myasthenia Gravis Foundation of America, Inc. (MGFA) is a not-for-profit organization founded 52 years ago in 1952; and

WHEREAS, the MGFA has grown to a network of 34 chapters throughout the country, including the CT "Nutmeg" State Chapter chartered in 1973, whose mission is to facilitate the timely diagnosis and optimal care of individuals affected by myasthenia gravis and to improve their lives through programs of patient services, public information, medical research, professional education, advocacy and patient care.

NOW, THEREFORE, BE IT RESOLVED that I, _____,
Mayor of the City of _____ /Chairman, Board of Selectmen of
the Town of _____ do hereby proclaim June, 2004, as:
MYASTHENIA GRAVIS AWARENESS MONTH in the City/Town of
_____ and urge all residents to join with me, during the
period, in an attempt to focus attention on the need for education, treatment,
research, and ultimately an end to this as yet incurable disease.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of the City
/Town of _____, to be affixed this ___ day of the month
_____ in the year of our Lord, Two Thousand Four.

Mayor/Chairman, Board of Selectman: _____

(seal)



*Town of Mansfield
Proclamation
Myasthenia Gravis Awareness Month*

Whereas, Myasthenia Gravis (MG) is an autoimmune, neuromuscular disease, causing weakness of the voluntary muscles; and

Whereas, MG may affect any voluntary muscle, but most commonly affects those that control eye movements, eyelids, chewing, swallowing, coughing and facial expression. Muscles that control breathing and movements of the arms and legs may also be affected; and

Whereas, because of its rarity (approximately 70,000 people are living with MG in the United States today), many Americans are often mis- or undiagnosed. MG can be controlled through modern medical intervention, but can prove fatal if left untreated; and

Whereas, the Myasthenia Gravis Foundation of America, Inc. (MGFA) is a not-for-profit organization founded 52 years ago in 1952; and

Whereas, the MGFA has grown to a network of 34 chapters throughout the country, including the Connecticut "Nutmeg" State Chapter chartered in 1973, whose mission is to facilitate the timely diagnosis and optimal care of individuals affected by myasthenia gravis and to improve their lives through programs of patient services, public information, medical research, professional education, advocacy and patient care.

NOW, THEREFORE, BE IT RESOLVED that I, Elizabeth Paterson, Mayor of the Town of Mansfield do hereby proclaim June 2004 as "**MYASTHENIA GRAVIS AWARENESS MONTH**" in the Town of Mansfield and urge all residents to join with me in an effort to focus attention on the need for education, treatment, research, and ultimately an end to this as yet incurable disease.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 10th day of May in the year 2004.

Elizabeth C. Paterson
Mayor, Town of Mansfield
May 10, 2004

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin H. Berliner*
 Martin H. Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Kevin Grunwald, Director of Social Services
Date: May 10, 2004
Re: Agreement Between the Town of Mansfield and VNA East

Subject Matter/Background

Historically, the VNA East has provided nursing services for Mansfield residents at several locations in the community. The agency has not directly charged recipients for these services, which have included blood pressure screening, foot care, earwax removal and cholesterol testing. Service locations have included the Town Hall, Wellness Center, Juniper Hill and Jensen's Mobile Home Park.

In response to the Town Council's decision in the current fiscal year to no longer fund the VNA as a non-profit agency, the agency has determined that they are no longer able to provide these services free of charge. Consequently, staff proposes to continue to provide these services at the Wellness Center and at Juniper Hill on a reduced fee schedule, and to contract with the VNA to reimburse them for their services on an hourly basis. Under this proposal, the staff of the Senior Center would handle scheduling and fee collection, and no resident would be denied services due to an inability to pay. Donations to the "Wellness Fund" would also be encouraged to subsidize the cost of providing these services. This proposal has been discussed with the Executive Director of the VNA and she is agreeable to this new arrangement.

Financial Impact

Staff anticipates that this arrangement would be self-supporting through a combination of fees collected and donations to the Wellness Fund. Fee collection should support approximately 90 percent of the hourly rate, and there is currently a balance in the Wellness Fund to make up the difference. At most, the Town might need to contribute \$1000 a year to this fund, as opposed to the \$7500 contribution that was previously made to the VNA. Staff time required for scheduling and fee collection would be minimal, and could be absorbed by existing job functions.

Legal Review

If approved, staff would incorporate the terms of the agreement (see attached) into a standard form approved by the Town Attorney, and make certain that the proper liability protections for the town are secured.

Recommendation

Staff recommends that the Town Council authorize the Town Manager to negotiate and execute the proposed agreement with VNA East. This arrangement would allow the town to continue to offer these medical services to residents in a cost-effective manner, and to make them available to all regardless of their ability to pay. The agreement would further permit the town to reimburse the VNA at a reasonable hourly rate, while offering services at an affordable fee to residents who could afford to pay out-of-pocket. The agreement should be relatively easy for staff to administer, and would not create any excessive administrative burden.

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

Move, effective May 10, 2004, to authorize the Town Manager to negotiate and execute the proposed agreement between the Town of Mansfield and VNA East for the provision of certain medical services.

Attachments

- 1) Proposed Fee Schedule
- 2) Proposed Agreement

Agreement Between the Town of Mansfield and VNA East

PROPOSED FEE SCHEDULE

<u>Service</u>	<u>VNA Fees</u>	<u>Fees Charged to Residents</u>
Foot Care	\$30	\$15
Earwax Screening	\$10	\$1
Earwax Removal	\$30	\$15
Cholesterol Testing	\$35	\$20
Blood Pressure	\$5	\$1



AGREEMENT FOR PROFESSIONAL SERVICES

This agreement made on May 10, 2004 between the Town of Mansfield, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as "the Town"), and VNA East, Inc., an Independent Contractor (hereinafter referred to as "the Independent Contractor").

The Independent Contractor is identified as follows:

Name: VNA East, Inc.

Type of Entity: Individual
 Sole Proprietorship
 Partnership
 X Corporation

Address: 34 Ledgebrook Drive

City/State/Zip: Mansfield Center, CT 06250

Business Telephone: 860 456-7288 Fax #: 860 423-5702

Social Security Number or Employer Identification Number: _____

In consideration of the promises and mutual covenants and agreements contained herein, the parties agree as follows:

Services To Be Performed. The Independent Contractor agrees to perform the following services for the Town: Medical services performed by a registered nurse including foot care, ear wax removal, ear wax screening, cholesterol testing, and blood pressure screening. Services will be provided on a regularly scheduled basis by mutual agreement at the Mansfield Wellness Center and Juniper Hill Village.

Term of Agreement. The services called for under this agreement will commence on May 10, 2004 and terminate on December 31, 2004.

Technical Direction. The Independent Contractor will receive technical direction only from Patricia Hope, Senior Service Coordinator, or his/her designee, as authorized in writing.

Terms of Payment. The Town will pay the Independent Contractor according to the following terms and conditions: \$50 per hour for all scheduled hours, plus a lab fee of \$10 each for cholesterol testing.

Invoices. The Independent Contractor will submit to the Town invoices for all services performed.

Reimbursement of Expenses. The Town will not be liable to the Independent Contractor for any expenses paid or incurred by the Independent Contractor unless otherwise agreed to in writing.

Assistants. The Independent Contractor, at the Independent Contractor's expense, may employ such assistants as the Independent Contractor deems appropriate to carry out this Agreement. The Independent Contractor will be responsible for paying such assistants, as well as any expense attributable to such assistants, including income taxes, Social Security taxes, Unemployment Insurance and Workers' Compensation insurance.

Federal, State and Local Payroll Taxes. Federal, state, and local income and payroll taxes of any kind will not be withheld or paid by the Town on behalf of the Independent Contractor or the employees of the Independent Contractor. The Independent Contractor will not be treated as an employee with respect to the services performed here for federal, state or local tax purposes.

Notice to Independent Contractor About Its Tax Duties and Liabilities. The Independent Contractor understands that he/she is responsible to pay, according to the law, the Independent Contractor's income taxes. If the Independent Contractor is not a corporation, the Independent contractor further understands that the Independent Contractor may be liable for self-employment (Social Security) tax, to be paid by the Independent Contractor according to the law.

Insurance Coverage. The Town will not obtain any General Liability, Auto or Worker's Compensation Insurance to provide coverage for the Independent Contractor or employees of the Independent Contractor. The Independent Contractor will supply the Town with a *Certificate of Insurance* indicating that during the contract term the Independent Contractor has insurance coverage in effect in accordance with the insurance guidelines prepared by the Town. The Town will be shown on the *Certificate of Insurance* as an *Additional Insured*. If applicable, the Town may require the Independent Contractor to carry Professional Errors and Omissions Insurance. The Independent Contractor will comply with the Worker's Compensation law concerning the Independent Contractor and its employees.

Hold Harmless Agreement. The Independent Contractor agrees to hold the Town and any of the Town's officers, agents or employees harmless from any liability (including reasonable attorney's fees and all costs) for any and all damages to persons and property resulting from the actions of the Independent Contractor, unless such damages are caused by, or are the result of, the misconduct of the Town or any of the Town's officers, agents or employees.

Assignability. This Agreement will not be transferred or assigned, in whole or in part, by the Independent Contractor without the prior written consent of the Town.

Choice of Law. Any dispute under this Agreement, or related to this Agreement, will be decided in accordance with the laws of the State of Connecticut.

Independent Contractor Status. The Independent Contractor expressly represents and warrants to the Town that: 1) the Independent Contractor is not and will not be construed to be an employee of the Town and that his/her status will be that of an independent contractor in which the Independent Contractor is solely responsible for his/her actions and omissions; and 2) the Independent Contractor will act solely as an independent contractor and not as an employee or agent of the Town; and 3) the Independent Contractor is not authorized to enter into contracts or agreements on behalf of the Town or to otherwise create obligations of the Town to third parties.

Other Clients. The Independent Contractor retains the right to perform services for other clients.

Termination of Agreement. This Agreement may be terminated at any time by the Town or the Independent Contractor, upon the giving of notice to the other party. Notice will be deemed to have been sufficiently given either when served personally or when sent by first-class mail addressed to the parties at the addresses set forth in this Agreement. The Town will not be liable for, nor will the Independent Contractor be liable to perform, any services or expenses incurred after the receipt of notice of termination.

Agreement. This Agreement supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties. The Agreement cannot be changed or modified orally. This Agreement may be supplemented, amended or revised only in writing by agreement of the parties.

ACKNOWLEDGED AND ACCEPTED

INDEPENDENT CONTRACTOR:

THE TOWN OF MANSFIELD:

Signature

Signature

Printed name and title

Printed name and title

Date

Date

Minutes of the February 18, 2004 Meeting
Conference Room B, Audrey P. Beck Building

Present: Quentin Kessel, Lanse Minkler (acting Chairman), John Silander, Robert Thorson and Frank Trainor.

Absent: Denise Burchsted, Robert Dahn, and Jennifer Kaufman.

Town Staff: Grant Meitzler, Inland Wetlands Agent

Guest: Peter Miniutti

1. The meeting was called to order at 7:40 PM.
2. It was agreed to change the order of business to accommodate guest Peter Miniutti of the Miniutti Group who was present to discuss W1250.

W1250 - Miniutti/Byron Thompson - 706 Mansfield City Road. Map date 2/11/04. "Wild Rose Estates" is a proposed nine-lot subdivision utilizing the new zoning procedure of establishing a maximum number of single-family homes under the older guidelines and then rearranging the layout, hopefully to maximize, among other things, land set aside for open space. The rearranged layout by the Miniutti Group was viewed positively; however, past and future activities that might negatively affect a very special wetland, one supporting a rare and intact feature of the landscape were discussed at length. The rare feature of the landscape is an unusual and surviving white cedar swamp. Past activities in the vicinity of the swamp include a gravel removal operation in which a fairly coarse aggregate is assumed to have been removed approximately 15 years ago. More recently, it has been replaced with a very different type of fill, which was excavated from the present site of the UConn Coop. Both geologist Thorson and ecologist Silander expressed great concern with the recent filling because the fill is of such a nature that it might provide a relatively impermeable layer of material with unknown consequences for the white cedar swamp. The project calls for the drainage of surface water from the new development into a retention pond within the filled area. It is assumed that the fill, with its different texture, may change the nature and composition/chemistry of the flow into the nearby white cedar swamp.

The CC recommends that the developer be required to hire a good wetlands ecologist with knowledge of oligotrophic (nutrient-sensitive) systems to address these concerns before approval of the subdivision plan. Without having sufficient knowledge of the effect of the new waterflow into this very delicate and important ecosystem the Conservation Commission is unable to know whether this project will, or will not, have a significant negative impact on this unusually important wetland. It was agreed not to vote on this matter until additional information is presented to the Commission.

The CC also expressed concern with the new subdivision regulations that permit frontage along a shared driveway to count towards the frontage requirements. Kessel expressed embarrassment that he had not picked up on this aspect of the new regulations earlier. He noted that he recently purchased a lot to protect Codfish Falls from encroachment from developers. This lot, with approximately 300 feet of frontage and 700 feet in depth, for which under the original regulations only a single house might have

been constructed, can now become a three-lot subdivision. The end result would be the preservation of less, not more open space.

3. The Minutes of the January 21, 2004 meeting were approved, following a motion by Trainor, seconded by Thorson.

4. New Business.

a) Kessel reported on letters the CC received from Arthur Rocque, Commissioner of the DEP (attachment 1) and Corinne Fitting of DEP's Water Management Bureau Planning and Standards Division (attachment 2).

The Rocque letter reported that he had forwarded our aquifer protection concerns to his new Water Bureau Chief Yvonne Bolton. His letter also addressed the CC's concern with regard to whether restrictions may be imposed by the town's legislative body on a Conservation Commission's direct correspondence with the Department of Environmental Protection, in particular when such correspondence is consistent with said Commission's broad statutory charge. Rocque reported that he initially sought the guidance of the Attorney General in this matter, but has since lost a not very conclusive memo from the AG. His recall is that such authority fell short of what might be considered a "gag" order. Rocque's personal opinion is, "that a greater amount of public dialogue on the environmental issues of the day, however discordant or disruptive the discourse may seem, is far superior to a lesser amount of public dialogue."

The Fitting letter was in response to the CC's request for the scientific references (or if not available, at least copies of their internal memos/discussion/summaries/minutes/etc.) which might justify their apparently faulty policy of excluding watersheds drained by perennial streams from appropriate aquifer protections, even when it is clear they disappear into the stratified drift of an aquifer during dry periods. (Only watershed drained by intermittent, or annual streams may be considered as direct recharge areas under existing DEP policy.) Her response to our request was that the procedure "was made as a policy decision based on our best professional judgment. While such policy was not recorded in writing, it has been consistently used in all twenty approved mapping of Level A areas."

b) A USGS article by Gardner Bent and Stacy Archfield on estimating the probability of a stream flowing perennially was discussed. This research shows that the probability depends upon such factors as the drainage area, areal percentage of stratified drift deposits, drainage density and mean basin slope. Because of this, especially the dependence upon the area of the watershed, it may be argued that the areal size of a watershed will be more directly related to its contribution of water to an aquifer than whether, or not, it is drained by a perennial stream. Kessel reported on a telephone conversation with Gardner Bent in which Bent agreed that given two neighboring watersheds with similar slopes, soils and vegetation, the amount of water entering the ground flow (and the aquifer) per square meter of surface area would likely be the same.

In view of this more recent research, it was agreed that a response should be made to Fitting's letter requesting that the DEP revise this aspect of its aquifer regulations, rather than continuing with its apparently faulty assumption concerning watersheds drained by perennial streams. The subcommittee of Kessel, Thorson, and Silander that had previously discussed this matter with Leggette, Brashears and Graham, Inc. (the company doing most of the level A mapping in Connecticut, including the University's Fenton River mapping) agreed to draft and forward such a letter to the DEP.

c) Torrey Boundary Marking Update. Dahn and Kessel have marked most of the boundary with ribbons. Dahn will obtain a copy of the map for the Town-owned property that was deeded to the Town as a part of the Holly Drive subdivision, so that they may complete the job.

d) Shelter Falls Boundary. Silander volunteered to help with the marking of this property.

e) Town Plan of Conservation and Development. An email from Kaufman reported that the Lands of Unique Value study has been completed and can be viewed on the on the Town's web page. The Town is still working with the consultant to ensure full use of digital mapping issues. It is expected that the LUV mapping will be able to be modified for incorporation into a finalized Town Plan. During the next few months' staff will be working with a subcommittee of the Planning and Zoning Commission and other Town committees to complete a draft plan update for presentation to the public.

4. Remaining IWA Referrals.

W1247 - Jungden - Mansfield City Road. Map date 1/23/04. This is an application for a driveway relocation within 150 feet of wetlands. Kessel moved, and Minkler seconded, that this construction should have no significant negative impact on the nearby wetlands as long as the sedimentation and erosion controls shown on the map were in place during construction and removed after the site has stabilized. However, as a part of the motion it was requested that the driveway begin at the edge of the existing parking area in order to move the driveway that much further from the wetland. The motion passed with four in favor and one abstention.

W1248 - Rock - Browns Road. Map date 1/19/03. This is an application for a 4 lot subdivision continuing the Kidder Brook subdivision. Kessel reported that at the previous evenings Opens Space Preservation Committee (OSPC) meeting that the OSPC had unanimously agreed that the stone walls along Brown's Road should be preserved and, where necessary, rebuilt. Wetherell also 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. Kessel moved, and Minkler seconded, that for lots 3,5 and6, this construction should have no significant negative impact on the nearby wetlands as long as the sedimentation and erosion controls shown on the map were in place during construction and removed after the site has stabilized. The motion passed with four in favor and one abstention. In a separate motion, Kessel moved, and Trainor seconded, that the proposed construction on lot 4 may have a significant negative impact on the wetland because of the narrow development envelopment and its proximity to the wetlands as well as the need for a pumped septic system requiring approximately 200 feet of pipe along the edge of the wetlands. Also noted was that the yard would apparently be graded right to the edge of the wetlands. The motion passed with four in favor and one abstention.

5. The meeting adjourned at 9:40 P.M.

Respectfully submitted,

Quentin Kessel
Secretary

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TOWN OF MANSFIELD/DEPARTMENT OF CORRECTION
PUBLIC SAFETY COMMITTEE
WEDNESDAY, January 14, 2004
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING

Minutes

Members Present: A. Barberet, R. Blicher, G. Cole, Warden Higgins, C. Lary, R. Pellegrine, S. Thomas

Members Absent: R. Gergler, L. Seretny, W. Solenski, W. Stauder,

Staff: Major Coletti, Counselor Supervisor D. Cyr

I. CALL TO ORDER

Chairwoman Barberet called the meeting to order at 3:05 p.m. and welcomed everyone present.

1. George Cole volunteered to serve as the recorder/secretary for the meeting.
2. Sue Thomas made a motion to approve the minutes of November 12, 2003, with the correction to add Claire Lary as absent. Richard Pellegrine seconded. The motion passed unanimously.

II. COMMUNICATIONS - None

III. WARDEN'S REPORT AND DISCUSSION

1. Population Status Report – Counselor Supervisor Cyr reported that there were no significant changes at the facility. The population is down about 30 and the statewide population is down; this may be only a seasonal effect
2. List of Offenses – Counselor Supervisor Cyr explained that there were no significant changes. Richard Pellegrine noted that UConn had recently received a grant to create a dedicated DUI patrol, and he wondered if students incarcerated for DUI have a greater potential for change. Ron Blicher pointed out that UConn is working on the DUI problem as evidenced by the President's Substance Abuse Task Force.

IV. CHAIRMAN'S REPORT - None

V. OPPORTUNITY FOR THE PUBLIC TO SPEAK - None

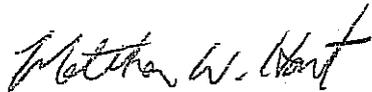
VI. OLD BUSINESS - None

VII. NEW BUSINESS - None

VIII. ADJOURNMENT

Chairwoman Barberet adjourned the meeting at 3:23 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Matthew W. Hart".

Matthew W. Hart (on behalf of George Cole)
Assistant Town Manager

TOWN OF MANSFIELD CORRECTIONAL FACILITY LIAISON COMMITTEE

January 14, 2004

Minutes

Members and Staff Present: Same as DOC Public Safety Committee

I. CALL TO ORDER

Chairwoman Barberet called the meeting to order at 3:25 p.m.

1. Selection of Recorder – George Cole volunteered to serve as the recorder for the meeting.
2. Minutes – Audrey Barberet made a motion to approve the minutes of November 12, 2003. George Cole seconded. The motion passed unanimously.

II. COMMUNICATIONS - None

III. WARDEN'S REPORT AND DISCUSSION

1. Community Outreach – None
2. Programming Updates – Warden Higgins and Major Coletti reported that the holiday programs and concerts were successful. Last week 18 inmates took the GED test, and the results will be known in February. Also, there continues to be a waiting list for entry to classes. Volunteers are active in various programs assisting with art, GED preparation and literacy.

In addition, a counselor has been assigned to devote his full time to the resource center assisting inmates with 45 days or less of incarceration before release with their reentry problems. Mention was made of the state's 211 Info Hotline as a resource for people seeking shelter, jobs, and other types of assistance.

IV. OPPORTUNITY FOR PUBLIC TO SPEAK - None

V. OLD BUSINESS - None

VI. NEW BUSINESS – None

1. Meeting schedule - The committee discussed a memo from Assistant Town Manager Hart, which proposed that meetings be held quarterly. It was noted that should an emergency arise the chair could call the members together at short notice. It was agreed that future meetings be held on a quarterly basis--January, April, July, and October.

VII. ADJOURNMENT

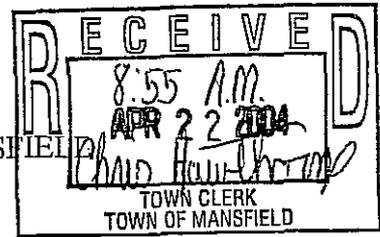
Chairwoman Barberet adjourned the meeting at 3:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Matthew W. Hart".

Matthew W. Hart (on behalf of George Cole)
Assistant Town Manager

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING



March 18, 2004
9:00am

The members of the Housing Authority of the Town of Mansfield met in the regular meeting at 9:00 a.m. on Thursday, March 18, 2004 at the office of the Housing Authority of the Town of Mansfield, 309 Maple Road, Storrs, Connecticut, the time, date and place duly established for holding such meetings.

ROLL CALL

On roll call the following Commissioners were present:

Anne Jordan Crouse	-	Chairperson
Grace Hunderlach	-	Treasurer
Joan Christison-Lagay	-	Assistant Treasurer
Gretchen Hall	-	Commissioner

Richard Long was absent and excused.
Also present was Cathy K. Forcier, Executive Director.

MINUTES

Minutes for July 9, 2003 were tabled until sufficient numbers of board members are in attendance to make a motion.
After review and due deliberation a motion was made by Gretchen Hall, seconded by Joan Christison-Lagay to approve of the minutes of the regular meeting of February 19, 2004. The motion passed unanimously.

COMMUNICATION

None

COMMENTS FROM THE PUBLIC

None

REPORT OF THE DIRECTOR

Mrs. Forcier passed around thank you cards received from Esther McCabe, former Commissioner, and from a Section 8 Housing Assistance client.

Mrs. Forcier reported on and presented an article from the Hartford Courant regarding the proposed FY2005 changes to the Section 8 program.

Mrs. Forcier also presented information on seminars being offered for new and experienced Commissions.

Mrs. Forcier also informed the Board of the continuing difficulty with a Holinko Estate tenant regarding compliance with regulations and the lease contract.

Bills

The Commissioners were presented with a list of bills for February 2004. After review and due deliberation, a motion was made by Joan Christison-Lagay, seconded by Grace Hunderlach, and passed unanimously, to approve the bills.

Financial Reports

The commissioners reviewed the Financial Reports for Wright's Village, Holinko Estates and the Section 8 Program. After discussion and due deliberation, a motion was made by Grace Hunderlach, seconded by Joan Christison-Lagay, and passed unanimously, and it was voted to approve the Wright's Village, Holinko Estates, and Section 8 Financial Reports for the month of January 2004.

Section 8 Statistical Reports

The Commissioners reviewed the Section 8 Statistical Reports for February 2004. After discussion and due deliberation, a motion was made by Joan Christison-Lagay, seconded by Gretchen Hall, and passed unanimously, and the Section 8 Statistical Reports were approved for the month of February 2004.

Report of the Tenant Representative

Mrs. Hunderlach reported on the new cat in the village allowed as an accommodation.

UNFINISHED BUSINESS

Security Deposit Guarantee Program Pilot update – Mrs. Forcier reported that all the paperwork, applications and contracts were complete and the program was ready when a client needs it.

Rent Cost Report – Mrs. Forcier presented and explained the revised rental cost report using Section 8 data.

Resident Service Coordinator – Mrs. Forcier reported on the hiring of Katherine McCarthy-Cox to fill the position effective March 23, 2004.

NEW BUSINESS

Water Bills Clarification on Wrights Village and Explanation of Overhead – Mrs. Forcier reported that the bill called Wright's A includes 30 units at Wright's Village and the Senior Center. It is billed on a pro-rated basis, 78% for the Housing Authority and 22% for the Town. Mrs. Forcier also explained how the overhead was computed.

Vacancies – Mrs. Forcier reported that Wright's Village is full and there is one vacancy at Holinko Estates currently. It is expected that one Wright's Village tenant will vacate Wright's Village to stay at the Mansfield Center for Nursing and Rehabilitation.

Section 8 Policy Review – Criminal Grounds for Ineligibility – Mrs. Forcier presented crimes that HUD deems acceptable to deny housing assistance. Joan Christison-Lagay made a motion, seconded by Gretchen Hall, to approve of adding murder, robbery, and arson to the list of reasons for permanent denial of housing assistance.

Meeting with Town Council Update- Mrs. Crouse reported on the Town Council meeting held on March 8, 2004. She reported the information prepared by Mrs. Forcier was appreciated by the Council members. Mr. Clouette seem to especially appreciate the Housing Authority's new security deposit guarantee program.

ADJOURNMENT

After discussion and due deliberation a motion was made by Gretchen Hall, seconded by Joan Christison-Lagay, and passed unanimously, it was voted to adjourn the meeting at 11:30 A.M.

Respectfully Submitted,

Cathy K. Forcier

APPROVED:

Anne Jordan Crouse

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TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
April 15, 2004

Present: Gogarten (chair), Squires, Smith, Hultgren (staff), Walton (staff)

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

The minutes of February 12, 2004 were reviewed and no corrections made.

Hultgren said that a new sign had been erected at the transfer station entrance saying that proof of residency is required. He said the windshield stickers had been ordered and should be in for a May 1st start-up date.

Hultgren reviewed the quantity of bulky waste and amounts collected at the transfer station. In February, 21 tons were disposed of and receipts collected averaged \$57/ton; however, in March over 50 tons were received and the average collected was only \$31/ton. He said if the high (50 ton) monthly quantities continued, a bulky waste scale will be required in order to cover costs (which are \$60/ton tipping plus \$15/ton transportation for a total of \$75/ton).

Hultgren reported that the electrical work at the transfer station had begun to be able to provide power to the refuse and cardboard compactor units that will be rented from Willimantic Waste Paper. These units will provide considerable savings in haul costs which will begin to be realized as soon as they are installed.

Walton showed committee members the tops to the six clear recycling containers that were constructed by Windham Tech for the Town. These will be used at Lions and Southeast fields this year to gain experience with them.

Hultgren said that the landfill closure effort was underway, but currently hampered by wet weather.

Walton reported that rid litter day was scheduled for May 1st and she had enlisted help from various Mansfield groups and non-profits to participate. A discussion of the Town's overall litter problem ensued. The Manager's office is working on a litter ordinance, which members agreed was very necessary as the litter provisions of the solid waste ordinance are weak. The question of adopt-a-road signs and other anti-litter signs was discussed. Walton will discuss this with the PZC Chairman.

The need to restart the prison-crew litter patrol effort was also agreed to be a high priority.

Walton reported that the Downtown Partnership Fall Festival was going to be held on September 18, 2004 and she had proposed to them to make the event environmentally friendly (low waste)

by using compostable single-service items. She also had cooperatively purchased several recycling containers with two other Towns.

Walton reported that the sneaker recycling program was underway at all schools with Willimantic Waste Paper as the regional depot. She also said she was presenting programs on recycling and non-toxic cleaners.

Hultgren said he was setting up a committee to study LEED ("green building") concepts for the Town in hopes that it could be adopted prior to the formal building plan for the downtown development. Walton will assist in getting this study group up and running.

The next meeting was set for June 10th, unless a May meeting is required.

The meeting was adjourned at approximately 8:45 p.m.

Respectfully Submitted,

Lon R. Hultgren
Director of Public Works

cc: Virginia Walton, Recycling Coordinator, Members, file, Town Manager, Town Clerk

DRAFT
NOT REVIEWED OR ACCEPTED BY COMMITTEE
ATTACHMENTS NOT INCLUDED

Mansfield Advisory Committee on the Needs of Persons with
Disabilities

Regular Meeting
Tuesday, March 23, 2004

Minutes

- I. **Attendance:** members: Wade Gibbs, Tom Miller, Mary Thatcher; staff: Sheila Thompson, Kevin Grunwald
- II.
- III. **Minutes:** Minutes of February 24, 2004 were reviewed and approved.
- IV. **New Business:**
- IV. **Old Business:**
- a) **Membership:** It was suggested that Tom and/or Scott place announcements in their church bulletin requesting people who might have an interest in joining the MACPD.
- b) **Transportation Coalition:** Kevin Grunwald reported that he had not attended the Coalition meeting, but had attended a meeting regarding changes in Dial A Ride service, which had resulted from the agency being underfunded. The DAR agency is continuing to pursue options for providing services, and the Town is cooperating to the extent possible to assure that cuts do not adversely affect services to Mansfield residents.
- c) **ADA Corridor:** Kevin also reported that this is a topic of continuing research and discussion. It was suggested that articles be placed in the Senior Sparks and Willimantic Chronicle advising residents of the services available through Dial A Ride, inclusive of the ADA corridor.

Following a general discussion regarding the scope of the MACPD, and the possibilities of broadening this scope, the meeting adjourned at 3:00 PM.

Next regularly scheduled meeting: April 27, 2004 at 2:30pm.

Respectfully submitted,

Sheila Thompson

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YSB Advisory Board Meeting Minutes
Tuesday, March 23, 2004 10am @ YSB
Rescheduled from March 9th

In attendance were: Frank Perrotti, Assistant Chairperson; Ethel Mantzaris, Chairperson; Molly Kirouac, Resident; Kevin Grunwald, Director Department of Social Services; Jerry Marchon, Mansfield Police department; Janit Romayko and Pat Michalak, YSB Staff

Agenda items included:

1. Update: February and March, 2004: JR highlighted the two month's activities as the meetings were rescheduled and then combined: a. Cultural Exchange Program with the East Hartford YSB students took place during winter vacation. The group chose two separate movies to view and then discussed them over pizza. The EH group will visit Mansfield during April vacation to tour the UConn campus and Dairy Bar. B. Case activity has been heavy with post holiday custody issues surfacing along with several crises. The school staff along with Dr. Haney will consult about "Childhood Depression and BiPolar Disorders." C. YSB staff attended UConn Human Services Fair to recruit interns and students for next Fall. Over 100 students were interviewed and several are considering Fall semester options. D. Mystery Reader for Kindergarten at Goodwin School: YSB has been involved with Goodwin kindergarten and read a "mystery" book at the lunch time socialization group.

March 2004: Activities included: a. First of four planned Special Education Parent Groups met in the beginning of the month. Seventh grade parents and their students meet for pizza and a program. Group will be meeting in upcoming months with special Education director and School Psychologist to promote understanding and communication between school, parents, administration and students. B. PAWS conference was attended by over 160 middle school students. Mansfield group participated in the Student Panel on transition from middle to high school and helped with the PowerPoint presentation c. community Service group at MMS stuffed over 2000 plastic eggs for the Community Center Easter Hunt in early April. D. Case activity remains high with John Haney, M.D. consultation often. Dr. Haney spoke to the Mansfield board of Education about childhood depression and bipolar disorder. Another mini lecture will follow in April on autism and spectrum disorders. Feedback has been most positive and collaboration among Mansfield YSB and Board of Education is strong.

2. Budget Update: Kevin Grunwald reported that the SSD budget hearing is Monday, April 12, 2004. The budget is a tight one this year. Caseload of the YSB has been extremely high this year and the YSB is working with students at an earlier age to prevent situations from becoming a crisis. YSB has over 45 students on medication and if those numbers had to be sent out to placements, the bill would be astronomical. Frank Perrotti requested that KG set up a meeting with Gordon Schimmel ASAP to discuss the positive impact that the YSB has had in the schools. Because Mansfield does not have school social workers, YSB functions something similar to a social work model but the flexibility to see families in the evening and with Dr. Haney is the best for all parties. This is the most cost-effective model that saves time/ money and promotes collaboration and communication. KG reported that EOS may want more families seen at YSB and if that were to occur, that request would pull existing YSB staff away from their prevention

efforts at the elementary level. Frank remarked that the town already pays for social work services at EOS through tuition and it would seem to be duplicative to have them seen at the YSB. EOS ought to do that because they are paid to provide those services from the municipal tuition. Frank remarked that the current YSB positions are on overload and worked to the maximum. If anything has to be eliminated from the budget for cuts and/or to pay for additional staff, it should be the Challenge Program for \$10,000. Eliminate one or the other but do not add to the YSB staff responsibilities. Ethel remarked that the high school social work definition is much different than the Mansfield YSB staff in the hours worked during the evening as well as the inclusion of families. The boundaries need to be clear as well as the responsibilities.

Meeting adjourned @ 11:20am
Respectfully submitted,

Janit P. Romayko
Secretary

JR/jr

Next Meeting: Tuesday, April 27th, 2004
1 PM
Juvenile Court, Willimantic, CT

We will meet at 12:30pm at YSB and proceed from there

AGENDA:

1. Michael Mack: Chief Judge: Superior Court for Juvenile Matters
2. Other: a. Spring Weekend Letter
b. Meeting with Superintendent

**Mansfield Parks Advisory Committee
Draft Minutes for April 7, 2004**

Members present: Sue Craig, Jean Haskell, John Fisher, David Silsbee, Jennifer Kaufman. **Excused:** Jacquelyn Peretto. **Absent:** Pat Bresnahan.

I. The meeting was called to order by chairperson Sue Craig, at 7:38 pm. The March 3 meeting minutes were accepted.

II. New Business.

- A.** Walking Weekends (October 8-11 and 15-17) suggestions included highlighting the Greenway-Blueway River Trail with decision to be made at the May 5 meeting.

III. Continuing Business

- A.** PAC member recruitment for three positions continues.

B. PAC Reports

1. Management. David Silsbee presented a review process of the current 11 land management plans to be reviewed on a monthly schedule, beginning with the Macgregor property for April and Common Fields for May. David reported that the Macgregor property had two concerns to work on: prohibited biking on the Nipmuck Trail and the marking of boundaries. David volunteered to put up the signs.

2. Volunteers. Jean reported that the two spring workdays at Old Spring Hill Field were well attended; 3-27 (15) and 4-3 (12), with a mixture of family, high-schoolers, and UConn students. Work included clearing vines from the landmark shagbark hickory, and brushes clearing along the south stonewall for access from the MMS parking lot. Jean presented a list of our NAV workday supplies, organized in portable kits, including a boundary and trail field box, ready to borrow and use. The proposed volunteer recognition was postponed. The CT Trails Walk will be along the Willimantic Greenway Trail, Sat. June 5, 1-3:00 pm. Sue Craig is organizing a date for the summer Butterfly Monitoring workshop.

3. Education. A thank you letter with enclosed copy of "A Preliminary Checklist of Wildflowers and other Common Plants of Mansfield, CT" was mailed to 2004 FOMP members. A similar letter will be mailed to interested residents announcing future FOMP programs: May 2 Bird and Breakfast, July 8 Summer Insects, and a fall shrubs program.

4. Enhancements. Jennifer reported that we are still awaiting money from the state for the Electronic Trail Guide project for the Recreational Trail Grant. A second Recreational Trail Grant proposal has been submitted for the Willimantic Greenway-Blueway Trail. Jennifer reported that the project's proposed land swap with UConn has been approved.

5. Communications. Jean will email members an address list for possible group/research permit mailing. Please review and return any comments before April 22.

6. Budget. Jennifer reported that the land management proposal for 2004 is progressing. The budget will be passed in May. Dan Donahue is hired to prepare a one-year management plan for controlling invasive plants at Schoolhouse Brook Park.

7. Science. Executive. No reports.

- C. Park Updates.** John Fisher reported that Boy Scout Troop 56 completed trail blazing and signage placement at Mt. Hope Park. They also made a walkway over the culvert by the river.

- D. Non-PAC Reports.** David reported OSPC is considering two properties with connections to Coney Rock and Schoolhouse Brook Park. Jennifer reported that she is part of a User's Group learning how to link Lands of Unique Value GIS data to town assessor's maps.

IV. Correspondence. None.

V. Future Agendas. Community garden report. Review land management plan for Common Fields. Schedule dates for summer workdays, butterfly monitoring, Walking Weekend hike, and fall FOMP program.

The meeting adjourned at 8:32 pm.

Respectfully submitted,

Jean Haskell, Secretary, April 14, 2004

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ARTS ADVISORY COMMITTEE
MEETING MINUTES
April 4, 2004

ATTENDING: Jay Ames, Steve Pringle
STAFF: Jay O'Keefe

- A. Call to Order – The meeting was called to order by Jay Ames at 7:10 p.m.
- B. Approval of 3/1/04 minutes: no formal motion could be made due to lack of Quorum
- C. Correspondence: Tim Quinn submitted a resignation letter to Greg Haddad and Jay Ames.
- D. Old Business:
 - Community Center Art Hanging System: 90% Installation is completed. Discussion regarding photographs and other artwork to be hung. Idea was raised to allow the artist to have a opening gathering in the community room to kick off their showings. Coffee could be provided free of charge by MCC. Target date for displays to begin being hung is May 1st. Suggestion made to have a hold harmless agreement made by MCC staff for ACC to issue to displaying artists.
 - Festival on the Green: Mailing to artists was postponed due to date change. JO will wait for new date from JA before mailing.

The meeting adjourned after a brief look at the art hanging system at 8:15 p.m.

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INDUSTRIAL CONSTRUCTION COMPANY, INC.

752 North Mountain Road
Newington, Connecticut 06111-1496

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

Founded in 1921

April 30, 2004

Mr. Martin H. Berliner
Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268

Re: Community Center
ECI Request for Added Compensation

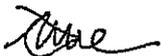
Dear Marty,

Attached is a letter dated April 28, 2004 we received from ECI's legal counsel, Michelson, Kane, Royster & Barger. We have forwarded it to our attorney.

We need to meet soon to discuss how this situation is to be approached.

Very truly yours,

INDUSTRIAL CONSTRUCTION COMPANY, INC.



David L. Yoder
President

Enclosure

MICHELSON, KANE, ROYSTER & BARGER, P.C.

ATTORNEYS AT LAW

93 OAK STREET

RICHARD L. BARGER
STEVEN B. KAPLAN
MARK E. BLAKEMANT
CHRISTOPHER W. HUCKT
PAUL S. TAGATAC

HARTFORD, CONNECTICUT 06106-1552

(860) 522-1243 FAX (860) 548-0194

www.mkrb.com

E-MAIL: mkrb@snet.net

JUSTINE R. TOBIS
BETH N. MERCIER
PAUL R. FITZGERALD

OF COUNSEL

JAMES N. ROYSTER
THOMAS H. CONNELL

ALSO ADMITTED IN MASSACHUSETTS

April 28, 2004

TELECOPIED (953-2145) /U.S. MAIL

Mr. David Yoder
Industrial Construction Company, Inc.
752 North Mountain Road
Newington, CT 06111-1496

Re: Mansfield Community Center
Our client: Electrical Contractors, Inc.

Dear Mr. Yoder:

Our law firm represents Electrical Contractors, Inc. ("ECI"). Our client has asked me to write to you concerning the above project, and ECI's claim for additional compensation in the amount of \$138,911.97, as summarized in ECI's correspondence to you dated 12/9/03.

As you probably know, ECI maintains its ongoing entitlement to this amount, and has asked me to assist it in collecting this sum from your firm.

The AIA A201 (1997) general conditions were purportedly incorporated by reference into the ECI/Industrial Construction contract (as assigned by the owner). Given the butchering of those general conditions by the owner's supplementary conditions, however, the dispute resolution procedures are by no means clear. It appears that pursuant to Article "4.5.1 et seq." of the supplementary general conditions, mediation is a precondition to either arbitration or litigation of the ECI/Industrial dispute.

Accordingly, ECI submits the following two individuals as potential mediators: John Yavis, Esq., or Mark Rosenblum, Esq., both of whom are experienced construction lawyers in Hartford. ECI believes that mediation of this matter can be conducted within the next thirty days, and should take no more than a half-day session with the mediator.

Of course, ECI does not want to waste the time and money in conducting a mediation if there is no chance of its succeeding. ECI has rejected your previous settlement offers, and unless your firm is willing to significantly increase your settlement position, mediation would be a

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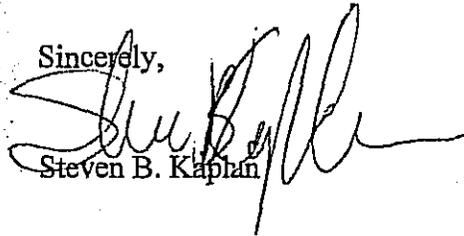
MICHELSON, KANE, ROYSTER & BARGER, P.C.

complete waste of time. In that event, it would make much more sense to waive mediation and immediately proceed to either arbitration or litigation. (I use these terms in the alternative, for several reasons: first, because the contract documents are unclear as to whether arbitration between ECI and your firm is the requisite mode of dispute resolution under the contract documents; and second, because it may be preferable for both parties to submit this matter to arbitration nonetheless, and thereby avoid the various hassles and drawbacks of resolving a construction dispute in the Superior Court.)

Please consider this letter to constitute notice of ECI's intention to either arbitrate or litigate this matter, thereby commencing the sixty-day preliminary period-- to the extent such a period is binding at all.

Given the foregoing, please have your legal counsel contact me immediately so that we can determine how to proceed in this matter.

Sincerely,



Steven B. Kaplan

SBK/sb

cc: William Flynn, ECI

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TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
April 15, 2004

Present: Gogarten (chair), Squires, Smith, Hultgren (staff), Walton (staff)

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

The minutes of February 12, 2004 were reviewed and no corrections made.

Hultgren said that a new sign had been erected at the transfer station entrance saying that proof of residency is required. He said the windshield stickers had been ordered and should be in for a May 1st start-up date.

Hultgren reviewed the quantity of bulky waste and amounts collected at the transfer station. In February, 21 tons were disposed of and receipts collected averaged \$57/ton; however, in March over 50 tons were received and the average collected was only \$31/ton. He said if the high (50 ton) monthly quantities continued, a bulky waste scale will be required in order to cover costs (which are \$60/ton tipping plus \$15/ton transportation for a total of \$75/ton).

Hultgren reported that the electrical work at the transfer station had begun to be able to provide power to the refuse and cardboard compactor units that will be rented from Willimantic Waste Paper. These units will provide considerable savings in haul costs which will begin to be realized as soon as they are installed.

Walton showed committee members the tops to the six clear recycling containers that were constructed by Windham Tech for the Town. These will be used at Lions and Southeast fields this year to gain experience with them.

Hultgren said that the landfill closure effort was underway, but currently hampered by wet weather.

Walton reported that rid litter day was scheduled for May 1st and she had enlisted help from various Mansfield groups and non-profits to participate. A discussion of the Town's overall litter problem ensued. The Manager's office is working on a litter ordinance, which members agreed was very necessary as the litter provisions of the solid waste ordinance are weak. The question of adopt-a-road signs and other anti-litter signs was discussed. Walton will discuss this with the PZC Chairman.

The need to restart the prison-crew litter patrol effort was also agreed to be a high priority.

Walton reported that the Downtown Partnership Fall Festival was going to be held on September 18, 2004 and she had proposed to them to make the event environmentally friendly (low waste)

by using compostable single-service items. She also had cooperatively purchased several recycling containers with two other Towns.

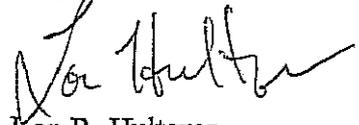
Walton reported that the sneaker recycling program was underway at all schools with Willimantic Waste Paper as the regional depot. She also said she was presenting programs on recycling and non-toxic cleaners.

Hultgren said he was setting up a committee to study LEED ("green building") concepts for the Town in hopes that it could be adopted prior to the formal building plan for the downtown development. Walton will assist in getting this study group up and running.

The next meeting was set for June 10th, unless a May meeting is required.

The meeting was adjourned at approximately 8:45 p.m.

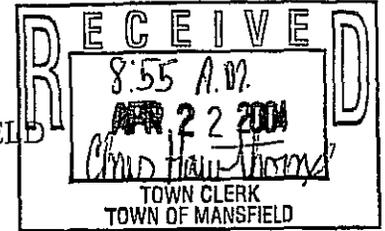
Respectfully Submitted,



Lon R. Hultgren
Director of Public Works

cc: Virginia Walton, Recycling Coordinator, Members, file, Town Manager, Town Clerk

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING



January 22, 2004
9:00am

The members of the Housing Authority of the Town of Mansfield met in the regular meeting at 9:00 a.m. on Thursday, January 22, 2004 at the office of the Housing Authority of the Town of Mansfield, 309 Maple Road, Storrs, Connecticut, the time, date and place duly established for holding such meetings.

ROLL CALL

On roll call the following Commissioners were present:

Anne Jordan Crouse	-	Chairperson
Richard Long	-	Vice Chairperson
Grace Hunderlach	-	Treasurer
Joan Christison-Lagay	-	Commissioner

Esther McCabe was absent and excused. Grace Hunderlach was ten minutes late.

Also present was Cathy K. Forcier, Executive Director.

MINUTES

After review and due deliberation a motion was made by Richard Long, seconded by Joan Christison-Lagay, and passed unanimously. It was voted to approve of the minutes for the regular meeting of December 18, 2003 with correction.

COMMUNICATION

None

COMMENTS FROM THE PUBLIC

None

REPORT OF THE DIRECTOR

Mrs. Forcier reported on the continuing research for a microphone system for use in Board meetings.

Bills

The Commissioners were presented with a list of bills for December 2003. After review and due deliberation, a motion was made by Joan Christison-Lagay, seconded by Richard Long, and passed unanimously, to approve the bills.

Financial Reports

The commissioners reviewed the Financial Reports for Wright's Village, Holinko Estates and the Section 8 Program. After discussion and due deliberation, a motion was made by Joan Christison-Lagay, seconded by Richard Long, and passed unanimously, and it was voted to approve the Wright's Village, Holinko Estates, and Section 8 Financial Reports for the month of November 2003.

Section 8 Statistical Reports

The Commissioners reviewed the Section 8 Statistical Reports for December 2003. After discussion and due deliberation, a motion was made by Richard Long, seconded by Joan Christison-Lagay, and passed unanimously, and the Section 8 Statistical Reports were approved for the month of December, 2003.

Report of the Tenant Representative

Mrs. Hunderlach reported that the tenants of Wright's Village were staying inside due to the extreme cold weather.

UNFINISHED BUSINESS

Wright's Village Rehabilitation Project Update

Mrs. Forcier reported on the completion of the project including the modifications of the handicap accessible units' cabinetry.

Holinko Estates Phase II Update

Mrs. Forcier reported that she was awaiting a price proposal from the company who conducted the Phase I Environmental Study.

Vacancies

Mrs. Forcier reported on the lease signing at Wright's Village. Wright's Village is 100% occupied. There is one vacancy at Holinko Estates and another one coming up. Mrs. Forcier also reported the temporary vacancies due to stays at the nursing home. Joan Christison-Lagay made a motion, seconded by Richard Long, to make a lease addendum prohibiting smoking in the area of oxygen equipment. Motion passed unanimously.

Water Usage

Mrs. Forcier reported that Wright's Village reading was down from the previous month but not to the level expected.

NEW BUSINESS

Annual Report

Mrs. Forcier presented the Annual report as provided to the Town.

Holinko Estates Recertification

Mrs. Forcier reported the annual process is underway and will be completed by the end of March for a May 1st effective date.

End of FY2003 Year Taxes (W-2, 1099)

Mrs. Forcier reported that all taxes are complete for calendar year 2003 including distribution of 1099's and W-2's.

HAPPY – Beta Test Site

Mrs. Forcier reported that the Housing Authority might be a beta test site for software that will connect our housing software to our accounting software.

Training Opportunities

Mrs. Forcier reported on a Real Estate training session being offered in Hartford. Joan Christison-Lagay made a motion, seconded by Grace Hunderlach, to approve of sending Richard Long on March 30, 2004. Motion passed unanimously.

Mrs. Forcier also reported on a Section 8 HCV Eligibility training. Richard Long made a motion, seconded by Grace Hunderlach, to approve of Susan Olmo attending in April. Motion passed unanimously.

Joan Christison-Lagay made a motion, seconded by Richard Long, to instruct the Executive Director to create a Training Chart on all employees. Motion passed unanimously.

Personnel Matters

The Board went in to Executive Session at 10:02 A.M. The Board came out of Executive Session at 10:55 A.M.. After a discussion on ongoing relations with town council members the Chair will follow up with Mr. Hawkins and Mr. Clouette and arrange for a meeting with Mr. Berliner, Town Manager.

ADJOURNMENT

After discussion and due deliberation a motion was made by Joan Christison-Lagay, seconded by Richard Long, and passed unanimously, it was voted to adjourn the meeting at 10:55 A.M.

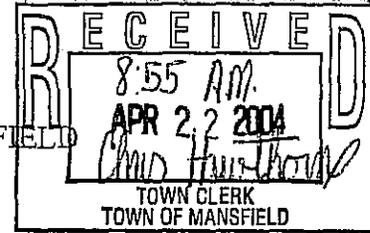
Respectfully Submitted,

Cathy K. Forcier

APPROVED:

Anne Jordan Crouse
Chairperson

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING



February 19, 2004
9:00am

The members of the Housing Authority of the Town of Mansfield met in the regular meeting at 9:00 a.m. on Thursday, February 19, 2004 at the office of the Housing Authority of the Town of Mansfield, 309 Maple Road, Storrs, Connecticut, the time, date and place duly established for holding such meetings.

ROLL CALL

On roll call the following Commissioners were present:

Richard Long	-	Vice Chairperson
Grace Hunderlach	-	Treasurer
Joan Christison-Lagay	-	Assistant Treasurer
Gretchen Hall	-	Commissioner

Anne Jordan Crouse was absent and excused.
Also present was Cathy K. Forcier, Executive Director.

MINUTES

Minutes for July 9, 2003 were tabled until sufficient numbers of board members are in attendance to make a motion.

After review and due deliberation a motion was made by Joan Christison-Lagay, seconded by Grace Hunderlach, to approve of the minutes of the regular meeting of January 22, 2004. The motion passed with Gretchen Hall abstaining.

COMMUNICATION

None

COMMENTS FROM THE PUBLIC

None

REPORT OF THE DIRECTOR

Mrs. Forcier reported on the increase in electronic filing fees for 2004 from approximately \$300.00 to \$700.00 per year. Mrs. Forcier also reported on the resignation of Robert Johnston, Resident Service Coordinator, and effective March 10, 2004.

Bills

The Commissioners were presented with a list of bills for January 2004. After review and due deliberation, a motion was made by Joan Christison-Lagay, seconded by Gretchen Hall, and passed unanimously, to approve the bills.

Financial Reports

The commissioners reviewed the Financial Reports for Wright's Village, Holinko Estates and the Section 8 Program. After discussion and due deliberation, a motion was made by Joan Christison-Lagay, seconded by Grace Hunderlach, and passed unanimously, and it was voted to approve the Wright's Village, Holinko Estates, and Section 8 Financial Reports for the month of December 2003.

Section 8 Statistical Reports

The Commissioners reviewed the Section 8 Statistical Reports for January 2004. After discussion and due deliberation, a motion was made by Gretchen Hall, seconded by Joan Christison-Lagay, and passed unanimously, and the Section 8 Statistical Reports were approved for the month of January 2004.

Report of the Tenant Representative

Mrs. Hunderlach reported that Wright's Village residents were staying inside waiting for Spring.

UNFINISHED BUSINESS

Water Usage

Mrs. Forcier presented water usage information and reported that Wright's Village use was back in a normal range.

NEW BUSINESS

Appreciation of Service by Esther McCabe

Mr. Long expressed appreciation for Mrs. McCabe's good and faithful contributions to the Housing Authority during her many years of service. Joan Christison-Lagay made a motion, seconded by Gretchen Hall for the Chairperson to draft a letter to Esther McCabe expressing this sentiment and to have the Executive Director send a basket from the Basketcase for no more than \$40.00. Motion passed unanimously.

Security Deposit Guarantee Program

Mrs. Forcier presented a timing problem that Section 8 Clients are finding when applying for the State Security Deposit Guarantee Program.

Gretchen Hall made a motion, seconded by Joan Christison-Lagay to start a pilot program to cover the gap in time between applying for and receiving the state security deposit. The Housing Authority would guarantee up to two month's rent for up to ten families or \$20,000.00, whichever comes first. Motion passed unanimously.

Report on Rent Costs

Mrs. Forcier presented data comparing area rents to the Fair Market Rent and Payment Standard. Mr. Long requested additional information for the next meeting.

Section 8 Proposed Changes

Mrs. Forcier described the proposed changes for 2005 that include a reduced administrative fee.

Computer Viruses

Mrs. Forcier described difficulties the staff was experiencing with the computer system. Joan Christison-Lagay made a motion, seconded by Gretchen Hall to approve of the purchase of four new Dell computers with 17" CRT monitors. Motion passed unanimously.

Signature Cards

Mrs. Forcier passed around cards to add Gretchen Hall to the bank and investment accounts.

ADJOURNMENT

After discussion and due deliberation a motion was made by Grace Hunderlach, seconded by Gretchen Hall, and passed unanimously, it was voted to adjourn the meeting at 11:00 A.M.

Respectfully Submitted,

Cathy K. Forcier

APPROVED:

Richard Long
Vice-Chairperson

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Mansfield Downtown Partnership

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

May 4, 2004

Board of Directors
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

Dear Board members:

Attached please find the minutes for the Board meeting held on March 30, 2004.

The following motion would be in order:

Move, to approve the minutes of March 30, 2004.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia van Zelm".

Cynthia van Zelm
Executive Director

Attach: (1)

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MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
Tuesday, March 30, 2004

MINUTES

Present: Steve Bacon, Martin Berliner, Tom Callahan, Dianne Doyle, Dale Dreyfuss, Janet Jones, Philip Lodewick, Betsy Paterson, John Petersen, Steve Rogers, Frank Vasington

Staff: C. van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:05 pm.

2. Opportunity for Public to Comment

June Damon, League of Women Voters President, spoke about coordination between the Partnership on its Festival on the Green project and Know Your Town Fair. She noted that Betsy Paterson had approached her about coordination with Know Your Town Fair. There was then some confusion about dates as the Partnership did not want to schedule its event on the 11th due to the tragic events on September 11, 2001. The date of September 18 was discussed with the Partnership deciding to hold the Festival on Sunday, September 12, to avoid the UConn football schedule. Ms. Damon expressed some concern about overlap of events and use of volunteers i.e., with the UConn Puppetry program. The League decided to hold Know Your Town Fair on September 18 to avoid the UConn football game on September 11. Ms. Damon expressed interest in seeing if the Festival on the Green could be the same day

Mr. Lodewick said the Board would discuss this later in the meeting and noted that all planning had been done to augment Know Your Town Fair, not to conflict. Janet Jones noted that she thought joint advertising of a Mansfield weekend with the events on consecutive days would be a real boon. Mr. Lodewick noted the need for League support. John Petersen noted with the football games now being held in East Hartford, it makes it more difficult to arrange for University personnel to be in Mansfield for Know Your Town Fair.

Betsy Paterson said the Festival on the Green Committee worked hard on the date issues in terms of trying to get the football schedule as soon as possible and avoiding September 11. There was no intent to intrude on the Know Your Town Fair events.

Howard Raphaelson reiterated that people in town are anxious to see lifestyle housing. There are two groups currently talking about lifestyle housing. Mr. Raphaelson urged the Board to give lifestyle housing a high priority.

3. Approval of Minutes

Dale Dreyfuss made a motion to approve the March 2, 2004 minutes. Ms. Paterson seconded the motion. The motion was approved unanimously.

4. Director's Report

Cynthia van Zelm said the Planning and Design Committee will be meeting with Lou Marquet, part of the Storrs Center Alliance development team, on April 20 at 5 pm. Mr. Marquet is the lead person dealing with construction and environmental issues related to the project. Mr. Marquet expressed interest in attending the monthly meetings. Ms. van Zelm encouraged people to attend the meeting.

Ms. van Zelm said the Membership Development, and Advertising and Promotion Committees would be working together to develop an overall communications strategy for the Partnership. She also said that the Membership Development Committee has recommended sponsoring a Little League team this summer which will involve having the Partnership on the back of the kids' tee shirts.

Ms. van Zelm submitted an application from the Town of Mansfield to the Quinebaug/Shetucket Heritage Corridor to create a landscape plan for Four Corners along with welcome signage. The Partnership would manage the grant.

The Mansfield brochure is now at the printer. Publication is expected in April. A Request for Proposal has been sent to the E.O. Smith Art Dept. and UConn Landscape Program to develop a design for the information kiosk.

Work on the Festival on the Green continues and the Committee is looking for someone to coordinate volunteers. Ms. van Zelm will be submitting a Savings Institute grant to help fund the Festival.

5. Update on Municipal Development Plan and Master Developer

Tom Callahan said the Finance and Administration Committee would be recommending that the Partnership approve execution of the Development Agreement between the Partnership and Storrs Center Alliance.

Mr. Callahan provided some background about how the Partnership got to this stage. In May 2002, the Partnership was designated by the Mansfield Town Council as its municipal development agency for Storrs Center. Last summer, three teams were interviewed about developing the Storrs Center property.

Storrs Center Alliance made up of LeylandAlliance, Marquette Property Investments, with consultants Herbert S. Newman and Partners, and BL Companies was chosen.

The Board wanted to bring a development team on board before the Municipal Development Plan was complete so the developer would have input into the plan.

The Finance and Administration Committee has been in negotiations with Storrs Center Alliance for several months. A tentative agreement has been reached. Key items in the development agreement include the development of a preliminary Business Plan within

120 days of the agreement being signed. The Municipal Development Plan is also scheduled to be complete within 120 days of the development agreement being signed.

Mr. Callahan reiterated that the Municipal Development Plan needed to be approved by the UConn Board of Trustees, and ultimately the Town Council.

Mr. Callahan reviewed the Executive Summary of the Development Agreement.

There are three agreements currently being negotiated with the University and Storrs Center Alliance – land, water, and sewer.

The development agreement lays out defaults.

It sets a 4-year timetable for completion of the project.

Mr. Callahan pointed to Section 10.4 that includes a 7-year period when the Partnership cannot seek to develop other areas without permission from Storrs Center Alliance. Steve Rogers asked about the 7-year time period. Mr. Callahan said the development team was concerned about whether similar development elsewhere could affect the competitiveness of the project at Storrs Center. This Section does not preclude the Town, UConn, or private property owners from developing i.e., at Four Corners. It also does not preclude the Partnership from doing master planning, façade improvements, etc. at Four Corners or King Hill Road – its other areas of focus.

Mr. Callahan noted that the Finance and Administration Committee had been advised by the Partnership attorney Lee Cole-Chu in terms of negotiations and he has served the Partnership well.

Mr. Callahan said the development agreement is a significant step forward for the Partnership. It sets in place a schedule of expectations and deliverables.

Ms. Jones asked about negotiations with UConn and Storrs Center Alliance. Mr. Callahan said these negotiations were going forward and progress was being made.

Mr. Callahan made a motion to approve the Development Agreement between the Partnership and Storrs Center Alliance and authorize the Board President to execute the Agreement on behalf of the Partnership. Ms. Paterson seconded the motion.

Mr. Rogers noted that he owns property in the project area and raised the issue of whether he should recuse himself from the vote if his property becomes part of the project.

Mr. Rogers recused himself from the vote. Mr. Callahan's motion was approved 10-0.

6. Review and Approval of Partnership FY04/05 Budget

Mr. Callahan noted that the proposed FY04/05 budget is predicated on drawing down \$13,000 of reserves. It also represents an increased commitment from the Town and the University.

Mr. Callahan made a motion to approve the FY04/05 Partnership Budget. Ms. Paterson seconded the motion. The motion was approved unanimously.

Ms. van Zelm noted that the increase in commitment from the University and the Town was to provide funding to hire someone on an ad hoc basis to help the Partnership and the Town with events.

Mr. Callahan noted that through the efforts of Town Manager Marty Berliner, Town Planner Gregory Padick, and Partnership Director Cynthia van Zelm over \$600,000 has been raised in grant funds for the project. This demonstrates good support of the project.

7. Report from Committees

2004 Fall Event

Ms. Paterson said the Fall Event Committee has a meeting tomorrow night.

Mr. Lodewick said since the League of Women Voters has changed the date of Know Your Town Fair to September 18th from the 11th there is a suggestion being made from the League that the Partnership change its date for the Festival from September 12th to the afternoon of the 18th. The 19th could be a raindate. He encouraged the Fall Event Committee to review this proposal.

Ms. Paterson said one of her concerns was whether there would be enough resources for set-up with the events back to back i.e., tables and chairs. It also may be easier to do the Festival on a Sunday when fewer businesses are disrupted.

John Petersen said he thought Saturday might be better for students and that the University could help supply volunteers for the set-up of the Festival.

Mr. Callahan asked what resources had been expended to have the Festival on September 12. Ms. Paterson said the Fall Event Committee needed to determine whether letters to the artists from the Town Arts Advisory Committee had gone out to recruit them to the Festival. And, there is some negotiating going on with the bands.

Nominating

Mr. Lodewick indicated that Board member Chris Thorkelson would not be seeking reappointment to one of the Town positions on the Board.

Ms. Paterson will look into his replacement.

Mr. Lodewick said the Nominating Committee has also looked into the issue of the waiting list for people to serve on committees. The idea is for the Committee to take a look at a review of the Partnership Bylaws in the new future. In the meantime, the suggestion to Committee Chairs is for them to review attendance with Committee members with the expectation that three unexcused absences in a row would result in a Committee member no longer being able to serve on that Committee.

Mr. Lodewick said the tentative date for the Annual Meeting is June 8 but it may change slightly to try to accommodate some program changes.

Planning and Design

Steve Bacon said the Planning and Design Committee was looking forward to its meeting with Lou Marquet of Storrs Center Alliance to discuss land and environmental issues. The meeting will focus on the goals Storrs Center Alliance has for the project and a site walk.

8. Other

Mr. Callahan said Storrs Center Alliance would be introduced to the community in the near future.

9. Adjourn

Ms. Paterson made a motion to adjourn the meeting. Ms. Jones seconded. The motion was approved unanimously. The meeting adjourned at 5:10 pm.

Respectfully submitted,

Cynthia van Zelm
Executive Director, Mansfield Downtown Partnership

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MINUTES
MANSFIELD INLAND WETLAND AGENCY
Regular Meeting, Wednesday, April 7, 2004
Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:05 p.m., appointing alternates Pociask and Ryan to act as voting members.

Minutes : 3/1/04 – Hall MOVED, Holt seconded to approve the minutes as presented; MOTION PASSED unanimously.

3/16/04 field trip – Holt noted she had been present only for items 1 and 2, and then MOVED, Goodwin seconding, to approve the minutes as corrected; MOTION CARRIED, Favretti, Holt and Goodwin in favor, all others disqualified.

Communications – Wetlands Agent's 3/22/04 Monthly Business memo; Conservation Commission 3/25/04 comments, Open Space Preservation Committee 3/23/04 comments re W1250 (Thompson).

W1248. Rock. Kidder Brook Estates. 4-lot proposed subdivision on Browns Rd. – Holt had disqualified herself. Comments were noted from the Wetlands Agent (3/30/04), J. Ianni, soils scientist (3/17/04) and the Open Space Preservation Committee (3/23/04). M. Dilaj, project engineer, representing the applicant, discussed the proposed Lot 4 open space dedication's potential overlap into a proposed conservation easement area, noting it is in agreement with recommendations of soils scientist J. Ianni. Mr. Padick stated that our Subdivision Regulations do not prohibit part of an open space dedication being within a conservation easement. The seasonal high water table on Lot 4 was noted; Mr. Dilaj agreed that the same situation is true in many areas of town, but does not necessarily preclude house placement on those lots. He felt that a house on the lot would pose no serious impact to the wetlands. Mr. Dilaj said he would try to arrange for Mr. Ianni to be present to discuss his written comments, specifically on Lot 4, at a special meeting on 4/19. He submitted a letter granting a 15-day extension period. Mr. Hall MOVED, Mr. Plante seconded to grant the applicant's request for a 15-day extension to allow for discussion with the soils scientist on specific points in his 3/17/04 letter at a special meeting on 4/19/04. MOTION PASSED unanimously.

W1250. Thompson. Wild Rose Estates. 9-lot proposed subdivision on Mansfield City Rd. – Holt disqualified herself on this matter. Comments were noted from Wetlands Agent (4/1/04), Open Space Preservation Committee (3/23/04), Conservation Commission (3/25/04, requesting additional time in which to review the stormwater drainage plans which would protect the white cedar swamp) and Windham Water Works (2/27/04). P. Miniutti, site planner/landscape architect representing the applicant, also noted his submitted 2/18/04 responses to comments from a Conservation Commission meeting which he had attended to discuss the proposed project, and the white cedar swamp in particular. Mr. Miniutti identified unique site characteristics, particularly the white cedar swamp and red maple swamp, and other significant site features, including the abutting Town-owned land. He noted that part of the proposed open space conservation easement dedication could adjoin this Town land and could augment a future trail system. The proposed open space consists of the circular area at the temporary cul-de-sac and a nearby larger meadow which could be left open for use as an active recreation area for the residents, could be meadow-planted or, as Mr. Thompson suggested, Christmas trees could be planted. The entire property is approximately 76 acres, with this application (Phase I) totaling 16 ½ acres, 9 lots ranging in size from .9 to 1.43 acres. Mr. Miniutti briefly outlined a possible future phase which might bring the total number of lots in the subdivision to 25 or 26, and he discussed proposed road and driveways configuration for this phase and the possible later phase in general terms. Proposed Lots 4 through 9 would be accessed from a temporary cul-de-sac road off Mansfield City Rd., to be later deeded to the Town, and the other 3 lots would share a driveway. Road drainage and S&E control plans for the 26-ft.-wide road were discussed in detail.

Dr. Harvey Luce, soils scientist/soils correlator for the project, summarized his submitted report, which emphasized the necessity of protecting the white cedar and red maple swamps, citing the proposed 300-ft. buffer around the white cedar swamp. The water table near the white cedar swamp would be regularly monitored during the next year. He considers the suggested Christmas tree-planting to be compatible with the soils and previous agricultural uses and feels it would be an appropriate use. Dr. Luce felt that conversion of the site from agricultural use to a subdivision would reduce the amount of harmful chemicals that flow down into the white cedar swamp, thereby protecting it further. In addition, he said the fill material deposited a few years ago on the site was not very different from the original soils at that location and would pose no environmental danger to the swamps. In fact, he said, it would be more beneficial for the septic systems than the original soils, but he emphasized the importance of adequate S&E control measures.

Bill Root, wetlands ecologist, noted that he had submitted a March, 2004 ecological report on the white cedar swamp, which describes the transitional nature of the wetland forest, and its natural transition from cedars to red maples, white pines and hemlocks. He agreed that the proposed drainage treatment and S&E control measures seem adequate. Mr. Miniutti agreed to submit the plans to the DEP for its review and comments, and submitted a letter granting a 65-day extension for preparation and staff review of revised plans. Hall MOVED, Barberet seconded to grant this 65-day extension. MOTION PASSED unanimously.

W1252. Carson/Hitchcock property. Hanks Hill Rd., proposed trench – (See Wetlands Agent's 3/30/04 memo for clarification.) The applicant was represented by project engineer J. Luczak, who was asked to explain future plans for the property. Mr. Luczak stated that this application is only for placement of a long temporary trench/curtain drain and monitoring wells in order to determine feasibility of the site for building. This was required by the director of the Eastern Highlands Health District, who had said water-testing should be performed from February through May. After discussion of timing issues for testing, the need for a trench of these proportions, and concern that water-flow could be diverted to the detriment of the Hitchcock pond and stone retaining wall and could jeopardize the Fenton River and Windham Water Works drinking-water supply, Mr. Luczak was told that a site plan locating the possible future house, septic and reserve systems, driveway, soils data, location of onsite wetlands, etc., done to an appropriate scale, would be needed in order for the Agency to approve this request for the trench. He again responded that the proposed S&E control measures would be adequate to protect the wall, pond and water supply, which is the sum total of this application. He said anything else would be conjectural. Barberet MOVED, Holt seconded to deny an Inland Wetland License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield, submitted by Civil Solutions, LLC (file W1252), for installation of a temporary test trench for determining the suitability for a residential lot and septic system on property owned by the estate of Raymond Hitchcock located at Hanks Hill Road ("Silk Factory Property"), as shown on a map dated 1/27/04, revised through 2/2/04, and as described in other application submissions. This denial action is taken for the following reasons:

1. There is insufficient information on the construction details of digging and restoring the trench (see Wetlands Agent Meitzler's memo dated March 30, 2004).
2. There is no information on the suitability of the whole development of the site, either for the house location or the suitability of the original soils underlying the material bulldozed from the pond, as required in Sec. 4.5.F.
3. There may be a significant negative impact on the wetlands and pond from the proposed trench, as well as from inevitable future activity. While watercourse and pond limits have been provided, the extent of adjacent wetland areas has not been shown.
4. The wetlands, watercourses and pond drain eventually to the Fenton River and the Windham Water Works, a public drinking-water source, and therefore, much more scientific detail is needed for the Agency to make a decision.

MOTION CARRIED, all in favor except Goodwin (opposed).

W1253. Semerzakis. 2-lot proposed subdivision on Hunting Lodge Rd. – Mr. Meitzler's 3/31/04 memo was noted. Project engineer J. Kazierski described the proposed division of one lot abutting Carriage House Apartments and the former Holinko property into two separate lots and described the existing house and driveway and said an open space dedication 30 feet from the stone wall is proposed, along the Town right-of-way. Mr. Kazierski said that Lot 2's driveway is necessarily close to the wetland, but adequate silt-fencing would be provided. There are no wetlands on the abutting Town-owned property. A total of 300 cubic yards of fill would be required on the site. Holt MOVED, Hall seconded to grant an Inland Wetland License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Elizabeth Semerzakis (file W1253) for 2-lot residential subdivision of a 3-acre parcel by dividing off a portion of an existing parcel and creating a new lot on property

owned by the applicant located on the west side of Hunting Lodge Rd., north of North Eagleville Rd., as shown on a map dated 2/20/04, revised through 2/24/04, and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provision being met:

Appropriate erosion and sedimentation controls, as shown on the plans, shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized. This approval is valid for a period of five years (until 4/7/09), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment. MOTION PASSED unanimously.

New Business – The Wetlands Agent’s 4/2/04 New Business memo discusses the first four items below.

W1254. Dodd, Joshua’s Trust, request for exemption from licensing for Woodland Rd. footbridge on Coney Rock trail – Mr. Meitzler explained construction plans for the footbridge, and said the ground is solid and no construction of abutments or pier footings is planned. Holt MOVED, Barberet seconded to exempt the proposed placement of a simple wooden bridge over a brook for a hiking trail by Samuel G. Dodd, for Joshua’s Trust (file W1254), on property owned by Joshua’s Trust located near the southern end of Woodland Rd., as shown on a map dated revised through 2/24/04, because the proposal is permitted as a non-regulated activity as per Section 3.4 of the Inland Watercourses and Wetlands Regulations of the Town of Mansfield. MOTION PASSED unanimously.

W1255. Chatham Hill, Sec. 2, proposed 14-lot subdivision on Fern Rd. – Holt disqualified herself. Goodwin MOVED, Barberet seconded to receive the application submitted by Chatham Hill, LLC (file W1255) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for a 14-lot residential subdivision on Fern Road, on property owned by the applicant, as shown on a map dated 3/8/04 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

W1256. Newmyer & Doyle, yard and beach work, Centre St. – Goodwin MOVED, Hall seconded to receive the application submitted by Dan Newmyer and Mary Doyle (file W1256) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for installation of a beach and landscaping at Centre St. and Edgewood Lane, on property owned by the applicants, as shown on a map dated 3/30/04 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

W1257. Bell, Bassetts Bridge Rd., plant nursery operation – Goodwin MOVED, Holt seconded to receive the application submitted by James Wesley Bell and Jean E. Bell (file W1257) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for development of a 4.5-acre botanical garden at 552 Bassetts Bridge Rd., on property owned by the applicants, as shown on a map dated 1/15/04 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

W1258. Sabrina Pools (property of Raupach), 526 Woodland Rd. – Goodwin MOVED, Holt seconded to receive the application submitted by Sabrina Pools (file W1258) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for installation of a 16x32-sq. ft. above-ground pool with deck at 526 Woodland Rd., on property owned by Jonathan E. Raupach and Donna Raupach, as shown on a map dated 4/7/04 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

Field trip – Scheduled for Thursday, 4/15/04, at 1 p.m..

Communications and Bills – As listed on the agenda. The meeting was adjourned at 9:11 p.m.

Respectfully submitted,
Katherine K. Holt, Secretary

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MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, April 19, 2004

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:25 p.m., appointing Alternate Ryan to act as a voting member.

Minutes – 4/7/04 – After a typographical error was noted on page 3, Barberet MOVED, Holt seconded to approve the Minutes as amended; MOTION CARRIED, all in favor except Kochenburger (disqualified). Mr. Zimmer had heard the tapes of the meeting.

4/15/04 – Holt MOVED, Favretti seconded to approve the Minutes as presented; MOTION CARRIED, Holt and Favretti in favor, all else disqualified.

Zoning Agent's Report – The March, 2004 Zoning Enforcement Activity Report was acknowledged.

Single-family occupancy issues – One landlord has now been fined. Town officials met recently with the UConn Student Life Committee to discuss various courses of action to help alleviate the problems related to student boarding houses. At a Town/University meeting last week, the Town Manager recommended that a joint Town/University committee be appointed to study this problem.

Natchaug Hospital – Since the last meeting, Mr. Hirsch and Mr. Favretti have approved a minor modification allowing a change of exterior building color to a lighter green for the new addition.

Gravel removal renewal permits – Mr. Hirsch sent out yearly reminders that current permits expire 7/1/04.

Holiday Mall lot striping – All space markings are in place, but some could be repainted for better visibility.

Mansfield Shopping Center (Grand Union Plaza) – It was reported that many cars have been parking within the fire lanes; Mr. Padick said he will notify the local police.

Old Business

Subdivision application, Forest Acres, Sec. 2, 2 proposed lots on Hunting Lodge Rd., Semerzakis, file 1216 – Mr. Padick's 4/15/04 report was noted. J. Kasierski, representing the applicant, discussed the two pending open space options, and said the Lot B building envelope has been appropriately revised. After discussion, Holt MOVED, Hall seconded to approve with conditions the subdivision application (file 1216) of Elizabeth Semerzakis for Forest Acres, Section 2, on property owned by the applicant located at 205 Hunting Lodge Road, in an RAR-40/MF zone, as submitted to the Commission and shown on plans dated 2/20/04, as revised through 4/9/04. 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 and soil scientist;
2. The final plans shall clearly note that an engineer's plan is required for the onsite septic system for Lot B;
3. Extensive tree-cutting is required to obtain safe sightlines for the driveways to Lots A and B. To help ensure the maximum retention of roadside specimen trees and to ensure that statutory procedures for tree removal on Town roads is followed, prior to the filing of final maps, the subdivider shall meet with Mansfield's Ass't. Town Engineer to specifically mark and post all specimen trees that need to be removed. This meeting shall take place before any tree removal, and all required tree removal shall take place before the final subdivision plans are filed on the Land Records.
4. The owners of the subject lots shall be responsible for maintaining driveway sightlines. In conjunction with the filing of final maps, a Notice shall be filed on the Land Records specifying this ongoing maintenance responsibility;
5. Pursuant to subdivision regulation provisions, particularly Sections 7.5 and 7.6, this action specifically approves the depicted building envelopes, including setback waivers for Lots A and B. 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 Art. VIII of the Zoning Regulations. This condition shall be noted on the final plans (replacing Note 4 on Sheet 1) and specifically Noticed on the Land Records;

6. This approval accepts, pursuant to the open space provisions of Section 13, the applicant's proposal for two conservation easements. 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. The boundaries of the easement areas shall be delineated with iron pins and the Town's easement markers shall be posted every 50 to 100 feet around the perimeter of the easements, as per regulatory requirements;
7. Pursuant to Section 6.5.b and based on information submitted by the applicant and staff, the PZC hereby waives the requirement that the survey be tied to the CT Plane Coordinate System of 1983. Tying into this survey system would be an unreasonable and unnecessary expense for the proposed 2-lot subdivision;
8. Sheet 2 of the plans shall be revised to incorporate recent revisions to Sheet 1;
9. Pursuant to Sec. 8.12, concrete monuments shall be depicted on final plans at the northerly and southerly front property line corners of the subject property.
10. The Commission, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety (90) or one hundred and eighty (180)-day filing extension has been granted);
 - A. All final maps, including submittal in digital format, a deed for right-of-way dedication, a drainage easement, conservation easements and a Land Records Notice to address conditions 4 and 5, for recording on the Land Records (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;
 - B. All monumentation (including delineation of the conservation easements 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, and all required subdivision work shall be completed or bonded pursuant to the Commission's approval action and Sec. 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant.

MOTION PASSED unanimously.

Verbal Updates

Storrs Center downtown project – PZC officers recently met with the Downtown Partnership Director to discuss coordination of preliminary permit processes; this must be completed by August. Since some aspects will involve legislative action, and the PZC/IWA will be involved in the permitting process, members were advised not to comment on the project at present.

UConn landfill closure project – Members received current information in their packets. It is expected that the plan submitted to DEP will be implemented.

UConn Hazardous Waste Facility – The committee's report and recommendations have been completed, and an environmental impact evaluation is expected to start soon.

Public Hearing, PZC-proposed revisions to the Zoning and Subdivision Regulations, file 907-23 – The Public Hearing was called to order at 7:50 p.m. Members and Alternates present were Barberet, Favretti, Hall, Holt, Kochenburger, Zimmer and Ryan. The legal notice was read and the following communications noted: Town Planner (4/15/04); Town Attorney (4/15/04); WINCOG Regional Planning Commission (4/8/04, read aloud); Eastern Highlands Health District (4/16/04); Design Review Panel (4/14/04); Zoning Board of Appeals (4/18/04), and R. O. Gillard (member, Design Review Panel), undated.

Mr. Padick briefly reviewed and summarized the various proposed revisions. He noted that the Town Attorney could be consulted regarding Mr. Gillard's comments. There were no comments from Commission members or the public, and the Hearing was closed at 8:16 p.m.

Consideration of developer's request to authorize additional construction in Phase 4B, Freedom Green, file 636-4 – Reports from the Town Planner (4/15/04); Town Engineer (4/14/04); Att'y. D. Poitras (4/14/04); APM Mgm't. Co. (B. Otto, 4/9, 4/5 and 2/13/04).

After noting that approval was given last fall for construction of initial units in Phase 4B, Mr. Padick reported that staff now consider the pump station issue to have been satisfactorily addressed, and the applicant's consultant has agreed. Project engineer R. Amintea reported that the pump blades should be replaced, and upgrading of the pump system would qualify for funding from the existing "Sinking Fund." The pump was designed to service all phases of the development. Drainage and site work required last fall, related to previous phases of development, are now being addressed, and the developer now requests permission to construct 10-15 additional units in Phase 4B. The discussion at this meeting between Mr. Amintea, Commission members and residents of Freedom Green, was designed to allow comments and questions relating to this request. Mr. Padick reported verbally that Town staff now consider all major issues over which the Town has jurisdiction to have been satisfactorily addressed. Public comments were then invited.

Mr. M. Cassidy, president of The Villages at Freedom Green Homeowners Association, and Mr. E. Schaeffer, president of APM Management Co., spoke of some of the remaining problems they feel are the developer's responsibility. Mr. Schaeffer submitted photos and showed slides illustrating some problem areas and outstanding work. Drainage, retention walls, erosion, and road construction related to drainage continue to be major problems. The homeowners association and management company requested a firm listing of items to be completed by the association and by the developer, clear standards for completion of items by the Town, the developer and the association, and an enforceable fixed date of completion. Both men stated no additional unit construction should be allowed until the above matters have been satisfactorily completed. Mr. Cassidy asked what remedies may be available to the association to force the developer to finish his work satisfactorily. In the ensuing discussion, it was noted that the PZC escrow fund only covers site work, not building repairs. Mr. Padick added that the entire development was approved in 1978-79, and, although Town development standards may have changed since that time, this project is tied to those in effect when it was approved. He agreed that the PZC has the power and responsibility only to enforce the standards put forth in its approval conditions and may not require revision of previously-approved plans. There was also discussion of whether the association could have some control of the escrow funds; Mr. Padick was unsure whether this is possible or not. He described the infrastructure items as only the water, sewer, road and drainage systems, as shown on approved plans, and nothing else. When asked if infrastructure also included items like signs and street-lighting, he responded that only items shown on the approved plans are included. The buildings themselves are handled through the Building Department, not the PZC.

Clarification of what can and cannot be done with the escrow funds, including possible means of effective Town enforcement of required approval conditions, was requested.

The Commission was asked if the developer is required to make improvements on problems and developments that have occurred since the original approvals; Mr. Padick answered that the PZC's charge is to resolve issues of health and safety. He noted that the developer's attorney, Att'y. Poitras, has stated the developer will address all issues on the original plans; however, the PZC might not be in a legal position to require all of them.

Developer J. Beaudoin noted that Mr. Schaeffer's photos were taken during the winter; he said gutters and curbs are now being installed.

Mr. Padick's suggested 90 day completion deadline (until 7/1/04) was considered reasonable. Mr. Schaeffer suggested withholding approval of the developer's request until that time. Mr. Beaudoin said that spring would be the best time to market the new units. One Freedom Green resident advised approving the developer's request soon, stating that the entire Association would benefit.

During further discussion, Mr. Padick noted that site plans, landscaping and drainage plans for Phase 4B have been approved, but they do not contain any great detail. He added that drainage in Phase 4B seems to be more problematic than any other phase. He then agreed to draft a listing of what the PZC is responsible for in this case, for discussion at the next meeting.

Old Business

Subdivision application, Kidder Brook Estates, Ph. II, R.&V. Rock, file 1151-2 – Mrs. Holt had previously disqualified herself. Mr. Padick noted that and IWA license had been granted earlier in the evening, and summarized the PZC issues, mentioning especially the open space dedication. Members discussed whether land within a conservation easement could be part of the open space dedication area. Mrs. Barberet agreed to work on a draft motion.

New Business

Request to waive underground utilities for Lot 2, Horseshoe Heights subdivision, Chaffeeville Rd., file 1169 – The Town Planner's 4/16/04 memo was noted. Applicant J. Petrowski explained CL&P's suggestion to install a mast on the house to receive utilities lines to go overhead from CL&P pole 951. He said there are some trees along the road for partial screening. Members agreed they would like to see this land, and a field trip was scheduled for 4/22/04, at 1 p.m..

Proposed amendment to Art. X, Sec. D.6 of the Zoning Regulations, regarding parking requirements. Mansfield-Eastbrook Dev. Corp., LLC, appl., file 1218 - Hall MOVED, Holt seconded to receive the application of Mansfield Eastbrook Dev. Corp., LLC (file 1218) to amend Article X, Section D.6 of the Zoning Regulations, regarding parking for commercial uses in Planned Business zones containing a building greater than 250,000 square feet of floor area, with a theatre of at least 1,000 seats, as submitted to the Commission; to refer it to staff the Town Attorney, Windham Regional Planning Commission and the Towns of Windham and Coventry for review and comments, and to set a Public Hearing for May 17, 2004. MOTION PASSED unanimously.

8-24 referral, proposed land exchange between the Town and the University of CT – After explanation of the proposal and as described in Mr. Padick's 4/15/04 memo, Holt MOVED, Hall seconded that the Planning and Zoning Commission has no objection to the proposed exchange of open space/recreational parcels as described in information accompanying the Town Council's 8-24 referral. MOTION PASSED unanimously.

WINCOG Regional Planning Commission – Mrs. Holt reported she has been re-elected Chairman of that commission.

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

The meeting was adjourned at 10:16 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary



May 1, 2004

PLEASE DELIVER IMMEDIATELY TO MAYOR, FIRST SELECTMAN, CITY/TOWN MANAGER & FINANCE DIRECTORS

ANALYSIS: GENERAL ASSEMBLY ADOPTED MIDTERM BUDGET ADJUSTMENTS - IMPACT ON Mansfield

The General Assembly has passed state budget adjustments for FY 2004-05. The package includes an additional \$88 million for towns and cities over the current year, and includes an extension of the real estate conveyance tax increases for another year. A gubernatorial veto is unlikely.

Below is CCM's preliminary analysis of the impacts on Mansfield under this plan for certain key grant programs.

Table with columns: Grant, FY 2003-04 Adopted Budget, FY 2004-05 Governor's Proposal, FY 2004-05 General Assembly Adopted, Difference: General Assembly Adopted 2004-05 compared to Adopted Budget 2003-04 (\$, %), Difference: General Assembly Adopted 2004-05 compared to Governor's Budget 2004-05 (\$, %). Rows include Non-Education (Pequot/Mohegan grant, Town Aid Roads, PILOT: State-Owned Property, PILOT: Colleges and Hospitals, LoCIP), Education (ECS, Public School Transportation, Non-public School Transportation, Adult Education), and Total: Education & Non-Education.

NOTE: Grant allocations are estimates based upon formula distributions for each grant.

Notes to Individual Grants:

Pequot/Mohegan - \$85 million statewide
Town Aid Roads - \$20 million statewide
LoCIP - \$30 million statewide
Priority Schools - \$100 million statewide

PILOT: State-Owned Property - \$70 million statewide
PILOT: Colleges and Hospitals - \$105.9 million statewide
ECS - \$1.563 billion statewide
Excess Cost (Special Ed) - \$67 million statewide



If you have any questions, please call Jim Finley or Gian-Carl Casa of CCM at (203) 498-3000.

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STATE OF CONNECTICUT
UNIVERSITY OF CONNECTICUT
NOTICE OF AVAILABILITY
ENVIRONMENTAL IMPACT EVALUATION

TOWN OF MANSFIELD

Project Name: Burton Family Football Complex and Intramural, Recreational and Intercollegiate Athletic Facility

Project Location: Stadium Road, University of Connecticut, Storrs Campus, Mansfield, CT

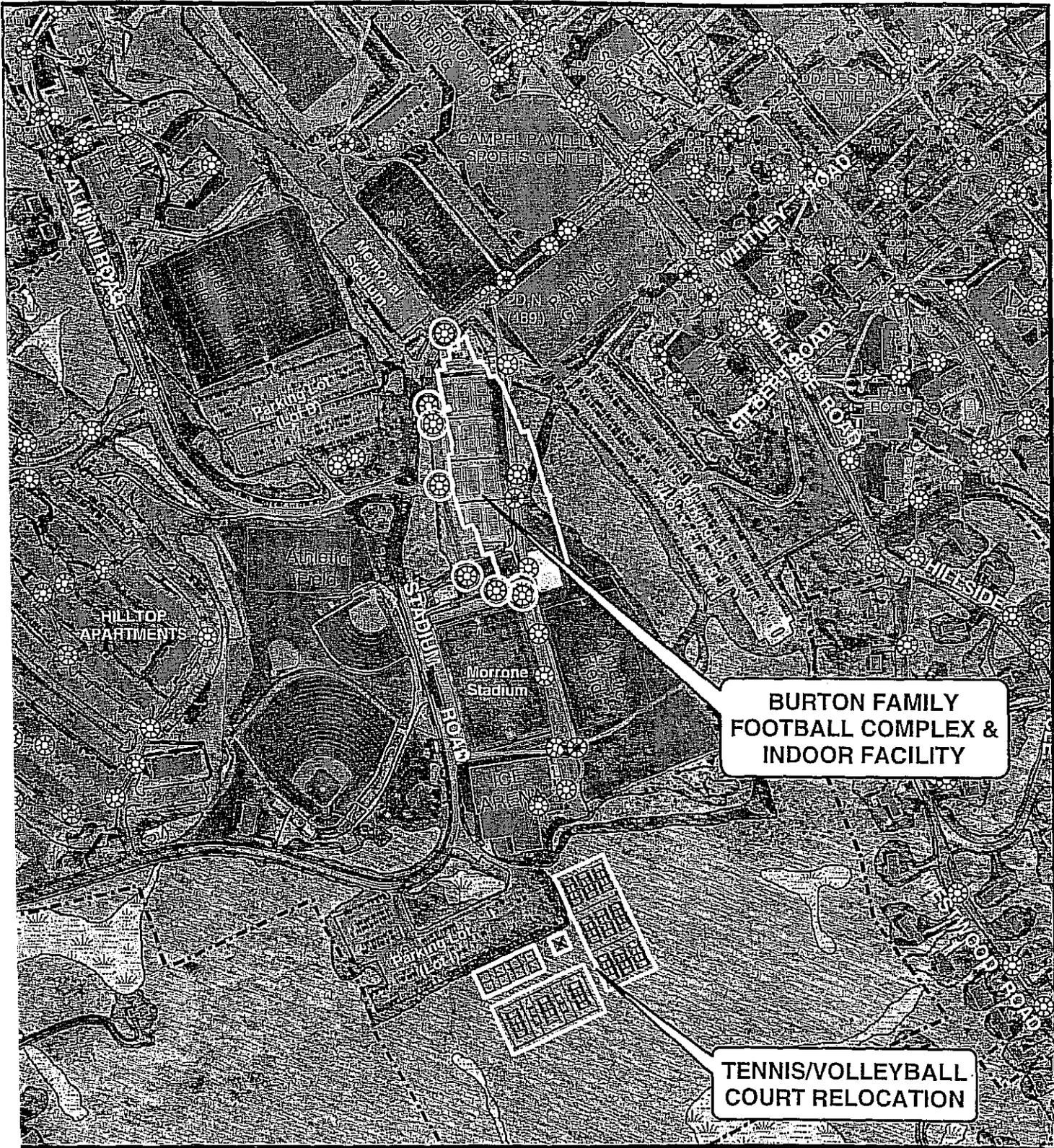
Project Description: The University of Connecticut proposes to construct the Burton Family Football Complex and Intramural, Recreational and Intercollegiate Athletic Facility (also referred to as the Burton Family Football Complex and Indoor Facility), a multi-purpose practice facility on Stadium Road at the site of existing tennis and volleyball courts. The Burton Family Football Complex will be an approximately 80,000 SF building housing offices and facilities for the UConn Football Program. The approximately 85,000 square foot (SF) Indoor Facility will consist primarily of an indoor artificial turf field. The proposed project will require removal of the existing 12 tennis courts and 3 sand volleyball courts. Both the tennis and sand volleyball courts will be relocated to a currently wooded area south of the Ice Arena and adjacent to Parking Lot I. Nine outdoor tennis courts will be constructed to replace the existing courts that will be displaced by the Burton facility. Three additional tennis courts will be constructed, capable of being converted to an approximately 44,000 SF indoor tennis facility with bleacher seating. A clubhouse will also be located in this area.

General Information: As an agency of the State of Connecticut, the University of Connecticut is required to ensure that the requirements of the Connecticut Environmental Policy Act, CEPA, (Section 22a-1 through 22a-1h of the Connecticut General Statutes, CGS) have been met. CEPA review is required for each state agency action supported with state, federal or other funds that could have a major impact on the state's land, water, air, or other environmental resources. Section 22a-1(d) of the CGS requires that state agencies give public notice of the availability of Environmental Impact Evaluations (EIEs). The EIE for the aforementioned project is available at the Mansfield Public Library, 54 Warrenville Road, Mansfield, CT, and at the Mansfield Town Clerk's office, 4 South Eagleville Road, Mansfield, CT.

Submission of Comments: Interested persons who wish to submit comments and/or obtain more information may do so by contacting Mr. Richard Miller between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, at (860) 486-8741. Written comments should be sent by mail to the attention of Mr. Richard Miller, Esq., Director of Environmental Policy, Architectural and Engineering Services, University of Connecticut, 31 LeDoyt Road U-3055, Storrs CT 06269-3055 or by e-mail to rich.miller@uconn.edu. Comments will be accepted until June 18, 2004.

Public Hearing: A public hearing will be held in early June 2004 to hear comments on the Draft EIE. Details about the public hearing will be published in a separate legal notice prior to the public hearing.

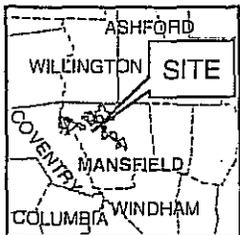
Figure 3-4 Utilities: Sanitary Sewer & Telecommunications



BURTON FAMILY FOOTBALL COMPLEX & INDOOR FACILITY

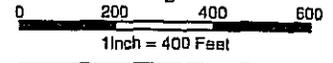
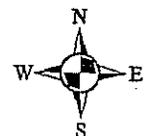
TENNIS/VOLLEYBALL COURT RELOCATION

Location Map



Legend

- | | | |
|-----------------------------|--------------------------------|---------------------------------------|
| Property Line | Swamp/Marsh | Fence Line |
| Building | Area Under Active Construction | Sports Facilities |
| Tree Line | Utility Features | Parking Areas, Driveways, & Sidewalks |
| Forced Sanitary Sewer Main | Telecommunications Line | |
| Gravity Sanitary Sewer Main | Telecommunications Handhole | |
| Sanitary Main Cap | Telecommunications Manhole | |
| Sanitary Manhole | | |



March, 2004



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

Item #10

May 1, 2004

Dear Chief Executive Officers and Assessors:

Pursuant to Section 10-261a(c) of the Connecticut General Statutes, we hereby notify you that the 2002 Equalized Net Grand List (ENGL) for your municipality has been computed and a copy is enclosed. We want to thank you and your staff for your cooperation during our preparation of the 2002 Sales/Assessment Ratio Study and Equalized Net Grand List.

As you know, the Equalized Net Grand List is an estimate of the one hundred percent (100%) value of all taxable property in a municipality. The sales/assessment ratios used to equalize your 2002 net real property grand list were calculated from all fair market sales of real property occurring between October 1, 2002 and September 30, 2003. The median ratio was used to produce the sales/assessment ratio for each property use class with three or more sales during the applicable period. In a use class with less than three sales, the median sales/assessment ratio for all property classes was used to compute the equalized net assessment.

Within fifteen (15) days following receipt of this notification, a town may make appeal to the Secretary of the Office of Policy and Management for a hearing. Pursuant to Section 10-261a(c), the appeal must be in writing and include a statement as to the reason(s) for the appeal.

If you have any questions, please call the Sales Ratio Unit at (860) 418-6313.

Sincerely,

Paul LaBella, CCMA II
Supervisor Local Government Programs

Enclosures



2002 FINAL EQUALIZED NET GRAND LIST

Mansfield

Town Code: 78

CLASSIFICATION	NET ASSESSMENT	RATIO	EQUALIZED
Net Residential:	410,554,590	51.5	797,193,379
Apartments:	23,851,310	51.9	45,956,281
Total Comm/Industrial/Utilities:	34,933,710	57.3	60,966,335
Vacant:	23,251,340	70.0	33,216,200
Land Use:	896,420	70	1,280,600
10 Mills:	0	100	0
 Total Real Property:	 493,487,370		 938,612,795
Total Personal Property:	92,722,213	.70	132,460,304
 TOTAL GRAND LIST	 586,209,583		 1,071,073,099

Item #11

STATE REGULATORY BULLETIN



CONNECTICUT CONFERENCE OF MUNICIPALITIES
900 CHAPEL STREET, 9th FLOOR, NEW HAVEN, CT 06510-2807 PHONE (203) 498-3000 - FAX (203) 562-6314

www.ccm-ct.org: Your source for local government management information on the Web

PLEASE DELIVER IMMEDIATELY TO ALL CCM-MAYORS, FIRST SELECTMEN, CITY/TOWN MANAGER

May 3, 2004 Number 04-05

FOIC Rejects Ruling #94:

Ruling Would Have Made Voice Mail and Email Public Records Under FOIA

In a state regulatory victory for towns and cities, the Freedom of Information Commission (FOIC) has voted to reject Declaratory Ruling #94. The declaratory ruling would have made voice mail and email public records, thereby requiring that such "records" comply with provisions of the Freedom of Information Act (FOIA).

The 5-member commission voted 3-0-2 to reject the ruling. The 3 members who participated in the 4 days of proceedings voted to reject the ruling. The 2 members who did not participate in the proceedings abstained from voting. The vote was taken without comment or debate.

The FOIC staff recommended that commissioners reject the ruling, although staff challenged the concerns raised by local and state entities regarding the fiscal and administrative implications of the ruling. CCM led and organized a coalition of municipal and school interests opposed to the ruling.

The Commission will consider email and voice mail-related issues on a case-by-case basis, as it does with other issues.

The FOIC has issued a findings report on the ruling proceedings. A copy of the report may be obtained at www.state.ct.us/foi. Click on "What's New", then "Report of Counsel of the Freedom of Information Commission on Declaratory Ruling #94". You may also obtain a copy by contacting Kachina Walsh-Weaver of CCM at kweaver@ccm-ct.org or (203) 498-3026.

** ** *

If you have any questions, please contact Ron Thomas, Kachina Walsh-Weaver, or Jim Finley of CCM at (203) 498-3000.

This bulletin has been sent to all CCM-member mayors, first selectmen, town/city managers and town/city attorneys. This bulletin is intended for information purposes only. It is not intended as legal advice.

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University of Connecticut
Office of the Chancellor

Item #12

Richard A. Miller
*Director of
Environmental Policy*

March 31, 2004

Gregory Padick
Town Planner, Town of Mansfield
4 South Eagleville Road
Mansfield, CT. 06268

Dear Gregory,

Once again, thank you for your service as a member of UConn's Hazardous Waste Storage Site Advisory Committee. I just received the final report from Betsy Frederick at SEA and am enclosing a copy of the study, along with the committee's transmittal letter with design recommendations to UConn's President Austin.

I enjoyed working with the committee, and will keep you posted as we move forward with the EIE. In fact, I hope you'll be able to attend the EIE early scoping public meeting, which will likely occur later this spring.

Sincerely,

Richard A. Miller
Director, Office of Environmental Policy

Cc: B. Frederick (w/o report)
F. Labato
S. Wawzyniecki
M. Ruta

An Equal Opportunity Employer

Gulley Hall
352 Mansfield Road Unit 2086
Storrs, Connecticut 06269-2086

Telephone: (860) 486-8741
Facsimile: (860) 486-6379
Cell: (860) 465-6824
e-mail: rich.miller@uconn.edu

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March 22, 2004

Philip Austin, President
University of Connecticut
Gulley Hall
Storrs, Connecticut 06269

Letter of Transmittal: Hazardous Waste Facility Comparative Site Study
for the University of Connecticut March, 2004

Dear President Austin,

Our Advisory Committee has completed its work to provide input on the above noted study, to locate a site for a new facility to house the temporary storage of hazardous waste at the University of Connecticut campus in Storrs. The charge originally given to the Committee was to evaluate the current site (southeast of Horsebarn Hill Rd) and one other (inside the fence line of the existing UCONN water pollution control facility (WPCF)). The Committee was to use methodology, developed by the Consultants chosen, to analyze the suitability of each site for a new hazardous waste storage facility which would be used, as is the current facility, to receive, consolidate and temporarily store such waste awaiting shipment to an approved disposal facility. The Advisory Committee included the following members:

John Flaherty, Captain, UCONN Fire Department
Glenn Warner, Associate Professor & Director, UCONN Institute of Water Resources
Michael Callahan, P.E. & Chairman, Windham Water Works Commission
Meg Reich, Willimantic River Alliance
Gregory Padick, Town Planner, Mansfield, CT
Karla Fox, Associate Vice President & Chair, UCONN Master Plan Advisory Committee
Pamela Schipani, Associate Director, UCONN Residential Life
Jennifer Kaufman, Mansfield Resident near WPCF

As is detailed in the accompanying report, the Committee met periodically from October, 2003 through March, 2004 with the University's Director of Environmental Policy, who chaired the Committee, and Staff of the Environmental Health & Safety Department, who provided technical expertise about the operation of the facility, as well as the Consultants selected to prepare the site analysis and report. A Public Meeting was also held in November, 2003, at which citizens from Mansfield, Windham and the University community provided comments, concerns, background information and correspondence, particularly on the current facility's location.

Given the interests the members represent and the concerns raised at the Public Meeting, the Committee insisted that additional sites be evaluated and the recommended methodology modified. In all, six sites were evaluated using the modified method. After some productive discussions, as well as extra time and effort by Staff and Consultants, the Committee unanimously agreed that the site to the west of the WPCF is best suited for such a facility, and recommend it to you for further consideration.

HW lt

The Committee would like to offer the following specific observations and/or conclusions:

1. The existing facility has been at its current location, within the public drinking water supply watershed of the Willimantic Reservoir since 1989. It has not had any incidents, due undoubtedly to the care and efforts of the staff that run it. The current facility is inadequate and a new facility is needed. Now is the time for the University to locate a new facility, on campus, outside of the public drinking water supply watershed.
2. The Committee strongly believes that a hazardous waste storage facility located on the campus, and associated collection and consolidation services provided by UCONN's Environmental Health & Safety Department, ensures the highest level of protection to the University community and its neighbors. We believe that alternative approaches (such as direct pick up by a vendor) without a storage facility would afford less protection.
3. A new, state-of-the-art facility located on the main campus is necessary. Even though the Committee is confident that we have selected the best site, we urge the University to make special efforts to minimize and mitigate the risks from a new facility on adjacent neighbors & land uses, as well as on the Willimantic River watershed, where the Committee is recommending that it will be located.
4. The Committee urges the University to proceed expeditiously to conduct the Environmental Impact Evaluation and provide a new facility at the recommended location.
5. The Committee has developed and attached a list of recommendations which we think should be taken into account in siting, designing, constructing and operating a new facility. We hope that these thoughts will be of use in the next phases of planning for a new hazardous waste storage facility for the University's Storrs campus.
6. Once a site is finalized, the University's Master Plan should be updated to include this new facility.

And finally, the Committee also wants to commend the efforts of Richard Miller, UCONN Director of Environmental Policy, Meghan Ruta, Environmental Intern and Betsey Frederick, SEA Consultants for providing structure, organization and technical support to the Committee; and also for their good humor and flexibility in meeting the changing demands of Committee members.

Sincerely,



Meg Reich
for the Advisory Committee members

enclosures as noted:

*HW Site Study 3/2004
HW Committee Recommendations*

HV

Design Recommendations **(March 17, 2004)**

In order to satisfy the concerns of the broader University community, the building codes, fire codes, and NFPA-recommended practices should be considered as minimum standards and only as an appropriate starting point for the design. The University should strive for a very high standard and commit to a state-of-the-art facility. The following are issues that the Committee believes should be taken into consideration during the next planning phase for the Hazardous Waste Storage Facility.

Site Issues

1. Access to the proposed site is less than ideal because it requires travel through a congested parking lot. Consideration should be given to providing a more direct access to the proposed new facility through F-Lot, North Eagleville Road, or North Hillside Road.
2. When evaluating storm water management options, UConn should evaluate the feasibility of using special retention basins that would not only control the normal run-off associated with the building and impervious surfaces, but basins that include specific, special provisions to minimize or eliminate the negative impacts of an accidental spill and/or contaminated run-off from possible firefighting activities at the site.
3. Site security should be a high priority. Lighting, fencing, and exterior CCTV surveillance cameras should be included.

Building Design and Configuration

1. The building should be large enough to ensure that all hazardous materials are securely stored inside the building. Containers should not be stored outside.
2. The building should have adequate facilities for a laboratory and an office including, at a minimum, restroom facilities, eyewash and drench shower, office area with electrical outlets, telephone and data jacks.
3. To assist in the selection of materials and other major design decisions, the University should consider performing a formal vulnerability analysis during the design phase for the building.
4. The building materials used should be selected to minimize the impact of any accidental spills, explosion, and/or fires, as well as deliberate sabotage or a terrorist attack.
5. The layout of the building should be appropriately compartmentalized to minimize the impact of any accidental spills, explosion, and/or fires, as well as deliberate sabotage or a terrorist attack.

6. The building should include fire detection and fire suppression systems.
7. Secondary containment should be used for all storage systems within the building.
8. Special consideration should be given to the design of a loading dock to ensure that the transfer of hazardous material from the transportation trucks to the building (and vice versa) can be accomplished with minimal effort and will minimize the likelihood and any impacts of an accidental spill. A covered loading dock is required by CT DEP; dock levelers should be included to increase the functionality of the dock
9. Special means should be incorporated into the building and site design to delay and detect any accidental releases.
10. A state-of-the-art building security system with intrusion detection and formal door access system should be included.

Administrative Issues

1. To ensure that a new facility becomes operational ASAP, the EIE process should be commenced immediately and completed expeditiously.
2. A direct CCTV and audio link should be established between the Police Dispatcher and the new facility.
3. And finally, the University, through an Administrative mandate, should commit to a formal waste reduction program with the goal of reducing the total amount of hazardous materials delivered, used, stored, and processed throughout the campus.

HAZARDOUS WASTE FACILITY
COMPARATIVE SITE STUDY

FOR
THE UNIVERSITY OF CONNECTICUT

MARCH 2004

S E A Consultants Inc.
Science/Engineering/Architecture
Cambridge, Massachusetts
Rocky Hill, Connecticut
Concord, New Hampshire

2003405.01A

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EXECUTIVE SUMMARY

The University of Connecticut's Hazardous Waste Storage Facility has been located at its present site since 1989. The facility provides for centralized interim storage and is the location at which hazardous wastes collected from throughout the campus are prepared for off-site disposal. Several improvements have been incorporated into the facility since its inception to enhance security and provide improved working conditions for the Environmental Health & Safety (EH&S) personnel who manage the materials and waste stored at the facility.

Prior to investment of capital funds to substantially improve this facility at its present location, the University undertook a Comparative Site Study in late 2003/early 2004 to evaluate options for relocation of the facility to a different on-campus site. The University sought a site that could adequately meet the operating demands, public health and safety requirements, and environmental protection mission of the EH&S Department in a manner that met or exceeded standards established at the existing facility.

S E A Consultants Inc. was engaged by the University to conduct the Comparative Site Study, with the assistance of a project Advisory Committee composed of representatives from the local community, the campus population, environmental advocacy groups, and the University administration. The charge given to the Committee was to evaluate a minimum of three sites, including the existing site, and determine the most appropriate location for a new, or substantially renovated facility. Ultimately, S E A and the Committee evaluated six sites that were identified through a preliminary screening process.

S E A worked closely with the Committee to develop the criteria against which the sites would be evaluated in greater detail. Members of the Committee brought with them considerable knowledge and information about the University and the surrounding community - information that was essential to the identification of appropriate and measurable criteria for this analysis. S E A would like to acknowledge and express gratitude to the Committee members for their efforts and contributions to this study:

The Committee includes:

- Captain John Flaherty, University Fire Department
- Associate Professor Glenn Warner, Director, Institute of Water Resources
- Mr. Michael Callahan, P.E., Chairman, Windham Water Works Commission
- Ms. Meg Reich, Willimantic River Alliance
- Mr. Gregory Padick, Town Planner, Mansfield, CT
- Ms. Karla Fox, Associate Vice President, Chair, UConn Master Plan Advisory Committee
- Ms. Pamela Schipani, Associate Director, Residential Life
- Ms. Jennifer Kaufman, Resident, Mansfield, CT

The Committee was chaired by Richard Miller, Director of Environmental Policy. Frank Labato, Director, and Stefan Wawzyniecki, Chemical Health and Safety Manager/Chemical Hygiene Officer, of the University's Environmental Health and Safety Department, provided technical assistance to the Committee. Additional assistance was provided by a student Environmental Intern.

The Committee agreed that the evaluation should rely on objective data to the extent practicable. Among the data sources referenced for the evaluation were existing operating records for the current facility, the University's North Campus and Outlying Parcels Master Plans, engineering plans for utilities and sites, orthophotos and aerials of the campus, USGS topography maps and Geographic Information Systems (GIS) mapping for the University and surrounding area. The GIS mapping allowed the committee to see graphic representation of existing natural and built resources, and evaluate potential impacts to those resources based on proximity, topography and adjacencies to other existing or proposed land uses.

To compile and process the data obtained from these sources, the Committee used a Multi-Attribute Decision Matrix (the "matrix") to determine how each site compared relative to each of the others. The matrix calculates scores for each site relative to specific criteria. While all of the criteria were chosen because they were deemed important to the process, each of the criteria was not deemed to be equally important. The Committee achieved a consensus around the criteria to be included in the matrix, as follows:

- **Environmental/Ecological Impact** – proximity to plant and animal habitats as well as wetlands and watercourses.
- **Public Health Impact** – proximity to existing or anticipated academic/classroom buildings, homes, or student housing.
- **Public Water Supplies** – proximity to groundwater or surface water public water supplies, and proximity to the recharge areas or watersheds associated with those supplies.
- **Public Safety/Security and Accessibility** – does the site minimize potential for accidental, as well as malicious damage, or terrorist threats, and will it allow for timely emergency response and minimal disruption of campus activity in the event of a release?
- **Consistency with University of Connecticut Master Plans, Local and State Plans of Conservation and Development and Surrounding Land Use** – is the site location in conformance with plans for future use and/or preservation and conservation, and does it complement surrounding land uses?
- **Operational Efficiency and Cost** – does the site allow for appropriate upgrades in waste handling systems, site interior circulation, staff oversight from a proximate location, and cost efficiencies in labor and equipment?
- **Traffic Safety/Circulation** – does the site location minimize pedestrian/vehicle conflicts, accommodate efficient waste vendor access and egress from the campus, and minimize distance traveled on campus roads for internal waste pick-ups/deliveries (i.e. proximity to waste generators)?
- **Regulatory Requirements** – will the site location trigger additional permitting or reporting requirements?

The Committee reached consensus about the appropriate criteria to evaluate, however, members differed in their opinion as to the relative importance of each criterion. The matrix tool allowed S E A and each Committee member individually to assign his or her own value (referred to as the "weight factor") to the respective criterion, and independently score the six sites selected for detailed evaluation. Therefore, each member arrived at an independent assessment of relative site suitability. Upon completion of the site scoring by S E A and Committee members individually, the range of scores for each site was recorded, and the average of the range was calculated. Through this analysis, a consensus was met regarding a preferred site.

The following six sites were evaluated:

- The existing facility location;
- A parcel within the fenced area of the Water Pollution Control Facility (WPCF);

- A parcel west of the WPCF in the vicinity of the existing Transfer Station and decommissioned sand filter beds;
- The northern portion of Parcel D (see North Campus Master Plan);
- The northeastern portion of Parcel E (see North Campus Master Plan); and,
- An area within the Core Campus/Science Quad.

Based on the data available, and the process established, the site that scored best relative to the others was the parcel west of the WPCF in the vicinity of the existing transfer station. On the basis of the evaluation results, S E A recommends that the Transfer Station site become the primary alternative site for a re-located hazardous waste storage facility.

1. INTRODUCTION

To achieve its teaching, research and public service mission, the University of Connecticut inevitably generates certain biological, chemical and low-level radioactive wastes that must be handled in compliance with local, state and federal regulations. Since 1989, the University has collected and prepared these wastes for off-campus disposal at the centralized hazardous waste storage facility off Horsebarn Hill Road. The facility is in close proximity to the Environmental Health & Safety (EH&S) administrative offices, but remote from most of the waste generators from whom EH&S collects regulated wastes. The site is located within the Fenton River Watershed, and the Willimantic Reservoir Drainage Basin. The Willimantic Reservoir is a public water supply. The facility is also a short distance from the mapped boundary for the Level A recharge area for the University-owned Fenton River Wellfield. Despite UConn's history of operating the hazardous waste facility safely, the University recognizes that such facilities are closely regulated and carefully managed because they pose an inherent risk to public health, safety and the environment.

In consideration of these concerns, prior to investing resources to upgrade the existing facility, the University decided to evaluate opportunities for its relocation. In order to allow participation of a broad group of university and community stakeholders, the University created a Comparative Site Study Advisory Committee comprised of representatives from the campus community, environmental advocacy groups, Town of Mansfield municipal officials, and public water suppliers (Windham Water Works). The Committee was chaired by the University of Connecticut's Director of Environmental Policy.

The Committee's charge was to advise the University's engineering consultant, S E A Consultants Inc., regarding alternative site locations, with the intent that S E A would evaluate in detail a maximum of three sites, and a minimum of two sites, including the existing location. Once the methodology and data resources were in place, however, S E A could reasonably respond to the Committee's request that three additional sites be evaluated in greater detail. Ultimately, six sites were included in the analysis.

1.1 *Why a Centralized Facility?*

One of the Committee's first actions was to request that the rationale for maintaining an on-campus central hazardous waste storage facility be presented to the Committee, and included as part of the record of the evaluation process.

The establishment of a centralized hazardous waste collection facility represents the "state of the art" practice at major research universities to enable optimal management of these hazardous materials. Building occupant safety concerns coupled with operational efficiencies have driven the national practice of removing biological, chemical, and low-level radioactive wastes from laboratories on a weekly, or more frequent, basis.

Life safety concerns arose from the past practice of storing wastes in laboratories until a vendor could be scheduled to conduct door-to-door pickups. Safety concerns focused on the accumulation of unused or unwanted chemicals within the occupied laboratories, which generally lack adequate space to safely store the volumes of compatible and incompatible wastes generated. The lack of suitable space and proper oversight of stored wastes resulted in the need to devise a method to handle these materials in a more responsible and efficient manner. The current practice of using a centralized hazardous waste collection system offered a vast improvement for safely handling these materials by instituting an on-demand removal service for researchers, when compared to the University's former method involving scheduled vendor pick-ups from multiple points of generation. Importantly, the current system accepts chemicals

with unknown identities; after these are tested and characterized at the centralized facility, they can be shipped off campus for disposal.

Contracting hazardous waste collections to a vendor, while eliminating the need for a centralized storage facility, would create space, and would still require contractor oversight by EH&S staff. Additionally, wastes cannot simply be stored; they must be managed during storage, i.e., proper labeling and segregation of incompatibles. Graduate students are more oriented towards conducting and completing their research, than on the regulatory aspects associated with proper waste storage. Consequently, waste labels are less likely to be maintained, and incompatible chemicals are apt to be stored next to each other.

Laboratories are considered to be "Satellite Accumulation Areas" and, as such, they are subject to less stringent waste storage requirements. Thus, instead of having just one centralized less-than-90-day facility for the campus, the University would have several, each requiring weekly inspections, additional labeling, and more stringent segregation. These laboratory staff would need to be EPA RCRA-trained on an annual basis with proper documentation.

A centralized collection system results in upgraded building occupant safety, since multiple pick-ups per week are provided by EH&S with the objective of minimizing laboratory volumes, and ensuring that waste management is handled by trained EH&S professionals. Additionally, consolidating compatible wastes into drums provides a very cost-effective means of disposal. In the absence of a consolidation program, partially filled solvent bottles are packed in drums, along with large quantities of vermiculite. "Lab Packs" result in large volumes of vermiculite and air space filling the drum instead of 100 percent liquid and, therefore, represent a very costly means of disposal. From years of cost data, EH&S has determined that the price of removing hazardous waste as a Lab Pack is approximately \$20/gallon, while the price for removing consolidated hazardous wastes is approximately \$3/gallon.

A centralized facility can offer the added benefits of enhanced security and protection against unauthorized access and possible vandalism. Past experience has shown that wastes are managed more safely and efficiently when they are managed centrally; that is one of the principal reasons universities across the country have established these programs. This is as true for chemical, biological, and low-level radioactive wastes, as it is for other wastes, including construction and metal debris and old/outdated computers. These items are brought to centralized collection areas where they can be evaluated and processed in the safest and most cost-effective manner.

1.2 Initial Site Screening Process

1.2.1 Baseline Assumptions

Although informal work groups within the University had previously discussed aspects of facility relocation, S E A with the assistance of the Committee undertook this Comparative Site Study as an independent evaluation, based on methods and resources identified by the Committee and the engineering consultants. Certain assumptions were agreed upon by the Committee in order to establish gross screening guidelines. These included the following:

- Despite UConn's history of operating the hazardous waste facility safely, the University recognizes that such facilities are closely regulated and carefully managed because they pose an inherent risk to public health, safety and the environment.

- Design, construction and operation of the hazardous waste facility will be a neutral factor in the site selection process since UConn has committed to construct and operate the facility in conformance with regulatory requirements and best management practices.
- The site must be contiguous to the main Storrs campus since an off-campus location would elevate the facility to the status of "commercial" Treatment, Storage and Disposal Facility, open to hazardous waste generators other than those from the University alone, and subjecting the University to substantially greater liability and risk.
- The former landfill site is ineligible for consideration due to regulatory constraints that are part of the conditions of closure agreed upon with DEP.

2. PRELIMINARY SITE SELECTION

Employing the assumptions referenced in Section 1, and information available relative to University development plans, ongoing construction and existing land uses on and around the campus, the Committee began a process of identifying specific sites or areas of campus for detailed evaluation. Three specific sites were initially identified:

- The existing facility location off of Horsebarn Hill Road in the East Campus;
- A parcel immediately inside of the fenced in area of the Water Pollution Control Facility (WPCF) in the northwest corner of the campus; and
- A parcel west of the WPCF, in the vicinity of the existing transfer station and the former sand filter beds associated with the WPCF.

The Committee suggested that two other areas - the "North Campus" and the Science Quad within the main campus - deserved further consideration. Substantial work has already been done by the University's Master Plan Committee relative to future development of the North Campus, and the Committee relied upon this information to identify an appropriate parcel for consideration. As a premise for compatible use consideration, waste storage was defined as an adjunct use associated with research and technology activities. Of those parcels designated for future research/technology uses in the otherwise undeveloped North Campus, and considering other selection criteria (see below), Parcel D was initially identified as a potentially viable site to which additional evaluation would be given. Proximity to human populations (the "human health impact" metric) was deemed to be one of the most influential weight factors, based on feedback from both the Committee and the public during the Public Availability session conducted in November 2003. Parcels C and D in the North Campus were determined to be the most remote from existing or proposed housing and/or classroom uses. Due to requirements of the facility, environmental conditions at the site, and proposed future uses on the parcel, the Committee eventually requested that the northern portion of parcel D be scored as a potential facility location.

Shortly before the Committee was finalizing efforts on the comparative study, the University determined that completion of the connector road to Route 44 would likely be deferred for several years due to other capital project priorities. Since access to the northern portions of either Parcel C or Parcel D is dependent upon completion of that connector road, the Committee selected a different North Campus site to score in the matrix. Parcel E is south of the other parcels, and can be accessed under current roadway conditions.

Since the Science Quad houses the greatest number of waste generators, the Committee felt it appropriate to explore potential sites within the area. Given the high density of development in the area, and the ongoing construction, a site was chosen behind the Chemistry and Torrey Life Sciences buildings for purposes of the evaluation. A more specific location was not possible to identify at this time. All six of the sites were evaluated in detail as described below.

2.1 Evaluation Methodology

The Committee recognized that the process of identifying an appropriate location for the hazardous waste storage facility could be contentious, and accordingly the process for rating and ranking each site had to be fair and reasonable. In addition, members agreed that the evaluation should rely on objective data to the extent practicable. Among the data sources referenced for the evaluation were existing operating records for the current facility; the University's North Campus and Outlying Parcels Master Plans,

engineering plans for utilities and sites, orthophotos and aerials of the campus, USGS topography maps and Geographic Information Systems (GIS) mapping for the University and surrounding area. The GIS mapping allowed the committee to see graphic representation of existing natural and built resources, and evaluate potential impacts to those resources based on proximity, topography and adjacencies to other existing or proposed land uses.

The Committee agreed to a methodology that would allow each site to be compared relative to all of the others through a multi-attribute decision matrix (the "matrix") process. The process was as follows:

- Establish the evaluation criterion;
- Establish the scoring scale for the criterion;
- Establish weight factors for the criterion; and
- Score the sites.

The Committee proceeded to define the criteria, the scoring scale, and the weight factors employed in the matrix.

2.1.1 Evaluation Criteria, Scoring and Weight Factors

After thorough discussion, the Committee agreed on the following criteria to be included in the matrix, as follows:

- **Environmental/Ecological Impact** – proximity to plant and animal habitats as well as wetlands and watercourses.
- **Public Health Impact** – proximity to existing or anticipated academic/classroom buildings, homes, or student housing.
- **Public Water Supplies** – proximity to groundwater or surface water public water supplies.
- **Public Safety/Security and Accessibility** – does the site minimize potential for accidental as well as malicious damage, or terrorist threats, and will it allow for timely emergency response and minimal disruption of campus activity in the event of a release?
- **Consistency with University of Connecticut Master Plans, Local and State Plans of Conservation and Development and Surrounding Land Use** – is the site location in conformance with plans for future use and/or preservation and conservation, and does it complement surrounding land uses?
- **Operational Efficiency and Cost** – does the site allow for appropriate upgrades in waste handling systems, site interior circulation, staff oversight from a proximate location, and cost efficiencies in labor and equipment?
- **Traffic Safety/Circulation** – does the site location minimize pedestrian/vehicle conflicts, accommodate efficient waste vendor access and egress from the campus, and minimize distance traveled on campus roads for internal waste pick-ups/deliveries (i.e. proximity to waste generators)?
- **Regulatory Requirements** – will the site location trigger additional permitting or reporting requirements?

As the purpose of the matrix is to provide a rational structure and objectivity to the process, criteria were selected for inclusion only where some quantifiable measures were possible, and the data to provide those measures available and accessible to the Committee and S E A. For instance, "public and community acceptance" was originally discussed as a possible criterion. The Committee agreed, however, that public acceptance would be a result of a fair and objective process rather than a criterion of itself. Consequently, the criterion was omitted from the final matrix.

The same numeric scale (1 - 4, where 1 is equivalent to greatest potential impact and 4 is equivalent to least potential impact) was applied to each criterion. For instance, several of the criteria relied upon proximity to certain sensitive receptors (e.g. human populations, water resources, ecological habitat) as the means by which relative impact would be measured. The numeric scale in those instances was explicitly associated with how close the site was to the identified resources or receptors. For other of the criteria, the numeric scale was associated with the extent to which the site could meet all (or some, or none) of the qualifying attributes of the criterion (e.g. a perimeter campus location minimizes potential vehicle/pedestrian conflicts by outside vendors collecting waste for off-site disposal, but requires additional UConn EH&S collection trips to the interior of the campus). Specific definitions were assigned to each numeric value, although some subjectivity was unavoidably introduced.

Finally, weight factors were assigned to each criterion. The weight factors are a means of recognizing that not all criteria are equal when evaluating impact of a specific land use. Although the Committee initially intended to seek consensus on specific weight factors for each criterion, individuals brought independent interpretation of relative impact based on their own perspectives. As the technical consultant on the project, it was S E A's responsibility to present a methodology, provide appropriate data and interpret findings. The Committee's advisory role was specifically to solicit and address views representative of the community stakeholders. Ultimately, members independently assigned weight factors and undertook the exercise individually. Results of the independent exercise, however, were illustrative in their own right. Members independently reflected concurrence that Public Health, Public Water Supplies, and Environmental/Ecological impacts were the highest priority. Several individuals weighted Public Safety and Consistency with Local and State Planning as equally important, however, in all other categories the weight factors were substantially lower for all participating members.

The range of scores resulting from the evaluation was analyzed. Results are discussed in Section 3. A copy of the matrix and the scoring sheet guidance document (numeric scale) are provided in Appendix A.

3. SITE SCORING

Several of the Committee members were familiar with the University's Master Plans, several were familiar with local municipal plans, and several were familiar with the public water supply management issues. Technical support regarding current operations was provided by University EH&S personnel, and utility information was provided by University Engineering & Architectural Services. The Committee drew on all of these resources to document the conditions associated with each site.

S E A prepared and presented to the Committee various images that mapped the specific environmental or human receptors represented in the selection criteria. The GIS data sources were primarily public databases (such as Connecticut Department of Environmental Protection). Other publicly available mapping and aerial photography resources, such as United States Geological Survey topography maps and Town of Mansfield orthophotos were also referenced.

3.1 Results of Scoring

The first three sites identified by the Committee were jointly reviewed, and as described in Section 2, independently scored by the Committee members. A discussion of site scoring for each site is provided below. All figures referenced in the report are provided in **Appendix B**.

3.1.1 The Existing Facility

The current facility location was scored as a baseline for evaluation, as the potential impacts associated with this site are the benchmark against which the other sites were to be measured. A campus map showing the location of the facility is provided as Figure B-1. An aerial photograph of the facility is provided as Figure B-2. GIS maps of the site vicinity, identifying receptors and resources relevant to defined criteria, are provided in Figures B-3 through B-5.

Members reported scores ranging from a low of 215 to a high of 267. The average score was approximately 240.

3.1.2 Parcel Within the Water Pollution Control Facility

See Figure B-1 for site location. An aerial photograph of the vicinity around the site location is provided in Figure B-6. GIS maps of the site vicinity, identifying receptors and resources relevant to defined criteria, are provided in Figures B-7 through B-9.

Members reported scores ranging from a low of 297.5 to a high of 345, with an average of 320.

3.1.3 Parcel West of the WPCF – At the Transfer Station

A campus map showing the location of the site is provided in Figure B-1. As the site is in close proximity to the site within the WPCF, an aerial view and GIS maps of the site vicinity, identifying receptors and resources relevant to defined criteria, are also provided in Figures B-6 through B-9.

Members reported scores ranging from a low of 300 to a high of 462, with an average of 358.

3.1.4 Parcel D, Parcel E and the Science Quad

After scoring the initial three sites, the Committee met to discuss the results of the evaluation. The trend that emerged from the scoring exercise was confirmed through the discussion. The standards upon which individuals were scoring the site were now generally familiar, and the Committee requested that S E A

complete the same scoring exercise for the three final sites, Parcels D and E in the North Campus and the site in the Science Quad, and present those findings to the Committee. S E A's weight factors were in general accordance with the trend demonstrated by individual Committee members, although as with all other participating members, the weight factors were independently assigned based on our professional perspective.

The Parcel D location is provided in Figure B-10. GIS maps of the site, identifying receptors and resources relevant to defined criteria, are provided in Figures B-11 through B-13.

S E A scored the Parcel D site at 225. The scoring was influenced by two primary factors. The first involved potential environmental and ecological impacts to sensitive habitats including vernal pool systems and wetlands in the immediate vicinity. The Traffic Safety and Circulation criteria also had bearing on the final score. As noted above, the Committee was informed late in the evaluation process that UConn was going to have to defer construction of the North Hillside Road extension to Route 44. Parcel D is not currently accessible under existing roadway conditions.

A significant portion of North Campus will continue to be inaccessible until such time as the extension is complete. Rather than omit a North Campus site altogether on this basis, the Committee agreed upon a location in Parcel E which could be accessed from the existing roadway with minimal additional site development. A similar gross screening process was employed to choose this alternative North Campus site. The process, however, had to recognize that site access now became the most significant factor relative to inclusion in our scoring matrix, rather than distance from human population.

The Parcel E location is provided in Figure B-10. GIS maps of the site, identifying receptors and resources relevant to defined criteria are provided in Figures B-14 through B-16. The site score was 240. Scoring was influenced by the closer proximity to new student campus housing (Charter Oaks), although the site posed potentially less impact on environmental receptors.

GIS maps identifying receptors and resources relative to the Science Quad site are provided in Figures B-17 through B-19. The Science Quad site scored 230. An aerial photograph and inset of the existing site conditions are provided in Figure B-20 to establish the context of this location, specifically in regard to density of development and traffic congestion issues. The greatest potential impacts were associated with Public Health (the density of the student and University population), Public Safety (difficulty of timely response in heavily congested area), and Traffic Safety (vendors would have to maneuver into the heart of the campus for bulk pick-ups).

4. Conclusions and Recommendations

S E A's planning approach brought together a diverse group of stakeholders who participated in evaluating alternatives for location of an on-campus hazardous waste storage facility. The study objective was to provide an initial screening tool for the University, with preliminary assessment of multiple sites identified early in the study, and evaluation of two (the existing site and the Water Pollution Control Facility) that the University requested be included in the analysis. S E A's methodology, data sources, and criteria were discussed and agreed upon by the Advisory Committee.

Upon conclusion of the evaluation, the sites ranked as follows:

Site	Site Score		Comments
	Range	Average	
1. Transfer Station/West of the WPCF	300 – 462	358	Preferred site, recommended for further consideration as new HWF location.
2. Parcel within WPCF	297.5 – 345	320	Comparable to preferred site relative to potential environmental or human impacts, but reduced site area and immediate adjacency to active industrial facility (WPCF), and the proximity of a 30" force main serving the entire campus and which transects the site, makes this a less attractive option.
3. (tied) Existing Site	215 – 267	240	Location in public water supply watershed and proximity to wellfield Level A recharge area were the primary negative factors in site scoring. Not recommended.
3. (tied) Parcel E*	N/A	240	Site is close to student campus housing but in an area where little or no other activity currently takes place. This reduces the score based on potential human health impact, and vulnerability to malicious damage. Site is also inconsistent with current master plan land use recommendation. Not recommended.
5. Science Quad*	N/A	230	Site is in highly congested, highly populated area, reducing emergency response effectiveness and increasing potential for human health impact and maximum campus disruption in the event of an accidental release. Location would also increase potential for vehicle/ pedestrian conflicts with waste contractors requiring access. Not recommended.
6. Parcel D*	N/A	225	Site scores poorly due to ecological receptors and wetlands in immediate vicinity, vulnerability to malicious damage, inconsistency with existing master plan land use recommendation and will be otherwise inaccessible until extension road complete. Not recommended.

*No scoring ranges are reported for these sites because they were scored only by S E A Consultants. The scores and scoring rationale were discussed with the Committee, and the results agreed upon by consensus of the Committee.

On the basis of this evaluation, S E A recommends further investigation of the highest ranked site, the Transfer Station site, to verify data provided through the sources referenced for this study, and to provide a more detailed assessment of actual site conditions.

Appendix A
Matrix and Scoring Sheet

UNIVERSITY OF CONNECTICUT RCRA STORAGE FACILITY PROJECT EVALUATION MODEL

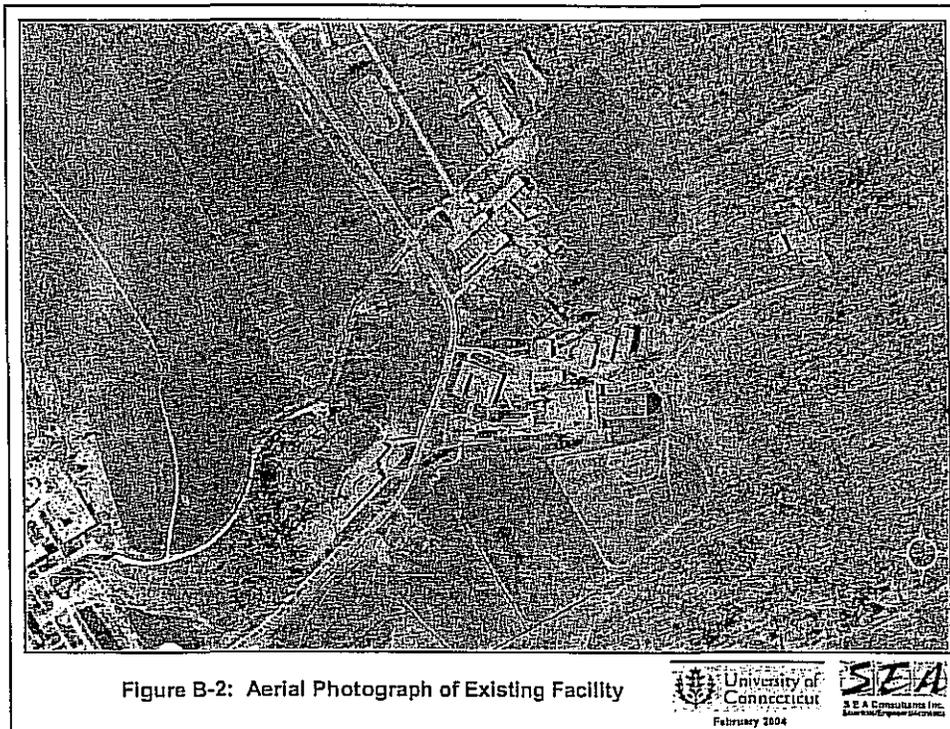
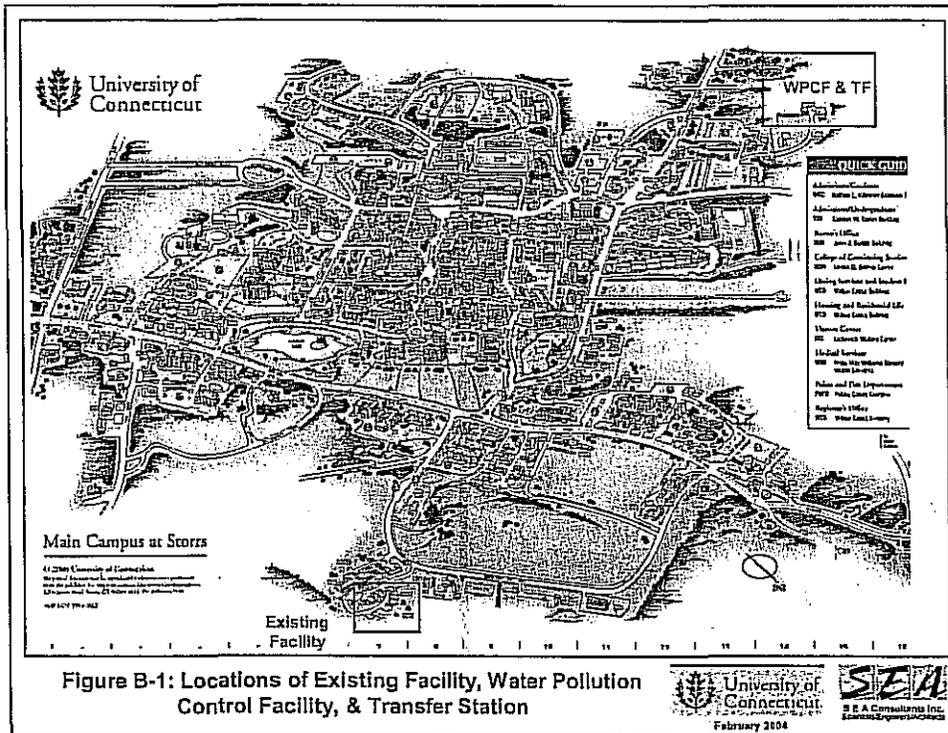
MULTI-ATTRIBUTE DECISION MATRIX ALTERNATIVES ANALYSIS

WEIGHTING FACTOR (W)	CRITERION (C) (IMPACT INDICATORS)	ALTERNATIVE I Existing Site Upgraded		ALTERNATIVE II WWTP Site A		ALTERNATIVE III Transfer Site "Site B"		ALTERNATIVE IV Parcel D		ALTERNATIVE V Science C/Used	
		VALUE (V) FUNCTIONS	WEIGHT VALUES	VALUE (V) FUNCTIONS	WEIGHT VALUES	VALUE (V) FUNCTIONS	WEIGHT VALUES	VALUE (V) FUNCTIONS	WEIGHT VALUES	VALUE (V) FUNCTIONS	WEIGHT VALUES
0.0 0.0%	X₁ Enviro/Ecological NDD - site is within (1), abutting (2), <200' from (3), or >200' from (4) NDD area Wetlands and Watercourses - site contains wetland resource (1), within 150' buffer (2), <100' from buffer (3), >100' from buffer (4)	0	0	0	0	0	0	0	0	0	0
0.0 0.0%	X₂ Public Health Proximity to acad. & resident structures	0	0	0	0	0	0	0	0	0	0
0.0 0.0%	X₃ Public Water Supplies Groundwater - site w/ Level A of PWS (1), w/ 400' of Level A boundary (2), >400' from boundary (3), outside of Level B area (4) Surface Water/Reservoir - w/ 250' of reservoir (1), w/ 1/8 mi. of perennial stream in PWS watershed (2), w/ 1/4 mi. of perennial stream in PWS (3), >1/4 mi. or not in PWS watershed (4)	0	0	0	0	0	0	0	0	0	0
0.0 0.0%	X₄ Public Safety/Security and Accessibility Site to minimize: accidental damage, malicious damage, terrorist threats Site to allow: timely emergency response minimal disruption of campus activity	0	0	0	0	0	0	0	0	0	0
0.0 0.0%	X₅ Consistency with UConn, Local, and State Plans and Surrounding Land Use Master Plans, C&D Plans	0	0	0	0	0	0	0	0	0	0
0.0 0.0%	X₆ Operational Efficiency/Cost Improved waste handling systems Adequate interior circulation Staff oversight from proximate locale Cost efficiencies in labor and equipment	0	0	0	0	0	0	0	0	0	0
0.0 0.0%	X₇ Traffic Safety/Circulation Minimize pedestrian/vehicle conflict Accommodate efficient access/egress Minimize distance traveled (proximity to generators)	0	0	0	0	0	0	0	0	0	0
0.0 0.0%	X₈ Regulatory Requirements Permitting if wetlands disturbed Handling and storage regulations RIE - at discretion of OPM	0	0	0	0	0	0	0	0	0	0
W Total: 0 0.0%		M. SUM: 0.0		I. SUM: 0.0		M. SUM: 0.0		M. SUM: 0.0		M. SUM: 0.0	

SCORING SHEET: DECISION MATRIX

- Criteria X-1: Enviro/Ecological**
See sub-scoring table. Calculate average of the two sub-category scores to determine raw score for insertion into Matrix.
- Criteria X-2: Public Health**
4 = Within ½-mile of existing or future acad/classroom buildings, homes or student housing
3 = Within ¼-mile of existing or future acad/classroom buildings, homes or student housing
2 = Within 1/8-mile of existing or future acad/classroom buildings, homes or student housing
1 = Site includes existing or potential acad/classroom buildings, homes, or student housing
- Criteria X-3: Public Water Supplies**
See sub-scoring Table. Calculate average of two sub-categories to determine raw score for insertion into matrix.
- Criteria X-4: Public Safety/Security and Accessibility**
4 = Meets all measures for improved Public Safety
3 = Meets most measures for improved Public Safety
2 = Meets some measures for improved Public Safety
1 = Negative Impact on Public Safety
- Criteria X-5: Consistency with UConn, Local and State Plans, and Surrounding Land Use**
4 = Consistent with Local and State Plans
3 = Consistent with majority of planning
2 = Inconsistent with UConn MP; not otherwise inconsistent
1 = Inconsistent with specific Plans and general intent
- Criteria X-6: Operational Efficiency/Cost**
4 = Meets all measures for improved efficiency
3 = Meets most measures for improved efficiency
2 = Meets some measures for improved efficiency
1 = Does not meet any measures for improved efficiency
- Criteria X-7: Traffic Safety/Circulation**
4 = Meets all measures for improved traffic safety
3 = Meets most measures for improved traffic safety
2 = Meets some measures for traffic safety
1 = Negative impact on traffic safety
- Criteria X-8: Regulatory Requirements**
4 = Does not require any additional permitting
3 = Requires permits – qualifies without variance required
2 = Requires permits – must obtain variance
1 = Can not be permitted at that site

Appendix B
Figures



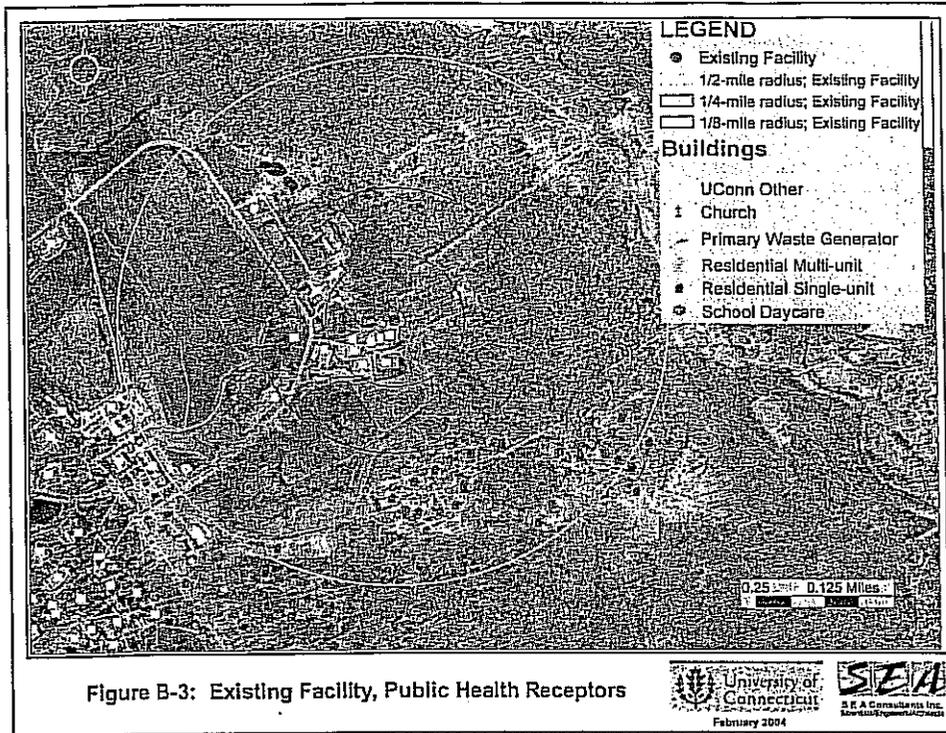


Figure B-3: Existing Facility, Public Health Receptors

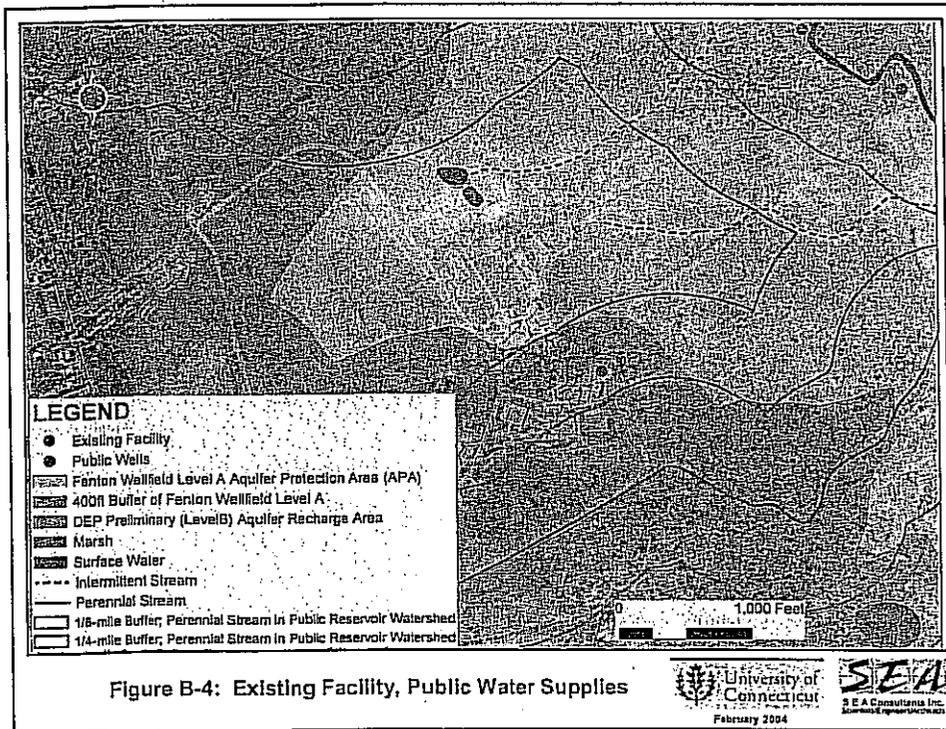


Figure B-4: Existing Facility, Public Water Supplies

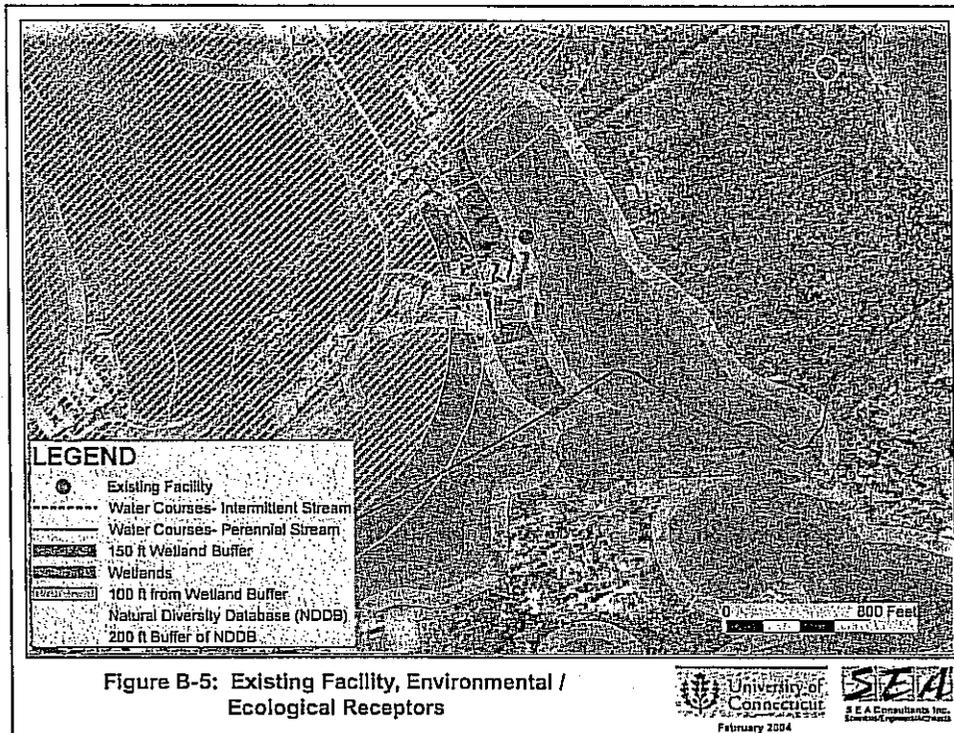


Figure B-5: Existing Facility, Environmental / Ecological Receptors

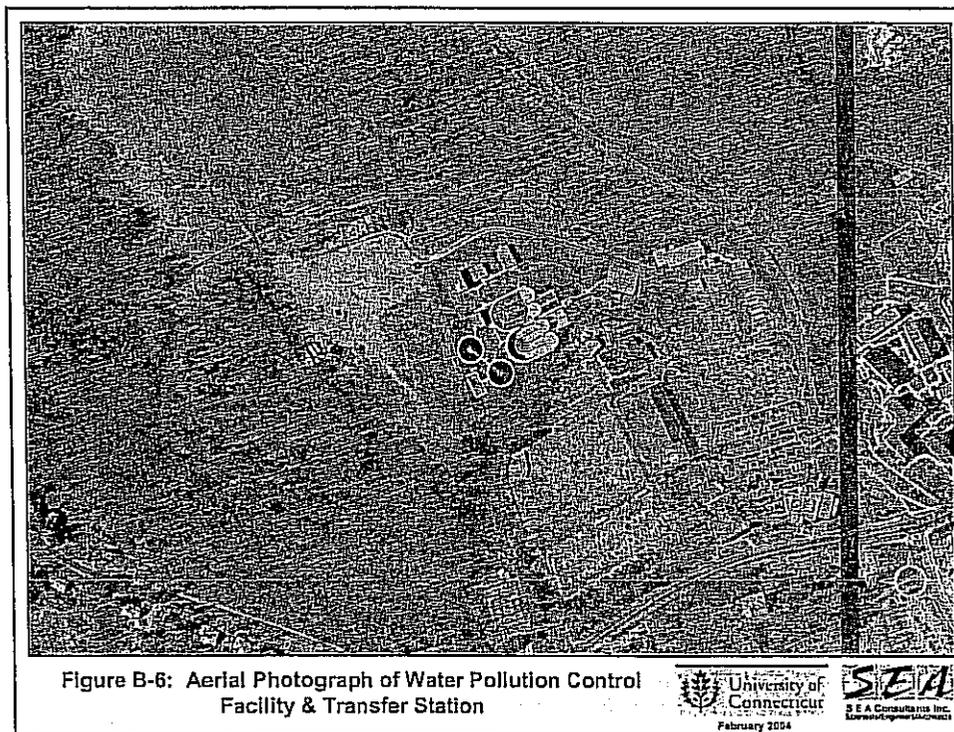


Figure B-6: Aerial Photograph of Water Pollution Control Facility & Transfer Station

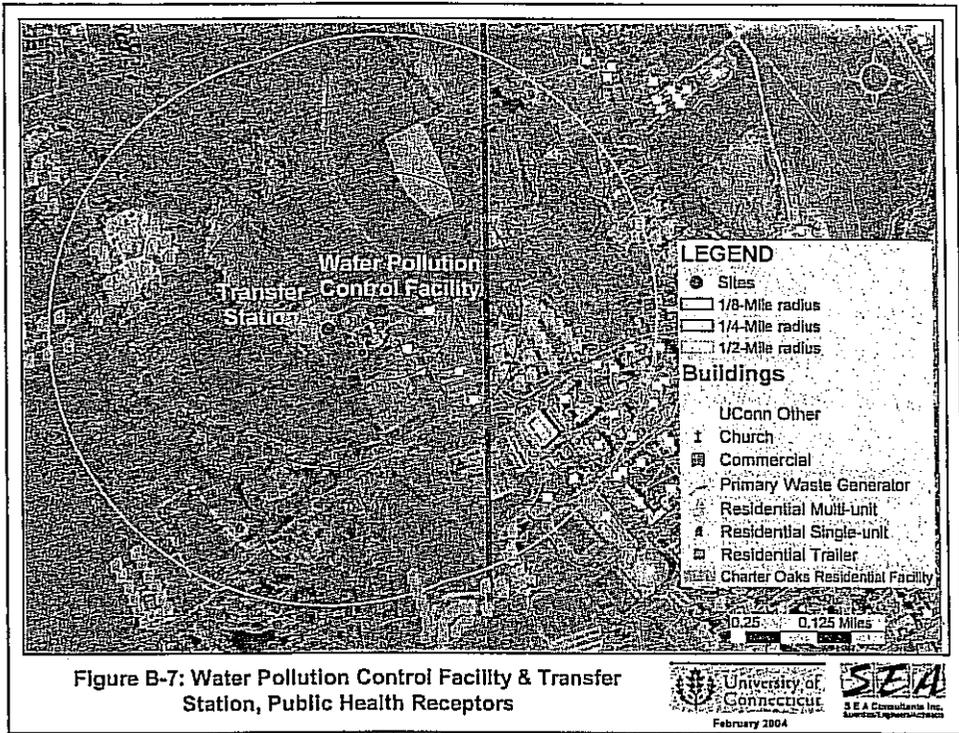


Figure B-7: Water Pollution Control Facility & Transfer Station, Public Health Receptors

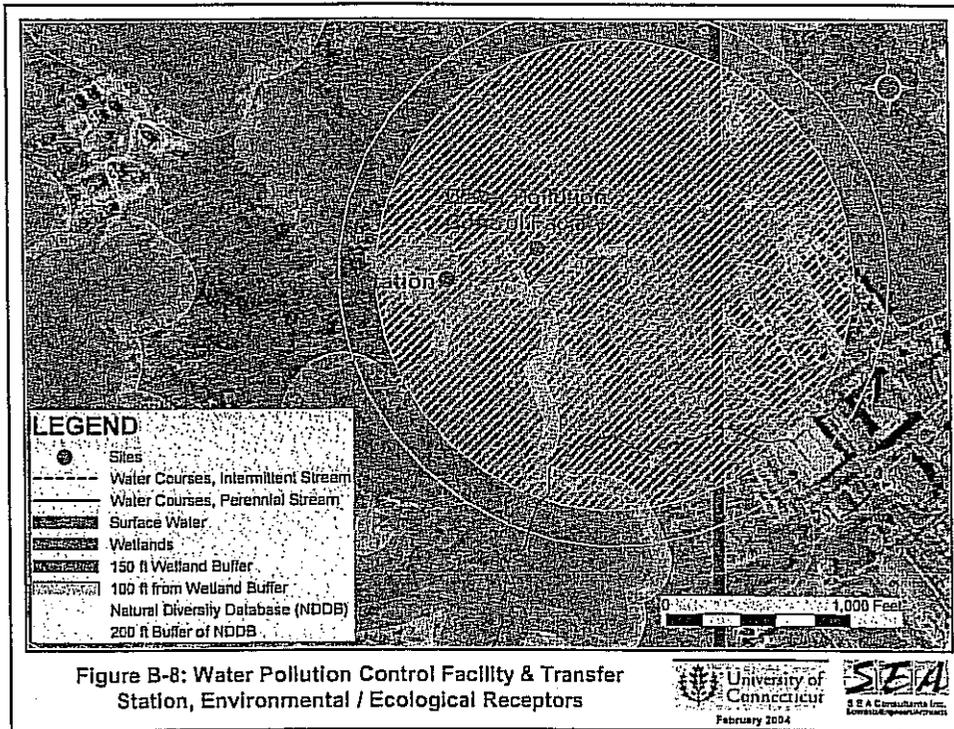


Figure B-8: Water Pollution Control Facility & Transfer Station, Environmental / Ecological Receptors

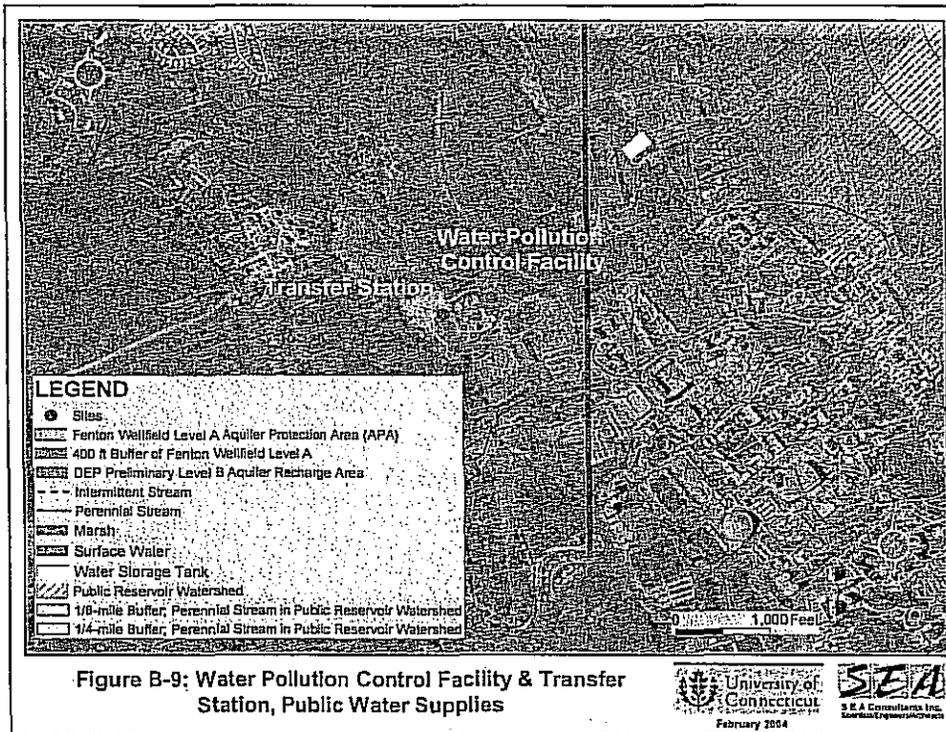


Figure B-9: Water Pollution Control Facility & Transfer Station, Public Water Supplies

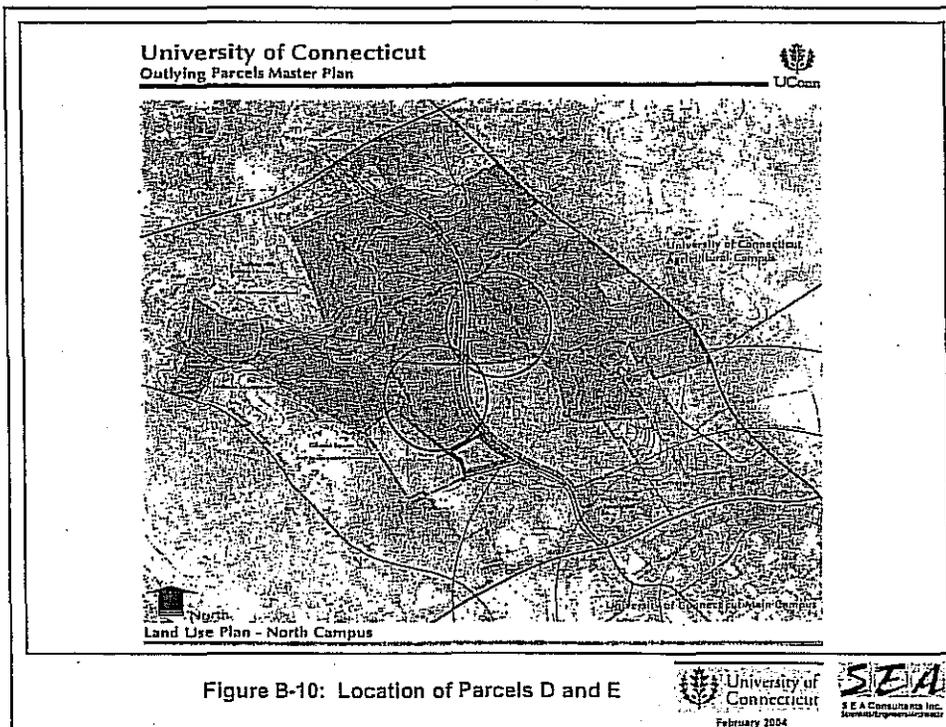


Figure B-10: Location of Parcels D and E

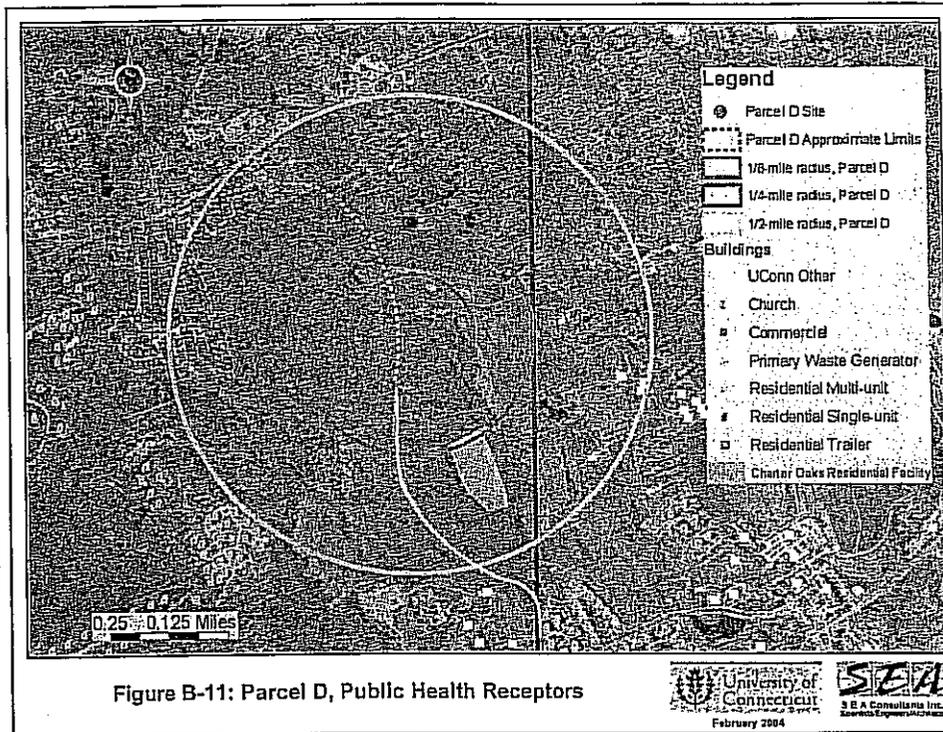


Figure B-11: Parcel D, Public Health Receptors

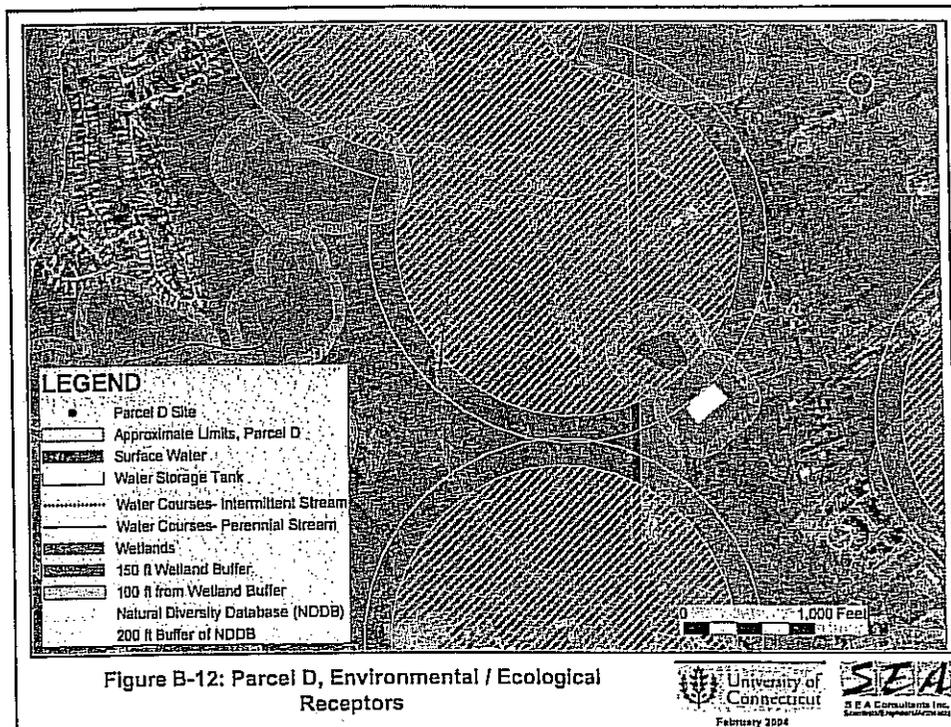


Figure B-12: Parcel D, Environmental / Ecological Receptors

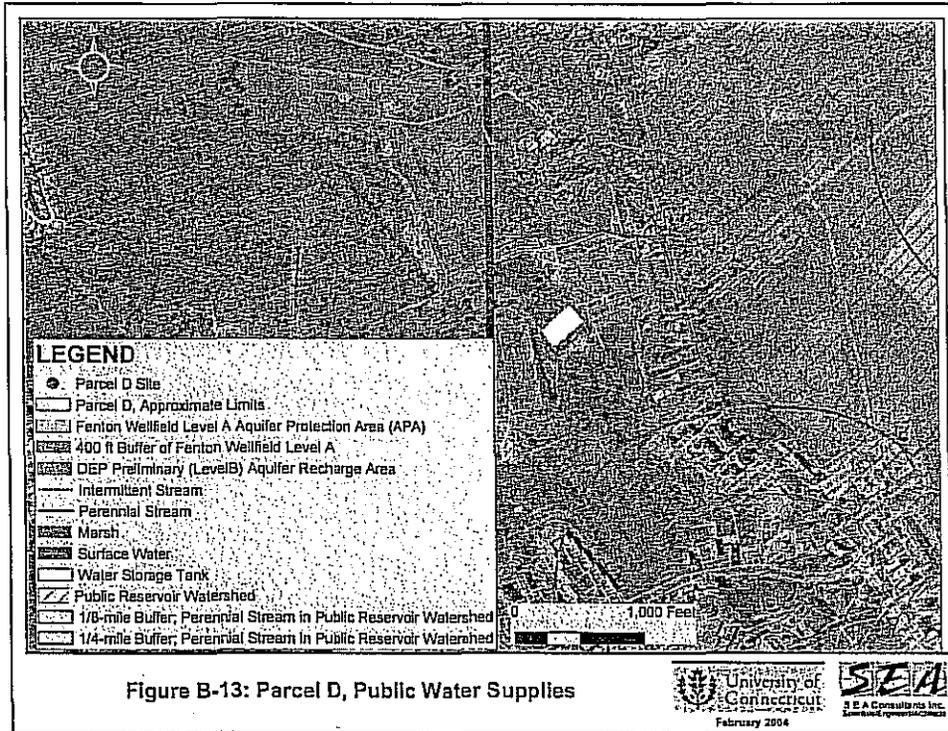


Figure B-13: Parcel D, Public Water Supplies

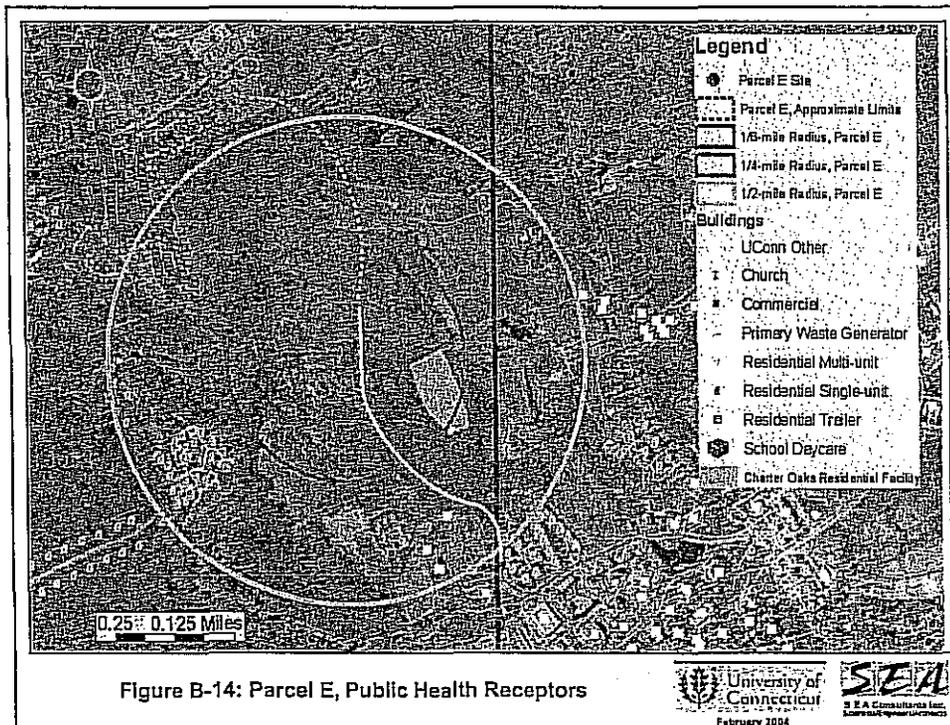


Figure B-14: Parcel E, Public Health Receptors

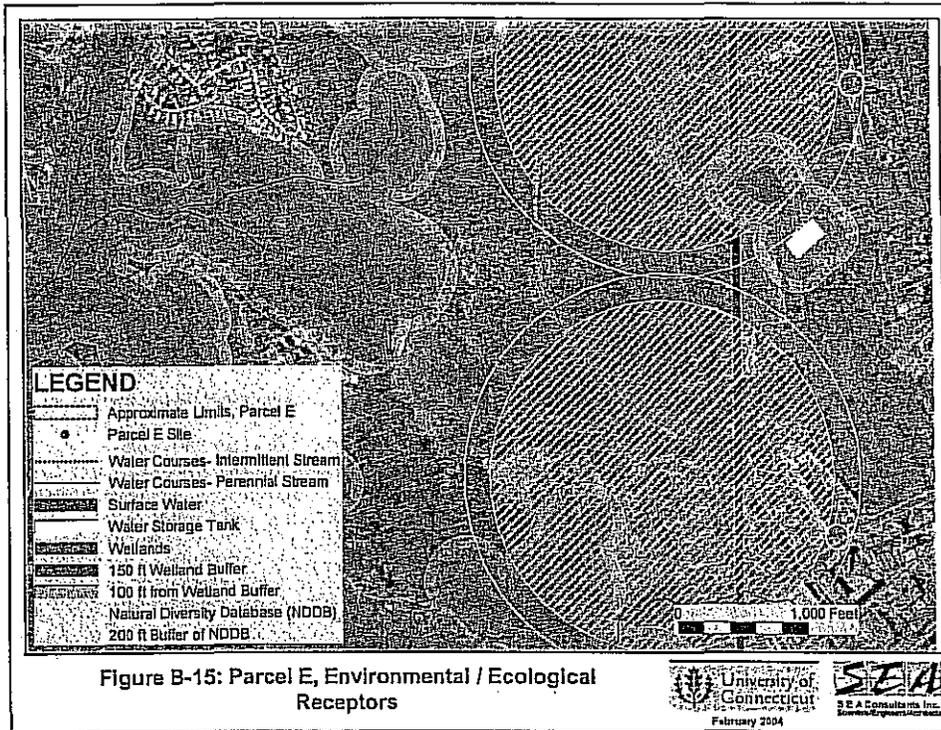


Figure B-15: Parcel E, Environmental / Ecological Receptors

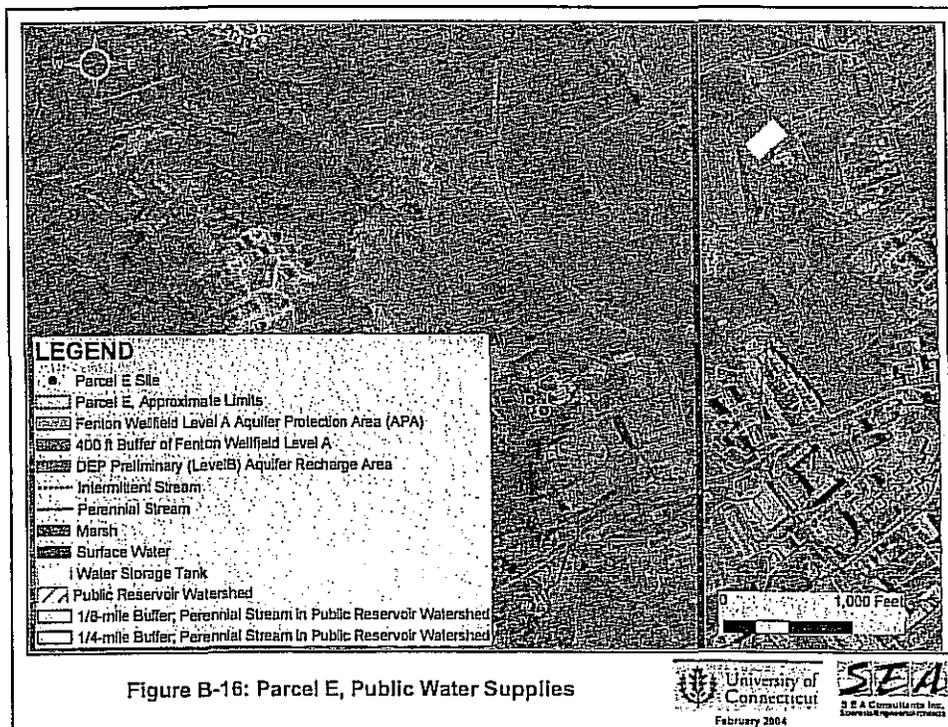


Figure B-16: Parcel E, Public Water Supplies

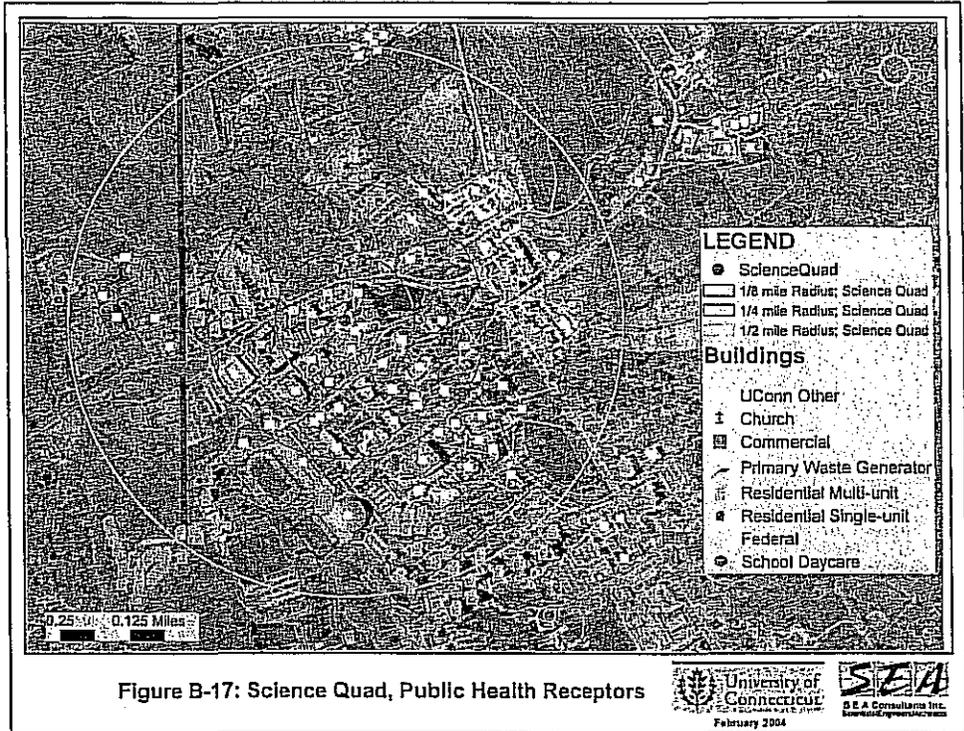


Figure B-17: Science Quad, Public Health Receptors

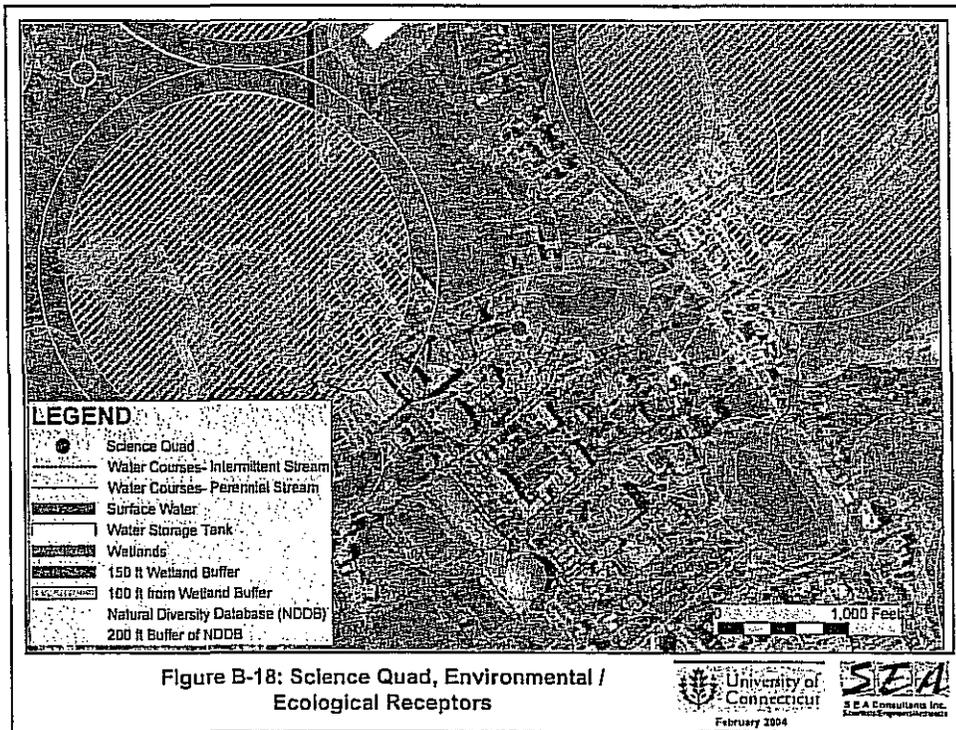


Figure B-18: Science Quad, Environmental / Ecological Receptors

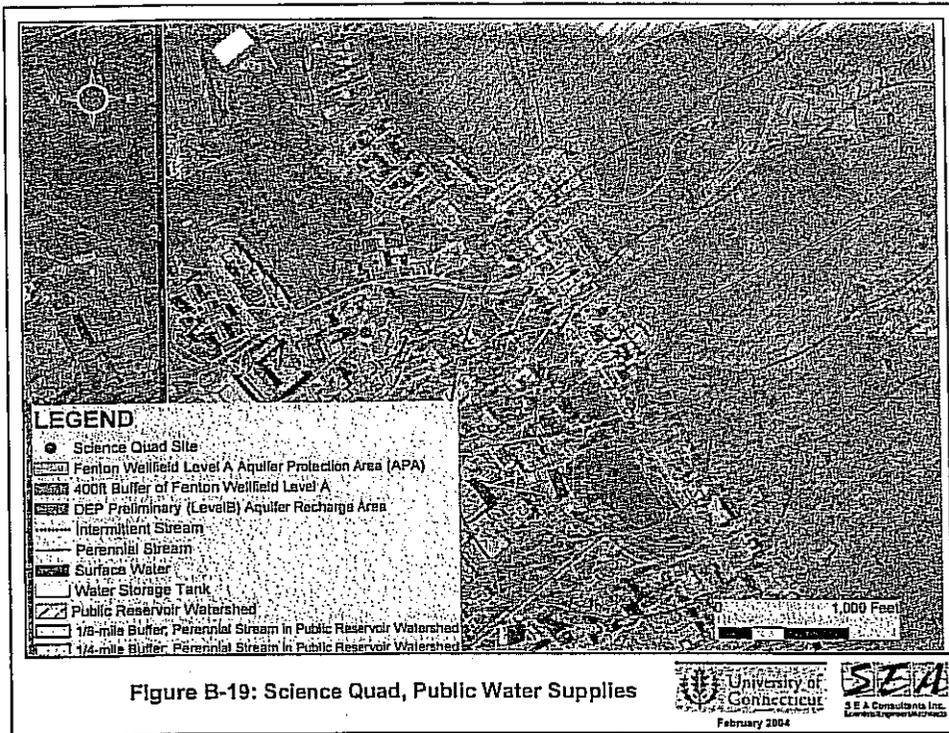


Figure B-19: Science Quad, Public Water Supplies

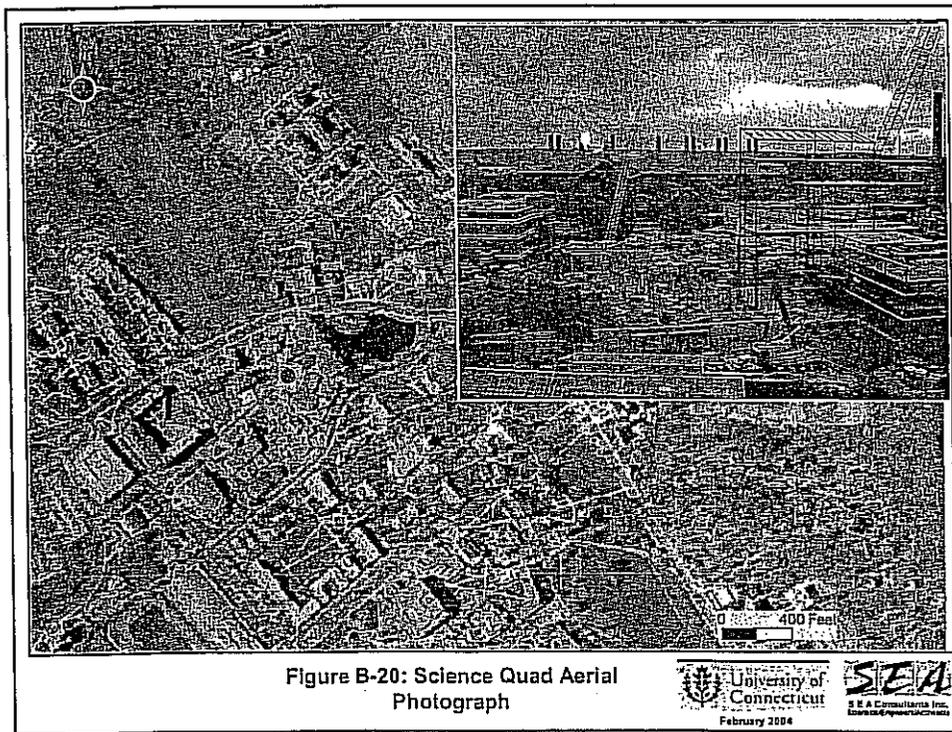


Figure B-20: Science Quad Aerial Photograph

Appendix C
Meeting Schedule with Agendas

**ADVISORY COMMITTEE MEETING SCHEDULE
FOR
SITE EVALUATION OF RCRA STORAGE FACILITY
UNIVERSITY OF CONNECTICUT**

Meeting No. 1 - Date: 9/30/03

Meeting Objective: Member Introductions; Project Background; Evaluation Criteria Review

Meeting No. 2 - Date: 10/23/03

Meeting Objective: Site Reconnaissance Visits; Finalize Evaluation Criterion; Determine Evaluation Methodology; including Weight Factors; Scoring Scales and Metrics

Meeting No. 3 - Date: 11/13/03

Meeting Objective: Evaluate Alternative Site Candidates; Finalize Weight Factors, Scoring Scales, Metrics; Initiate Scoring for Existing Storage Facility

Meeting No. 4 - Date: 12/4/03

Meeting Objective: Complete Scoring for Existing Storage Facility (Create Benchmark); Initiate and Complete Scoring for Identified Alternative Site 2 - Wastewater Treatment Plant

Meeting No. 5 - Date: 1/8/04

Meeting Objective: Initiate and Complete Scoring for Identified Alternative Site 3 (if applicable); Review Comparative Results of Scoring

Meeting No. 6 - Date: 2/09/04

Meeting Objective: Complete Review; Develop Consensus on Preferred Alternative; Prepare Recommendations for Presentation to Chancellor, B&G Committee

*Public Meeting scheduled for 11/20/03, in addition to Advisory Committee Meetings

Appendix D
Sources for GIS Data

FIGURE LEGEND NAME	COVERAGE FILE NAME	DESCRIPTION	SOURCE	Revision Date
Public Wells	apawell.shp	Public water supply wells.	CT DEP	Oct. 2002
Fenton River Level A Aquifer Protection Area	fenton_prelim_levela.shp	Fenton River Level A Aquifer Protection Areas. Preliminary was approved final.	LBG	Feb. 2002
5. Preliminary Level B Aquifer Recharge Area	apa.shp	Aquifer Protection Areas as adopted for Connecticut by the Connecticut Department of Environmental Protection (DEP). Includes Preliminary (Level B) and Final (Level A) APAs	CT DEP	Oct. 2002
Buildings	bld_type.shp	Location and identification of building use (point file). Digitized from color aerial photography.	NRME J. Hurd	Received by S E A Sept. 2003
Charter Oaks Residential Facility	CharterOaks.shp	Approximate location of Charter Oaks residential facility. Digitized from color aerial photography.	S E A K. Ryan	February 2004
Existing Facility	existing_hwsf.shp	Existing location of the Hazardous Waste Storage Facility of Horse Barn Hill Road. Digitized from color aerial photography.	NRME J. Hurd	Received by S E A Sept. 2003
Sites	Sites.shp	Water Pollution Control Facility and Transfer Station sites. Digitized from color aerial photography.	S E A K. Ryan	February 2004
Parcel D Site	PointParcelD.shp	Reference location for Parcel D site, as defined in the Outlying Parcels Master Plan. Digitized from color aerial photography.	S E A K. Ryan	February 2004
Parcel D, Approximate Limits	ParcelD.shp	Approximate limits of Parcel D, as defined in the Outlying Parcels Master Plan. Digitized from color aerial photography.	S E A K. Ryan	February 2004
Parcel E Site	ParcelE_point.shp	Reference location for Parcel E site, as defined in the Outlying Parcels Master Plan. Digitized from color aerial photography.	S E A K. Ryan	February 2004
Parcel E, Approximate Limits	ParcelE.shp	Approximate limits of Parcel D, as defined in the Outlying Parcels Master Plan. Digitized from color aerial photography.	S E A K. Ryan	February 2004
Science Quad	ScienceQuad.shp	Digitized from color aerial photography.	S E A K. Ryan	February 2004
Covered Reservoirs	Ncampus_covered_reservoirs	Digitized from color aerial photography.	S E A K. Ryan	February 2004
Wetlands	Ctwet_soils.shp	Connecticut defined wetland soils.	CT DEP	Jan. 2002
Water Courses: Surface Water	Hydro_sea_edited.shp	Polygonal hydrographic features appearing on USGS quadrangles. CT DEP hydro.shp layer edited by S E A to remove former water pollution control lagoons.	S E A K. Ryan	Nov. 2003
Water Courses: Intermittent Streams, Perennial Streams	Hydroz.shp	Linear hydrographic features appearing on USGS quadrangles.	CT DEP	1995

FIGURE LEGEND NAME	COVERAGE FILE NAME	DESCRIPTION	SOURCE	Revision Date
Public Water Supply Reservoirs	reserv.shp	Public Water Supply Reservoirs.	CT DEP	Aug. 2001
Public Reservoir Watershed	res_wtrshd.shp	Public Water Supply Watersheds.	CT DEP	Aug. 2001
Natural Diversity Database	Nddb.shp	Natural Diversity Database- general areas of concern with regards to state and federally listed Endangered, Threatened, and Special Concern species and significant natural communities	CT DEP	Jan. 2004

Basemap Images

Town of Mansfield color aerial photographs, circa 1998, MrSID image format.

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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

April 28, 2004

Re: Bergin C.I. Community Notification System

Dear Mansfield Resident:

You are currently on the call list to notify you of in the possibility of an escape at the Donald T. Bergin Correctional Institute (formerly Northeast Correctional Institute). We plan to test the community notification system beginning at **10:00 a.m. on Tuesday, May 18, 2004**. The test should take from one half-hour to 45 minutes to complete.

The notification system is designed to handle answering machines. When the test begins, your residence should receive a phone call with a recorded message indicating that the call is a test and that you should contact the Town Manager's Office at 429-3336 if you have any difficulties (unclear message, etc.) receiving the information. Please also contact us if you do not receive a call. When you call our office, kindly provide your name, address and telephone number so that we can verify that we have the correct information. You should also let us know if you wish to be deleted from the call list by providing us with the same information.

Thank you for your cooperation in this matter.

Sincerely,

Matthew W. Hart
Assistant Town Manager

CC: Martin Berliner, Town Manager
Mansfield Town Council
Warden Eileen Higgins, Bergin Correctional Institute
Deputy Warden Kelly Smayda, Bergin Correctional Institute
Mansfield Public Safety Committee

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TOWN OF MANSFIELD
MEMORANDUM
4/26/03

Item #14

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works 
RE: Crew Work Schedule – 2004 Construction Season

As in past years, we have attempted to organize and schedule the work of the roads and grounds crew through the construction season. This year, due to the budgetary-imposed lack of seasonal employees and the effort needed to complete the large grant-funded projects on Maple Road (drainage) and at the landfill (closure), we find that we are again not able to schedule all of the needed work. Accordingly, we will make a point of not taking on any additional large projects for 2005 so that we may begin to catch up on needed maintenance.

APRIL

ROADS DIVISION

Repair plow damage
Pick up roadside sand boxes
Begin sweeping winter sand
Vacuum catch basins
Routine service requests
Playscape inspection & repair
Clean & wash bridges
Begin to grade dirt roads

GROUNDS DIVISION

Finish field drainage at Middle School
Prep E.O. Smith baseball/softball fields
Prep Town baseball/softball fields
Prep Town soccer fields
Aerate turf areas
Fertilize turf areas
Empty trash barrels from Town Garage
and Recreation areas
Install conduit for Grounds bldg computer line

MAY

Continue sweeping up winter sand
Routine service requests
Playscape inspections & repairs
Begin roadside mowing
Grade dirt roads
Repair culverts & outfalls/flush
culverts
Repair cemetery stone walls
Screen topsoil
Install temporary speed hump
at Town Hall
Begin ditch cleaning

E.O. Smith softball/baseball fields
Town softball/baseball fields
Town soccer fields
Fertilize & overseed turf areas
Weed control – selected turf areas
Begin turf mowing

Open Bicentennial Pond for season
Remove trash from Rec facility barrels

Begin flower bed maintenance

JUNE

Routine service requests
Playscape inspection & repairs
Complete ditch cleaning
Continue roadside mowing
Leveling
Chipsealing
Roadside mowing
Fire pond maintenance
Grade dirt roads
Repair culverts and outfalls
Flush sewer lines

Town baseball/softball fields
Turf mowing
Trash removal
Trailhead parking area maintenance
Flowerbed maintenance
Tennis court cracksealing
Lions field – grading & install irrigation main
Construct White Oak (Dunhamtown Forest)
parking area

<u>JULY</u>	Sweep chipsealed roads Routine service requests Curbs, basins & driveway lips Roadside mowing Culvert/headwall repairs Install dry hydrant (Rt. 32 near drive-in)	Turf mowing Trash hauls Replace/renew surfacing under play equipment Take soil samples Begin Southeast field parking lot improvements Mow meadows
<u>AUGUST</u>	Clean catch basins with Vac-all Routine service requests Playscape inspections/safety projects Grade dirt roads Repair/replace guideposts Assist in Landfill closure (hauling & grading) Minor drainage repairs for ice problem areas Begin roundabout construction at Birch/Hunting Lodge	Overseed turf areas Prep E.O. Smith soccer/football fields Prep Town soccer/football fields Turf mowing Close Bicentennial Pond Trash hauls Complete Southeast field parking area Remove invasives at Old Spring Hill field
<u>SEPTEMBER</u>	Vac-all catch basins Routine service requests Playscape inspections/building & safety projects Complete Birch/H.L. roundabout Maple Road Drainage	E.O. Smith soccer/football fields Town soccer/football fields Turf mowing Pond Maintenance Trash hauls
<u>OCTOBER</u>	Routine service requests Playscape inspections/building & safety projects Final roadside mowing Fire pond maintenance Grade dirt roads Maple Road Drainage Bridge maintenance & repairs Screen sand for winter use Sewer flushing	E.O. Smith soccer/football fields Town soccer/football fields Aerate/fertilize turf areas Final turf mowing Winterize Bicentennial Pond Trash hauls Mow meadows Begin leaf pickup at Town facilities
<u>NOVEMBER</u>	Vac-all catch basins Tree maintenance Guidepost repair & replacement Screen and haul sand Remove temporary speed hump from Town Hall	Trail maintenance & trail signs Leaf pickup at Town facilities Place roadside sandboxes Lions Club grading – field 4 Remove invasives – Old Spring Hill field Trail bridge maintenance

At this time it appears that the following projects won't be completed in 2004 and will have to be finished in 2005. As other projects are delayed or completed early, we will attempt to work them in.

Maple Road Drainage (final section up to Davis Road)
Hunting Lodge Road Drainage (from the roundabout up past the school)

cc: Scott Bacon, Road Foreman, Glenn Mooney, Grounds Crew Leader, Jerry Mailhiot, Lead Mechanic, Betty Lang, Wendy Parker, file



Mansfield Downtown Partnership
Helping to Build Mansfield's Future

April 28, 2004

Ms. Marie McGuinness
Project Manager
State of Connecticut
Department of Economic and Community
Development (DECD)
Infrastructure and Real Estate Division
505 Hudson Street
Hartford, CT 06106-7106

Re: March 30, 2004 Progress Report for the Downtown Mansfield Revitalization and Enhancement Project

Dear Ms. McGuinness:

I am pleased to provide you with a March 30, 2004 Progress Report on the Downtown Mansfield Revitalization and Enhancement Project.

As reported in the December 31, 2003 report, the Mansfield Downtown Partnership ("Partnership") began negotiations in October 2003 with Storrs Center Alliance LLC as its master developer for the town center project.

Following a series of meetings and negotiation sessions, a Development Agreement was signed between the Partnership and Storrs Center Alliance LLC on April 5, 2004. Among its provisions, the Agreement includes a 120 day timetable from the date the agreement was signed (August 5) for completion of the Municipal Development Plan as well as a Business Plan for the Storrs Center project. Completion of the Development Agreement is a major step in the progress of the project and has facilitated detailed discussions on the concept development plan for the project.

On April 22 and 23, I met with the development team including Steve Maun, Howard Kaufman, and Lou Marquet from LeylandAlliance, architects Herb Newman and Richard Munday, engineers Bob Landino and Geoff Fitzgerald, retail consultant Robert Gibbs, commercial developers Max Reim and Joanne Maislin from Intrawest, and the Partnership's consultants Jim Constantine and Ed Wilson from Looney Ricks Kiss to work on the concept development plan. This two day meeting gave the team the benefit of hearing about the opportunities and constraints on the project area from the experts who have been studying it for the last few months. The concept development plan along

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Mansfield Downtown Partnership
Helping to Build Mansfield's Future

with the Business Plan will be included in the Municipal Development Plan. We expect the draft concept development plan to be reviewed by the Partnership, the Town of Mansfield, the University of Connecticut, and the Mansfield community in the next few months.

In addition, Storrs Center Alliance continues negotiations with the University of Connecticut on the property and land owned by the University in the project area.

Additional work on the Municipal Development Plan is on-going including follow-up to the geotechnical work undertaken by Haley & Aldrich. Haley & Aldrich completed a Phase I Environmental Investigation on the Storrs Center property site while a Phase II Environmental Investigation on two areas of the property is being completed in the next few weeks.

Please do not hesitate to contact me at 860-429-2740 if you have any questions. We look forward to continuing to work with you on this critical project for the Town of Mansfield.

Sincerely,

Cynthia van Zelm
Executive Director

cc: Sheila Hummel, DECD
Martin Berliner, Mansfield Town Manager w/o attachments
Cherie Trahan, Mansfield Comptroller w/o attachments
Mansfield Downtown Partnership Board of Directors w/o attachments
Lee Cole-Chu, Cole-Chu & Company, LLC, Partnership Attorney w/o attachments

Enclosure: Development Agreement between the Mansfield Downtown Partnership and Storrs Center Alliance LLC