



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, May 23, 2005
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

	Page
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
MOMENT OF SILENCE	
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
OLD BUSINESS	
1. Clean Energy (Item #1, 05-09-05 Agenda) (no attachment)	
2. Eminent Domain Authorization – Separatist Road Easements (Item #2, 05-09-05 Agenda) (no attachment)	
3. Strategic Planning Project Update (Item #6, 04-25-05 Agenda) (no attachment)	
4. University Spring Weekend and Campus/Community Relations (Item #3, 05-09-05 Agenda) (no attachment)	
NEW BUSINESS	
5. Contract Between the State of Connecticut and the Town of Mansfield for Resident State Trooper Services	9
6. Draft UConn Water Supply Plan.....	31
7. Draft Plan of Conservation and Development Update	41
8. State Grant for Alternate Fuel Vehicle	43
9. Youth Services Bureau Grant Application.....	47
10. Fiscal Year 2005/06 Budget – Mill Rate	49
11. Financial Statements Dated March 31, 2005.....	51
DEPARTMENTAL REPORTS	53
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER’S REPORT	

FUTURE AGENDAS

PETITIONS, REQUESTS AND COMMUNICATIONS

- 12. C. van Zelm re: Progress Report for Mansfield Revitalization and Enhancement Project and Request for Reimbursement of Rural Business Enterprise Grant..... 75
- 13. R. Miller re: Fourth Quarter 2004 Separatist Road Storm Water Sampling Report.. 79
- 14. Common Cause, 2004 Municipal Ethics Survey..... 81
- 15. Revised 2005 Regional Transportation Plan 95
- 16. 2005 Firefighters Assistance Grant Applications 101

EXECUTIVE SESSION

REGULAR MEETING-MANSFIELD TOWN COUNCIL-MAY 9, 2005

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

I. ROLL CALL

Present: Blair, Clouette, Haddad, Koehn, Paterson, Paulhus, Redding (arrived at 7:50 p.m.) Schaefer

II. APPROVAL OF MINUTES

Mr.Haddad moved and Mr. Paulhus seconded to approve the minutes of April 25, 2005.

So passed unanimously.

III. MOMENT OF SILENCE

The Mayor requested a moment of silence for all those serving our country abroad.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

No comments from the public.

Mr. Haddad moved and Mr. Schaefer seconded to move item #4.
Proclamation in Recognition of Emergency Services and Public Safety up on the agenda.

So passed unanimously.

#4. Proclamation in Recognition of Emergency Services and Public Safety

Mr. Haddad moved and Ms. Koehn seconded that effective May 9, 2005, to authorize the Mayor to issue the attached Proclamation in Recognition of Emergency Services and Public Safety Personnel, to acknowledge the efforts of the volunteers and employees who worked tirelessly on behalf of the community during UConn Spring Weekend 2005.

So passed unanimously.



Town of Mansfield

Proclamation in Recognition of Emergency Services and Public Safety Personnel

Whereas, the University of Connecticut held its annual Spring Weekend celebration from Thursday, April 21, 2005 through Sunday, April 24, 2005; and,

Whereas, emergency services and public safety personnel from the Town of Mansfield, the State of Connecticut and area communities conducted extensive planning to prepare for the event, and then worked tirelessly and effectively throughout the weekend to manage the activities and to respond to various incidents; and,

Whereas, the town has received numerous positive comments from students, the university and the general public regarding the efforts of the emergency services and public safety personnel who assisted the community during Spring Weekend 2005; and

Whereas, the Mansfield Town Council wishes to express its appreciation to the Eagleville Fire Department, the Mansfield Volunteer Fire Company, the Mansfield Police Department, the Offices of the Emergency Services Administrator and the Fire Marshal, as well as all of the other state and area emergency services and public safety departments that provided assistance during Spring Weekend 2005:

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Town Council, on behalf of the community, does hereby express its gratitude to the members of the Eagleville Fire Department, the Mansfield Volunteer Fire Company, the Mansfield Police Department, the Offices of the Emergency Services Administrator and the Fire Marshal, as well as all of the other responding state and area emergency services and public safety departments for their assistance to the Town of Mansfield during Spring Weekend 2005.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 9th day of May in the year 2005.

Elizabeth C. Paterson

Elizabeth C. Paterson

MAYOR, TOWN OF MANSFIELD

Members of the Eagleville Fire department, the Mansfield Police Department, the Emergency Services Administrator and the Fire Marshal were present and accepted framed proclamations signed by the Mayor. Following the presentation ceremony the members of these groups and their guests and families enjoyed cake and coffee and accepted the thanks of Council members and staff present.

V. OLD BUSINESS

1. Clean Energy

The Town Manager reported that the Town is still waiting for information from SmartPower Inc.

2. Eminent Domain Authorization-Separatist Road Easements

The Town Manager reported that the Director of Public Works Mr. Lon Hultgren has come to terms and negotiated all necessary for the easements.

3. University Spring Weekend and Campus/Community Relations

Town Manager reported that Mr. Matt Hart, Assistant Town Manager will be putting together a report in 3 or 4 weeks on Spring Weekend, including incidences from fire and emergency services.

Ms. Koehn asked who paid for clean up by inmates of the correctional facility. The Town Manager said that they did it free of charge. There was also a general rid-letter day across town, and the University crews also did cleanup.

Ms. Koehn asked who commissioned the telephone survey on attitudes regarding spring weekend. Ms. Redding stated that it was a University of Connecticut research grant project.

Mr. Clouette reported that he, the Mayor, Mr. Hawkins and the Town Manager attended a meeting with the Eagleville Fire Department to hear the department's report on Spring Weekend. All present were impressed again with the professionalism of the fire and emergency services.

VI. NEW BUSINESS

4. Proclamation in Recognition of Emergency Services and Public Safety Personnel Already presented.

5. 2005 America the Beautiful Grant Application

Mr. Clouette moved and Mr. Haddad seconded that effective May 9, 2005, to authorize Director of Public Works Lon R. Hultgren to submit the attached application in the amount of \$6,458 to the America the Beautiful Grant Program to fund the planting of large shade trees along Route 195 in front of the Audrey P. Beck Municipal Building.

So passed unanimously.

6. Stone Mill Road and Laurel Lane Bridge Replacement Grant Applications

Mr. Schaeffer moved and Ms. Blair seconded that the following resolution be adopted:

Resolved, effective May 9, 2005, that Town Manager Martin H. Berliner is hereby authorized to sign and submit on behalf of the Town of Mansfield, preliminary applications for the Stone Mill Road and Laurel Lane bridge replacement projects.

So passed unanimously.

Mr. Clouette moved and Mr. Hawkins seconded to add Public Works Week to the agenda.

So passed unanimously.

6a. Public Works Week

Mr. Clouette moved and Mr. Hawkins seconded that the Town recognize National Public Works Week with the following Resolution:

Resolved, that the Mansfield Town Council does hereby proclaim the week of May 16, 2005 as "National Public Works Week" in the Town of Mansfield, and calls upon all citizens and civic organizations to recognize the contributions that public works employees make every day to our health, safety, comfort and overall quality of life"

So passed unanimously.

VII. DEPARTMENTAL REPORTS



*Town of Mansfield
National Public Works Week*

Whereas, the public works services provided in our community are an integral part of our citizens' everyday lives; and,

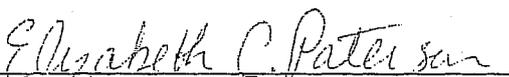
Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings and solid waste collection; and,

Whereas, the health, safety and comfort of our community greatly depends on the work of our public works employees and the quality of our public works facilities and services; and

Whereas, the efficiency and effectiveness of the qualified and dedicated personnel who staff public works departments is materially influenced by the public's attitude and understanding of the importance of the work they perform:

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Town Council does hereby proclaim the week of May 16, 2005 as "National Public Works Week" in the Town of Mansfield, and calls upon all citizens and civic organizations to recognize the contributions that public works employees make every day to our health, safety, comfort and overall quality of life.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 16th day of May in the year 2005.



Elizabeth C. Paterson
Mayor, Town of Mansfield
May 16, 2005

VIII. REPORTS OF COUNCIL COMMITTEES

IX. REPORTS OF COUNCIL MEMBERS

Council members discussed the upcoming Annual Town Meeting for Budget consideration. Roberts Rules of Order will conduct the meeting and staff will research and clarify what the word "item" refers to in the Charter.

Ms. Blair mentioned that she had received an email from Mr. Perfetto regarding his assessments.

Mayor reported that she threw out the first ball for the opening game for Little League. She also drew the winning ticket for a Chamber of Commerce raffle.

Mr. Paulhus and Ms. Koehn attended the League of Women Voters meeting on Ethics Commission.

X. TOWN MANAGER'S REPORT

Reminder that there will be a Town/Gown meeting at 4:00 p.m. Tuesday.

The Bergin Correctional Facility did provide cleanup along roads in Mansfield.

There will be a joint meeting with the P&Z Commission on May 16 at 7:00 p.m. to here a presentation on the Downtown Partnership and the update on Municipal plan. It is for information only.

Town Manager handed out an update on partnership projects with the University. Also handed out was a report from the Assessor regarding the Board of Assessment Appeals. The Staff is working on a possible tax relief ordinance.

The Town Manager and Director of Public Works, Lon Hultgren has met with the Lion's Club members to discuss the transfer of Lion's Club Park to the Town.

XI. FUTURE AGENDAS

Ms. Koehn requested that the town research having emails sent to people on upcoming Town events. Staff will look into this proposal.

Ms. Koehn requested that a copy of the UConn water supply report be placed in the town library.

XII. PETITIONS, REQUESTS AND COMMUNICATIONS

7. University of Connecticut, Institute of Public Service, Handbook for Connecticut Boards of Assessment Appeals
8. E. Paterson re: FY 2005/06 Proposed Budget
9. E. Paterson re: E. Paterson re: UConn Spring Weekend 2005
10. E. Paterson re: Acknowledgment for Service to Mansfield Housing Authority
11. Mansfield Planning and Zoning Commission, Proposed Zoning and Subdivision Revisions to Implement a 9-month Subdivision and Re-subdivision Moratorium
12. Mansfield Planning and Zoning Commission, application Referral, 25-Lot Subdivision on Mansfield City Road Opposite White Oak Condominiums
13. Mansfield Planning and Zoning Commission, Application Referral, 11 Lot Subdivision off Baxter Road
14. Mansfield Planning and Zoning Commission, Application Referral, 9 Lot Subdivision between Storrs Road, Monticello Lane and Birchwood Heights Road
15. Mansfield Planning and Zoning Commission, Application Referral, 5 lot Subdivision on Bedlam Road
16. Connecticut Department of Public Health re: Water Supply Plan, University of Connecticut

XIII. EXECUTIVE SESSION

Not needed.

XIV. ADJOURNMENT

At 8:45 p.m. Ms. Blair moved and Mr. Paulhus seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

SPECIAL MEETING-MANSFIELD TOWN COUNCIL-MAY 10, 2005

The special meeting of the Mansfield Town Council was called to order at 10:00 p.m. in the auditorium of the Mansfield Middle School immediately following the annual town meeting for budget consideration.

I. ROLL CALL

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

II. BUSINESS

1. To set the mill rate for FY 2005/06

Mr. Clouette moved and Mr. Paulhus seconded to postpone setting the mill rate until the next regular town council meeting.

III. ADJOURNMENT

By consensus the meeting was adjourned at 10:05 p.m.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: May 23, 2005
Re: Contract Between the State of Connecticut and the Town of Mansfield for Resident State Trooper Services

Subject Matter/Background

Attached please find the contract renewal between the Town and the Connecticut Department of Public Safety, Division of State Police for Resident Trooper Services.

Recommendation

The Council is requested to pass a resolution empowering the Town Manager to sign the contract on behalf of the Town.

Attachments

- 1) Contract Between the State of Connecticut and the Town of Mansfield for Resident State Trooper Services



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC SAFETY

1111 Country Club Road
P.O. Box 2794
Middletown, CT 06457-9294

May 11, 2005

REC'D MAY 13 2005

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

Dear Mr. Berliner:

Attached is the contract renewal between the Town and the Connecticut Department of Public Safety, Division of State Police for Resident Trooper services. This contract is for the continuation of services for the period July 1, 2005 to June 30, 2007. Please sign, date, and have the Town Seal affixed to the last page of this contract.

To satisfy the legal requirements of the Attorney General's Office, we request that a Town Resolution be passed empowering you to sign the contract on behalf of the Town. The Town Clerk must then certify this resolution on behalf of the Town. A Sample Certification Letter is enclosed.

Please note that the Town Clerk must date the Certification Letter on or after the date the contract is signed by you. Please send us an original and three copies of the Certification Letter, each affixed with the Town Seal.

All signed paperwork should be returned to me at the Department of Public Safety, Bureau of Management Support, Middletown, CT 06457. The Town's copy of the signed contract will be returned to you after execution and approval of all involved State agencies.

If you have any questions or should you need assistance, please feel free to contact me at 860-685-8022.

Sincerely,

A handwritten signature in cursive script that reads "Mike Wambolt".

Mike Wambolt
Chief Fiscal Administrative Officer

Enclosures

CONTRACT BETWEEN THE STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY, DIVISION OF STATE POLICE
AND THE

TOWN OF: Mansfield, Connecticut

TOWN ADDRESS: Town Manager
4 South Eagleville Road
Mansfield, CT 06268

TOWN FEIN#: 06-6002032 AGREEMENT #: 2000/291

CONTRACT PERIOD: July 1, 2005 TO June 30, 2007

In consideration of the Town of Mansfield (hereinafter "Town") paying all costs pursuant to Connecticut General Statutes Section 29-5 and other good and valuable consideration, the Department of Public Safety, Division of State Police hereby agrees to provide the Town of Mansfield with the services of five resident state trooper(s) during the above-referenced contract period.

This Contract is subject to the following additional terms and conditions:

I. Law Enforcement Operations and Activities

The Town shall delegate to the Division of State Police the authority to supervise and direct the law enforcement operations of appointed constables and police in the Town. All town police officers/constables shall be subject to the applicable provisions of the current Administration and Operations Manual of the Department of Public Safety. The applicable manual sections shall be provided to the chief executive officer and each town police officer/constable of the resident trooper town.

A. Investigative Methods

The use of investigative methods (execution of arrest or search warrants, pursuits, etc.) and reporting procedures in the Town shall be consistent with the policies and procedures of the Department of Public Safety.

Serious crimes, serious injury crimes and most incidents that involve in-depth follow-up investigation, evidence seizure, search warrants and out of town investigative work shall be conducted by the resident trooper, personnel assigned to the troop, respective major crime

unit or any investigative unit deemed appropriate by the shift supervisor. The shift supervisor may make exceptions to this policy. A serious or in-depth case may be assigned to a town police officer/constable by a shift supervisor after taking into consideration the nature of the case, requirements of the investigation, the shift resources, response time, and the experience and training of the town police officer/constable.

Every effort will be made to allow a town police officer/constable to remain involved in self-initiated serious criminal investigations.

B. Records and Reports

All investigative records shall be maintained by the Department of Public Safety. All investigative reporting shall be prepared on forms approved for use by the Department of Public Safety, Division of State Police and in the proper Division of State Police format.

C. Chain of Command

Resident troopers, who hereinafter, shall include Resident State Police Sergeants, where applicable, shall supervise the law enforcement activities of all town police officers/constables. The chief executive officer (hereinafter "CEO") of a resident trooper town shall have direct access to the troop commander, the resident trooper supervisor and resident troopers for regular and on-going communications regarding law enforcement problems in the community.

The intent of this contract is to provide positive direction for the working relationship between town police officers/constables and the state police personnel. All significant conflicts shall be referred to the Connecticut State Police duty supervisor. Matters remaining unresolved shall be brought to the attention of the commanding officer.

D. Scheduling

Scheduling, including starting/ending times, vacation/other personal leave time, of town police officers/constables shall generally be performed by the resident trooper, taking into consideration the needs of the town, good police practices, consultation or requests by the Town CEO, and any rights of the town police officer/constable as specified in existing labor contract agreements.

E. Overtime/Special Events

1. The Town shall reimburse the Department of Public Safety for costs associated with resident trooper overtime expenditures consistent with the Department's Administrative and Operations Manual Section 12.7. The Town CEO and Troop Commanding Officer shall meet to resolve any disputes regarding state police overtime costs.
2. The Town CEO, in consultation with the resident trooper, shall be responsible for scheduling special duty jobs (i.e. road construction and fairs) for town police officers/constables.

F. Span of Control

Span of Control issues regarding supervision of town police officers/constables shall be based on recognized police practices in consultation with the town's CEO.

G. Telecommunications

The Town shall follow all Department procedures regarding use, access and maintenance of department supplied telecommunications equipment and technology.

H. Use of Police Canines by Town Police Officers/Constables

The use of police canines by town police officers/constables shall be consistent with the policies and procedures of the Department of Public Safety. Towns electing to use alternative programs for training and recertification for police canines shall assume all costs associated with such programs. In the event a town police canine is employed in a manner inconsistent or contrary to the policies and procedures of the Department of Public Safety, the Town assumes all liability for any injuries or damages caused thereby.

II. Administrative Responsibility

The Town shall retain administrative responsibility for its personnel, including but not limited to, ensuring compliance with POST requirements regarding hiring, lateral entry appointments, and in-service training responsibilities.

A. Administrative Investigations/Discipline

Allegations of misconduct on the part of the town police officer/constable shall be investigated by the resident trooper or other designated Connecticut State Police investigator.

All internal administrative investigations shall be conducted consistent with existing labor contract agreements. Imposition of discipline, if any, shall be the responsibility of the Town.

B. Evaluations

The Town recognizes that evaluations are: 1) an effective supervisor's tool; and 2) that they identify superior or substandard work performance.

Consistent with existing labor agreements, the resident trooper and the Department of Public Safety shall provide recommendations for any interim or annual evaluation of the work performance of the town police officer/constable.

The Town, in conjunction with the State Police, shall implement an evaluation system of the work performance for all of the town's police officers/constables.

The Town shall make the final disposition on all work performance evaluations.

III. Costs and Schedule of Payments

The Town shall pay costs, including overtime costs, in accordance with Connecticut General Statutes Section 29-5, as it may from time to time be amended.

IV. Risk of Loss and Indemnification

The Town assumes the risk of loss for any and all activity involving constables, municipal police or other municipal personnel providing police services and will hold harmless the State of Connecticut from any cause or action arising out of the activity of such constables, police or other municipal personnel, or if applicable, the activity of any town police canine. For the period covered by this Contract, the Town will insure itself and its personnel with a \$1,000,000.00 combined single limit police professional liability or law enforcement liability insurance policy, or its equivalent, naming the State of Connecticut as an additional insured with respect to any liability for acts of constables, municipal police or other municipal personnel, or if applicable, the activity of any town police canine and submit a certificate of insurance (or self-insurance) to the Department of Public Safety prior to the effective date of this Contract.

It is understood and agreed by the parties that each resident state trooper exercising his or her police power or performing services pursuant to this Contract is an employee of the State of Connecticut and not of the Town and that, except to the extent limited by law, the State of Connecticut, and not the Town, is responsible for such resident trooper's actions.

V. Notices

Any written notices required under this Contract shall be delivered as follows:

If to the Town:

Town Manager
4 South Eagleville Road
Mansfield, CT 06268

If to the Department of Public Safety:

Leonard C. Boyle, Commissioner
Department of Public Safety
1111 Country Club Road
Middletown, CT 06457-9294

VI. Non-Discrimination

The Contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with the regulations adopted by the commission; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and

each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulations or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (5) the contractor agrees to provide the Commission on Humans Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. If the contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

A. For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, "commission" means the commission on human rights and opportunities.

For purposes of this section, "public works contract" means any agreement between any individual, firm or corporation and the state or any political subdivision of the state other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the state, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

B. Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and

such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

C. The contractor shall develop and maintain adequate documentation in a manner prescribed by the commission, of its good faith efforts.

D. The contractor shall include the provisions of this section in every subcontract or purchase order entered into in order to fulfill any obligations of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase orders as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

VII. Non-Discrimination (Sexual Orientation).

Pursuant to Connecticut General Statutes section 4a-60a:

A. The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representative or workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56; (4) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and

procedures of the contractor which relate to the provisions of this section and section 46a-56.

B. The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontractor or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

VIII. Governor's Executive Orders

This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas Meskill promulgated June 16, 1971, and, as such, this Agreement may be canceled, terminated, or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a Party to this Contract. The Parties to this Contract, as part consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The Parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. The contractor, agrees, as part consideration hereof, that this Contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This Contract is also subject to the provisions of Executive Order No. Seventeen of Governor Thomas Meskill promulgated February 15, 1973, and, as such, this Contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this Contract. The Parties to this Contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The Parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner have joint and several continuing jurisdiction in respect to contract

performance in regard to listing all employment openings with the Connecticut State Employment Service.

This Contract is also subject to the provisions of Executive Order No. Sixteen of Governor John Rowland concerning Workplace Violence promulgated August 4, 1999, and, as such, this Contract may be canceled, terminated or suspended by the contracting agency for violation of or noncompliance with said Executive Order No. Sixteen. The Parties to this Contract, as part of the consideration hereof, agree that Executive Order No. Sixteen is incorporated herein by reference and made a part hereof.

IX. Termination

This Contract shall remain in full force and effect for the entire term of the Contract period stated above unless sooner terminated by either the Town or the Department of Public Safety by providing thirty (30) days prior written notice of its intent to terminate the Contract.

Town of Mansfield

State of Connecticut
Department of Public Safety

By _____
Its
Duly Authorized

By _____
Its Commissioner

Date: _____

Date: _____

Approved as to Form:

Associate Attorney General
Office of the Attorney General

Date: _____

CERTIFICATION

I, (TOWN CLERK'S NAME), Town Clerk of the Town of (TOWN NAME), duly elected and qualified according to law and having custody of the seal of the Town of (TOWN NAME), hereby certify that the following is a true and correct copy of a resolution duly adopted at a (REGULAR/SPECIAL) meeting of the Board of Selectmen of the Town of (TOWN NAME) held on (MONTH, DAY, YEAR) and that said resolution has not been amended, rescinded or revoked and remains in full force and effect.

RESOLVED: That (NAME), the (FIRST SELECTMAN, TOWN MANAGER, OR MAYOR) be and herewith authorized to execute a contract on behalf of the Town of (TOWN NAME) with the Connecticut Department of Public Safety, Division of State Police for the services of (HOW MANY) Resident State Trooper(s) for the period of July 1, 2003 to June 30, 2005.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Town of (TOWN NAME) this (DATE) day of (MONTH), A.D. 2003.

Name
Town Clerk

AFFIX TOWN SEAL HERE

This contract is also subject to:

Executive Order - Governor John Rowland State of Connecticut

By His Excellency

John G. Rowland

Governor

Executive Order No. Sixteen

WHEREAS, the State of Connecticut recognizes that workplace violence is a growing problem that must be addressed; and

WHEREAS, the State is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and /or violent acts; and

WHEREAS, violence or the threat of violence by or against any employee of the State of Connecticut or member of the public in the workplace is unacceptable and will subject the perpetrator to serious disciplinary action up to and including discharge and criminal penalties.

NOW, THEREFORE, I, John G. Rowland, Governor of the State of Connecticut, acting by virtue of the authority vested in me by the Constitution and by the statutes of this state, do hereby ORDER and DIRECT:

1. That all state agency personnel, contractors, subcontractors, and vendors comply with the following Violence in the Workplace Prevention Policy:

The State of Connecticut adopts a statewide zero tolerance policy for workplace violence.

Therefore, except as may be required as a condition of employment

No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.

No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.

No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.

2. That each agency must prominently post this policy and that all managers and supervisors must clearly communicate this policy to all state employees

3. That all managers and supervisors are expected to enforce this policy fairly and uniformly.

4. That any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace immediately report the incident or statement to their supervisor, manager,

or human resources office.

5. That any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention notify proper law enforcement authorities and his or her manager or supervisor

6. That any manager or supervisor receiving such a report shall immediately contact their human resources office to evaluate, investigate and take appropriate action.

7. That all parties must cooperate fully when questioned regarding violations of this policy.

8. That all parties be advised that any weapon or dangerous instrument at the worksite will be confiscated and that there is no reasonable expectation of privacy with respect to such items in the workplace.

9. That this order applies to all state employees in the executive branch.

10. That each agency will monitor the effective implementation of this policy.

11. That this order shall take effect immediately.

Dated in Hartford, Connecticut, this fourth day of August, 1999.

15.3.2

CALEA 3.1.1

Resident State Trooper Program**a. Suitability of the program must be determined**

Before entering into an agreement with a town to provide resident troopers for that town, the following requirements must be considered:

(1) Feasibility studies shall be conducted

Feasibility studies shall be conducted before the department enters into a contract agreement when a town official requests a resident trooper.

CALEA 3.1.2

(2) Resident trooper appointments

The commissioner may provide program services by assigning one or more troopers, regardless of rank, as resident troopers, who will retain all rights and privileges granted under current labor contract agreements.

(3) Jurisdictional issues

Primary responsibility for delivery of police services in a resident trooper town resides with the Division of State Police as long as a resident trooper is assigned to the town.

b. Chain of command

It is essential that each person involved in a resident trooper program understands their duties.

(1) Resident troopers will use the following command structure:

- (a) District commander;
- (b) Troop commander;
- (c) Resident trooper supervisor;
- (d) Resident trooper;
- (e) Town police officer.

(2) Resident troopers shall supervise all town police officers

(3) The chief executive officer (CEO) of a resident trooper town shall have direct access to the troop commander, the resident trooper supervisor and resident troopers.

c. Communications must be effective

The successful delivery of contract services depends largely on establishing effective communications at several levels between town officials and department commanders, supervisors and troopers.

(1) The troop commander and the town CEO shall meet at least once within each calendar quarter of the year to discuss problems and ensure the effective operation of the resident trooper program.

(2) The troop commander will ensure that effective communications are maintained between the troop commander and resident troopers.

- (3) Whenever a new resident trooper is assigned to the town or a new town CEO assumes office, a meeting will be held to establish reporting requirements and agree upon a schedule of regular contact.
- (4) Whenever a troop commander, town CEO or resident trooper is replaced, a meeting of all parties shall be scheduled by the troop commander as soon as possible after the change occurs.
- (5) At the time of renewal of a resident trooper contract, the town CEO and troop commander shall meet to evaluate their resident trooper program.
 - (a) Any evaluation should include clearly agreed upon arrangements concerning ownership, use and maintenance of equipment and facilities.
 - (b) Agreements shall include responsibilities related to equipment and facilities if the contract is terminated.
- (6) As part of an annual evaluation of resident troopers, the troop commander will meet with town CEO for input regarding resident trooper performance and to review all community service and community improvement projects.
- (7) There shall be regular and on-going communication between the resident trooper and town police officers regarding law enforcement problems in the community.
- (8) The town CEO will be supplied with all information related to the resident trooper program, including a copy of this manual section.
- (9) Resident troopers shall maintain contact with the troop and must be available for calls for service directed from the troop, as required.

d. Resident trooper program supervision

(1) Resident trooper supervisors

- (a) A sergeant whose primary responsibility is to supervise all troop resident troopers shall be assigned as the resident trooper supervisor by a troop commander who provides four or more resident troopers.
- (b) Troops with less than four resident troopers shall assign a sergeant, whose duties will include the supervision of the resident troopers along with other assigned duties.

(2) Scheduling

Scheduling shall consider the needs of a town, good law enforcement practices and the rights of all employees as specified by labor contract agreements.

- (a) After consulting with the town CEO, the troop commander shall devise a work schedule for resident troopers.

- (b) Resident troopers shall wear the department uniform of the day during regular working hours unless given specific permission by the troop commander to work in civilian clothing.
- (c) Extended or major crime investigations will be turned over to the district major crime squad or troop CI unit, but the resident trooper shall be used as a resource during any their investigations within the town.
- (d) Except during an emergency, troop commanders shall not permit assignment of a resident trooper to duties outside the contract town and, further, the town CEO shall be notified whenever the resident trooper is called out-of-town for other duties.
- (e) Resident troopers on duty shall not normally leave the boundaries of the town without permission from the troop commander.
- (f) Troops will not furnish special coverage for resident trooper absences due to regular day leave, vacation, sick leave of less than 5 days duration or for specialized training. Patrol coverage for the town shall be provided by the troop.
- (g) When no resident trooper is working and it is necessary to assign a patrol trooper to an incident in a resident trooper town, any investigation of the incident shall be conducted by that patrol trooper.
- (h) Resident troopers shall engage in community service and community improvement projects which meet the needs of both the town and the department. Crime prevention, safety education, drug and alcohol abuse prevention and similar programs intended to enhance the quality of life in the town will be addressed.

CALEA 61.4.1a

e. **Town police officers**

Town police officers represent a substantial personnel resource to the town and the department.

(1) **Training**

- (a) If a town police officer is to be used effectively, state mandated training through Police Officer Certification and Training (POST) program standards must be maintained.
- (b) Compliance with POST requirements is the responsibility of the town CEO.

(2) **Use of town police officers**

- (a) Based upon operational needs, the nature and extent of the duties of town police officers will be established by the troop commander, after conferring with the town CEO.

ATTACHMENT A

- (b) Telephone requests for all police services will be routed to the troop.
- (c) Reports, forms and procedures shall reflect established department policies and procedures and will use department incident numbers.
- (d) The resident trooper is responsible for the timely submission, accuracy and completeness of all town police officer reports.
- (e) Town police officers shall conform to applicable A&O Manual and other department directives.
 - 1. An A&O Manual copy shall be retained at the Resident trooper's office which shall be available for use by each town police officer.
 - 2. Orders and directives issued by the town shall not conflict with the department A&O Manual, general orders, or special orders.
 - 3. Any appearance of conflict shall be brought to the attention of the town CEO and the troop commander immediately by the resident trooper for resolution.
- (f) State Police rules regarding firearms and radio use shall be monitored to keep town police officers in good standing with the department.

(3) Insurance coverage

- (a) In-service training undertaken pursuant to Section 7-294 e. C.G.S., shall be performed only while a town police officer is on-duty and insured by a town insurance policy.
- (b) Troop commanders will contact all town CEOs to inform them that the department will not provide in-service training for a town police officer unless the town maintains adequate insurance coverage.

(4) Town police officer patrol schedules

- (a) Patrol scheduling of police officers will normally be performed by the senior resident trooper, taking into consideration the needs of the town, good police practices, requests by the town CEO, and any rights of the town police officer as specified in existing labor contract agreements.
- (b) The town CEO will schedule town police officers to work special duty jobs, i.e., road construction jobs, fairs, and similar functions.
- (c) Town police officers shall use radio call numbers assigned by the troop with the letter "C" as were previously used for constables.

(5) **Hiring town police officers**

Resident troopers involved in the hiring of town police officers shall be guided by regulations developed by the Connecticut Police Officer Standards and Training Council (POST) (See also POST Regulation 7-294e-16);

(a) **Lateral entry appointees to police officer positions**

Whenever a town appoints a candidate from another law enforcement agency to a full time or part time position in their resident trooper program, upon selection of the candidate, the town must satisfy the following requirements:

1. Submit the POST form, "Requirements For Lateral Entry Appointment of Connecticut Certified Officers" to the POST Certification, Assessment And Audit Division which requests acceptance of the training and experience of a candidate accepting a conditional offer of employment by the resident trooper town;
2. Lateral entry candidates must submit to:
 - [a] A background investigation (Sec. 4.1.2);
 - [b] Filing of fingerprints to SPBI and the FBI for criminal record checks; and
 - [c] Polygraphic examination of standardized questions provided by the POST Council to the agency administering the examination.
3. Each lateral entry candidate shall be provided with a personnel file which contains:
 - [a] All training records transmitted from the previous employer for the current three year police training and certification time period.
 - [b] Copies of submitted applicant materials;
4. The candidate must be certified in the use of the issued firearm.
5. **In addition, concerning lateral entry appointee records:**
 - [a] Announcements to hire town police officers must be drafted in accordance with guidelines established by the town human resource or personnel unit.
 - [b] Each application received will be forwarded to the town senior resident trooper for a review and submission of written recommendations.

6. **Oral interviews shall be conducted according to town procedures.** It is recommended that an oral board should consist of least three persons such as a state police trooper or sergeant; the mayor or first selectman or a designee; and a resident trooper.
7. Background investigations for each candidate shall be conducted by the resident trooper pursuant to A&O Manual Sec. 4.1.2.
8. A final list of eligible candidates shall be presented to the mayor or first selectman for consideration.

(b) **Non-police candidate appointments of town police officers**
Whenever a candidate is conditionally hired to attend training for initial certification as a police officer, the following procedures shall be used:

1. Each candidate must file an application with the town to fill the position advertised.
2. The candidate must satisfy all hiring guidelines established by POST which include but are not limited to:
 - [a] Filing a written application;
 - [b] Submitting fingerprints to SPBI and to the FBI for criminal history record checks;
 - [c] Passing a written examination and oral interview;
 - [d] Passing a psychological examination;
 - [e] Passing a department background investigation;
 - [f] Passing polygraphic examination;
 - [g] Passing agility and flexibility tests;
 - [h] Passing controlled substance screening tests; and
 - [i] Passing a medical examination. (See Sec. 7-294d (b) CGS)
3. Applicant processing can be accomplished by the resident trooper or a private screening service hired by the town according to POST standards. (See POST Certification Division form entitled, "Entry Requirements For Appointment") Both forms are available from the Police Officer Standards and Training Council, Connecticut Police Academy, 285 Preston Avenue, Meriden, CT 06450-4891.

(6) **Town police training records**

- (a) Training records shall be maintained for each town police officer by the resident trooper.
- (b) POST rules and regulations shall be followed to maintain certification in good standing, with POST representatives reviewing training and experience records of each police officer every three years for recertification purposes.

(7) **Town police officer personnel files**

- (a) Each town police officer's personnel file shall be maintained in a locked and secure place and shall be accessible only to the town resident trooper, mayor or first selectman.
- (b) Police officer personnel files shall contain data in the following sections:

1. **Section 1**

A face sheet containing personal data including family information and emergency notification data and the expiration dates concerned with mandated training.

2. **Section 2**

Copies of all reports and records concerned with training and education.

3. **Section 3**

Letters of commendation, performance evaluations, observation reports and/or any complaints or internal investigation reports filed or retained pursuant to labor contract agreements.

4. **Section 4**

Personal uniform and equipment inventory forms, or forms signed regarding notice of rules or regulations, and other notices. Also miscellaneous items required or appropriate according to state or local statutes, town ordinances and rules, or as permitted or required by applicable labor contract agreements.

(c) **Management of Section 2 of town police personnel files**

- 1. Upon completion of a review by POST officials for the previous three years of training and experience, that section shall be stapled together and remain within Section 2.
- 2. Training records for the next three years will then be collected in loose form for the next scheduled review.

THIS PAGE LEFT

BLANK

INTENTIONALLY



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Greg Padick, Director of Planning
Date: May 23, 2005
Re: Draft UConn Water Supply Plan

Subject Matter/Background

The University of Connecticut has submitted to the State Dept. of Public Health a draft Water supply Plan update. Municipal officials have been given a review comment period that ends June 6, 2005. An attached 5-18-05 report from the Director of Planning provides more detail and a staff recommendation.

Financial Impact

The continued coordination of water supply planning between the Town and the University of Connecticut will help ensure that future infrastructure needs will be addressed in an efficient and financially responsible manner. No short-term financial impacts are anticipated. A staff recommendation to refer the draft water supply plan to the Town's engineering consultant will be funded from an existing Public Works capitol budget account.

Recommendation

A recommendation is included in the 5-18-05 report from the Director of Planning.

Attachments

1. Table of contents/executive summary etc. for the draft Water Supply Plan was distributed in the Town Council's May 9th packet
2. 5-18-05 report from Director of Planning with additional information from the draft water supply plan

Memo to: Town Council
Planning and Zoning Commission
From: Gregory J. Padick, Director of Planning
Date: 5/18/05

Re: University of Connecticut Water Supply Plan, November, 2004 draft

In accordance with statutory requirements and State Dep't. of Public Health (DPH) regulations, the University of Connecticut has updated its water supply plan for the Storrs and Depot campuses. The Water Supply Plan was last revised in 1999 with supplemental modifications in 2000. The current UConn Water Supply Plan was approved by the DPH on May 8, 2001. Annual status reports have been prepared and submitted for Town review since 1995. Any Mansfield comments on the draft Water Supply Plan must be submitted to the State Dep't. of Public Health by June 6, 2005. At its 5/16/05 meeting, the Planning and Zoning Commission authorized its officers to work with staff and the Town Council to submit to the DPH Mansfield comments on UConn's draft Water Supply Plan.

In previous Town Council and PZC packets, the Water Supply Plan's Table of Contents, List of Tables and Introduction, Executive Summary and History sections were distributed. A full copy of the draft Water Supply Plan is available for review in the Planning Office, and University officials have been asked for an additional review copy for the Mansfield Library. The following comments are considered particularly important for Mansfield officials and reflect a staff review by the Director of Public Works and Director of Planning.

1. The November, 2004 draft Water Supply Plan provides up-to-date information about existing water supply, treatment and distribution systems, the Willimantic River and Fenton River wellfields, water consumption trends and projections and existing and projected safe yields. The report is well organized and presented in a clear manner. The update includes, as Volume 2, an October 2004 "Assessment of Well Water Supply and Pumping Rates" study, prepared by Ritsick Engineering, which is considered a core component of the plan update. The University's draft plan concludes that existing wells provide "sufficient supply to accommodate increases in system demands" which includes UConn 2000/21st Century UConn projects. The report also specifies that numerous actions, particularly with respect to preventive maintenance, better controls for water pumping, water treatment and cross-connection prevention, improved water treatment equipment and system and regulatory oversight, need to be taken.
2. All of the University's water supply is obtained from wells located in stratified drift aquifer areas along the Willimantic and Fenton Rivers. The Willimantic River wellfield, which is located west of Route 32 between Route 44 and Merrow Road, consists of four wells with a combined wellfield registration of 2.3007 million gallons per day (MGD). The Fenton River wellfield, which is located west of the Fenton River north of Gurleyville Road, consists of 4 wells with a wellfield registration of .8443 MGD. UConn's total wellfield registration is 3.152 MGD. The existing pump/distribution system can provide 2.85 MGD (entire Fenton registered capacity of .84 plus 2.01 of the Willimantic 2.3 registered capacity). The draft plan notes that future system improvements can increase this capacity and that the wellfields have a "safe yield" potential of 3.89 MGD. The plan also emphasizes the importance of the University's 7.5 million gallon storage capacity.
3. Many sections of the report provide information regarding existing and potential demand. Table 4-2, Table 7-6, Part 9, which includes a summary of safe yields and pumping capacities and page 25 of Volume 2, Section 8, are attached and provide more specific information on existing and potential demand. Of particular importance, from 1999 to 2003, the existing system had an average daily demand of 1.29 MGD, a maximum peak month average daily demand of 1.64 MGD and a peak one-day demand of 2.1 MGD. The demand is expected to increase to an average daily demand of 1.45 MGD in the next 5 to 10 years and a short-term average day demand of 1.58 MGD. (See comments on existing and potential demand in comment 4 below.) The existing demand and future demand estimates are significantly below existing pumping capacity, existing

registered capacities and the report's calculated safe yield potential. Based on the report's demand projections, the plan concludes that there is no need to consider additional water sources for existing or anticipated needs.

Mansfield's staff does not have the in-house technical expertise to confirm the University's calculations and, due to the importance of this issue, we plan to seek review assistance from Milone and MacBroom, Inc., who completed a water study for the Town in 2002. Ultimately, the Town will rely on the DPH to carefully review the supply, demand and safe yield calculations.

4. The existing and potential demand portions of the plan include population information that should be reviewed and appropriately updated. Table 4-2 indicates a University dormitory population of 10,408, which is less than the fall, 2003 population total of 10,990 provided to the Town by the University's Dep't. of Residential Life and the Fall, 2004 total of 11,155. This table indicates that the dorm population will not significantly increase, and this conclusion should be reviewed with respect to UConn's current Residential Life data and the Campus Master Plan, which is now being updated. Population and equivalent population estimates for the Depot Campus also should be reviewed for consistency with the University's Master Plan for this area. In addition, Table 4.5 indicates a Bergin Correctional Institution population of 700 residents and no future growth, which is inconsistent with the existing population of 950 for this facility.

With respect to demand projections, Section 4 indicates a Storrs Downtown residential population of 300, which is inconsistent with the draft MDP, which indicates that between 500 and 800 residential units are planned. It also is noted that the draft plan appropriately indicates that additional demand may be associated with a potential extension of water service to the Four Corners area and for potential private residential developments adjacent to the campus. In the past few months, additional discussion between the town and University has taken place on these potential projects and, at a minimum, some preliminary water demand information should be included in the plan. Potential water service areas also were included in Mansfield's 2002 water study. In the early 1990's, sewage demand estimates were generated in conjunction with the University's sewer treatment plant expansion, and an equivalent demand analysis should be considered in the Water Supply Plan demand projections.

5. The draft plan references the ongoing Fenton River Aquatic Study, which is expected to be completed in the next few months. This report will provide information about the Fenton River wellfield system and potential impacts to the river habitat. The report is expected to include potential wellfield management recommendations and valuable information to be considered in any future system modifications. Upon completion, these recommendations should be considered for inclusion in the water supply plan to help minimize potential environmental impacts.
6. Part 10 of the draft plan includes source and aquifer protection information and a commitment to monitor and protect wellfield areas. This section includes "source water assessment reports" for the Fenton and Willimantic wellfields that were conducted by the DPH. These reports designated the Fenton wellfield as a "low" risk and the Willimantic wellfield as a "moderate" risk. The risk susceptibility assessments are based on land uses in the wellfield areas and potential contamination sources. The reports note that a Level A aquifer study has been completed for the Fenton wellfield and remains to be completed for the Willimantic wellfield. Regulation revisions are expected to be adopted within the next year by the Planning and Zoning Commission, acting as Mansfield's Aquifer Protection Agency.
7. Part 8 of the draft water supply plan includes an updated water conservation plan. Significant water conservation improvements have been made in the last decade, and the plan reflects a continuing commitment to incorporating water conservation measures in all new construction and renovation projects. The revised plan emphasizes that the University used less water in 2003 than it did 15 years ago. The updated plan is contained in Appendix L.
8. Part 13 of the plan notes that the University's emergency contingency plan was updated in October of 2004. This plan has not been made public for "security reasons."

9. The draft plan provides information about the University's water quality testing program and documents that the system's water quality is consistently high. Numerous system improvements have been implemented over the past 5 years, and the plan includes information about planned future improvements.

Summary/Recommendation

UConn's 2004 draft Water Supply Plan update provides, in a clear, well-organized format, valuable information regarding the existing system and future water supply needs. The plan provides information that indicates that the existing system has adequate supply and distribution capacity for currently identified projects and that there are no existing water quality problems. The plan suitably addresses ongoing monitoring, maintenance and improvement responsibilities. The University of Connecticut has demonstrated a clear commitment to providing a safe and suitable water supply system for the foreseeable future. Mansfield's staff review indicates that, although no major issues are anticipated, additional technical review of the draft water supply plan is appropriate, and that the town should forward review comments before the June 6th deadline to the Dep't. of Public Health.

During the past few years, the importance of water supply planning for both the town and university has resulted in the town's 2002 water study, conducted by the engineering firm of Milone and MacBroom and in numerous discussions between town, university and State officials. A number of important recommendations contained in Mansfield's draft Plan of Conservation & Development update are directly linked with working with the university to provide sewer and water service to the Four Corners areas and for potential higher-density housing opportunities in areas proximate to the existing UConn water supply and sewage disposal system. The staff review also has identified some demand data in the draft plan that should be reviewed and, as appropriate, updated, and it is recommended that more specific reference to the Fenton River Aquatic Study be included in the plan and, if possible, recommendations from this study should be directly incorporated into the water supply plan. Staff also intends to seek additional review assistance from Milone and MacBroom, Inc.

Due to the June 6th comment deadline established by the DPH, the PZC's 5/18/05 action to authorize its officers to approve comments for submittal to DPH and the town's current policy of consolidating, wherever possible, town comments to State officials, **it is recommended that the Town Council authorize the Mayor to submit to the State Dep't. of Public Health joint Town Council/Planning and Zoning Commission review comments on the November, 2004 University of Connecticut draft Water Supply Plan. The town's letter to DPH will incorporate staff review comments as documented in a 5/18/05 memo from the Director of Planning.**

TABLE 4-2

**MAIN CAMPUS SYSTEM-RESIDENTIAL POPULATION SERVED
PAST, PRESENT, AND FUTURE**

SECTOR						FUTURE PROJECTIONS					
	1999	2000	2001	2002	2003	2004	2005	2006	10 YR. 2013	20 yr. 2028	50 yr. 2053
University Affiliated											
Residential Complexes											
Alumni Quad	956	956	956	956	956	956	956	956	956	956	956
Buckley	451	451	451	451	451	451	451	451	451	451	451
Charter Oak Complex					953	953	953	953	953	953	953
Graduate Res.	410	410	410	410	410	410	410	410	410	410	410
Hilltop Complex			1281	1281	1,281	1,281	1,281	1,281	1,281	1,281	1,281
Husky Village (Greek)					300	300	300	300	300	300	300
Mansfield Apartments	261	261	261	261	261	261	261	261	261	261	261
McMahon	607	607	607	607	607	607	607	607	607	607	607
North Campus	1,347	1,347	1,347	1,347	1,347	1,347	1,347	1,347	1,347	1,347	1,347
Northwest Quad	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013	1,013
Northwood Apts.	384	384	384	384	384	384	384	384	384	384	384
Shippee	295	295	295	295	295	295	295	295	295	295	295
South Campus	707	707	707	707	707	707	707	707	707	707	707
Towers	936	936	936	936	936	936	936	936	936	936	936
West Campus	507	507	507	507	507	507	507	507	507	507	507
Sub-Total	7,874	7,874	9,155	9,155	10,408	10,408	10,408	10,408	10,408	10,408	10,408
New/Rennovate-est. 25/ year for 10 years								25	250	250	250
Total University Affiliated Residential Population	7,874	7,874	9,155	9,155	10,408	10,408	10,408	10,433	10,658	10,658	10,658
Non-University Affiliated											
Residential Complexes											
102 Houses (4 people ea.)	328	348	368	388	408	408	408	408	408	408	408
Town of Mansfield											
Juniper Hill	100	100	100	100	100	100	100	100	100	100	100
Glen Ridge	50	50	50	50	50	50	50	50	50	50	50
Mansfield Nursing and Rehabilitation	96	96	96	96	96	96	96	96	96	96	96
Housing Authority											
Wrights Village	42	42	42	42	42	42	42	42	42	42	42
Holinko Estates	123	123	123	123	123	123	123	123	123	123	123
Multi Family Residential											
Celeron Square	500	500	500	500	500	500	500	1,000	1,000	1,000	1,000
Courtyard Condo.	144	144	144	144	144	144	144	144	144	144	144
Sub Total	1,383	1,403	1,423	1,443	1,463	1,463	1,463	1,963	1,963	1,963	1,963
Additional/Future Non-University Residential											
Storrs Center (approximate)								300	300	300	300
Mansfield Four Corners(discussion only)								?	?	?	?
Private Enterprise (discussion only)								?	?	?	?
Total Non-University Residential	1,383	1,403	1,423	1,443	1,463	1,463	1,463	2,263	2,263	2,263	2,263
TOTAL RESIDENTIAL POPULATION	9,257	9,277	10,578	10,598	11,871	11,871	11,871	12,696	12,921	12,921	12,921

TABLE 7-6
FUTURE WATER USE PROJECTIONS
(in millions of gallons a day)

SYSTEM	Present Day	Future Projections				
		1 year	1-5 years	5-10 years	50 Years	
MAIN CAMPUS WATER SYSTEM						
1 Current Average Day Demand*	1.180					
2 Students Faculty and Staff			0.003	n.s.c.	t.b.d.	
3 21 st Century UConn		n.s.c.	n.s.c.	n.s.c.	t.b.d.	
4 University Housing		n.s.c.	0.001	0.0125	t.b.d.	
5 Operations						
a Waste Water Treatment Plant		n.s.c.	n.s.c.	n.s.c.	t.b.d.	
b Cogeneration Plant **		0.036	0.013	t.b.d.	t.b.d.	
6 Town of Mansfield			n.s.c.	n.s.c.	t.b.d.	
7 Celeron Square			0.037	t.b.d.	t.b.d.	
8 Storrs Center Development			0.050	0.01	t.b.d.	
INCREASE OF:		0.036	0.104	0.0225	t.b.d.	
Average Day Demands-Running Sub-Totals	1.180	1.216	1.320	1.343	t.b.d.	
DEPOT CAMPUS WATER SYSTEM						
8 Current Average Day Demand	0.109					
9 Students Faculty and Staff		n.s.c.	0.001	0.001	t.b.d.	
10 21 st Century UConn		n.s.c.	n.s.c.	n.s.c.	n.s.c.	
11 Department of Corrections		n.s.c.	n.s.c.	n.s.c.	t.b.d.	
INCREASE OF:		0	0.001	0.001	t.b.d.	
Running Sub-Totals	0.109	0.109	0.110	0.111	t.b.d.	
COMBINED SYSTEMS		1.289	1.325	1.430	1.454	t.b.d.
PROJECTS FOR CONSIDERATION						
12 North Campus and Tech-Park			t.b.d.	t.b.d.	t.b.d.	
13 Mansfield Four Corners			t.b.d.	—————>		
14 Private Enterprise			t.b.d.	—————>		

LEGEND

- n.s.c. No Significant Change
- t.b.d. To Be Determined
- * Includes process water demands of 100,000 gallons a day (chilled water make-up, steam condensate make-up, and condenser make-up).
- ** Plant operation, includes replacing existing make-up/ process water demands.

PART 9

MEETING FUTURE WATER SUPPLY NEEDS

9.1 WATER SUPPLY SOURCES

The University is fortunate to own and operate the Fenton River Wellfield and the Willimantic River Wellfield. Both facilities have high production wells that draw ground water from large water bearing stratified drift aquifers. The ability of these wellfields to continue to supply the University with a good quality drinking water for years to come is well demonstrated in "Volume 2" of this Plan. That report entitled "Well Water Supply and Pumping Rates" takes a thorough look at each well and its respective pumping capability.

From a "Future Source of Water Supply" perspective, perhaps the most noteworthy section of that report is "Section 10" entitled: "Meeting Water Demands". "FIGURE 10.1" of that section is a matrix entitled "Fenton River and Willimantic River Wells-Safe Yields and Pumping Capacities". Due to the significance of this matrix, and the amount of information it contains, it is shown again in the following "TABLE 9-1".

The highlights of this report that demonstrate the ability of the Fenton River Wellfield and the Willimantic River Wellfield to continue to serve as adequate water supplies is shown below.

2003 Average Day Demand (Main plus Depot Campus)	1.290 MGD
Current Pumping Capacity (incorporates pump settings)	2.010 MGD
Current Registered Water Diversions	3.152 MGD
Wellfield Development Potential (Approximate)	3.890 MGD
Fenton Wellfield	
4 wells - Safe Yield	1.29 MGD
Willimantic Wellfield (Harris Report)	
6 wells - @ 400 gpm ea.	3.46 MGD
Adjust for Safe Yield	$3.46 \times 75\% = 2.60$ MGD

Note: A water diversion permit would be needed to pump in excess of the existing 3.152 MGD registered amount.

Based on the above information, the University should have a sufficient supply of drinking water for many years to come. At this point in time, therefore, it is not necessary for the University to pursue other water supply sources.

UNIVERSITY OF CONNECTICUT
FENTON RIVER AND WILLIMANTIC RIVER WELLS-SAFE YIELDS AND PUMPING CAPACITIES

WELL	Status	Yield		Safe Yield = Column C Multiplied by 75% To Adjust For Drought (DPH Guideline)		Pump Capacity (Designed)		Avg. Pump Rates (gpm)	Registered Diversion			AVAILABLE WATER 2003					
		(gpm)	MGD	(gpm)	MGD	gpm @ head (ft.)	Well (gpm)		Wellfield (MGD)	All Wells Pump (4)		Largest Well Out Of Service		Overall Limiting Factor Is Highlighted			
										Use Average Pump Rates as Limit factor 24 hours per day (gpm)	MGD	Use Average Pump Rates as Limit factor 24 hours per day (gpm)	MGD				
Fenton River																	
A	Active	400	0.576	300	0.432	400	38'	327	400	0.576		use 327	0.432	use 327	0.432		
B	Active	675	0.972	506	0.729	700	45'	532	700	1.008		use 532	0.728	0	0		
C	Active	520	0.749	390	0.562	500	40'	271	500	0.720		use 271	0.540	use 271	0.540		
D	Active	400	0.576	300	0.432	500	66'	360	500	0.720		use 360	0.500	use 360	0.500		
Combined Wells		1195(9)	1.721	896	1.290			(2) 1250				use 1250	(2) 1.800	(8) use 800	1.152		
SUB TOTALS										0.8443			1.800		1.152		0.8443
Willimantic River																	
UConn #1	Active	750	1.080	562	0.809	400	555'	300	450	0.648		300	0.432	300	0.432		
UConn #2	Active	361	0.520	271	0.390	210	520'	300	300	0.432	1.5877	300	0.432	300	0.432		
UConn #3	Active	725 (5)	1.044	545	0.783	400	555'	330	450	0.648		330	0.475	330	0.475		
UConn #4	Active	560	0.806	560 (6)	0.806 (6)	540	484'	467	500	0.720	0.720	467	0.672	467	0.672		
Combined Wells																	
SUB TOTALS						(7) 1550					2.3077	(7) 1397	2.01	(7) 1397	2.01		2.01
TOTALS											3.1520		3.810		3.162		2.85

LEGEND

- (1) MTS #2 was replaced by UConn #4
- (2) Based on actual tests with all wells pumping simultaneously. The 1250 gpm combined rate may be conservative.
- (3) Section 25-32d-4 of the Regulations of State Agencies allow several methods to determine a well's safe yield under drought conditions. One method used here is to multiply the well's yield by 75%.
- (4) Since these rates are limited by mechanical pumping capacities, and not well yields (already factored in), do not reduce to 18 hours pumping. Pumps are designed to run 24 hours a day.
- (5) Pumped tested at this rate for 12 days with MTS #2 pumping simultaneously at 500 gpm.
- (6) This well's yield was not reduced to 75% because yield test was done during a drought (see Lenard Engineering report).
- (7) Although daily logs show up to 2.01 MGD, the maximum (optimizing bowl and VFD settings) amount of water all four wells can pump simultaneously should be evaluated.
- (8) From equation $1250 / 1490 = (x) / 958$
- (9) Minimum amount based on simultaneous yield tests of Wells B and C. Well A was also pumping during this yield test. The Yield of four wells, A, B, C and D could be greater than 1195 gpm.

9.2 MEETING FUTURE WATER DEMANDS

In looking at the projected water demands from "PART 7" which includes a short term average day demand of 1.58 MGD, it is apparent from the previous Section 9.1 and "TABLE 9-1", that the Fenton River and Willimantic River Wellfields have a sufficient "safe yield" potential (3.89 MGD), and sufficient "registered diversion" capacity (3.152 MGD) to meet future water demands. However, with respect to "average pumping rates" and "pump capacities", the University will have to evaluate pump and system hydraulics in the near future. The current 2.01 MGD well pump capacity does not provide much of a cushion when compared to the projected short term average day demand of 1.58 MGD. All well pump settings will need to be reassessed to ensure that all variable frequency drive (VFD) settings and system controls are optimized and that distribution system piping is sufficient to handle design flows. Any subsequent improvement needed in these areas would be considered mechanical and within the regulatory ability of the University.

Anticipated system improvements are addressed in greater detail in "PART 14- FUTURE WATER SYSTEM IMPROVEMENT PROJECTS" of this report.

SECTION 8

WATER USE HISTORY

DEMANDS, AND WATER CONSERVATION

8.0 FIFTEEN YEAR HISTORY

The amount of water used by the University at its Depot Campus and Main Campus over the past fifteen years (1989-2003) is shown in Table 8-1, "Water Demands, 1989-2003". The period of time selected was not based on any significant event but rather on the availability of historic production data. The total amount of water pumped (in millions of gallons) to both campuses is listed on a month by month basis for each year. The total amount of water pumped (in millions of gallons) for each calendar year is also shown in millions of gallons. A chart showing the relationship between the amount of water produced and the respective year (1989 and 2003) is shown in Figure 8.1.

8.1 AVERAGE DAY, PEAK MONTHS, AND PEAK DAY DEMANDS

The average day demands were also evaluated during the same 15 year period. The average day demand is calculated by taking the total amount of water produced during a year and dividing it by the number of days in that year. A chart showing the relationship between the average day demands for each year between 1989 and 2003 is shown in Figure 8.2.

Water use records during a more recent, past 5 years, showed the following:

Largest Average Day Demand	1.29	MGD	2003
Peak Month	50.89	MG	October 2001
Peak Month Average Day	1.64	MGD	October 2001
Peak Day	2.125	MGD	October 13, 1999
Day Before Peak Day	1.474	MGD	October 12, 1999
Day After Peak Day	1.191	MGD	October 14, 1999
Three Day Average	1.60	MGD	October 12, 13, 14, 1999 (avg.)

When reviewing a peak day demand it is important to look at water usage on the days before and after the peak day. This will determine if there was a significant longer term (consecutive days) demand that would be of concern. In this case the records show that the day before and day after demands were 1.474 MGD and 1.191 MGD respectively. Since the average demand of these three days was 1.60 MGD, the peak day event did not stress the system.

NOTE: Since the University has a significant amount of storage tank capacity with over 7.5 million gallons of water available, the impact of a peak day, or even several consecutive peak days, would not be significant with respect to being able to meet water demands.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
 Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Greg Padick, Director of Planning
Date: May 23, 2005
Re: Draft Plan of Conservation and Development Update

Subject Matter/Background

Mansfield has been working on a Plan of Conservation and Development update since 2002. A draft plan text and associated mapping have been prepared by Planning and Zoning Commission and Director of Planning and have been referred by the PZC to the Town Council and those Town advisory committees who previously submitted comments to the PZC. A joint Town Council/PZC meeting will be scheduled for mid-June. The current schedule is to complete work on a draft plan by the end of June so that a draft can be presented at Public Hearing in September and adopted by the Town this fall. The attached letter from the PZC Chairman provides more information.

Financial Impact

The State statutes indicate that municipalities should update their Plan of Conservation and Development on a 10 year or sooner cycle. Mansfield's current plan was adopted in 1993. While there is cost to a Town to fulfill this requirement, the overall benefits to a municipality greatly exceed the costs of the update effort. Mansfield has budgeted for this update and no additional funds are anticipated to complete the update.

Legal Review

Although no legal issues are anticipated the draft plan will be submitted to the Town Attorney for review as part of the public hearing process.

Recommendation

No action is recommended at this time. The Town Council is advised to start reviewing the draft plan in preparation for a joint PZC/TC meeting in June.

Attachments

- 1) 5/17/2005 Letter from R. Favretti, Chairman of Mansfield Planning and Zoning Commission
- 2) 5/11/05 Draft Plan of Conservation and Development Text
- 3) 4/2005 Draft Plan of Conservation and Development Maps

THIS PAGE LEFT

BLANK

INTENTIONALLY



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Lon Hultgren, Director of Public Works
Date: May 23, 2005
Re: State Grant for Alternate Fuel Vehicle

Subject Matter/Background

This grant was awarded in 2004 and authorization to sign the grant agreement with DOT's contractor (2 Plus) was given by Council in August of 2004. The DOT is now requesting the attached resolution on Town letterhead so that the agreement authorization is with the State, not its contractor.

Financial Impact

This authorization is necessary to collect the grant funds even though an agreement with another party (the State's contractor) was previously authorized.

Recommendation

Since the Director of Public Works signed the previous agreement, Council's action to authorize his signature is respectfully requested.

Attachments

1) Resolution letter

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

May 18, 2005

Dr. Travis H. Bradshaw
1009 Braken Court
Wake Forest, NC 27587

Dear Dr. Bradshaw:

At the May 23, 2005 meeting of the Mansfield Town Council, the following resolution was enacted on a _____ to _____ vote:

RESOLVED, that Lon R. Hultgren be duly authorized in his capacity as Director of Public Works, to enter into an Agreement between Mansfield, CT and the State of Connecticut for a Cash Grant toward the purchase of an Alternative Fuel Vehicle.

Adopted by the Mansfield Town Council this 23rd day of May, 2005.

Sincerely,

Martin H. Berliner
Mansfield Town Manager



Partners in Transportation

Fax

To: Lon Hultgren

Fax #: 860.429.6863

cc:

Phone

From: Dr. Travis H. Bradshaw (travis@2plus.com)

Date: 05-13-2005

If you do not receive all pages, call: 919.562.1676

Total number of pages: 1
(including cover)

Dear Alt-fuel participant:

Please follow the outline below to create a one paragraph letter authorizing the appropriate official to sign for your Connecticut DOT alt-fuel vehicle incremental cost grant. If you are not the appropriate official then please pass this along to the appropriate person.

1. Please create a letter in this format.
2. Please put the letter on company letterhead.
3. Please fax the letter to me at 919.570.9753.
4. Please mail a copy of the letter to me at

Dr. Travis H. Bradshaw
1009 Bracken Ct
Wake Forest, NC 27587

RESOLUTION

RESOLVED, that (*NAME, identical to how the person will sign the contract*) be duly authorized in his capacity as (*TITLE*), to enter into an Agreement between (*NAME OF TOWN*) and the State of Connecticut for a Cash Grant toward the Purchase of Alternative Fuel Vehicle(s).

Adopted by the (*NAME OF AUTHORIZING BODY*) THIS _____ DAY OF (*MONTH, YEAR*).

2Plus, Inc.—North Carolina
314 Highlands Bluffs Drive
Suite 110
Cary, NC 27511

2Plus, Inc.—North Carolina
1009 Bracken Ct
Suite 101
Wake Forest, NC 27587

2Plus, Inc.—Connecticut
37 Jerome Avenue
Bloomfield, CT 06002

voice: 919.363.0021
fax: 919.363.0540

voice: 919.562.1676
fax: 919.570.9753

voice: 860.242.1722
fax: 860.242.1722

THIS PAGE LEFT

BLANK

INTENTIONALLY



**Town of Mansfield
Agenda Item Summary**

To: Town Council
Martin Berliner
From: Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Kevin Grunwald, Social Services Director
Date: May 23, 2005
Re: Youth Service Bureau Grant Application

Subject Matter/Background

The purpose of the Youth Service Bureau grants program is to: "Assist municipalities and private youth-serving organizations designated to act as agents for municipalities with maintaining and expanding such bureau for the benefit of youth" (C.G.S. sec. 10-19n). Direct services which may be provided include:

- Individual and group counseling;
- Parent training and family therapy;
- Work placement and employment counseling;
- Alternative and special educational opportunities;
- Recreational and cultural programs;
- Outreach programs;
- Teen pregnancy services;
- Suspension/expulsion services;
- Diversion from juvenile justice services;
- Preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and
- Programs that develop positive youth involvement (C.G.S. sec 10-19m (b))

The Mansfield Youth Service Bureau delivers all of these services in some form, and works closely with the Mansfield Board of Education to support students and their families who are experiencing a wide range of behavioral health problems. In the past year direct services were provided to 237 individuals and 206 families.

Financial Impact

The annual FY 06 budget for the Youth Service Bureau is approximately \$123,000. Funds received from this grant subsidize the costs of operating the YSB. Each YSB in the State is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation. Additionally, each town must contribute an amount equal to the amount of the state grant, of which *no less* than fifty percent of the contribution shall be from funds appropriated by the town. The remaining amount may be matched with other funds or in-kind services. Last year the Town of Mansfield received \$16,484 from this grant award.

Recommendation

I recommend that the Town Council support this grant application. While the grant award only provides a small subsidy for the actual cost of operating the Youth Service Bureau, it does provide one source of income for a service that reaches a large number of youth and families in need. Additionally, our participation in this grant program gives us the opportunity to affiliate with other municipalities in Connecticut who are delivering similar services and following a set of agreed upon goals and objectives.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Jeffrey Smith, Director of Finance
Date: May 23, 2005
Re: Fiscal Year 2005/2006 Budget – Mill Rate

Recommendation

It is recommended that the following resolution be passed:

RESOLVED: effective, July 1, 2005, the tax rate for the Town of Mansfield for fiscal year 2005-2006 be set at _____ mills, and the Collector of Revenue be authorized and directed to prepare and mail to each taxpayer tax bills in accordance with Connecticut General Statutes, as amended, and such taxes shall be due and payable on July 2, 2005.

THIS PAGE LEFT

BLANK

INTENTIONALLY



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Jeffrey H. Smith, Director of Finance
CC: Martin Berliner, Town Manager; Matt Hart, Assistant Town Manager
Date: May 23, 2005
Re: Financial Statements Dated March 31, 2005

Subject Matter/Background

Enclosed please find the third quarter financial report for the period ending March 31, 2005.

Recommendation

It is recommended that the Council refer this item to the Finance Committee for review.

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

*Move, effective **May 23, 2005**, to refer the Financial Statements Dated March 31, 2005 to the Finance Committee for review.*

THIS PAGE LEFT

BLANK

INTENTIONALLY

Agriculture Committee
MINUTES OF MARCH 9, 2005 MEETING

PRESENT: Al Cyr, Charlie Galgowski, Bill Hopkins, Bill Palmer, Bob Peters, Vicky Wetherell, Jennifer Kaufman, Jim Morrow

1. Charlie Galgowski was acting chairman.
2. Minutes of the February 9, 2005 meeting were approved.
3. Farmland/Open Space Preservation Presentation

The committee and representatives of the Open Space Preservation Committee and the Conservation Commission discussed a joint presentation to the Town Council in support of increased funding for the purchase of open space and development rights. The brief presentation would be part of the Council's public hearing about the 2005-6 Town budget on April 11.

After some discussion the group agreed to support a proposed bond issue for open space purchases. They also recommended that the Council consider an alternative: an additional percentage of the mill rate that would be placed in the Open Space Fund annually. The group passed a motion for Al to present this alternative to the Town Manager.

The group viewed a Power Point presentation by Al Cyr concerning the need for farmland preservation, and discussed how best to use this material. Specific items to be included in the presentation were discussed. Work on the presentation will continue at a meeting on March 24. Representatives of the Agriculture Committee, Open Space Preservation Committee, Parks Advisory Committee, and Conservation Commission will be invited to this meeting.

Notes on March 9 Agriculture Committee meeting with representatives of Open Space Preservation (attached).

CHARTER COMMUNICATIONS ADVISORY COUNCIL

March 21, 2005

ATTENDANCE COUNCIL

Gene Sellers	Grace Enggas
Betty T. Church	Paul Berthaiume
Judy Boligan	Rosita Vining
Roger Morin	Joan Russoniello Goba
Nancy Gale	Olga Kurnyk-Ezis
Betty Church	Norm Desmarais
Roger Morin	Herb Arico
Josh Niles	

ATTENDANCE CHARTER

Mike Nelson
Len Romano

ATTENDANCE PUBLIC:

Catharen White	David Nelson
Jenny Bass	Joseph Smith
Dan Smith	Miriam Kurland
Michael Kurland	Charles Prewitt

PUBLIC COMMENTS:

NE Coalition of Peace & Justice: investigative news coverage (better coverage). Not for profit. CSPAN channels are only channels that carry Democracy Now. Will fund public access to their programming to the free-speech tv for programming. Free-Speech TV is a not for profit. Amy Goodman is the reporter.

Mike Nelson response: Community Access/Public Access—Everyone must be treated the same. Can't use satellite to receive the program. It must be on tapes submitted to the studio. Charter is not going to put a satellite dish up on the roof to pick up these signals. Len Romano's response: Problem with contracts with other networks as it relates to Free Speech TV. Demand (100,000 subscriptions in Charter—150 petitions) would be a factor. Right now everyone wants HDTV. Len will investigate. May be able to put an hour of this on for Channel 21 (ECSU)—could ask if they would want to put this program on. Ch 21 is carried throughout the franchise.

CORRESPONDENCE

1. Correspondence read by Gene Sellers responding to interrogatories to Docket No. 04-11-09 in regard to CATV 17, CATV 18, CATV 19.
Calls right now are being answered at almost 30 seconds. Charter is compliant to all DPUC requirements. Call Center is responsible for Connecticut, Virginia, NY, VT. Added 3 more call centers. There is a high turn over rate of personnel. With all of the above there are some problems. They are at 45% staff right now. Trying to hire enough people to staff these centers.
2. Town Manager of Mansfield, Martin Berliner, wrote letter to Grace Enggas. Asking for upgrade for Government Channel to be paid by Advisory Council. We will table this for now. Mike Nelson will follow up for clarification.

MINUTES OF November 15th MEETING

Motion to accept minutes of November 15th, 2004 meeting by Paul Berthaiume ; 2nd by Joan Russoniello Goba. Unanimously accepted.

Charter Communications Advisory Council
March 21, 2005

FINANCIAL REPORT

Motion to accept the Financial Report of March 21, 2005 by Paul Bethaiume ; 2nd by Joan Russoniello Goba. Unanimously accepted.

CHARTER UPDATES: LEN ROMANO

1. Charter Sales and Marketing person 203-304-4009 Lromano@chartercom.com
2. Channel Changes: CSTV added to sports tier (college sports TV), jewelry television, in demand 823-830 has been removed, FOX 61 is HD FOX (permanent station), Ch 73 is now a 24 hour video review channel, STARZ is changing their look.
3. Upcoming promotions to Charter High Speed.
4. Charter e-pay. Will get \$5 off each bill for 2 months.
5. Charter has teamed up with Phillips. If select HDTV at Phillips, get HDTV from Charter, Phillips will set up a free surround sound. charter.philips.com
6. High Definition is in demand right now. TNT HD, Fox HD, Startz and Cinemax HD.

CHARTER UPDATES: MIKE NELSON

1. Handed out all of the events that he has been doing.
2. \$6.05 last year; \$6.27/subscriber for this year
3. May need to pay portion of the roof if the roof needs to be done.
4. Bob Spain had to be up in MA tonight for a
5. Started 3rd shift 2 weeks ago. Technicians working all through the night.

OLD BUSINESS

1. Letters to towns for proposals. Haven't received any except from Mansfield which Mike is working on.

NEW BUSINESS

Motion to adjourn meeting at 9:20 pm by Grace Enggas; 2nd by Roger Morin. Unanimously accepted.

NEXT MEETING

Charter Communications Advisory Council

When: Monday, May 16, 2005
7:00 pm

Where: Charter Studio
207 Tuckie Road
North Windham

TOWN OF MANSFIELD
CONSERVATION COMMISSION
Minutes of the April 20, 2005 Meeting
Conference Room B, Audrey P. Beck Building

Present: Robert Dahn (chair), Quentin Kessel, John Silander, and Frank Trainor.

Absent: Jennifer Kaufman

1. The meeting was called to order at 7:32 PM.
2. Trainor moved, and Dahn seconded, that the minutes of the March 16, 2005 meeting be approved. The motion passed unanimously.
3. Membership: Kessel and Silander reported on the names of potential members and will contact them to see if two of them might be interested in serving on the CC. If there is interest, one or two of them will be invited to attend subsequent meetings.
4. Open space issues: Kessel reported on the April 19, 2005 Open Space Preservation Committee meeting. He noted that there will be a public hearing May 3, 2005 to obtain comment on subdivision moratorium proposed by the PZC. It was agreed that Dahn and Kessel would draft a statement supporting the moratorium and circulate it to CC members for their approval. Dahn and/or Kessel will attend the hearing to present the statement.
5. PZC Referral.

PZC file # 1228- Highland Development Associates. This subdivision is for four lots with three of them off Brown's Road on a shared driveway with the fourth being off Crane Hill Road. The CC members questioned the conservation easement. Specifically, in places it runs through wetlands when it would not appear to be detrimental to any of the lots to have the easement include the wetlands. The CC recommends that on Lot 1, the line be moved in the easterly direction to include both wetlands and the intermittent stream on the western side of this lot. For Lot 2, it is recommended that this line be continued to include the intermittent stream and the wetlands on the western boundary (passing between the pond and those wetlands). Extending the protected area in this way will provide additional protection for the wetlands, the pond and the downstream habitats.

The meeting adjourned at 8:10 P.M.

Respectfully submitted,

Quentin Kessel
Secretary

MANSFIELD HISTORIC DISTRICT COMMISSION

Tuesday, April 12, 2005

Members attending: I. Atwood, G. Bruhn, H. Marshall, J. Newmyer , D. Spencer

The minutes of the February 8 meeting were approved; no meeting was held in March because of bad weather.

Grant Meitzler Assistant Town Engineer and Wetlands Agent, and Barry and Dru Burnham appeared before the Commission to present a map showing the proposed driveway to the Barrows Cemetery. The driveway would have approximately 10 feet of paving at Rte 105 as state law requires; the rest of the driveway would be gravel. A hearing on this proposal will be held at 8:00 p.m. May 10 prior to the next Historic District Commission meeting.

Respectfully submitted,

Jody Newmyer
Clerk

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, May 2, 2005

Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), B. Gardner, J. Goodwin, R. Hall, K. Holt, P. Kochenburger, P. Plante, B. Ryan, G. Zimmer

Members absent:

Alternates present: C. Kusmer, B. Pociask

Alternates absent:

Staff present: C. Hirsch (Zoning Agent), G. Meitzler (Ass't. Town Eng'r.), G. Padick (Town Planner)

Chairman Favretti called the meeting to order at 8:40 p.m., appointing Alternates Kusmer and Pociask, in that order, to act as voting members in case of member disqualifications.

Minutes – 4/18/05 – Hall MOVED, Holt seconded to approve the Minutes as submitted; MOTION CARRIED, all in favor except Gardner and Goodwin (disqualified).

Public Hearing, Wild Rose Estates, Phase II, 25 proposed lots on Mansfield City Rd., The Miniutti Group, appl., B. Thompson, owner, file 1113-3 – The Public Hearing was called to order at 8:42 p.m. Members and Alternates present were R. Favretti, B. Gardner, J. Goodwin, R. Hall, K. Holt, P. Kochenburger, C. Kusmer, P. Plante, B. Pociask, B. Ryan and G. Zimmer. The legal notice was read and communications were noted from: Town Planner, Ass't. Town Engineer, Fire Marshal (all dated 4/28/05); Design Review Panel (4/26/05); Open Space Preservation Committee (4/19/05); Conservation Commission (3/16/05); P. Paine (3/18/05); E.F. Kaeser (3/18/05). A report from Eastern Highlands Health District is expected soon. The testimony given in the Inland Wetland Agency Public Hearing held earlier in the evening was also entered into the record of this Public Hearing.

This application proposes a 25-lot second phase of the Wild Rose subdivision on Mansfield City Rd., which would consist of the existing house, barn and lot at 706 Mansfield City Rd. and 24 new house lots.

Mr. Favretti stated that the PZC agreed with the Inland Wetland Agency and the Open Space Preservation Committee that a review and report on this phase of subdivision development by Kenneth Metzler, of the CT DEP, would be appropriate, particularly since he had reviewed the first phase with no knowledge of the present proposal.

Applicant Peter Miniutti agreed to revise the plans to provide more than 2 species of street trees.

Mr. Miniutti was asked to explain the rationale for locating the right-of-way and future road intersection at the steepest part of the new road, and whether the intersection could be redesigned at a lesser slope. He responded that the present location seemed the most logical, given land characteristics such as the presence of ledge. He agreed, however, to study the possibility of another road layout. Engineer Darren Overton stated that, in his opinion, sightlines at the Mansfield City Rd. intersection would be adequate with the removal of brush, but agreed to verify this. Mrs. Holt asked whether the requirement for a street light at the intersection of the new road could be waived. Mr. Padick explained that it has been Commission policy in recent years to require street lights at new intersections, although the Regulations do not mandate this. He noted that street lights are now designed to be downward-directed.

Mr. Miniutti agreed to confer with the Town Planner on issues noted in Mr. Padick's memo regarding Building Area Envelopes and Design Area Envelopes.

Members and Mr. Miniutti discussed possible redesign of the new road into a wide circular road in light of his example of Storrs Heights as an ideal community with such a design and with a comparable number of houses. Mr. Miniutti gave his reasons against this, noting traffic, drainage, excessive paving and personal philosophical objections. He stated that he feels this is the most efficient plan and will improve drainage to the wetlands. He added that the plan offers 40 to 45% of the site as an open space dedication and that the plan as submitted is consistent with the Regulations and the Plan of Conservation and Development. Mr. Padick noted that the PZC must determine whether or not the number of lots shown on the yield plans is appropriate and feasible. He stated that a number of open space issues have been identified by staff and other town boards, such as fragmentation of the parcels to be dedicated and the need to form useful linkages with other town trails, and suggested that the applicant refine these open space linkages. He stated that the lots shown in the yield plan must meet the State Health Code and also be appropriate as dedicated open space. Mr. Miniutti agreed to review these matters further.

Members were asked to study the yield plans for the next session of the Public Hearing; Mr. Miniutti stated he will submit additional yield plans.

Mr. Miniutti was also questioned regarding proposed extensive tree-cutting within the open space dedication; he explained that it is a cost-cutting tree-cutting measure. Public participation was then invited.

Pamela Paine, 697 Mansfield City Rd., expressed concern regarding the planned street light at the intersection of the new road. She noted she would then have street lights at both sides of her property, lighting the entire front yard area, adding that the light at Deerfield Lane is already very bright.

There was no further public comment. Staff reports had noted numerous omissions from the plans and potential revisions. Mr. Miniutti stated that he would submit a request for a 35-day extension of the Public Hearing period, to allow for the submission of revised plans and supplemental materials for staff and public review. At 9:20 p.m., Hall MOVED, Holt seconded to recess the Public Hearing until 6/6/05. MOTION PASSED unanimously.

Zoning Agent's Report – The April Monthly Activity Report was acknowledged. Mr. Hirsch noted that gravel permits expire July 1st, and a Public Hearing must soon be scheduled. Mr. Hirsch reported that the new owners of the new business at the Rosal's site have promised to remove the trash from the woods. Mr. Hirsch's 4/20/05 memo on student housing was also noted.

Designation of new PZC/IWA Alternate member – Noting with regret the letter of resignation from Alternate Bryan Mutch, Holt MOVED, Hall seconded to appoint Vera Stearns as the new PZC/IWA Alternate member to replace Bryan Mutch, as recommended in a 4/22/05 memo from Carol L. Pellegrine, Republican Town Committee Chair. Ms. Stearns introduced herself to the Commission and explained her reasons for wishing to join the Commission and the Agency, after which the MOTION PASSED unanimously.

Old Business

Proposed commercial buildings at 452 Storrs Rd., Home Selling Team, B. McCarthy, o/a, file 510-2 – Members discussed the draft approval conditions submitted by Mr. Kochenburger and Mr. Padick for the Commission's consideration. Of particular concern were considerations regarding traffic, entry/exit from the site, potential over-development of the site, parking adequacy for the two proposed buildings, and future potential uses. An effort was made to explain how the traffic figures had been reached. Mr. Meitzler stated that, in his opinion, the applicant's traffic report adequately and correctly represents traffic conditions at the site. Mr. Kochenburger then MOVED, Hall seconded to approve with conditions the special permit application (file 510-2) of Home Selling Team, LLC for two new office buildings and related sitework on property located at 452 Storrs Road, in a Neighborhood Business-2 zone, as submitted to the Commission and shown on plans dated 8/30/04 (site plans), 1/5/05 (architectural plans and 12/12/04 landscape plans) revised through 3/19/05 (landscape plans) and 3/21/05 (site plans), and as presented at Public Hearings on 3/7/05 and 3/21/05. This approval is granted because the application as hereby approved is considered to be in compliance with Article V, Section B and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. This approval is specifically tied to the applicant's submissions and Public Hearing testimony and the conditions cited in this motion. Unless modifications are specifically authorized, the proposed uses and site improvements shall be limited to those authorized by this approval. Based on the submitted traffic analysis, this approval is limited to office uses. Any other use, including a bank, ATM location, retail store or drive-through use shall require additional PZC approval. Any questions regarding authorized uses and required site improvements shall be reviewed with the Zoning Agent and Town Planner and, as appropriate, the PZC;
2. All site improvement revisions necessitated by this action shall be submitted to the Inland Wetland Agency for review and approval. No Zoning Permits shall be issued without required IWA authorization;
3. No Zoning Permit shall be issued until final plans have been reviewed and approved by the State Department of Transportation;
4. Due primarily to uncertainties about the nature and intensity of future occupant uses of building #2, associated traffic and parking impacts, and limited room onsite to accommodate additional parking, no Zoning Permit shall be issued for building #2 until further authorization is granted by the Planning and Zoning Commission. Updated floor plans, more specific information about existing and planned occupancies and an updated traffic report shall be required in association with any Zoning Permit request for building #2. This condition is

considered necessary to approve the subject application and has been included pursuant to the provisions of Article V, Sections B.5 and B.6;

5. Due primarily to concern about potential vehicular and pedestrian traffic safety impacts along Route 195 that could result from this commercial project, the submitted plans shall be revised to incorporate the following:
 - Elimination of any driveway connection to Route 195, except for possible emergency access purposes
 - Creation of an interior lot vehicular turnaround area adequately sized to accommodate delivery vehicles, refuse-removal trucks and, as necessary, emergency vehicles. Consideration can be given to incorporating emergency vehicle access from Route 195, provided adequate provisions are made to ensure that the accessway will be available year-round.

Revised plans to address this condition shall be submitted to the PZC for review and approval before notice of this special permit is filed on the Land Records. This condition is considered necessary to approve the subject application and has been included pursuant to provisions of Article V, Sections B.5 and B.6. The elimination of the Route 195 driveway is deemed appropriate due to the proximity of the Route 195/Bassetts Bridge Road intersection, which is a Department of Transportation-identified high-accident location; the high volumes of traffic on Route 195; the limited width of Route 195 and the lack of turning or by-pass lanes at the proposed driveway location, and concern that a linkage between Route 195 and Bassetts Bridge Road would create an unsafe pass-through traffic pattern.

6. No Zoning Permit shall be issued until an existing drainage problem associated with a well located along Route 195 at the northwest corner of the subject site is corrected to the satisfaction of the Eastern Highlands Health District;
7. It is acknowledged that current refurbishing plans for the existing office building consist of "minor interior cosmetic work, exterior paint and roof improvements." Whereas future renovations of the existing office building are considered an integral part of the commercial use of the subject property, no Zoning Permits for more extensive alterations of the existing building shall be issued until specific plans for improvements are submitted to the PZC for approval;
8. This approval authorizes an 8-foot width for the landscape island within the parking area south of building #1. This authorization is based on the overall comprehensive nature of proposed landscape improvements. It is noted that, due to the specific grass and plant species selected for this site, any changes in the approved landscape plan must be specifically authorized through the Town's modification process;
9. No Certificate of Compliance shall be issued until all handicap parking spaces are delineated with pavement markings and signage as per current State requirements, and until all other site work is completed or bonded as per regulatory provisions. It is acknowledged that depicted landscape work directly associated with building #2 does not have to be constructed or bonded prior to the occupancy of building #2;
10. All construction traffic shall utilize Bassetts Bridge Road to enter and exit the site;
11. This approval authorizes two identity signs for the subject commercial property, due to the site frontage on two roadways. Due to the provisions of condition #5, the primary identity sign shall be on Bassetts Bridge Road, with the smaller, secondary sign on Route 195. Final signage plans for both locations shall be submitted to the PZC for approval and no Certificate of Compliance shall be issued for building #1 until new signage is approved and installed;
12. The following revisions shall be incorporated onto final plans. These revisions shall be approved by the PZC Chairman with staff assistance:
 - A. elimination of depicted exit signage
 - B. incorporation of appropriate labeling for the walkway link between the existing office building and parking area
 - C. incorporation of a striped pedestrian accessway between parking spaces east of building #2. The landscape island south of this row of parking may be reduced in size to accommodate this pedestrian accessway to the walkway system
 - D. incorporation of 8 to 10-inch-wide corner boards onto the architectural plans to promote compatibility with historic properties in Mansfield Center.
 - E. incorporation of specific landscape improvements at the base of identity signage as per the provisions of Article X, Section C.12
 - F. the revised dumpster location shall be incorporated into the landscape plan
 - G. the depicted employee parking spaces shall be identified with appropriate signage
 - H. attached building lighting as described by the applicant shall be added to the architectural plans

- I. in conjunction with the provisions of condition #5, the new identity signage along Bassetts Bridge Road shall be illuminated. Lighting details shall be added to the plans (see Article X, Section C.11)
 - J. incorporation of an underground utility connection to the site from an existing pole on the northerly side of Bassetts Bridge Road
13. This permit shall not become valid until the applicant obtains the permit form from the Planning Office and files it on the Land Records. MOTION PASSED unanimously.

Proposed lot line revision, Lot 2, Well House subdivision, Browns Rd., file 1212 – Report from the Town Planner (4/29/05) and Eastern Highlands Health District (5/2/05) were noted. This proposal is to be considered in association with the pending Ross Candide Lane subdivision (file 1227). Discussion was tabled pending revised plans and/or possible further action by the Inland Wetland Agency.

Proposed Candide Lane subdivision, file 1227 – Memos were noted from the Town Planner (4/29), Ass't. Town Engineer (4/27/05), Eastern Highlands Health District (5/2/05) and Fire Marshal (4/28/05). Tabled at this time – see above.

Freedom Green, site modification request for garage relocation, Mohegan Court, file 636-4 – This item is to be discussed at the 5/16/05 meeting; members were advised to visit the site individually.

Proposed revisions to Art. III of the Zoning Regulations and Sec. 4.2 of the Subdivision Regulations regarding a proposed 9-month moratorium on certain subdivision and resubdivision applications. A Public Hearing is scheduled for Tuesday, May 3, 2005, at the Senior Center.

Review of draft portions of the Plan of Conservation & Development update – Draft maps were distributed at the meeting; drafts of Parts I and II had previously been distributed. Members were asked to submit further comments/questions as soon as possible. The next committee meeting is scheduled for May 11th, and all were invited to attend. A Public Hearing must be set, preceded by a 65-day public review period. It is hoped that a final draft will be available by June.

Sawmill Valley Estates, proposed 4-lot subdivision at Crane Hill/Browns Rds., file 1228 – Memos were received from the Town Planner (4/29/05), Fire Marshal (4/28/05) and Open Space Preservation Committee (4/19/05). The matter was tabled pending further staff reports.

Mansfield Downtown project – No new news – a joint PZC/Downtown Partnership meeting is tentatively scheduled for 5/16/05 at 7 p.m.

Revised fee schedule – tabled, awaiting staff report.

New Business

“Sunrise Estates,” proposed 25-lot subdivision off Mansfield City Rd., file 1214-2 – Holt MOVED, Zimmer seconded to receive the subdivision application (file 1214-2) submitted by Smith Farm Development Group, LLC, for a 25-lot subdivision, “Sunrise Estates,” on property located off Mansfield City Rd., owned by the applicant, as shown on plans dated January, 2005 revised through 4/12/05, and as described in other application submissions, and to refer said application to the staff, Design Review Panel, Town Council, Conservation Commission, Open Space Preservation Committee, Parks Advisory Committee and Recreation Advisory Committee for review and comments, and to set a Public Hearing for July 18, 2005. MOTION PASSED unanimously.

“Baxter Road Estates,” proposed 11-lot subdivision at Baxter Rd./Rt. 195 (Storrs Rd.), file 1229 – Goodwin MOVED, Holt seconded to receive the subdivision application (file 1229) submitted by Margaret Harrison for 11 subdivision lots (Baxter Road Estates) on property located at Baxter Road and Storrs Road owned by the applicant, as shown on plans dated 3/17/05 and as described in other application submissions, and to refer said application to the staff, Design Review Panel, Conservation Commission, Open Space Preservation Committee, Parks Advisory Committee, Recreation Advisory Committee and Town Council for review and comment, and to schedule a Public Hearing for June 20, 2005. MOTION PASSED unanimously.

"Fellow Estates," proposed 9-lot subdivision at 1089 Rt. 195/Monticello Lane, file 1230 – Holt MOVED, Gardner seconded to receive the subdivision application (file 1230) submitted by The Miniutti Group, LLC for a 9-lot subdivision entitled "Fellow Estates" on property of Irving and Justine Fellows located between Monticello Lane and 1089 Storrs Rd., as shown on plans dated 4/26/05, and as described in other application submissions, and to refer said application to the staff, Design Review Panel, Town Council, Conservation Commission, Open Space Preservation Committee, Parks Advisory Committee and Recreation Advisory Committee for review and comments and to set a Public Hearing for July 5, 2005. MOTION PASSED unanimously.

"Aurora Estates," proposed 5-lot subdivision at South Bedlam Rd. and Chaplin town line, file 1231 – Goodwin MOVED, Holt seconded to receive the subdivision application (file 1231) submitted by Ross LJ and G, LLC for 5 new subdivision lots, entitled "Aurora Estates," on property owned by the applicant and located off Bedlam Road, as shown on plans dated 4/29/05 and as described in other application submissions, and to refer said application to the staff, Design Review Panel, Town Council, Conservation Commission, Open Space Preservation Committee, Parks Advisory Committee and Recreation Advisory Committee for review and comments, and to set Public Hearing for 6/20/05. MOTION PASSED unanimously.

University of CT Water Supply Plan – tabled pending staff review.

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

The meeting was adjourned at 10:18 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Special Meeting, Tuesday, May 3, 2005
Mansfield Senior Center

Members present: R. Favretti (Chairman), B. Gardner, J. Goodwin, R. Hall, K. Holt, (arr. 7:15 p.m.) P. Kochenburger, G. Zimmer
Members absent: P. Plante, B. Ryan
Alternates present: B. Pociask, V. Stearns
Alternates absent: C. Kusmer
Staff present: G. Padick (Town Planner)

Chairman Favretti called the meeting to order at 7:10 p.m., and appointed Alternates Pociask and Stearns to act as voting members. This special meeting was called for the purpose of receiving testimony on a proposed temporary and limited moratorium on subdivisions and resubdivisions of more than two lots or which would include a new road. The Public Hearing commenced immediately; members and alternates present were R. Favretti, B. Gardner, J. Goodwin, R. Hall, K. Holt (arr. 7:15), P. Kochenburger, B. Pociask, V. Stearns and G. Zimmer. The legal notice was read and the following communications were noted: Open Space Preservation Committee (4/19/05); Town Planner, listing of subdivision lots approved or pending, 1995-2005; Town Attorney D. O'Brien (4/28/05; A. L. Booth (5/1/05; WINCOG Regional Planning Commission (4/7/05); return receipts had been submitted from notifications of the towns of Windham, Willington, Ashford, Coventry and Chaplin, to fulfill notification requirements of the Zoning Regulations. The Town Planner explained the purpose behind this proposal for a nine-month moratorium. Public comment was then invited.

William Jellema, 21 Monticello Lane, asked if there are any regulations that define the term "receive." Mr. Padick replied that there are no such State statutes, but the Town's zoning regulations clarify that an application is received at the next regular meeting after its submittal to the Planning Office.

Ken Feathers, 371 Gurleyville Rd., asked whether currently pending applications would be in the proposed moratorium; Mr. Padick responded that any applications which have already been received are not subject to this moratorium.

Christopher Kueffner, 192 Ravine Rd., asked what the effective date would be and how the public would know, and also asked whether a one-lot subdivision would still be allowed. Mr. Padick explained that the earliest the moratorium could go into effect would be May 7th, and that a legal notice would be published in *The Willimantic Chronicle*. He said that a one-lot subdivision could still be proposed.

Matthew Onwat asked whether the Town is trying to discourage development or not. Mr. Padick stated that, considering all factors, the proposed 9-month moratorium is not an indication of either a pro- or anti-development attitude on the Town's part.

Jim Morrow, 44 Hanks Hill Rd., who is the Chairman of the Open Space Preservation Committee, read the comments noted above from that body strongly urging that the proposed moratorium be adopted without delay, because it would help to limit the growing number of houses and open space dedications that do not comply with the goals in the Plan of Conservation & Development and would afford more time for the town to complete vital work on the Plan update.

Robert Dahn, 199 Mulberry Rd., who is Chairman of the Conservation Commission, read a statement from that board in favor of the moratorium which notes that the vision provided by the Plan update is sorely needed.

Les Lewis, an area real estate consultant, spoke against the proposed moratorium, saying that no changes in the regulations or more limits on conservation in town are necessary, and he noted some ways in which the proposal might detrimentally affect the real estate market and those affected by it. He concluded by recommending a shorter moratorium, if one is considered necessary.

Meg Reich, Bassetts Bridge Rd., stated that the moratorium should be longer than 9 months, if the purpose is to gain time to work on the Plan and to formulate and adopt the necessary new regulations.

Quentin Kessel, Codfish Falls Rd., spoke in favor of a moratorium.

Mr. Feathers , a member of the Open Space Preservation Committee, spoke in favor of the moratorium for the reasons stated by Mr. Morrow.

M. Anamar, 58 Monticello Lane, spoke in favor of the moratorium, but added that the potential effects on everyone must be considered.

There were no further comments from the public; Mr. Hall MOVED, Mrs. Holt seconded to close the Public Hearing. MOTION PASSED unanimously at 7:57 p.m.

After a short intermission, members returned to discuss the proposal in light of comments from the public. Mrs. Holt noted that several other nearby towns are also adopting moratoriums, and a period of only 9 months seemed very minimal to her to accomplish successfully the Town's stated reasons for proposing this moratorium. Mrs. Gardner stated that 9 months seemed long enough to her, as the Town should not be perceived as doing something more permanent in its effects than it had to. Mr. Hall stated his opinion that a moratorium is necessary in light of the large numbers of subdivision applications the Commission already is considering. He asked, and was assured by the Town Planner, that the proposal would be legally defensible. All members who spoke were in favor of action at this meeting. Mrs. Goodwin then MOVED, Holt seconded to approve, effective May 7, 2005 or upon publication of notice of this action, the attached PZC-proposed revisions to Article III of the Zoning Regulations and Section 4.2 of the Subdivision Regulations. The revisions were presented as a 3/23/05 draft at a Public Hearing held on May 3, 2005. The approved revisions establish a nine (9)-month moratorium on new subdivisions or resubdivisions that include proposed streets or divisions of land into more than two (2) lots. The moratorium applies to land within Mansfield's Residence-20, Residence-40, Rural Agricultural Residence-40, Rural Agricultural Residence 40/Multi-family and Rural Agricultural Residence-90 zones.

These revisions are adopted pursuant to the provisions and authority contained in the CT General Statutes, including Sections 8-2 and 8-25, which grant the PZC the following:

- the authority to regulate the location and use of buildings, structures and land for trade, industry, residence or other purposes;
- the mandate to promote health, public safety and the general welfare, to prevent the overcrowding of land;
- the mandate to give reasonable consideration as to the character of a zoning district and its peculiar suitability for particular uses and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such municipality.

The attached revisions to the Zoning Regulations and Subdivision Regulations are adopted for the following reasons:

1. to regulate land uses in a manner best suited to carry out the purposes of Title 8, Chapters 124 and 126 of the CT General Statutes; to promote the goals and objectives of Mansfield's Plan of Conservation and Development and Article I of the Zoning Regulations, and to promote the health, safety, convenience and welfare of the public. The Statement of Purpose in Article III, Section A.1 provides additional rationale for the adoption of these revisions;
2. to encourage the most appropriate use of land, to protect and enhance the value of properties and to protect and enhance natural and manmade features and scenic resources in Mansfield's residential zones;
3. to provide the Commission with the time necessary to complete an update of Mansfield's 1993 Plan of Conservation and Development, pursuant to Section 8-23 of the Connecticut General Statutes and to consider adoption of potential amendments to the Zoning Map, Zoning Regulations and Subdivision Regulations, pursuant to Sections 8-2 and 8-25 of the Connecticut General Statutes.

Mansfield's current Plan of Conservation and Development was adopted in 1993. Since early 2002, the Commission and its staff, primarily the Town Planner, have been working on an update of the Plan. Based on the provisions of Section 8-23 of the State Statutes, which specifies that the Plan should be updated at least once every ten years, the Town's goal was to complete the Plan update in 2003. This completion objective has not been achieved and, based on the number of pending subdivision applications and new lots (6 applications, with 77 proposed lots), completion of the Plan update could get delayed beyond the current completion goal of the fall of 2005. Upon completion of the Plan update, additional time will be necessary for the PZC to consider zoning and regulatory revisions that implement Plan goals, objectives and recommendations.

4. The adopted nine (9)-month term is considered reasonable in light of the objectives cited in #3 above, and the adopted applicability is limited in scope and will not prevent a continuation of Mansfield's historic rate of new single-family development. The adopted moratorium does not prevent the construction of new single-family

homes on previously-approved lots or on new lots that will potentially be approved during the next few months. The moratorium does not apply to multi-family housing or applications for zone changes, regulation changes, special permits or site plans.

Mansfield has a current inventory of approximately 90 subdivision lots, and this inventory is expected to increase, due to the 77 proposed new lots that are currently pending before the Commission. This inventory is significantly higher than necessary to allow a continuation of new single-family home construction in Mansfield. Since 1995, an average of 37 new single-family homes have been given construction permits. A number of these new homes have been constructed as "first cuts" that are not subject to subdivision approval. These "first cuts," or one-lot subdivisions, are not subject to this moratorium.

5. During the forthcoming nine (9)-month period, the Planning and Zoning Commission anticipates that a significant amount of time will be needed to review and act upon various elements of the planned Storrs Downtown project, which will not be affected by this moratorium. Mansfield's Downtown Partnership, Inc. is completing work on a Municipal Development Plan (MDP) for a new Storrs Center Downtown development. Based on draft MDP information, this project may include over 170,000 square feet of retail and restaurant space, 80,000 square feet of office space and 800 units of housing. Upon approval of the MDP, which is expected within the next few months, next steps will include the submission of a zone change application to create a new Special Design District and new zoning regulations to address permitted uses, application submission and application approval processes. These applications are expected to be submitted within the next 3 to 4 months. The review and processing of these applications may significantly affect the ability of the Commission and its staff to complete the Plan of Conservation and Development update and begin work on implementing new Plan goals, objectives and recommendations.
6. The revisions are considered acceptably worded and suitably coordinated with related zoning and subdivision provisions. The proposed wording has been found legally acceptable by the Town Attorney.

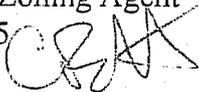
MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: May 11, 2005



Re: **Monthly Report of Zoning Enforcement Activity**
For the month of April, 2005

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	18	16	20	160	156
Certificates of Compliance issued	10	11	12	143	124
Site inspections	42	68	67	313	417
Complaints received from the Public	3	2	4	35	28
Complaints requiring inspection	3	1	4	28	23
Potential/Actual violations found	2	15	5	52	29
Enforcement letters	6	22	12	93	82
Notices to issue ZBA forms	2	2	1	8	16
Notices of Zoning Violations issued	2	2	11	40	55
Zoning Citations issued	2	0	3	15	11

Zoning permits issued this month for single family homes = 2 multi-fm = 0
 2004/05 Fiscal year to date: s-fm = 40, multi-fm = 7

Town of Mansfield
Transportation Advisory Committee
Minutes of the Meeting
November 23, 2004

Present: Zimmer (Acting Chair), Hall, Nash, Koehn, Aho, Hultgren (staff), vanZelm (Downtown Partnership), Marquette, Toledano, Fitzgerald (Downtown Partnership Consultants), Martin & Carla Fox (Storrs Heights Road).

The meeting was called to order by Acting Chair Zimmer at 7:40 p.m.

The Minutes of the September 23, 2004 meeting were approved on a motion by Nash/Hall.

Hultgren circulated the recent press-release regarding the ride-share portion of the Town's web page and a summary of the recent WRTD fee increases.

Marquette, Toledano and Fitzgerald of the Downtown Partnership design team gave a brief overview of the proposed development focusing on the transportation and traffic aspects. They showed a plan to try to change the character of Route 195 between Dog Lane and South Eagleville Road by adding trees, median strips, parallel parking, narrower lanes and other measures that would give a village atmosphere to the area. Committee members asked several questions including how this development might better serve all modes of transportation. The plans will continue to be revised and discussed with DOT.

Hultgren updated committee members on ongoing projects – the Route 44 bikeway is under construction and will continue to be worked on until winter shutdown. The Separatist Road bikeway easements are being appraised. Both the Maple Road reconstruction and the Clover Mill Road loop reclamation projects are undergoing final DOT review.

Hultgren reported that the recently requested walkway improvement project on the south side of Route 6 was actually in Windham and while the Town could conceivably support it as a regional project, he did not think it should be listed on the Town's walkway priority list.

Paul Aho reported that with reduced federal, state and Town of Windham funding, the WRTD bus services (including dial-a-ride) were seriously underfunded. He said to expect service reductions in the near future.

The Foxes (Storrs Heights Road) explained that the intersections leading out of their neighborhood onto Route 195 (North and South Flaherty Road) were very dangerous and they were also worried that the downtown proposal might make them worse. After some discussion, they were referred to the Town's Traffic Authority which deals with such matters.

The next meeting will be held in January unless a December meeting is required.

The meeting was adjourned at 9:23 p.m.

Respectfully submitted,

Lon R. Hultgren
Director of Public Works

cc: Town Manager, Town Clerk, Town Planner, Assist. Town Engineer, Project Engr., Social Services Dir., J. Freniere,

F:\DPW - Admin_ParkerWA_TAC\MINUTES.doc

ADMINISTRATION

- Willimantic River Alliance Web Page: Please check out Dagmar’s work on this web site, www.willimanticriver.org. WINCOG agreed to act as applicant and fiduciary for a second WRA application for a very small QSHC Partnership Program grant for additional web page assistance in FY 2006.
- Labor Market Revision: You may remember that prior to 1994 there was a Willimantic LMA (Union, Ashford, Mansfield, Chaplin, Hampton, Windham, Scotland, and Lebanon - from north to south). Other Windham Region towns were all in the Hartford LMA. In 1994, as a result of post 1990 census analysis, the Willimantic LMA was discontinued: Ashford, Mansfield, Chaplin, Windham, and Lebanon were assigned to the Hartford LMA and Hampton and Scotland were assigned to the Danielson LMA.

Well, here we are doing the “labor market shuffle” again. As a result of the post 2000 census analysis of metropolitan areas and commuting patterns, Willimantic and Chaplin now join Hampton and Scotland as part of the newly named “Willimantic-Danielson” LMA, with all the rest of our towns remaining in the Hartford LMA. It makes tracking statistics over time quite a challenge!

- **Technical assistance contracts active in FY 05:**

Contract #	Description	Status
Ashford	POCD assistance	Completed
Mansfield	Mapping assistance	continuing
Columbia	Fill-in staffing (part time) for ZEO for one week	completed 7/04
Willimantic River Alliance	Web site development	completed
Northeast Alliance	Web site modifications	in progress
Chaplin	Planning and zoning services	Began 1/3/05; continuing under contract

UPCOMING DATES OF INTEREST

- May 9 7:30 p.m. CT Public Transportation Commission Public Hearing, Windham Town Hall
- May 10 8:00 a.m. Public Health, Drinking Water, and Land Use Decisions - DPH workshop, Groton
More info: <http://www.dph.state.ct.us/BRS/Water/Brochure.htm>
5:00 p.m. GVI Land Use Seminar - “Save Our Land, Save Our Towns” (J. Butts, panelist) at UConn
- June 2 8:00 a.m. Eastern CT Workforce Investment Board CEO Council meeting, Norwich
- June 3 8:30 a.m. NEXT WINCOG Meeting
- June 8 2:30 p.m. Northeastern CT Economic Partnership meeting at UConn
3:00 p.m. Tours of UConn’s Technology Incubator program
(see www.cvg.org for more information)

ECONOMIC DEVELOPMENT

- NCEP: The Northeastern CT Economic Partnership held a meeting on May 3 to review project submissions for inclusion in the CEDS. As a result of that meeting, the following projects from our region are endorsed for inclusion on the CEDS high priority list (ready for funding in FFY 2006): Coventry, Barn Farm - land acquisition phase; Mansfield, Storrs Downtown Project; Windham: Whitewater Park - River trails and park, and Museums Project (for the Railroad Museum and the Textile and History Museum). There will be an additional brief NCEP meeting on Wednesday, June 8, at UConn, immediately before scheduled tours, reception, and overview for UConn’s Technology Incubator program. More information can be found at www.cvg.org.

- RB 1106 - AAC Regional Economic Development: A substitute bill has been drafted. This bill

would acknowledge and support existing regional economic development districts (such as the Northeastern CT Economic Partnership). It would provide grants (through DECD) of not more than \$50,000 annually to regional economic development districts to develop, amend, and implement a comprehensive economic development strategy (CEDS). It would also require the DECD to prepare a statewide CEDS.

TRANSPORTATION

- I-395 TIA meeting: The I-395 TIA met with Transportation Strategy Board chairman Oz Griebel on April 13. After discussion, the group voted to request that the TSB recommend a gas tax increase of longer duration than the one included in the Governor’s current proposal, and apply the additional revenues to projects in eastern Connecticut. There was a general sense of frustration with the TSB’s lack of influence in the budget process.
- Transportation Projects for the Regional Transportation Plan: You received with your agenda packets for today’s meeting a revised list of projects that are deemed to be of local priority. You will be asked at today’s meeting to identify those of regional priority.

TRANSIT

- RFP for bus services: Today is the deadline for the RFP submissions for all of WRTD’s services for FY 2006-2009. We are putting together a small advisory committee to assist the WRTD board with the review of proposal submitted and selection of the vendor(s). A decision should be made by the end of May.

LAND USE PLANNING

- Regional Planning Commission: At their April 6 meeting, the Regional Planning Commission acted on the following zoning and subdivision referrals:
 - a. #05-01-18-CA: Columbia: Review of draft Plan of Conservation and Development. **Action: Conformance to Regional Plan, exceptions noted.**
 - b. # 05-03-17-CY: Coventry: A proposal to delete lot compliance standards and to rewrite the regulations for the Designed Apartment/Condominium District. **Action: Nonconformance to Regional Plan.**
 - c. # 05-03-18-BN: Bolton: A proposal to make major comprehensive updates to the Bolton Zoning Regulations and to convert the Business District on Rte. 44 adjacent to the Coventry town line to a General Business District. **Action: No intermunicipal impact.**
 - d. # 05-03-23-WN: Willington: A proposal to modify the regulations concerning the keeping of livestock, poultry and horses as an accessory use. **Action: Potential intermunicipal impact.**
 - e. # 05-03-23-MD: Mansfield: A proposal to adopt a nine month moratorium for subdivisions and resubdivisions that include new streets or divisions into more than two lots. **Action: Conformance to Regional Plan.**
 - f. # 05-03-23-AD: Ashford: A proposal to adopt a nine month moratorium for subdivisions and resubdivisions that include new streets or divisions into more than two lots. **Action: Conformance to Regional Plan.**

At their May 4 meeting, the Regional Planning Commission acted on the following zoning and subdivision referrals:

- a. #05-03-24-VN: Vernon: A proposal to create a 1-lot subdivision on Grier Rd. in Vernon abutting the Coventry town line. **Action: No intermunicipal impact.**
- b. # 05-04-14-WN: Willington: A proposal to reduce the minimum livable floor area from 600 s.f. to 525 s.f. in the Designed Elderly Residence District in order to comply with HUD requirements. **Action: No intermunicipal impact.**
- c. # 05-04-15-SD: Scotland: A proposal to extend the moratorium in the Village Business District an additional six months and to discuss the proposed creation of a Village Design District in Scotland Center. **Action: Creation of Referral Committee.**

- d. # 05-04-18-CY: Coventry: A proposal to adopt a new Lakeside Zone, a New Gateway Zone and a New Village Center Zone. **Action: Conformance to Regional Plan.**
- e. # 05-04-18-CY2: Coventry: A proposal to turn illegal subdivisions that were built before 1981 into legal, nonconforming lots. **Action: No intermunicipal impact.**

- Windham/Scotland Natural Resource Inventory and Prioritization: The Windham Conservation Commission met at WINCOG to continue the Natural Resources Prioritization project with the Green Valley Institute.
- Mansfield Plan of Conservation and Development Maps: WINCOG continues to work on these maps under contract with Mansfield.

EMERGENCY PLANNING UPDATES

- Department of Emergency Management and Homeland Security (DEMHS) funding: **FFY 2004 funds:** We have received a simplified “generic” grant application form for use in applying to DEMHS for your regional homeland security funding from the FFY 2004 grant. Our Regional Emergency Planning Workgroup will be meeting this month to discuss possible uses of those funds. At the same time, a few of us who serve as executive directors of regional planning organizations are researching if there are any conditions under which we can charge our audited burden, fringe, and overhead rate for this grant. It’s a complex accounting problem, brought about by the fact that two federal agencies have conflicting requirements.
- Pre-Disaster Hazard Mitigation Planning Grant – FEMA Funding through Department of Environmental Protection (DEP): Kristie is doing her best to wrap up the town sections of this plan so that it can be sent to FEMA for their conditional approval. This step must be taken before the plans can go to each town for formal adoption. Each town will be asked to adopt the regional risk and vulnerability assessment, and then the town section that includes additional risk and vulnerability components along with mitigation strategies and priorities.
- Community Emergency Response Team (CERT): Our second CERT class graduated 15 volunteers yesterday. They represent the towns of Andover (1) (works in Willimantic), Ashford (1), Columbia (3), Coventry (2), Mansfield/Storrs (3), Windham/Willimantic (5). Several CERT volunteers from both the first and second classes attended supplemental American Red Cross training on shelter management in mid-April.

CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests for data from one non-profit and one town staff.

LOCAL ASSISTANCE

TOWN	ASSISTANCE	# HOURS
Ashford	<ul style="list-style-type: none"> • Provided additional POCD mapping assistance- • Provided information on subdivision regulations to PCZ Chair and ZEO • Provided GIS data CD’s to First Selectman and ZEO, installed SBC sample software and viewer on town hall computers • Additional mapping help for POCD 	9.5
Chaplin	<ul style="list-style-type: none"> • Provided historical population data to first selectman • Provided info on personnel policies to compensation committee • 2 meetings with compensation committee • Presentation by SBC on GIS product (with Ashford) 	6.5
Lebanon	<ul style="list-style-type: none"> • Info on zoning issues for ZEO 	2.5

<i>Mansfield</i>	• Provided information on number of jobs in town to Town Manager	1
<i>Scotland</i>	• Preparation of Zoning Map	2.5
<i>Windham</i>	• Hosted Windham Conservation Commission meeting with GVI. • Hosted the library board’s meeting	4
<i>All Towns</i>	• Northeastern CT Economic Partnership activities • Coordination between region’s residents and organizations seeking volunteers for TOPOFF3	28 3

OTHER ASSISTANCE

- Continued to participate in Willimantic Whitewater Partnership & Thames River Basin Partnership.
- Participated in Green Valley Connections Workshop.

MEETINGS

- April 1 - WINCOG Board meeting / Hampton (BB, JB)
- DEMHS Subcommittee on regional boundaries / Middletown (BB)
- 2 - AICP Exam Presentation / New Britain (JB*)
- 4 - Willimantic Whitewater Partnership Annual Meeting / Willimantic (JB)
- 5 - Meeting with Mansfield Town Planner re: POCD Maps (KB)
- 8 - SBC GIS Data Product Presentation @ WINCOG (JB)
- 13 - I-395 TIA meeting / Norwich (BB)
- Meeting with Ashford POCD Chair re: POCD Maps (JB)
- 14 - OPM technical coordination meeting for RPO directors / Rocky Hill (BB)
- 19- - DPH Focus Area A meeting (public health preparedness planning) / Middletown (BB)
- CERC Supplemental training - Shelter Management (BB*)
- Thames River Basin Partnership / Mansfield Hollow (JB)
- 20 - Paratransit Advisory Committee meeting (BB, MP)
- Windham Conservation Commission (JB)
- 21 - Meeting with Chaplin Compensation Committee / Chaplin (BB)
- 22 - Meeting with Willimantic Economic Development Director re: CEDS projects (BB)
- 26 - National Incident Management System training / Mansfield (BB)
- 27 - CT Land Use Symposium / Hartford (BB)
- Meeting with Ashford POCD Chair re: POCD Maps (JB)
- 28 - CEDS Coordinating Committee meeting (BB)
- Statewide Citizens Corps Council / West Hartford (BB)
- Meeting with Lebanon ZEO (JB)
- 29 - DEMHS Regional Boundaries Subcommittee / Middletown (BB)

- May 2 - Green Valley Connections- Green Infrastructure Workshop / Ashford (JB)
- 3 - Northeastern CT Economic Partnership meeting
- 4 - UConn Parking Advisory Committee / Storrs (BB)

* Time not charged to WINCOG

WINDHAM REGION COUNCIL OF GOVERNMENTS

MINUTES

April 1, 2005

A meeting of WINCOG was held on April 1, 2005 at the Hampton Town Hall 164 Main St., Hampton, CT. Chairman Daniel McGuire called the meeting to order at 8:35 a.m.

Voting COG Members Present: Rusty Lanzit, Chaplin; Robert Skinner, Columbia (alt); John Elsesser, Coventry (alt); Margaret Haraghey, Hampton; Dan McGuire, Lebanon; Martin Berliner, Mansfield (alt); Elizabeth Wilson, Scotland; Michael Paulhus, Windham.

Staff Present: Barbara Buddington, Jana Butts.

Public Present: Roger Adams, Windham Region Chamber of Commerce; Maurice Bisson, Hampton Selectman; Diane Kaplan DeVries, CCJEF; Donna Simpson, CT East.

MINUTES

MOVED by Mr. Elsesser, **SECONDED** by Mr. Paulhus, to approve the minutes of the 3/4/05 regular meeting as submitted. **MOTION CARRIED** with Mr. Lanzit, Ms. Haraghey and Ms. Wilson abstaining.

JUSTICE IN EDUCATION FUNDING

Project Director Dianne Kaplan DeVries of the CT Coalition for Justice in Education Funding appealed to WINCOG for political and financial support in her organization's struggle to make educational funding in CT adequate and fair. Her organization is preparing a lawsuit to try to force CT legislators to revise the Educational Cost Sharing (ECS) formula that has historically not kept up with inflation. She distributed a table showing ECS reductions over the years. One of the Coalition's arguments to revise the ECS formula is that a fair and adequate education cost sharing system would reduce the reliance on property taxes to fund education. Mr. Berliner expressed concern that, if the lawsuit were successful, the money to pay for education would come only from reductions in other programs. Dr. DeVries responded that the state has to collect more taxes to provide fair and adequate education.

TRANSPORTATION

STIP amendments: **MOVED** by Mr. Elsesser, **SECONDED** by Mr. Lanzit, to endorse the recreational trails STIP amendment as listed on the agenda. The amendment includes trails projects in Columbia (Recreation Park), Columbia/Coventry (Hop River Trail), Lebanon (Airline Trail South), Mansfield (Storrs Meadow & Commonfields) and Windham/Chaplin (Airline Trail North). **MOTION CARRIED UNANIMOUSLY.**

REGIONAL TRANSPORTATION PLAN (RTP)

Ms. Buddington noted that a list of transportation projects (designated as high local priorities for inclusion in the RTP update) had been mailed with the board packets. After review, several revisions were suggested. A revised list will be prepared for the May meeting, at which time WINCOG members will have the opportunity to identify those deemed to be of regional priority.

ELECTION OF OFFICERS

The nominating committee (Mr. Berliner, Mr. Lanzit and Ms. Wilson) met and nominated the following slate of officers: Mr. McGuire - Chair, Mr. Lanzit - Vice Chair, Ms. Wilson - Secretary, Mr. Paulhus - Treasurer, and Mr. Elsesser - Member-at-Large. **MOVED** by Ms. Haraghey, **SECONDED** by Mr. Paulhus, to elect WINCOG officers as nominated. **MOTION CARRIED UNANIMOUSLY.**

CONTRACT AUTHORIZATIONS

MOVED by Mr. Elsesser, **SECONDED** by Ms. Wilson, to approve the standard annual contract authorizations for FY 2006 as submitted*. **MOTION CARRIED UNANIMOUSLY.**

OLD BUSINESS

Paramedic Program Budget: Ms. Buddington reported that she had contacted Bob Peterson regarding the Paramedic Program budget, and he had made no progress regarding changes in the rates paid by UConn, ECSU, and outside towns. Board members asked for a more detailed update at the May meeting.

Legislation: SECCOG Exe. Dir. James Butler requested WINCOG support for SB #6239 – A.A.C. Use of Funds in the Mashantucket Pequot and Mohegan Fund- that would require 25% of slot revenues to go to municipalities and an additional 2% of slot revenues to go to municipalities most impacted by the casinos. **MOVED by Mr. Paulhus, SECONDED by Ms. Wilson, to support SB # 6239. MOTION CARRIED with Mr. Berliner opposing.**

Regional Radio System: Mr. Berliner reported that Coventry and Mansfield did not get the grant award they were hoping for to conduct a feasibility study for a communications system, but that the two towns have decided to move forward with the project and will continue to welcome the participation of all other towns in the region.

UPDATES

Workforce Investment Area: Ms. Buddington reported that the Eastern CT Workforce Investment Board had discussed a possible trans-regional project to examine the future impacts of development.

Connecticut East: Ms. Simpson reported that most economic expansion has been in the service industry that includes most tourism-related jobs. She noted that the housing crisis was most evident along the I-395 corridor. Additionally, she reported that NE members continue to be disappointed about the tourism district merger with the SE, and that the two groups are working on compatibility. Mr. Lanzit thanked Ms. Simpson for appearing on his public access TV show, *Town Talk*.

Homeland Security and CERT: Ms. Buddington reported that the state's FFY 04 grant was issued on March 13. See the Director's Report for more details.

DIRECTOR'S REPORT

Ms. Buddington distributed a written director's report. She called attention to the section showing upcoming meetings, new projects of the NE CT Economic Partnership and the telecommunication coverage maps prepared by the CT Siting Council. Ms. Butts distributed the CT Siting Council map (there are more to come) and invited towns to work with WINCOG to provide more information that could be used to create a propagation plan to achieve better telecommunications coverage throughout the region.

MEMBERS FORUM

In response to information emailed by staff regarding DEP's guidance on the uses / disposal of street sweepings, Ms. Wilson inquired how other towns were handling this.

Mr. Lanzit reported that the Access Agency has a new Executive Director.

Ms. Haraghey asked which towns have their assessor's records online. Windham, Mansfield and Coventry have theirs online, either on the town website or through an appraisal company. Staff will be researching the feasibility of WINCOG's hosting the assessors' databases for those towns who do not yet have them on line.

AGENDA ITEMS for May 6, 2005

Update on the paramedic budget
Regional Transportation Plan

PUBLIC COMMENT

None.

There being no further business, the meeting adjourned at 11:00 a.m.
Respectfully submitted by Jana Butts, staff, for Elizabeth Wilson, Secretary.

THIS PAGE LEFT

BLANK

INTENTIONALLY



Mansfield Downtown Partnership
Helping to Build Mansfield's Future

April 28, 2005

Mr. Len Shuzdak
US Department of Agriculture
100 Northfield Drive
Windsor, CT 06095

Re: Progress Report for Mansfield Revitalization and Enhancement Project and Request for Reimbursement of Rural Business Enterprise Grant (RBEG)

Dear Mr. Shuzdak:

I am pleased to provide you with a Progress Report for the Mansfield Revitalization and Enhancement Project, and our Request for Reimbursement of the Reimbursement for Rural Business Enterprise Grant.

Over the last quarter, the Mansfield Downtown Partnership, Inc. ("Partnership"), worked with the master developer LeylandAlliance and the Partnership's consultant Looney Ricks Kiss to finalize the Draft Municipal Development Plan ("MDP"). On January 10, 2005, the Draft Municipal Development Plan was submitted to the Department of Economic and Community Development (DECD) for internal agency review. We received comments back from DECD on the Draft MDP on March 27, 2005, and have made the recommended changes. The Draft MDP has been submitted to DECD for official 30-day state agency review. The expectation is that we will be prepared to present the Draft Municipal Development Plan for its local approvals this spring and summer.

The Municipal Development Plan will include design guidelines, which will also serve as a stand-alone document to guide the development of a Special Design District for the downtown project, and related changes to the zoning regulations. The Partnership, Looney Ricks Kiss, and LeylandAlliance has been working with the Partnership's Planning and Design Committee, the Town of Mansfield's Planning and Zoning Commission and Town Planner on these issues. The Rural Business Enterprise Grant was allocated for Looney Ricks Kiss' work on design. In December, Looney Ricks Kiss completed the first element of the design guidelines which addresses the streetscape character of the site including public spaces, parking, sidewalks, services areas, etc. Work began by Looney Ricks Kiss in early 2005 on the architectural section of the design guidelines and this draft is to be completed in May. This work has involved creating images that represent the character and architecture for Storrs Center according



Mansfield Downtown Partnership

Helping to Build Mansfield's Future

to each type of neighborhood being created (residential streetscape, mixed-use village streetscape, Storrs Road/Town Square streetscape). The guidelines also contain text related to the appropriate massing, lighting, materials, storefront design, signage design, etc. for the project. The planning meetings, public meeting in November, and subsequent draft guidelines partially fulfill the requirements of Tasks 8 and 9 which are part to the Scope of Work for the Rural Business Enterprise Grant.

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 Mansfield community.

Sincerely,

Cynthia van Zelm
Executive Director

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

Enclosures



Mansfield Downtown Partnership

Helping to Build Mansfield's Future

April 29, 2005

Mr. Dimple Desai
Community Development Specialist
State of Connecticut
Department of Economic and Community
Development (DECD)
Infrastructure and Real Estate Division
505 Hudson Street
Hartford, CT 06106-7106

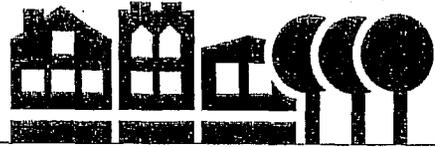
Re: March 30, 2005 Progress Report for Mansfield Revitalization and Enhancement Project

Dear Mr. Desai:

I am pleased to provide you with a March 30, 2005 Progress Report for the Mansfield Revitalization and Enhancement Project.

Over the last quarter, the Mansfield Downtown Partnership, Inc. ("Partnership"), worked with the master developer LeylandAlliance and the Partnership's consultant Looney Ricks Kiss to finalize the Draft Municipal Development Plan ("MDP"). As you know, on January 10, 2005, the Draft Municipal Development Plan was submitted to the Department of Economic and Community Development ("DECD") for internal agency review. We received your comments on the Draft MDP on March 15, 2005, and have made the recommended changes. The Draft MDP is to be submitted this week to DECD for official 30-day state agency review. The expectation is that we will be prepared to present the Draft Municipal Development Plan for its local approvals this spring and summer.

One of the other major efforts this quarter has been to develop a relocation plan for tenants that may be displaced as part of the new development. A draft relocation plan has been prepared and included as part of the MDP. In addition, the Partnership will be releasing a Request for Proposal for a relocation consultant in the next week to help the Partnership with specific plans for each tenant. It is expected that the relocation consultant will provide valuable input to the final relocation plan.



Mansfield Downtown Partnership

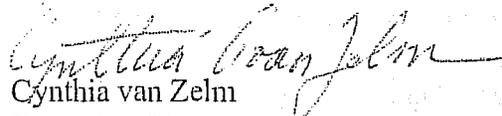
Helping to Build Mansfield's Future

The Municipal Development Plan will include design guidelines, which will also serve as a stand-alone document to guide the development of a Special Design District for the downtown project, and related changes to the zoning regulations. The Partnership,

Looney Ricks Kiss, and Leyland Alliance has been working with the Partnership's Planning and Design Committee, the Town of Mansfield's Planning and Zoning Commission, and Town Planner on these issues. In December, Looney Ricks Kiss completed the first element of the design guidelines which addresses the streetscape character of the site including public spaces, parking, sidewalks, services areas, etc. Work began by Looney Ricks Kiss in early 2005 on the architectural section of the design guidelines and this draft is to be completed in May. This work has involved creating images that represent the character and architecture for Storrs Center according to each type of neighborhood being created (residential streetscape, mixed-use village streetscape, Storrs Road/Town Square streetscape). The guidelines also contain text related to the appropriate massing, lighting, materials, storefront design, signage design, etc. for the project.

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

Thank you Dimple!

cc: Sheila Hummel, DECD
✓ Martin Berliner, Mansfield Town Manager
Cherie Trahan, Mansfield Comptroller
Mansfield Downtown Partnership, Inc., Board of Directors
Lee Cole-Chu, Cole-Chu & Company, LLC, Partnership Attorney



4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3321

Memo

To: Martin Berliner, Town Manager
From: Robert Miller, Director of Health 
CC: file
Date: 5/9/2005
Re: Fourth quarter 2004 Separatist rd, storm water sampling report

Per your request, I have reviewed the above referenced report. Of the parameters analyzed, total coliform exceeds Connecticut surface water standards. The total coliform exceedance is likely, as I have indicated in the past, due to a concentration of ubiquitous bacteria. A condition that exists in any stream subsequent to a rain event.

This exceedance is not alarming to me as a public health official and does not constitute a public health nuisance.

THIS PAGE LEFT

BLANK

INTENTIONALLY

FOR IMMEDIATE RELEASE
Tuesday, April 26, 2005

CONTACT: Andy Sauer
Executive Director
860.549.1220
860.539.6846 (cell)

2004 Municipal Ethics survey

A free society depends upon a high degree of mutual trust. The public will not give that trust to officials who are not seen to be impartially dedicated to the general public interest, nor will they give trust to those high in government who violate the rule of law they ask citizens to obey at the expense of self-interest, or to those who present government as the place where one feathers his own nest, [or] exchanges favors with friends and former associates.

Archibald Cox, Common Cause Chairman Emeritus

Ethics at the local level

Local governments, whether city, town or village, have an enormous impact on the lives of all Connecticut residents. Of the three levels of government — federal, state and local — it is the local form of government that affects their day-to-day lives most. Education expenditures, the level of property taxes and the selection of local services are all decisions made on the local level. Ironically, with the exception of stories of corruption investigations and occasional hot-button issues, most local governments do not attract a great deal of attention. For the most part, residents delegate the affairs of the state's municipalities to their elected officials and presume those officials will make decisions that are in the best interests of the community.

Unfortunately, some officials have exploited public office for personal gain. In response, some municipalities have implemented codes of ethics — a compact between government and the people that the interests of the community shall always come first — as a measure to preserve the public trust in local government.

In its 2004 survey of municipal codes of ethics in Connecticut, Connecticut Common Cause found the standards for municipal ethics are abysmal — they are varied, limited and extremely weak. Connecticut municipalities scored an average of 2.2 out of 10. Sixty-nine towns don't even have an ethics code. Of those that do, only six towns require department heads, boards, or councils to act on the ethics boards' recommendations; 10 towns require regular financial disclosure; 6 percent of towns provide safeguards for whistleblowers, and only one town requires municipal lobbyists to register.

Definitions of “conflict of interest,” the central purpose of most Connecticut ethics codes, tend to be limited. Only 54 percent require officials to disclose when a conflict arises and 52 percent prohibit the deliberation or voting by anyone with a conflict. Few codes of ethics or complaint forms are made available online or in print, and almost none are in plain-English versions or with explanations. Only 20 percent of municipalities require mandatory distribution of the code to public officials. In short, the language in most Connecticut ethics codes is so ambiguous (and good definitions so lacking) that they provide little in the way of guidelines to town employees and officials, or to town residents and ethics boards.

Elements of a strong municipal code of ethics

A code of ethics is only as strong as the provisions it contains. If an ethics code does not specify that a conflict of interest is improper, local officials are free to engage in conduct that may benefit themselves. In surveying the state's municipalities, Connecticut Common Cause sought to identify and measure the specific provisions of an effective code of ethics:

- The existence of a local code of ethics — 59 percent of Connecticut's municipalities have a code of ethics.
- Notification — 20 percent of state localities require the mandatory distribution of code to public officials
- Financial Disclosure — Only 6 percent (10 municipalities) require annual financial statements by officials;

- Ethics Board — 42 percent of state cities and towns have an independent ethics board or commission;
- Appointment of Board — 23 percent require the appointment or confirmation by legislative body;
- Response to Recommendations — 4 percent require local officials or agencies to make public and act on the board's recommendation;
- Membership Criteria — 31 percent have restrictions to ensure nonpartisanship;
- Independent Counsel — 7 percent authorize a board of ethics to appoint an independent counsel;
- Advisory Opinions — 40 percent authorize their boards to issue advisory opinions at the request of either the public or municipal officials and employees.
- Citizen Complaint — 44 percent provide the public the right to file a complaint regarding alleged violations of ethics code;
- People Doing Business — 2 percent specify jurisdiction over people doing business with a municipality;
- Recommending Discipline — 36 percent authorize local boards of ethics to recommend discipline;
- Reprimand — 11 percent allow boards to reprimand or otherwise discipline violators;
- Preferential Treatment — 38 percent prohibit officials from favoring certain groups or individuals;
- Gifts — 54 percent place limitations on acceptance of gifts by officials;
- Quid Pro Quo — Only 20 percent prohibit soliciting or accepting of anything in exchange for official action;
- Political Fundraising — 4 percent have an explicit ban on soliciting contributions on or using public property;

- Confidential Information — 48 percent prohibit the divulging of information for private gain;
- Definition of Conflict of Interest — 28 percent include a definition of non-financial as well as financial conflicts of interest;
- Disclosure of Conflicts — 54 percent require the disclosure by officials when apparent conflict arises;
- Withdrawal — 52 percent prohibit deliberation or voting by anyone with a conflict;
- Others' Duty — 2 percent (4 municipalities) require public officials to report violations of ethics code;
- Public Property — 40 percent prohibit the use of public property for private purposes by officials;
- Incompatible Employment — 34 percent prohibit holding dual and/or incompatible positions;
- Representation — 38 percent prohibit officials representing private interests before municipality;
- Post-Employment Representation — 18 percent prohibit the representation of private interests before municipality for a period after termination;
- Post-Employment Employment — 5 percent place restrictions on employment of former officials by certain businesses;
- Patronage — 5 prohibit promising jobs, contracts, etc. in exchange for political support;
- Competitive Bidding — 18 percent specify the awarding of municipal contracts only by competitive bid;
- Municipal Consultants — 9 percent restrict the representation of other parties;
- Municipal Lobbyists — 1 percent require municipal lobbyists to register;
- Ethics Handbook — 1 percent provide an ethics handbook, with explanation of code for non-lawyers;

- Whistleblower Protection — 6 percent provide protection against retaliation for those who report or witness ethical abuses; and
- Dishonesty — 2 percent prohibit providing false information or misleading the public.

Enforcement of Ethics

The contents of Connecticut's varied municipal ethics codes are clearly inadequate. But it is important to not place too much emphasis on the content of ethics codes, that is, on which provisions are included. All the provisions and disclosure requirements in the world are worthless if the system does not work to create a successful ethical environment with impartial oversight. In many towns, one person, the First Selectman or the mayor, is effectively in control of the ethics oversight process, and it is often he and his party colleagues who appoint (or are) the people ethics complaints are filed against, or would be filed against if town residents and employees thought they had any chance of being successful. Ethics provisions are also useless if the town or city's leadership does not make an effort to see that they are being followed or if they set a poor example by, for instance, not seeking advisory opinions from their ethics board when there is a conflict of interest question.

Conclusion

Municipal ethics in Connecticut has been a festering problem. Although ethics scandals in the state's larger cities attract attention, it is the smaller, lesser-known ethics problems in Connecticut's small towns that erode confidence in local government. Whether there are cases of conflicts of interest or incidents of impropriety (e.g. using public office for private gain), such incidents do not go unnoticed by a town's residents. Should a town have a weak or no ethics code, there is no recourse (with the exception of Election Day) for citizens who wish to hold their elected officials accountable.

As state budget cuts force tough fiscal decisions and state mandates demand more local accountability, Connecticut cities and towns are required to shoulder more responsibilities. Across the state, municipalities have had to make difficult decisions regarding environmental issues, commercial

and residential expansion, education and local budgets. Some decisions are not popular, but are deemed by local officials to be necessary. Any appearance of local impropriety undermines not only the public trust but the wisdom and integrity of all decisions made within the town. A local scandal can cripple a municipality, pitting neighbor against neighbor, fueling bitter politics and ultimately wasting precious time and money.

Municipal ethics is intended to strengthen the public trust in government. A strong code of ethics and a functioning board of ethics to enforce the code can help residents hold their elected officials accountable for unethical behavior as well as serve as guide for municipal officials and employees to avoid any unintentional ethical pitfalls.

Session after session, municipal ethics legislation meets an untimely demise. As local ethics problems plague towns across the state, it is clear that the state's cities and towns need direction in regards to municipal ethics. Connecticut Common Cause urges the Legislature to set standards for municipal codes of ethics for municipalities similar to the ones outlined in House Bill 6616. Unless the state specifies the ethical expectations of municipalities, officials and employees of Connecticut's cities and towns will conduct themselves as they feel is appropriate, whether they are behaving ethical or not, with no repercussions. Unchecked power can only increase the possibility of corruption.

Connecticut Common Cause's 2004 Municipal Ethics Survey was written and researched by Robert Wechsler, and edited by Andy Sauer and Karen Hobert Flynn. Connecticut Common Cause would like to thank Phil Savory and Dave Eaton for the contributions to this study and previous surveys.

Summary of Municipal Ethics Survey 2004

Ethics Provision	Definition	Number of towns	Survey results
Code of Ethics	Code of ethics	100	59%
Notification	Mandatory distribution of code to public officials	34	20%
Financial Disclosure	Requirement of annual financial statements by certain officials	10	6%
Ethics Board	Independent ethics board or commission	71	42%
Appointment of Board	Appointment by legislative body. Confirmation by legislative body	39	23%
Response to Recommendations	Requirement of bodies to make public and act on board's recommendation	6	4%
Membership Criteria	Restrictions to ensure nonpartisanship	53	31%
Independent Counsel	Authority of board to appoint an independent counsel	12	7%
Advisory Opinions	Authority of board to issue opinions on request	67	40%
Citizen Complaint	Public right to file complaint regarding alleged violations of ethics code	75	44%
People Doing Business	Jurisdiction over people doing business with municipality	3	2%
Recommending Discipline	Authority of board to recommend discipline	60	36%
Reprimand	Authority of board to reprimand or otherwise discipline violators	18	11%
Preferential Treatment	Prohibition of officials favoring certain groups or individuals	64	38%
Gifts	Limitations on acceptance of gifts by officials	92	54%
Quid Pro Quo	No soliciting/accepting of anything in exchange for official action	33	20%
Political Fundraising	Explicit ban on soliciting contributions on or using public property	6	4%

Summary of Municipal Ethics Survey 2004

Confidential Information	Prohibition of divulging for private gain	81	48%
Definition of Conflict of Interest	Inclusion of non-financial as well as financial interest	47	28%
Disclosure of Conflicts	Disclosure required of officials when apparent conflict arises	92	54%
Withdrawal	Prohibition of deliberation or voting by anyone with a conflict	88	52%
Others' Duty	Requirement on others to report violations of ethics code	4	2%
Public Property	Prohibition of use for private purposes by officials	67	40%
Incompatible Employment	Prohibition of holding dual and/or incompatible positions	57	34%
Representation	Prohibition of officials representing private interests before municipality	64	38%
Post-Employment Representation	Of private interests before municipality for a period after termination	30	18%
Post-Employment Employment	Restrictions on employment of former officials by certain businesses	8	5%
Patronage	Prohibition of promising jobs, contracts, etc. in exchange for political support	8	5%
Competitive Bidding	Allowance of officials to receive municipal contract only by competitive bid	30	18%
Municipal Consultants	Restrictions on their representation of other parties	15	9%
Municipal Lobbyists	Requirement of municipal lobbyists to register	1	1%
Ethics Handbook	Ethics handbook with explanation of code for non-lawyers	1	1%
Whistleblower Protection	Protection against retaliation for those who report or witness ethical abuses	10	6%
Dishonesty	Prohibition of providing false information or misleading people	4	2%

	SCORE (1 to 10)	Code of Ethics	Notification	Fin. Disclosure	Ethics Board	Appointment	Resp. to Rec.	Mem. Criteria	Ind. Counsel	Adv. Opinions	Citizen complaint	People-business	Discipline	Reprimand	Pref. Treatment	Gifts	Quid Pro Quo	Pol. Fundraising	Confidential Info.	Confl. of Interest	Disc. of Conf.	Withdrawal	Others' Duty	Public Property	Conflicting Emp.	Representation	Post-emp. rep.	Post-emp emp.	Patronage	Comp. blidding	Mun. consultants	Mun. lobbyists	Ethics handbook	Whistleblower	Dishonesty	
Prospect	1	✓																																		
Putnam	3	✓	✓		✓			✓		✓	✓				✓	✓			✓	✓	✓	✓		✓												
Redding	3	✓			✓			✓		✓	✓				✓	✓			✓	✓	✓	✓		✓			✓									
Ridgefield	4	✓			✓			✓		✓	✓		✓		✓	✓			✓	✓	✓	✓		✓												
Rocky Hill	1	✓																																		
Roxbury	0																																			
Salem	1	✓																																		
Salisbury	0																																			
Scotland	0																																			
Seymour	3	✓			✓		✓		✓	✓	✓	✓		✓	✓	✓		✓		✓	✓	✓	✓		✓	✓										
Sharon	0																																			
Shelton	3	✓			✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓											
Sherman	0																																			
Slmsbury	4	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓				✓						
Somers	4	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓						✓	✓	
S. Windsor	3	✓					✓		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓		✓	✓	✓									✓	
Southbury	3	✓																																		
Southington	4	✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓			✓							
prague	2	✓	✓															✓					✓												✓	✓
Stafford	0																																			
Stamford	5	✓			✓	✓				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓									✓	✓
Sterling	0																																			
Stonington	3	✓			✓		✓			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓										
Stratford	4	✓			✓	✓		✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓										
Suffield	3	✓	✓		✓					✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓										
Thomaston	1																																			
Thompson	0																																			
Tolland	0																																			
Torrington	5	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓									✓	
Trumbull	5	✓			✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓									✓	
Union	0																																			
Vernon	5	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓										
Voluntown	0																																			
Wallingford	4	✓			✓	✓				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓										
Warren	0																																			
Washington	0																																			
Waterbury	6	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓									✓	
Waterford	4	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓									✓	

	SCORE (1 to 10)	Code of Ethics	Notification	Fin. Disclosure	Ethics Board	Appointment	Resp. to Rec.	Mem. Criteria	Ind. Counsel	Adv. Opinions	Citizen complaint	People-business	Discipline	Reprimand	Prof. Treatment	Gifts	Quid Pro Quo	Pol. Fundraising	Confidential Info.	Conf. of Interest	Disc. of Conf.	Withdrawal	Others' Duty	Public Property	Conflicting Emp.	Representation	Post-emp. rep.	Post-emp emp.	Patronage	Comp. bidding	Mun. consultants	Mun. lobbyists	Ethics handbook	Whistleblower	Dishonesty
Watertown	5 ^g																																		
W. Hartford	5	✓		✓	✓	✓				✓				✓	✓	✓	✓	✓	✓	✓	✓		✓												
W. Haven	4	✓		✓	✓	✓	✓			✓	✓		✓																						
Westbrook	2	✓																																	
Weston	4	✓	✓		✓		✓			✓	✓		✓																						
Westport	1	✓																																	
Wethersfield	3	✓			✓	✓		✓		✓	✓		✓																						
Willington	0																																		
Wilton	3	✓	✓	✓	✓					✓	✓																								
Winchester	3	✓			✓		✓			✓	✓																								
Windham	4	✓			✓					✓	✓																								
Windsor	3	✓			✓	✓				✓	✓																								
Windsor Locks	1	✓																																	
Wolcott	4	✓			✓	✓	✓			✓	✓		✓																						
Woodbridge	2	✓																																	
Woodbury	4	✓								✓	✓		✓																						
Woodstock	3	✓	✓																																

- ✓- : Partial
- a : by mayor with council approval
- b : offs/emps only
- c : unstated
- d : but only in area
- e : re: deals or if non-deal and does not withdraw
- f : self and others
- g : only re: deals

THIS PAGE LEFT

BLANK

INTENTIONALLY

REVISED LIST 4/25/05

Summary of Priority Transportation Needs

The table below recaps the funding status of recent, current, and up-coming projects – an effort to keep track of them as they move from concept to funding to implementation. This is followed by a second table that identifies additional regional priorities that are not yet “in the pipeline” for funding.

Route	Town	Location and Description	Proj. #
<i>Projects funded in previous (recent) STIPs (in various stages of implementation)</i>			
South St.	Coventry	At Seagraves/Carson Dr. (funding for construction obligated 5/04; recently completed)	#32-133 and #32-136
44	Mansfield	Bikeway/walkway from Route 44 to Birch Road. (enhancement)	#77-198
Maple Rd	Mansfield	Safety improvements (Funding obligated 12/04)	#77-204
<i>Projects programmed for funding in current STIP</i>			
31	Coventry	Realignment RT 275 to SE of Monument Hill Rd. (funding for construction programmed 2006)	#32-130
31	Coventry	Pedestrian walkways and crossings in village area. (included in RT 31 realignment project)	#32-130
South St	Coventry	Reconstruction at Skinner Rd. (funding for construction programmed 2005)	#32-134 and #32-135
Clover Mill Rd.	Mansfield	Safety improvements (Rural Minor Collector 2004 funds)	#77-209
195	Mansfield	Construction of southbound bypass lane at Chaffeeville Rd. (funding for construction programmed 2008)	#77-206
97	Scotland/Hampton	Reconstruction - programmed as 2005 maintenance project	#123-63
SR 601	Windham	Streetscape (funding for construction programmed 2005)	#163-188
<i>“Pre-STIP” Projects (active, but in pre-funding phases)</i>			
South St.	Coventry	Reconstruction from Hop River to approx. 1600 ft. easterly (Rural Minor Collector project 2005-2006 funds)	(temporary) #32-H019
South St.	Coventry	Reconstruction from Swamp Rd. to 200 ft easterly of Swamp Rd. Ext. (Rural Minor Collector Project, 2007-2008 funds)	
44	Mansfield	Safety Improvements at Birch/ Cedar Swamp Rd. intersections (project scoped)	(temporary) #77-H039 high accident location
89	Mansfield	Safety Improvements near Mt. Hope Rd.	#77-207

moved to →
Funding in
current STIP

Projects designated as regional priorities will be moved to the top of the table after WINCOG has so designated them.

The following were identified by member towns as **additional priority transportation and transit projects** eligible for state and/or federal funding. Projects are *not* listed in priority order. However, those projects that are deemed to be of regional priority have been moved as a group to the beginning of the table. Additional lower-priority projects are included in the individual town sections of the text

Route	Town	Location and Need	Regional Priority (A = highest)
I. General – Regional Significance			
Route 6	Bolton Notch – Columbia	Route 6 corridor – Resolution of safety/expressway issues	A in 2001 update
II. Projects to Maintain and Improve Access and Mobility			
New road	Mansfield	Complete road connecting Route 44 with UConn campus (North Hillside Road), with adjacent off-road bike/ped path and intersection improvements at Route 44	A in 2001 update
Transportation Demand management	Region	Encourage UConn and other major employers to take steps to increase participation in car/van pool programs and other programs to reduce vehicular traffic.	
Transit	Region	At a minimum, provide adequate funding to continue current level of fixed route and paratransit services.	A in 2001 update
Transit	Windham	Add second City Bus vehicle and simplify route to provide a more user-friendly service with one-hour headways	
Transit	Mansfield/ Windham	Enhance Storrs/Willimantic fixed route service to increase hours and frequency of stops. Continuation of prepaid fares program.	
Transit	Mansfield/ Windham	Improvements to WRTD bus stops, including lighting, bus shelters, bicycle lockers, and pedestrian/bicycle access to bus stops, particularly in Four Corners area (Mansfield)	
Transit	Mansfield/ UConn	<ul style="list-style-type: none"> - Enhance UConn's shuttle bus service to increase hours of operation and frequency of stops and to improve service reliability. - Expand UConn shuttle bus routes to serve all larger apartment developments in Mansfield, Willington, and Ashford, in addition to continued service to UConn's Depot campus. - Consider Park-Ride lots at UConn's Depot campus and other locations, to reduce vehicular traffic in the campus area. 	
Transit	Coventry	Improve commuter bus service to Hartford, including later run	
Transit	Mansfield/ Coventry	Expand Hartford commuter bus service between to UConn's Depot Campus and Storrs Campus	
Transit	Region	Permit reverse-commuting on existing commuter services	
Transit	Region	Expand Dial-a-Ride program to include evening and weekend service and out-of-region service for elderly and handicapped.	
Transit	Region	Improve transit connections to Norwich and add transit connections to Danielson	
Rail	Region	Preserve, improve freight rail lines and facilities	

Route	Town	Location and Need	Regional Priority (A = highest)
III. Projects to Improve Safety – Road Improvement Projects			
44	Ashford	At North Road, horizontal realignment	
44	Ashford	At Cushman Rd. Add turning lane for WB traffic turning south onto Cushman	
44	Ashford	Route 89 intersection. Cut back (about 4 feet) the traffic island on Route 89 north to minimize hazard for large vehicles turning from Route 44 onto Route 89.	
Morey Rd.	Chaplin	Resurface (Rural Minor Collector) (continues as Station Rd. in Hampton)	
Station Rd.	Hampton	Resurface (Rural Minor Collector) (continues as Morey Rd. in Chaplin)	
207	Lebanon	Address hazardous curves and knolls from Kick Hill Rd. to Seabury	A in 2001 update
207	Lebanon	Widen from Industrial Park Road to west of Seabury Road to accommodate heavy truck traffic moving to and from Industrial Park Rd.	
89	Mansfield	Safety improvements, particularly near Mt. Hope Rd.	
195	Mansfield	Safety Improvements, particularly in the Storrs Center project area (UConn Campus to Liberty Bank) and between the two Flaherty Rd. intersections.	high accident location (Storrs Ctr)
275	Mansfield	Safety Improvements, particularly at RT 32 intersection	
Mansfield City Rd.	Mansfield	Safety improvements, particularly between Spring Hill Rd. and Pleasant Valley Rd. (improved road surface and improved pedestrian/bicycle access).	
No. Eagleville Rd	Mansfield	Safety Improvements, especially pedestrian-oriented improvements.	
Dog Lane	Mansfield	Safety Improvements, Route 195 to Willowbrook Rd.	
97	Scotland	At Toleration Road; Sightline improvements for vehicles turning onto Route 97 from Toleration Rd.	
14	Windham	At Follett Rd; Sightline improvements needed for vehicles turning from Follett Rd. onto Route 14	
14	Windham	At Oakwood Rd. Sightline and protruding ledge	
203	Windham	At Jerusalem Rd. Sharp turn.	
IV. Projects to Improve Safety – Signalization improvements			
44	Ashford	- At Route 74 intersection - At St. Philip the Apostle Church Community Center – warning signal needed for commuter parking lot - Also at entrance to Pompey Hollow Senior Housing for pedestrian crossing	
44	Coventry	At Brigham Tavern Road, flashing beacon requested to slow traffic	
44	Coventry	Stage Rd. Evaluate intersection/signalization for shopping plaza.	A in 2001 update high accident location

Route	Town	Location and Need	Regional Priority (A = highest)
44	Coventry	At Cedar Swamp Rd. Signalization needed.	
195	Mansfield	Between Route 275 (S. Eagleville) and 430 (N. Eagleville)	high accident locations
V. Projects to Improve Safety – Drainage Improvement Projects			
89	Ashford	At Slade Road	
89	Ashford	At Ashford Fire House	
North Bear Hill Rd.	Chaplin	Drainage; Sightline at Route 198 Intersection Address Flooding near No. Bear Hill Rd. Bridge	
Daly Rd.	Coventry	Minor reconstruction, paving, drainage	
97	Scotland	Just north of Gager Hill Rd.	
VI. Pedestrian/Bikeway projects			
Lake Rd.	Columbia	Bikeway to town beach and Hennequin Road recreation area	
87	Columbia	Construct bike/ pedestrian path between Columbia Center and Columbia Lake	A in 2001 update
*	Columbia	Construct trail around perimeter of Recreation Park (2005 Recreational Trails Application)	
Hop River Trail	Coventry	Continuation of improvements to Hop River Park Trail (2005 Recreational Trails application)	
*	Coventry	Town Center Connecting Streetscapes (#1 regional priority Enhancement application)	
*	Coventry	Extend Millbrook Greenway to South St.	
Airline trail	Lebanon	Complete section of Airline Trail through Lebanon and link it to Charter Oak Greenway (Phase 5, 2005 Recreational Trails application)	A in 2001 update
*	Mansfield	“Path through Time” footpath at intersection of 195 and Bassett’s Bridge Rd. intersection (2005 Recreational Trails application)	
Birch Rd	Mansfield	Walkway, Hunting Lodge Rd. to Route 44	
Conantville Rd.	Mansfield	Walkway, East Brook Mall Drive to Pollack Rd.	
Hunting Lodge Rd.	Mansfield	Walkway, No. Eagleville Rd. to Celeron Square	
No. Eagleville Rd	Mansfield	Walkway, Hunting Lodge Rd. to Southwood Rd.	
89	Mansfield	Walkway/pedestrian improvements from RT 195 to Mansfield Library.	
195	Mansfield	Walkway/pedestrian improvements Big Y Plaza to Puddin Lane (west side) and Staples to Riverview Road (east Side)	
195	Mansfield	Walkway/Streetscape improvements within and adjacent to Storrs Center “Downtown” project. (#2 regional priority Enhancement application)	
44/195	Mansfield	Walkways serving Four Corners area	
275	Mansfield	Walkway/pedestrian improvements Maple Rd. to Separatist Rd.	
430 (North Eagleville Rd)	Mansfield	Walkway, Hillside Rd. to Hunting Lodge Rd.	

Route	Town	Location and Need	Regional Priority (A = highest)
*	Mansfield	Construction of bicycle/ pedestrian enhancement improvements along all State roadways, particularly adjacent to UConn campuses and Four Corners.	
Charter Oak Greenway	Windham	Link Hop River Trail at Columbia/Windham town line with western end of Kendall Spur segment	

THIS PAGE LEFT

BLANK

INTENTIONALLY



Town of Mansfield Office of Emergency Services

To: Martin Berliner, Town Manager
From: David J. Dagon, Emergency Services Administrator
Date: May 17, 2005
Re: Firefighter Assistance Grant

Attached are the completed applications for the Firefighters Assistance Grant program through the Federal Emergency Management Agency (FEMA).

Separate applications were submitted for both the Mansfield Volunteer Fire Company, Inc. and Eagleville Fire Department.

The Mansfield Volunteer Fire Company application seeks a total of \$92,190.00 for Self Contained Breathing Apparatus (SCBA) equipment. There is a 5% cost share requirement of \$4,609.00 if the grant is awarded.

The Eagleville Fire Department application seeks a total of \$69,570.00 for mobile and portable radio equipment. There is a 5% cost share requirement of \$3,478.00 if the grant is awarded.

Entire Application

Overview

Are you a member, or are you currently involved in the management, of the fire department or non-affiliated EMS organization applying for this grant with this application?

Yes, I am a member/officer of this applicant

If you answered **No**, please **complete** the information below and press the *Save and Continue* button. If you answered **Yes**, please do **not** complete the information requested below and press the *Save and Continue* button.

Note: If you answered **No** to the above question, the fields marked with an * are required.

Preparer Information

* Preparer's Name

* Address 1

Address 2

* City

* State

* Zip

* Is there a grant-writing fee associated with the preparation of this request? No

If you answered yes above, what is the fee? \$

Contact Information

Alternate Contact Information Number 1

* Title	Fire Chief
Prefix	Mr.
* First Name	Ryan
Middle Initial	W
* Last Name	Hawthorne
* Business Phone	860-429-5290 Ext.
* Home Phone	860-429-5440 Ext.
Mobile Phone/Pager	860-234-9421
Fax	860-429-3388
* Email	HawthorneRW@mansfieldct.org

Alternate Contact Information Number 2

* Title	President
Prefix	Mr.
* First Name	Steve
Middle Initial	J
* Last Name	Lofman
* Business Phone	860-429-5290 Ext.
* Home Phone	860-429-8080 Ext.
Mobile Phone/Pager	860-260-0301
Fax	860-429-3388
* Email	LofmanSJ@mansfieldct.org

Applicant Information

EMW-2005-FG-17475

Originally submitted on 04/08/2005 by David Dagon (Userid: dagon)

Contact Information:

Address: 4 South Eagleville Road

City: Mansfield

State: Connecticut

Zip: 06268

Day Phone: 860-429-3299

Evening Phone: 860-487-7628

Cell Phone: 860-260-7826

Email: dagondj@mansfieldct.org

Application number is EMW-2005-FG-17475

* Organization Name Mansfield Volunteer Fire Company, Inc.

* Type of Applicant Fire District

* Type of Jurisdiction Served Town

If other, please enter the type of Jurisdiction

* Employer Identification Number 06-0761066

* Does your organization have a DUNS Number? Yes

If yes, please enter the DUNS Number 083345884

Headquarters Physical Address

* Physical Address 1 999 Storrs Road

Physical Address 2 4 South Eagleville Road

* City Mansfield

* State Connecticut

* Zip 06268 - 2613

Need help for ZIP+4?

Mailing Address is the same as the Physical Address

* Mailing Address 1 999 Storrs Road

Mailing Address 2 4 South Eagleville Road

* City Mansfield

* State Connecticut

* Zip 06268 - 2613

Need help for ZIP+4?

Account Information

* Type of bank account Checking

* Bank routing number - 9 digit number on the bottom left hand corner of your check 221172186

*Your account number 1007000384

Additional Information

* For this fiscal year (Federal) is your jurisdiction

receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request? No

* If awarded this grant, will your jurisdiction expend greater than \$300,000 in Federal share funds during the Federal fiscal year in which the grant was awarded? No

* Is the applicant delinquent on any federal debt? No

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

Department Characteristics (Part I)

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property? No

* What kind of organization do you represent? Combination

If you answered combination, above, what is the percentage of career members in your organization? 33 %

* What type of community does your organization serve? Rural

* What is the square mileage of your primary response area? 22

* What percentage of your response area is protected by hydrants? 10 %

* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located? Tolland

* Does your organization protect critical infrastructure of the state? Yes

* How much of your jurisdiction's land use is for agriculture, wild land, open space, or undeveloped properties? 85 %

* What percentage of your jurisdiction's land use is for commercial, industrial, or institutional purposes? 5 %

* What percentage of your jurisdiction's land is used for residential purposes? 10 %

* How many commercial, industrial, residential, or institutional structures in your jurisdiction are more than four stories tall? 0

* What is the permanent resident population of your Primary/First Due Response Area or jurisdiction served? 6222

* How many active firefighters does the department have who perform firefighting duties? 25

* How many personnel provide only EMS service delivery? 2

* How many stations are in your organization? 1

* Do you currently report to the National Fire Incident Reporting System (NFIRS)? Yes

If you answered yes above, please enter your FDIN/FDID 03070

* What services does your organization provide?

Structural Fire Suppression
Wildland Fire Suppression

Medical First Response
Basic Life Support

Hazmat Operational Level
Rescue Operational Level

Department Characteristics (Part II)

* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	0
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	0
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	0
* In an average year, how many times does your organization receive mutual/automatic aid?	90
* In an average year, how many times does your organization provide mutual/automatic aid?	91
* What was your organization's estimated average annual operating budget over the last three years?	690000
* What percentage of your annual operating budget is dedicated to personnel costs (salary, overtime and fringe benefits)?	81 %
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%	
Taxes?	100 %
Grants?	0 %
Donations?	0 %
Fund drives?	0 %
Other?	0 %

If you entered a value into Other field (other than 0), please explain

*How many vehicles does your organization have in each of the categories below? Enter numbers only and enter 0 if you do not have any of the vehicles below

Total Number

Engines (or pumpers): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Quint (Aerial device of less than 76 feet), Fire Boats (more than 13 feet long), Type I, Type II, Type III Engine, Tanker, Tender, Foam Tanker/Tender (greater than 1,200 gallon tank capacity)	2
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint (Aerial device of 76 feet or greater)	0
Brush/Quick attack : Brush Truck, Patrol Unit (Pick up w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type IV Engine	1
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	1
Other: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle, Other Vehicle	2

Provide in the space below the following information only if you are applying for a vehicle:

If you have 15 emergency response vehicles or less, list all vehicles providing the type, the age, the pump capacity (GPM) if applicable, and the carrying capacity (gallons) if applicable.

If you have more than 15 emergency response vehicles, provide us with the oldest, newest, and the average age of the vehicles per type or class of vehicle.

Department Call Volume

* How many responses per year by category? (Enter whole numbers only: If you have no calls for any of the categories, enter 0)

Structural Fires	5
Vehicle Fires	2
Vegetation Fires	2
EMS Response Call	445
Rescue	0
Hazardous Condition/Materials Calls	22
Service Calls	18
Good Intent Calls/False Alarms	18
Other Calls and Incidents	0

Request Information

* 1. Select a program for which you are applying. Remember, you can only apply for one program this year. You can apply for as many activities within a program as you need.
(If you modify your selection, you will lose data entered under the original activity.)

Program Name

Operations and Safety

* 2. Will this grant benefit more than one organization?

Yes

If you answered Yes to Question 2 above, please explain.

This program will benefit surrounding communities by upgrading our department's most important piece of personal protective equipment, including a SCBA filling station that will be made available to neighboring fire districts.

Request Details

The activities for program Operations and Safety are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding
Equipment	5	\$ 92,190	\$ 0
Modify Facilities	0	\$ 0	\$ 0
Personal Protective Equipment	0	\$ 0	\$ 0
Training	0	\$ 0	\$ 0
Wellness and Fitness Programs	0	\$ 0	\$ 0

Equipment

Equipment Details

- *1. What equipment will your organization purchase with this grant? Compressors/Cascade/Fill Station (Fixed)
Please provide further description of the item selected above or if you selected Other above, please specify. To include two (2) extra ASME cylinders, a CO monitor, cabinet enclosed hose reel with regulator, and outside air intake.
- *2. Number of units 1 (whole number only)
- *3. Cost per unit \$ 38140 (whole dollar amounts only)
- *4. Generally the equipment purchased under this grant program:
Is necessary for basic operations, but has never been owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years. Select Age

*5. Generally the equipment purchased under this grant program:
Will bring the organization into statutory compliance. Please explain how this equipment will bring the organization into statutory compliance in the space provided to the right. The SCBA fill station will enable the department to comply with the OSHA Respiratory Protection Program.

*6. Does this equipment provide a health and safety benefit to the Yes

members of your organization? If yes, please fully explain in the narrative section.

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

The upgrade to the department's SCBA equipment will assure an effective mutual aid response to neighboring fire districts. Specifically the SCBA filling station would be available to other organizations that may need to utilize it.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Other Basic Equipment (explain)

Please provide further description of the item selected above or if you selected Other above, please specify.

Scott AV 3000 Facepieces

*2. Number of units

30 (whole number only)

*3. Cost per unit

\$ 235 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Will replace old, obsolete, or substandard equipment currently owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Over 5 Years

*5. Generally the equipment purchased under this grant program:

Will bring the organization into statutory compliance. Please explain how this equipment will bring the organization into statutory compliance in the space provided to the right.

The equipment will enable the department to comply with the OSHA Respiratory Protection Program.

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

The upgrade to the department's SCBA equipment will assure an effective mutual aid response to neighboring fire districts. Specifically the SCBA filling station would be available to other organizations that may need to utilize it.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Other Basic Equipment (explain)

Please provide further description of the item selected above or if

Scott AV 3000 Voice Amplifiers

you selected Other above, please specify.

- *2. Number of units 30 (whole number only)
- *3. Cost per unit \$ 340 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:
 Is necessary for basic operations, but has never been owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years. Select Age

*5. Generally the equipment purchased under this grant program:
 Will bring the organization into statutory compliance. Please explain how this equipment will bring the organization into statutory compliance in the space provided to the right. The equipment will enable the department to comply with the OSHA Respiratory Protection Program.

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section. Yes

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations? Yes

If you answered Yes in the question above, please explain: The upgrade to the department's SCBA equipment will assure an effective mutual aid response to neighboring fire districts. Specifically the SCBA filling station would be available to other organizations that may need to utilize it.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant? Other Basic Equipment (explain)
 Please provide further description of the item selected above or if you selected Other above, please specify. Equipment upgrade to existing SCBA to include Heads-Up-Display (HUD) and Rapid Intervention Crew (RIC) connections.

- *2. Number of units 24 (whole number only)
- *3. Cost per unit \$ 1200 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:
 Is necessary for basic operations, but has never been owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years. Select Age

*5. Generally the equipment purchased under this grant program:
 Will bring the organization into statutory compliance. Please explain how this equipment will bring the organization into statutory compliance in the space provided to the right. The equipment upgrade will enable the department to comply with the OSHA Respiratory Protection Program.

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the Yes

narrative section.

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

The upgrade to the department's SCBA equipment will assure an effective mutual aid response to neighboring fire districts. Specifically the SCBA filling station would be available to other organizations that may need to utilize it.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Other Basic Equipment (explain)

Please provide further description of the item selected above or if you selected Other above, please specify.

Respirator Fit Tester

*2. Number of units

1 (whole number only)

*3. Cost per unit

\$ 8000 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Is necessary for basic operations, but has never been owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Select Age

*5. Generally the equipment purchased under this grant program:

Will bring the organization into statutory compliance. Please explain how this equipment will bring the organization into statutory compliance in the space provided to the right.

This equipment will enable the department to comply with the OSHA Respiratory Protection Program

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

The respiratory fit tester will be made available to surrounding departments for use with their respiratory protection program.

Budget

Budget Object Class

a. Personnel

\$ 0

b. Fringe Benefits

\$ 0

c. Travel	\$ 0
d. Equipment	\$ 92,190
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0

Federal and Applicant Share

Federal Share	\$ 87,581
Applicant Share	\$ 4,609
Federal Rate Sharing (%)	95/5

* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 4,609)

a. Applicant	\$ 4,609
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources, include your explanation below. You can use this space to provide information on the project, cost share match, or if you have a indirect cost agreement with a federal agency.

Total Budget **\$ 92,190**

Narrative Statement

Project Description

* Please provide your narrative statement in the space provided below. Include in your narrative, details regarding (1) your project's description and budget, (2) your organization's financial need, (3) the benefit to be derived from the cost of your project, and (4) how the activities requested in your application will help your organization's daily operations and how this grant will protect life and property.

The Mansfield Volunteer Fire Company is requesting funds to purchase SCBA system components to satisfy current NFPA and OSHA standards. The funds will help protect the wellness of our firefighters and improve operational effectiveness. The community will benefit through a safer and more efficient delivery of service.

The objective is to provide a respiratory protection program for our firefighters that will address current deficiencies of our respiratory protection program.

The SCBA system components that will contribute to improving our capability and safeguarding our firefighting personnel consist of:

1. A cascade system to fill SCBA bottles. The department does not currently have a filling station. Having this equipment would assure an ample supply of air is always available to safely fill bottles in our station without taking the bottles out of service and out of our response district to a neighboring fire district to be filled.
2. SCBA with multiple air supply level indicators, both visual and audible. The existing units have both audible and visual indicators. The new units will have built in Heads-Up-Display (HUD) and an audible alarm.
3. Rapid Intervention attachment features. Current SCBA units do not have a provision for buddy breathing or RIC connection. This upgrade will provide for buddy breathing and RIC connections for rapid intervention and attachment of a supplemental air supply. The connections will prevent a firefighter from having to remove their mask in a hazardous environment when they are low or have no air supply.
4. Providing all firefighters with their own facepiece as part of their Personal Protective Equipment.
5. A Respirator Fit Tester to insure compliance with annual fit testing requirements as well as on an as needed basis. This equipment will provide the department with maximum flexibility when scheduling annual fit testing among the diverse group of full time career, part time career, and volunteer personnel that make up the department.

Grant funds will be used to purchase only equipment. The cost will cover upgrading existing SCBA with new HUD and RIC connections, a mask for every firefighter (with voice amplification), one SCBA filling station and compressor, and a Respirator Fit Tester.

Issuing individual facepieces to all firefighters will improve their safety and permits more firefighters to be deployed during operations. The current program allows for a fixed inventory of different size masks, requiring a firefighter to locate one upon arrival at an incident. This limits the number of firefighters that can be deployed at an incident to the department's inventory of facepieces.

The Mansfield Volunteer Fire Company (MVFC) is a combination department with fifteen full and part-time paid personnel and ten active volunteers. The department provides fire and Emergency Medical Services to a district within the Town of Mansfield with a population of 6,222 (Census 2000). The fire district hosts a regional high school with a student/teacher population of 1,370. The department responds to automatic aid to two other districts within the Town of Mansfield; the Eagleville Volunteer Fire Department and the University of Connecticut (UConn) Fire Department. These two districts have a combined population >25,000 when UConn is in session from September to June. UConn is the State of Connecticut's largest university and is currently experiencing tremendous growth in its student population. Last year the number of students enrolled at the main campus, located within the Town of Mansfield, increased over 1,200 from the previous year.

Mansfield Volunteer Fire Company's resources are not sufficient to handle all emergency incidents and also provide continuous coverage to the district; therefore mutual and automatic aid agreements exist with surrounding fire districts and Towns by virtue of the department's membership in the Tolland County Mutual Aid

Fire Service (TN). TN is a county-wide communication and mutual aid system made up of twenty (20) fire departments servicing fourteen (14) communities.

The Town of Mansfield has experienced town-wide budget cuts and the Town has issued a spending watch for the current fiscal year for all departments. The decline in State financial aid to communities has inordinately affected the Town of Mansfield. The amount of property that comprises the campus of the University of Connecticut is significant and is owned by the State of Connecticut, which renders it exempt from local property taxes. In response to the State's fiscal issues there has been a Town-wide reduction in addressing most capital improvement requests. In the next fiscal year ('05 -'06) no capital improvements have been proposed for the Mansfield Volunteer Fire Company.

The department is certain that this program, which builds upon existing SCBA equipment and inventory, is cost effective, will achieve a consistently safer work environment for MVFC personnel, and provide a strategic profile superior to that which we have today.

Program Budget

The total cost of this program is \$92,190.00. The Town of Mansfield will fund 5 percent of the cost-share at \$4,609.00. The total cost of this request is \$87,581.00.

The breakdown of equipment and cost is as follows:

Fixed cylinder filling station

- 1 6000 psig Breathing Air Compressor \$29,500.00
- 2 Extra A.S.M.E. Cylinder (\$2,100.00ea.) \$4,200.00
- 1 CO monitor kit w/calibration \$2,340.00
- 1 Cabinet enclosed hose reel w/regulator \$1,800.00
- 1 Outside air intake \$300.00

Cylinder Filling Station – Total: \$38,140.00

1 Respirator Fit Tester \$ 8,000.00

30 – Scott AV 3000 Facepieces \$ 7,050.00
(30 x \$235.00ea.)

30 Scott AV 3000 Voice Amplifiers \$10,200.00
(30 x \$340.00ea.)

HUD & RIC Upgrade to existing SCBA \$28,800.00
(24 SCBA x \$1,200.00ea.)

We anticipate the following objectives and activities timetable based on grant award date:

- Within 30 days of grant award notification specifications will be prepared for bid.
- Within 60 days of the award of bid, the order for equipment will be placed.
- Within 30-40 days, delivery of equipment is expected
- Within 14 days of delivery, training will be provided and personnel and policies will be updated.
- Within 10 days of delivery, installation of fixed equipment will be completed.
- No later than 12 months after the date of award the department will follow up with a written report to FEMA.

To evaluate the benefit of this program the department will conduct training on all new equipment. Perform fit testing on all newly issued facepieces to insure the best possible user fit. Conduct drills to insure the new equipment is effectively incorporated into department operations.

* Please describe any grants that you currently have with DHS including the AFG, for example, 2002 AFG grant for vehicle or 2003 ODP grant for exercises. (Enter "N/A" if Not Applicable)

The Mansfield Volunteer Fire Company has a 2004 AFG grant for communication equipment. Including base

station radio equipment, mobile and portable radios, and radio support equipment. We expect to complete this project and close out the grant by May 1, 2005.

Application Number: EHW-2005-FG-17775

Assurances and Certifications

Form 20-16A

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

Note: Fields marked with an * are required.

Assurances Non-Construction Programs

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform

Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a- 7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for Federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Signed by David Dagon on 04/05/2005

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

Note: Fields marked with an * are required.

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

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

1. Lobbying

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

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

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

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

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

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

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

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

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

this certification: and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Place of Performance

Street	City	State	Zip	Action
--------	------	-------	-----	--------

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

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

Signed by **David Dagon** on **04/05/2005**

FEMA Standard Form LLL

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

This form is not applicable

Entire Application

Overview

Are you a member, or are you currently involved in the management, of the fire department or non-affiliated EMS organization applying for this grant with this application?
Yes, I am a member/officer of this applicant

If you answered **No**, please **complete** the information below and press the *Save and Continue* button. If you answered **Yes**, please do **not** complete the information requested below and press the *Save and Continue* button.

Note: If you answered **No** to the above question, the fields marked with an * are required.

Preparer Information

* Preparer's Name

* Address 1

Address 2

* City

* State

* Zip

* Is there a grant-writing fee associated with the preparation of this request? No

If you answered yes above, what is the fee? \$

Contact Information

Alternate Contact Information Number 1

* Title	Fire Chief
Prefix	Mr.
* First Name	William
Middle Initial	
* Last Name	Jordan
* Business Phone	860-429-2050 Ext.
* Home Phone	860-429-8322 Ext.
Mobile Phone/Pager	
Fax	860-429-3388
* Email	jordanwa@mansfieldct.org

Alternate Contact Information Number 2

* Title	Emergency Services Administrat
Prefix	Mr.
* First Name	David
Middle Initial	J
* Last Name	Dagon
* Business Phone	860-429-3364 Ext.
* Home Phone	860-487-7628 Ext.
Mobile Phone/Pager	860-260-7826
Fax	860-429-3388
* Email	dagodj@mansfieldct.org

Applicant Information

EMW-2005-FG-17802

Originally submitted on 04/08/2005 by Michael Gergler (Userid: gergler)

Contact Information:

Address: 879 Stafford Road

City: Mansfield

State: Connecticut

Zip: 06268

Day Phone: 860-429-2050

Evening Phone: 860-429-8322

Cell Phone: 860-260-0847

Email: JordanWA@Mansfieldct.org

Application number is EMW-2005-FG-17802

* Organization Name	Eagleville Fire Department
* Type of Applicant	Fire District
* Type of Jurisdiction Served	Town
If other, please enter the type of Jurisdiction	
* <u>Employer Identification Number</u>	06-0760527
* Does your organization have a <u>DUNS Number</u> ?	Yes
If yes, please enter the <u>DUNS Number</u>	083345884
Headquarters Physical Address	
* Physical Address 1	879 Stafford Road
Physical Address 2	
* City	Mansfield
* State	Connecticut
* Zip	06268 - 2006 <u>Need help for ZIP+4?</u>
Mailing Address	
* Mailing Address 1	879 Stafford Road
Mailing Address 2	
* City	Mansfield
* State	Connecticut
* Zip	06268 - 2006 <u>Need help for ZIP+4?</u>
Account Information	
* Type of bank account	Checking
* Bank routing number - <u>9 digit</u> number on the bottom left hand corner of your check	221172186
* Your account number	1007000384
Additional Information	
* For this fiscal year (Federal) is your jurisdiction	

receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request? No

* If awarded this grant, will your jurisdiction expend greater than \$300,000 in Federal share funds during the Federal fiscal year in which the grant was awarded? No

* Is the applicant delinquent on any federal debt? No

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

Department Characteristics (Part I)

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property?	No		
* What kind of organization do you represent?	Combination		
If you answered combination, above, what is the percentage of career members in your organization?	33 %		
* What type of community does your organization serve?	Rural		
* What is the square mileage of your primary response area?	22		
* What percentage of your response area is protected by hydrants?	5 %		
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	Tolland		
* Does your organization protect critical infrastructure of the state?	Yes		
* How much of your jurisdiction's land use is for agriculture, wild land, open space, or undeveloped properties?	85 %		
* What percentage of your jurisdiction's land use is for commercial, industrial, or institutional purposes?	5 %		
* What percentage of your jurisdiction's land is used for residential purposes?	10 %		
* How many commercial, industrial, residential, or institutional structures in your jurisdiction are more than four stories tall?	0		
* What is the permanent resident population of your <u>Primary/First Due Response Area or jurisdiction served?</u>	6389		
* How many active firefighters does the department have who perform firefighting duties?	35		
* How many personnel provide only EMS service delivery?	0		
* How many stations are in your organization?	2		
* Do you currently report to the National Fire Incident Reporting System (NFIRS)?	Yes		
If you answered yes above, please enter your <u>FDIN/FDID</u>	03070		
* What services does your organization provide?			
Structural Fire Suppression	Medical First Response		Hazmat Operational Level
Wildland Fire Suppression	Basic Life Support		Rescue Operational Level

Department Characteristics (Part II)

* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	0
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	1
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	1
* In an average year, how many times does your organization receive mutual/automatic aid?	140
* In an average year, how many times does your organization provide mutual/automatic aid?	154
* What was your organization's estimated average annual operating budget over the last three years?	590000
* What percentage of your annual operating budget is dedicated to personnel costs (salary, overtime and fringe benefits)?	80 %
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%	
Taxes?	100 %
Grants?	0 %
Donations?	0 %
Fund drives?	0 %
Other?	0 %

If you entered a value into Other field (other than 0), please explain

*How many vehicles does your organization have in each of the categories below? Enter numbers only and enter 0 if you do not have any of the vehicles below

Total Number

Engines (or pumpers): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Quint (Aerial device of less than 76 feet), Fire Boats (more than 13 feet long), Type I, Type II, Type III Engine, Tanker, Tender, Foam Tanker/Tender (greater than 1,200 gallon tank capacity)	3
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint (Aerial device of 76 feet or greater)	0
Brush/Quick attack : Brush Truck, Patrol Unit (Pick up w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type IV Engine	0
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	2
Other: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle, Other Vehicle	1

Provide in the space below the following information only if you are applying for a vehicle:

If you have 15 emergency response vehicles or less, list all vehicles providing the type, the age, the pump capacity (GPM) if applicable, and the carrying capacity (gallons) if applicable.

If you have more than 15 emergency response vehicles, provide us with the oldest, newest, and the average age of the vehicles per type or class of vehicle.

Department Call Volume

* How many responses per year by category? (Enter whole numbers only: If you have no calls for any of the categories, enter 0)

Structural Fires	10
Vehicle Fires	2
Vegetation Fires	5
EMS Response Call	646
Rescue	1
Hazardous Condition/Materials Calls	11
Service Calls	57
Good Intent Calls/False Alarms	19
Other Calls and Incidents	2

Request Information

* 1. Select a program for which you are applying. Remember, you can only apply for one program this year. You can apply for as many activities within a program as you need.
 (If you modify your selection, you will lose data entered under the original activity.)

Program Name

Operations and Safety

* 2. Will this grant benefit more than one organization?

Yes

If you answered Yes to Question 2 above, please explain.

The Eagleville Fire Department belongs to a county-wide communication and mutual aid system that is made up of twenty (20) fire departments that service fourteen (14) communities. The Tolland County Mutual Aid Fire Service (TN) system relies on member departments to receive and provide mutual and automatic aid to resolve incidents. This program will provide more effective and reliable communications during local incidents and enhance multi-jurisdictional communication when providing or receiving mutual aid.

Request Details

The activities for program Operations and Safety are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding
Equipment	7	\$ 69,570	\$ 0
Modify Facilities	0	\$ 0	\$ 0
Personal Protective Equipment	0	\$ 0	\$ 0
Training	0	\$ 0	\$ 0
Wellness and Fitness Programs	0	\$ 0	\$ 0

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Mobile Radios

Please provide further description of the item selected above or if you selected Other above, please specify.

Mobile Radios with In-vehicle Repeaters and Trunking Technology. All units to include External speakers.

*2. Number of units

5 (whole number only)

*3. Cost per unit

\$ 2600 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Will replace old, obsolete, or substandard equipment currently owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Over 5 Years

*5. Generally the equipment purchased under this grant program:

Has no statutory basis

*6. Does this equipment provide a health and safety benefit to the

Yes

members of your organization? If yes, please fully explain in the narrative section.

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

§ Mutual aid personnel will be afforded more effective communication interoperability while operating at an incident with the Eagleville Fire Department.

§ Communication with Town agencies, surrounding communities and a neighboring fire district will be more effective through the use of Trunking technology

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Portable Radios

Please provide further description of the item selected above or if you selected Other above, please specify.

Intrinsically safe Portable Radios with Trunking Tecnology, Unit Identifier, Emergency Button, Spare Battery, External Speaker Microphone, Battery Charger, and Leather Case with Strap.

*2. Number of units

20 (whole number only)

*3. Cost per unit

\$ 950 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Will replace old, obsolete, or substandard equipment currently owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Over 5 Years

*5. Generally the equipment purchased under this grant program:

Has no statutory basis

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

§ Mutual aid personnel will be afforded more effective communication interoperability while operating on Eagleville Fire Department's frequency.

§ Communication with Town agencies, surrounding communities and a neighboring fire district will be more effective through the use of Trunking technology

§ More reliable, consistent, and expanded

communication capability, thereby assuring the safety of firefighters and providing improved response and recovery from incidents.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Portable Radios

Please provide further description of the item selected above or if you selected Other above, please specify.

Intrinsically Safe Portable Radios with Trunking Technology, Unit Identifier, Emergency Button, Spare Battery, Battery Charger, External Speaker Microphone, and Leather Case with Strap.

*2. Number of units

30 (whole number only)

*3. Cost per unit

\$ 950 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Is necessary for basic operations, but has never been owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Select Age

*5. Generally the equipment purchased under this grant program:

Has no statutory basis

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

§ Mutual aid personnel will be afforded more effective communication interoperability while operating on Eagleville Fire Department's frequency.
§ Communication with Town agencies, surrounding communities and a neighboring fire district will be more effective through the use of Trunking technology

§ More reliable, consistent, and expanded communication capability, thereby assuring the safety of firefighters and providing improved response and recovery from incidents.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Other Communications (explain)

Please provide further description of the item selected above or if you selected Other above, please specify.

Six Unit Battery Charger

*2. Number of units

4 (whole number only)

*3. Cost per unit

\$ 450 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Is necessary for basic operations, but has never been owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Select Age

*5. Generally the equipment purchased under this grant program:

Has no statutory basis

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

Assuring optimal battery power for communication equipment will:

§ provide Mutual Aid personnel more effective communication interoperability while operating with Eagleville Fire Department.

§ Communication with Town agencies, surrounding communities and a neighboring fire district will be more effective

§ More reliable and consistent communications will help assure the safety of firefighters and provide improved response and recovery from incidents.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Other Communications (explain)

Please provide further description of the item selected above or if you selected Other above, please specify.

Portable Radio Battery Maintenance System

*2. Number of units

2 (whole number only)

*3. Cost per unit

\$ 1350 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Is necessary for basic operations, but has never been owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Select Age

*5. Generally the equipment purchased under this grant program:

Has no statutory basis

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

A program of maintaining Portable Radio Batteries will:

§ Afford Mutual Aid personnel with more effective communication interoperability while operating with the Eagleville Fire Department.

§ Communication with Town agencies, surrounding communities and a neighboring fire district will be more effective

§ More reliable and consistent communication capability will thereby assure the safety of firefighters and provide improved response and recovery from incidents.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Other Communications (explain)

Please provide further description of the item selected above or if you selected Other above, please specify.

A State Tactical On-scene Communication System (STOCS). A STOCS provides on site cross band repeater capability.

*2. Number of units

3 (whole number only)

*3. Cost per unit

\$ 1000 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Is necessary for basic operations, but has never been owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Select Age

*5. Generally the equipment purchased under this grant program:

Has no statutory basis

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

*7. Will the item requested benefit other organizations or otherwise

Yes

Application Number: DFW 2005 10 1702

be available for use by other organizations?

If you answered Yes in the question above, please explain:

The STOCS units will allow us to communicate with Mutual Aid agencies that operate on completely different frequency ranges. Vastly improving inter-agency communications during response and recovery operations.

Equipment

Equipment Details

*1. What equipment will your organization purchase with this grant?

Mobile Radios

Please provide further description of the item selected above or if you selected Other above, please specify.

Remote Mounted Radio Control Heads with External Microphones for two of the Mobile Radios requested.

*2. Number of units

2 (whole number only)

*3. Cost per unit

\$ 785 (whole dollar amounts only)

*4. Generally the equipment purchased under this grant program:

Will replace old, obsolete, or substandard equipment currently owned by this organization

If you selected "replacing equipment" (from Q4) above, please specify the age of equipment in years.

Over 5 Years

*5. Generally the equipment purchased under this grant program:

Has no statutory basis

*6. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

*7. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

Mutual Aid personnel will be afforded more effective communication when operating with the Eagleville Fire Department
Communication with Town agencies, surrounding communities, and a neighboring fire district will be more effective.
More reliable and consistent communication capability will assure the safety of firefighters and provide a more effective response to and recovery from incidents.

Budget

Budget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 69,570
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0
Federal and Applicant Share	
Federal Share	\$ 66,092
Applicant Share	\$ 3,478
Federal Rate Sharing (%)	95/5
* <u>Non-Federal Resources</u> <i>(The combined Non-Federal Resources must equal the Applicant Share of \$ 3,478)</i>	
a. Applicant	\$ 3,478
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0
If you entered a value in Other Sources, include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.	
Total Budget	\$ 69,570

Narrative Statement

Project Description

* Please provide your narrative statement in the space provided below. Include in your narrative, details regarding (1) your project's description and budget, (2) your organization's financial need, (3) the benefit to be derived from the cost of your project, and (4) how the activities requested in your application will help your organization's daily operations and how this grant will protect life and property.

The Eagleville Fire Department is requesting funds to standardize communications equipment that will improve our radio system's reliability and provide multi-jurisdictional interoperability. The comprehensive, cost effective program standardizes communication equipment with other Town agencies (Police, Public Works, Health, Social Services, etc...) and leverages the benefits of a recently installed cell-phone tower site.

The new cell-phone tower, installed at the Town of Mansfield's Public Works Garage, was designed with radio system hardware that integrates into the regional Public Safety communication system. The cost of the installation of the cell tower and the Public Safety related radio equipment at the tower site are NOT included as part of this grant application.

Due to the topography of the Town of Mansfield (it is divided by three separate river valleys) a sizable area of Eagleville Fire Department's response district experiences two-way radio transmission deficiencies that negatively impact operations. The location of the new cell-phone tower is within an area that experiences two-way radio transmission deficiencies. Propagation studies conducted for the tower site indicate a significant improvement in frequency coverage can be attained for surrounding fire districts and communities.

Town agencies are in the process of upgrading their communication equipment to include Trunking technology. We believe our program will address existing communication problems and establish a level of interoperability that we do not currently possess.

All equipment related to this grant application will be standardized to be technically compatible with Trunking technology currently in use or planned to be in use by agencies of the Town of Mansfield, surrounding communities and a fire district. Standardization of Trunking technology will enable the EFD to coordinate multi-jurisdictional response and recover from a major event more effectively.

The department's proposal consists of:

1. Replacing existing mobile radios with models that are Trunking capable.
2. Upgrade in-vehicle repeaters to the new generation of "smart" repeaters.
3. Replace out-dated portable radios to models that have Trunking technology. Replacement of existing portables will allow us to retire communication equipment that has been in service for twelve (12) years that no longer meet technical service requirements.
4. Purchase additional new portable radios that are Trunking capable. The deployment of additional new portables will increase the number of firefighters with access to the communication system.
5. Four (4) new 6-unit battery chargers (2 for each station)
6. Two battery maintenance systems (1 for each station).
7. The purchase of three (3) State Tactical On-scene Communications Systems (STOCS) to provide cross band repeater capability. These units will enable us to communicate with agencies that operate on completely different frequency ranges. The level of coordination this enhanced capability will provide will contribute significantly to operating at and recovering from a major incident.

As new and replacement equipment is standardized with Trunking technology, all radios will also include unit identification and portable radios would include the emergency signaling feature to enhance firefighter safety at incident scenes.

The department's objective is to reduce the failure of radio communication transmissions during emergency and non-emergency operations, improve multi-jurisdictional interoperability with other Town agencies by standardizing equipment (i.e. Police, Public Works, Health, Social Services, etc...), increasing the length of usage hours of fully charged batteries, and incorporating the radio system as part of the personnel accountability system.

The Eagleville Fire Department (EFD) is a combination department with fourteen affiliated full and part-time paid personnel and 37 active volunteers. The EFD responds from two stations and provides Fire, Rescue, and Emergency Medical Services to a fire district within the Town of Mansfield with a population of 6,389 (Census 2000).

The department responds to automatic aid to two other fire districts within the Town of Mansfield; the Mansfield Volunteer Fire Company district and the campus of the University of Connecticut (UConn) served by the UConn Fire Department. These two districts include a regional high school with a student and staff population of 1,370, and the UConn campus with a population of >25,000 when the university is in regular session from September to June. UConn is the State of Connecticut's largest university and it is currently experiencing tremendous growth in its student population. Last year the number of students enrolled at the main campus, located within the Town of Mansfield, increased by more than 1,200 from the previous year.

The EFD's resources are not sufficient to handle all emergency incidents and also provide continuous coverage to the district; therefore mutual and automatic aid agreements are essential and exist by virtue of Eagleville Fire Department's membership in the Tolland County Mutual Aid Fire Service (TN). TN is a county-wide communication and mutual aid system made up of twenty (20) fire departments servicing fourteen (14) communities. TN is the Primary Service Answering Point (PSAP) for E911 calls and provides the regional emergency dispatching and communication function to the member fire districts and communities. Member departments and UConn utilize a combination of Low Band, Ultra-High Frequency (UHF), and 800Mhz technology to communicate.

The Town of Mansfield has experienced town-wide budget cuts and the Town has issued a spending watch for the current fiscal year for all departments. Also, there has been a reduction in addressing most capital improvement requests. As the result of State-wide budgetary problems, State financial aid to communities has been reduced. This decline in State financial aid has inordinately affected the Town of Mansfield. The amount of property that comprises the campus of the University of Connecticut is significant and is owned by the State of Connecticut, which renders it exempt from local property taxes.

Budget

The total cost of this program is \$69,570.00. The Town of Mansfield will fund 5 percent of the cost-share at \$3,478.00. The total cost of this request is \$66,092.00.

The breakdown of communication equipment and cost is as follows:

5 Mobile Radios with Trunking Technology,
w/In-Vehicle Repeaters and
External Speakers @\$2,600.00 ea. \$13,000.00

2 Remote Mounted Radio Control Heads with
Remote Mounted External Microphones @\$785.00ea. \$ 1,570.00

50 Portable Radios @\$950.00 ea. \$47,500.00
includes: Portable Radio (w/Trunking Capability)
External Speaker Microphone
Antennae
Single Unit Charger
Spare Battery
Emergency Button
Intrinsically Safe feature
Leather Case w/Strap

4 Six-Unit Battery chargers @\$450.00 ea. \$1,800.00
2 Battery Maintenance Systems @\$1,350.00 ea. \$2,700.00
3 State Tactical On-scene
Communications Systems (STOCS) \$3,000.00
@\$1,000.00 ea.

The following objectives and activities timetable are based on grant award date:

Within 30 days of grant award, notification specifications will be prepared for bid.
Within 60 days of the award of bid, the order for equipment will be placed.
Within 30-40 days delivery of equipment is expected
Within 14 days of delivery of portable radios, personnel and policies will be updated.
No later than 12 months after the date of award the department will follow up with a written report to FEMA.

To evaluate the benefit of this program the department will:

- § Conduct radio transmission/reception tests of the district utilizing in-vehicle repeaters.
- § Log radio repairs
- § Log the number of battery changes during a shift.

Taken as a whole, the EFD expects:

- § Operational enhancements will occur from the assignment of portable radios, with unit identifiers and emergency alert signals, to department personnel at all levels of response.
- § Mutual aid personnel will be afforded more effective communication interoperability while operating on Eagleville Fire Department's frequency.
- § To communicate with Town agencies, surrounding communities and a neighboring fire district more effectively through the use of Trunking technology
- § More reliable, consistent, and expanded communication capability, thereby assuring the safety of firefighters and providing improved response and recovery from incidents.
- § A reduction in missed communication transmissions caused by frequency reception issues or low portable battery conditions.

* Please describe any grants that you currently have with DHS including the AFG, for example, 2002 AFG grant for vehicle or 2003 ODP grant for exercises. (Enter "N/A" if Not Applicable)

The Eagleville Fire Department has a 2004 AFG grant for a Personnel Accountability and Safety Monitoring System.

Assurances and Certifications

Form 20-16A

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

Note: Fields marked with an * are required.

Assurances Non-Construction Programs

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform

Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for Federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Signed by Michael Gergler on 04/05/2005

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

Note: Fields marked with an * are required.

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

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

1. Lobbying

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

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

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

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

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

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

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

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

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

this certification: and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Place of Performance

Street	City	State	Zip	Action
--------	------	-------	-----	--------

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

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

Signed by **Michael Gergler** on **04/05/2005**

FEMA Standard Form LLL

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

This form is not applicable

THIS PAGE LEFT

BLANK

INTENTIONALLY