



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, December 12, 2005
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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

SPECIAL ORGANIZATIONAL MEETING-MANSFIELD TOWN COUNCIL
NOVEMBER 21, 2005

At 8:17 p.m. Town Clerk Joan E. Gerdsen called the Special Organizational Meeting of the Mansfield Town Council to order in the Town Clerks office.

I. OATH OF OFFICE

The Town Clerk administered the Oath of Office to the Town Council.

II. SELECTION OF THE MAYOR

The Town Clerk requested nominations for Mayor.

Mr. Paulhus moved and Ms. Redding seconded to nominate Ms. Elizabeth Paterson as Mayor.

No other nominations.

Vote was unanimous.

Mayor Paterson assumed the Chair of the Meeting.

III. APPOINTMENT OF DEPUTY MAYOR

Mayor Paterson appointed Mr. Gregory Haddad as Deputy Mayor.

IV. MEETINGS

A. Time and Place of Regular meeting

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

RESOLVED: pursuant to Section 302 of the Town Charter, the Town Council shall meet regularly on the second and fourth Mondays of every month at 7:30 p.m. in the Council Chamber of the Mansfield Municipal Building commencing on November 28, 2005.

So passed unanimously.

B. Special Meetings

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

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

So passed unanimously.

C. Emergency Meetings

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

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

So passed unanimously.

D. Rules of Procedures

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

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

So passed unanimously.

V. COMMITTEE APPOINTMENTS

Mr. Paulhus moved and Mr. Clouette seconded to table the appointments.

So passed unanimously.

VI. SELECTION OF TOWN ATTORNEY

Ms. Koehn moved and Mr. Paulhus seconded to reappoint Attorney Dennis O'Brien as Town Counsel.

So passed unanimously.

VII. ADJOURNMENT

At 8:35 p.m. Mr. Paulhus moved, and Mr. Hawkins seconded, to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

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REGULAR MEETING – MANSFIELD TOWN COUNCIL – NOVEMBER 28, 2005

Mayor Paterson called the regular meeting of the Mansfield Town Council to order at 7:35 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

I. ROLL CALL

Present: Blair, Clouette, Haddad, Hawkins, Koehn, Paterson, Paulhus, Redding (arrived at 7:38 p.m.), Schaefer

II. APPROVAL OF MINUTES

Schaefer moved and Hawkins seconded to approve the minutes of November 14, 2005 with corrections.

Motion so passed. Blair abstained.

Hawkins moved and Schaefer seconded to approve the minutes of November 21, 2005 as presented.

Motion so passed. Haddad abstained.

III. MOMENT OF SILENCE

Mayor Paterson requested a moment of silence for our troops serving and for those people still suffering the weather affects of the various hurricanes.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

None

V. OLD BUSINESS

1. Charter Review Commission

Town Attorney, Dennis O'Brien spoke regarding his experience with charter revision and distributed to the Town Council an outline of charter revision procedures, based on state statutes, which he put together to clarify the process.

There was discussion on the procedures involved, including time restraints, appointment of charter revision members and options available.

A 4- member ad hoc committee was appointed, comprised of Council Members Clouette, Haddad, Hawkins and Koehn. The purpose of the

committee is to bring a recommendation to the Town Council on the size of the commission, membership of the commission, timeline for a draft report to be submitted to the Town Council and to identify areas of the charter to be looked at.

Consideration will be given to include the public in the charter revision process.

2. Campus Community Relations

Matt Hart, Assistant Town Manager, gave report on committee progress. Mansfield Community-Campus Partnership has issued mission statement and goals. The Governor's Prevention Partnership, which specializes in substance abuse and in assisting university communities with these issues, will be lending us the services of a facilitator.

VI. NEW BUSINESS

3. Update re: Emergency Services Operations and Management Improvement Project

Fire Chief, David Dagon gave update on project. Town Council created ordinance to establish the Town of Mansfield Division of Fire & Emergency Services last April. The Fire Chief position was part of the ordinance and Dagon was appointed to that position, effective 7/1/05.

Fire Protection Agreements have been renewed, adding a second amendment to continue agreement for 1 year or until consolidation takes place.

Transition work sessions have taken place, which included Professor Donahue, Chief Dagon, 2 fire chiefs and 2 presidents of volunteer associations. The purpose of these sessions was to identify clearly the transition plan and to give opportunities for feedback. Chiefs and presidents continued during the summer to work on plan, which was presented in August to management team and volunteer organizations. Departmental votes took place, formalizing their involvement and interest in moving forward with consolidation. Both votes were unanimous to proceed with plan.

A new volunteer association was established, "Team Fire Association" which stands for "together Eagleville and Mansfield". Interim officers were appointed and a single number designation was decided on - #7. The town has provided the services of an attorney to guide association in incorporating and receiving non-profit status.

In January of 2005, a new contract was implemented for career firefighters. Cross training of all firefighters between stations took place on all apparatus and equipment. Single work schedules were established in July. Vacancies in the schedule were filled by volunteer firefighters.

Rank structure is being established. Interim officers will be appointed and an appointment process has been established to fill regular positions. Work incentives will be created to reward volunteers.

4. Draft Plan of Conservation and Development

Town Planner, Greg Padick presented the last Planning & Zoning action on Plan of Conservation update, which action endorsed, with an addendum, the 8/15/05 draft plan. This draft incorporates many of the changes from the earlier May draft, but it is essentially the same plan with refinements.

One of the more significant changes is in the southern part of town, the Pleasant Valley Rd area, where the zoning classification was changed from a planned industrial classification to a combination agriculture/open space/medium-high density residential.

Many changes were made to update the plan with respect to the UConn water system. There were a number of changes that were tied to clarifying existing structure and the fact that this plan recommends higher densities in many areas. The UConn and Windham systems are dependent on a long-term solution to have an adequate water supply and adequate sewerage disposal.

By state statute, the Town Council has a 45-day period to review this information and pass back comments and/or recommendations to Planning & Zoning. If the Council rejects portions of the plan, it will take a 2/3 vote of Planning & Zoning to approve those portions.

Opportunities for the public to receive information and have input into the matter were discussed.

5. CCM Amicus Curiae – CL&P Appeal of DPUC Decision in Streetlight Proceeding

Haddad moved and Hawkins seconded that effective 11/28/05 to appropriate \$500 to assist the CCM with this Amicus Curiae intervention and CL&P's appeal of the DEP's decision in street lighting.

So passed unanimously.

6. Highway Safety Grant – Speed Radar Display Sign

Hawkins moved and Koehn seconded that effective 11/28/05 to authorize the town manager to submit an application to the CT Dept of Transportation to receive a highway grant in the amount of \$4500.

So passed unanimously.

7. December 26, 2005 Regular Town Council Meeting

Paulhus moved and Clouette seconded that effective 11/28/05 to cancel the 12/26/05 regular meeting of the Mansfield Town Council.

So passed unanimously.

8. Municipal Retirement System (MERS) Pension Deficit Funding

Town Manager, Martin Berliner reported that the purpose of putting this bonding question on last November's ballot was to save the town approximately \$600,000. Unfortunately we did not get enough voters, but feel it is incumbent on us to try to save the money. The proposal is to appropriate the money from excess revenue that has been received rather than other options which include paying 8.5 % for 30 years, 5.25% for 15 years, bonding it in the future (depending on rates) or paying cash.

Finance Director, Jeffrey Smith spoke about various options including borrowing the money from ourselves and paying back \$50,000 a year for 10 years or so. He feels that it makes sense to do it next year, depending on interest rates. If not used in this manner, these excess funds would be put into reserves.

Koehn stated that she does not feel comfortable using the funds for this purpose due to the fact that the bonding did not pass at the election. She feels that some of this money could be put to institute a conservation program to save energy instead. Redding stated that she does not feel voters would be opposed to saving money and that it is incumbent on us to think of other ways to save this money.

Schaefer moved and Hawkins seconded to pass the following resolution:

RESOLVED: That in accordance with Section 406.C of the Town Charter the Town Council of the Town of Mansfield hereby approves an appropriation of \$512,000 for the funding of all or any portion, as to be determined by the town manager and the director of finance, of the unfounded actuarial accrued liability with respect to the participation of the town's firefighter and EMT employees in the Connecticut Municipal

Employees' Retirement Fund B, as determined in accordance with the provisions of Section 7-441 of the General Statutes of Connecticut, Revision of 1958, as amended, including any interest accrued thereon; and for costs related to the payment of such MERS Un-funded Past Benefit Obligation. Said appropriation shall be funded in the following amounts from the following General Fund revenues unanticipated in the current fiscal year budget:

<u>Amount</u>	<u>Unanticipated Revenue Source</u>
\$300,000	Payments in lieu of taxes ("PILOT")
\$ 72,000	ECS Grant
\$140,000	Interest Income

The town anticipates that the General Fund will be reimbursed for expenditures pursuant to the aforesaid appropriation from the proceeds of borrowings, if such borrowings are subsequently authorized. The town manager, the director of finance and other proper officers and officials of the town are authorized to take all other action which is necessary or desirable to enable the town to effectuate the payment of such MERS Unfunded Past Benefit Obligation.

Blair, Haddad, Hawkins, Paterson, Paulhus, Redding & Schaefer voted in favor of the motion. Clouette & Koehn voted against the motion.

The motion was passed.

9. Financial Statements Dated September 30, 2005

Schaefer moved and Paulhus seconded that effective 11/28/05 to refer the Financial Statements dated 9/30/05 to the Finance Committee for review.

So passed unanimously.

VII. DEPARTMENTAL REPORTS

None

VIII. REPORTS OF COUNCIL COMMITTEES

None

IX. REPORTS OF COUNCIL MEMBERS

Clouette went to the UConn Board of Trustees meeting and conveyed message to the trustees for hopes for continued cooperation.

On October 27th Hawkins attended the Public Safety Committee for the CT Conference Of Municipalities.

Koehn attended program on emergency services for persons with disabilities last Saturday.

Paterson will be attending the National League Of Cities Conference next week and at the conference will serve as an officer on the University Community Caucus national group and also on the Policy Committee for Human Services and will be representing the State of Connecticut on the Resolutions Committee for the National League.

X. TOWN MANAGER'S REPORT

Berliner announced that he has appointed Mary Stanton as Town Clerk for the Town of Mansfield and she will begin work on 12/12/05.

Resident Trooper First Class Scott Crevier and Mansfield Police Officer, William Clayton are being awarded a departmental award with the State Police and will be recognized at the next Council meeting for their outstanding work in helping to clear up 14 nighttime residential burglaries.

Paterson, Berliner and Gordon Schimmel attended first annual meeting of the Connecticut Coalition For Justice In Education Funding in Hartford on 22nd, followed by a press conference to announce lawsuit. They are members of this group and will be actively attending membership meetings.

Windham Region is sponsoring an energy assistance meeting on the 30th to look at sources of funding for fuel assistance. Kevin Grunwald, Social Services Director will be representing the Town. There was an article in the newspaper asking for additional funds for our Special Needs Fund and several thousand dollars were received, based on that article. Hopefully between that and what's available through other agencies, we will be able to make it through the winter. If not, we may have to come back to the Council to ask for additional funds.

Next meeting of the Downtown Partnership will be December 6th at 4:00 p.m.

XI. FUTURE AGENDAS

Fenton River

Strategic Plan – staff committee meeting will be held this week and update will follow.

Blair reported that CATS Northeast has submitted a proposed ordinance for consideration by Council regarding cat population.

Koehn would like to add energy conservation for future consideration.

XII. PETITIONS, REQUESTS AND COMMUNICATIONS

None

XIII. ADJOURNMENT

At 10:10 Paulhus moved and Blair seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Sharon Tyler, Asst Town Clerk

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**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: December 12, 2005
Re: Financial Statements Dated September 30, 2005

Subject Matter/Background

The finance committee is meeting before the town council meeting on December 12, 2005 to review the Financial Statements dated September 30, 2005.

Recommendation

If the finance committee does vote to accept the financial statements, and the town council supports this recommendation, the following motion is in order:

Move, effective December 12, 2005, to accept the Financial Statements dated September 30, 2005, as prepared and submitted by the department of finance.

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TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

GREGORY J. PADICK, DIRECTOR OF PLANNING

Memo to: ✓ Town Council
Planning and Zoning Commission
Conservation Commission
From: Gregory J. Padick, Director of Planning
Date: December 6, 2005



Re: Fenton River wellfield/habitat study

Please find attached an 11/30/05 draft Executive Summary for the Fenton River Aquatic Habitat Study and a 12/5/05 Power-Point slide preservation made to the Technical Advisory Group. Quentin Kessel, from the Conservation Commission, and I attended the 12/5/05 advisory group meeting. The entire 183-page text of the draft report is available at www.ctiwr.uconn.edu/tmp/ProjFR.htm.

At the 12/5/05 meeting, the subject draft report and associated draft recommendations were reviewed with the advisory committee. Committee members and any other interested parties are expected to be given until mid-January to submit comments. The current deadline is in mid-December, based on the recent water supply consent order, but DEP is expected to request an extension to allow more time to review the draft report. I am in the process of reviewing the draft report and will be preparing review comments prior to the PZC's 1/3/06 meeting. Any comments from the PZC and Conservation Commission should be forwarded to the Town Council prior to its 1/9/06 meeting, to allow for the preparation of one response from the Town of Mansfield.

DRAFT: SUBJECT TO REVISION. DO NOT CITE 11/30/2005

**Long-Term Impact Analysis of the University of Connecticut's Fenton
River Water Supply Wells on the Habitat of the Fenton River**

Submitted by:

Glenn S. Warner, Ph.D., P.E.

Associate Professor of Natural Resources Management and Engineering

Fred L. Ogden, Ph.D., P.E., P.H.

Associate Professor of Civil and Environmental Engineering

Amvrossios C. Bagtzoglou, Ph.D.

Associate Professor of Civil and Environmental Engineering

Piotr Parasiewicz, Ph.D.

Assistant Research Professor, University of Massachusetts, Amherst

November 30, 2005

1.0 EXECUTIVE SUMMARY

This study was necessitated by the State of Connecticut, Office of Policy and Management (OPM), as part of their review of the University of Connecticut's (UConn) Environmental Impact Evaluation for the North Campus Master Plan. OPM required that UConn conduct a study to determine whether and how water withdrawals from the University's Fenton River water supply wells affect the fisheries habitat of the Fenton River adjacent to the well field. UConn withdraws water using water supply wells placed in a stratified drift aquifer located along a one-mile section of the Fenton River. The four Fenton River wells are registered by CTDEP for a maximum withdrawal rate of 0.8443 million gallons per day, MGD (1.31 cubic feet per second, cfs) (CTDEP Letter, June 21, 1991). As part of the impact assessment of UConn's water use, we have investigated the relationships between fish habitat and in-stream flow for a section of the Fenton River in the vicinity of the UConn well field. For reference, the study site is shown in Figure 1.1.

1.1 Study Objectives

The specific objectives of this study were to:

- Develop relationships between in-stream flow and habitat in the Fenton River for selected fish species;
- Derive the relation between the magnitude and timing of groundwater withdrawals on the stage and flow of water in the Fenton River principally from Old Turnpike Road to Stone Mill Road using existing data, new data collection, and mathematical simulation modeling; and,
 - Mathematically model selected water-management scenarios to optimize water withdrawals while minimizing adverse impacts on stream flow and in-stream habitat.

1.2 Fisheries Habitat

We used the Physical Habitat Simulation System (PHABSIM), which is part of a wider conceptual and analysis framework of the Instream Flow Incremental Methodology (IFIM), combined with extensive channel morphology surveying and fish-capture to model relationships between instream flow and habitat. The IFIM focuses on habitat of streams and rivers to assess the impacts of human influence. The PHABSIM includes modeling of stream hydraulics at selected representative transects over a range of flows, and then incorporating species habitat information (in the form of Habitat Suitability Criteria, HSC) within the hydraulic model. Target fish species included brown trout, brook trout, fallfish, and tessellated darter. Existing HSC for various life stages of brown trout and brook trout were used. New HSC for tessellated darter (adult) and fallfish (adult and nest location) were developed on-site. Field surveys were conducted to map mesohabitats in the study area, and to identify river segments that represent major habitat conditions based on location in the watershed, gradient, and predominant mesohabitats. Representative reaches and transects within reach were selected based on their

representation of habitat conditions within each segment. Velocity, depth, substrate, cover, and water surface elevation were measured at transect points during three calibration flows (high, moderate, and low flows), and bed elevations were surveyed. Standard weighted usable area (WUA) curves and WUA by mesohabitat type curves were produced. Functions describing the relationship between physical habitat and discharge were used to conduct habitat time series and range of variability analyses. Details are presented in Section 5.

Determination of the long-term frequency of low flows in the Fenton River was accomplished by correlating the limited available gauging data from the Fenton River with the long-term gauging data from the nearby Mt. Hope River. Results of these analyses are presented in Section 6. The magnitude of surface and ground water source contributions to instream flow is relevant when compared to the registered pumping capacity of the wells because the Fenton River can have flows less than 1 cubic feet per second (cfs) under drought conditions. The original proposal included accurate measurements of the various contributions of water sources during low-flow conditions. Flows in low-flow season (August-September) in both 2003 and 2004 were not as low as required (<5 cfs) for sufficient time periods to make direct measurements of induced infiltration from the stream bed due to pumping. However, during the summer of 2005, the flows in the Fenton River became very low, and the river bed became dry over an approximately 12 day period (5-16 September) in the vicinity of UConn wells A & B. Fortuitously, the field data collection equipment procured for this project was operated by the investigators beyond the end of the original field data collection period, providing strong evidence of the effect of pumping on the Fenton River during drought conditions.

The Fenton River in the vicinity of the UConn well field is a complex system. We observed several gaining and losing reaches, where water either flows from groundwater to the stream or vice-versa within the study area. Reaches can switch from gaining to losing depending on recent rainfall. The post-glacial history of sedimentary deposition in the river valley has created what are thought to be preferential flow paths between the surface and subsurface in a number of locations. In general, in the absence of pumping, the study reach of the Fenton River tends to gain flow in the downstream direction, even in times of drought. We used three independent means to estimate induced infiltration. These methods including nested piezometers, weirs, and the stream loss observations from the summer of 2005. Our results indicate that the published results of Rahn (1971), slightly underestimate the induced infiltration.

Observations from the summer of 2005 significantly reduced the uncertainty in our analysis. The following sections explain why the Fenton River went dry during the period 5-16 September, 2005. The explanation we propose is based on analysis of rainfall, streamflow, pumping, and groundwater level data, all of which provide key indications of factors that lead to the drying of the river over an approximately 600 m reach from upstream of well B to downstream of well A. These observations are particularly relevant to the objectives of this study. Figure 1.2 shows the locations of the UConn groundwater wells A, B, C, and D, and the monitoring wells used to observe groundwater levels. The monitoring wells are denoted with "UC" or "MW".

Rainfall data were obtained from the UConn Agronomy Farm, and from a recording rain gage operated by the investigators at the Fenton River well field, as well as from historical data from the National Climatic Data Center, and climatologic analysis by Miller et al. (2003). Streamflow measurements during the very low flow period in August and September, 2005, were made using a Marsh-McBirney electromagnetic flow meter mounted on a top-setting wading rod. Groundwater levels were recorded using water level loggers manufactured by In-Situ, Inc.

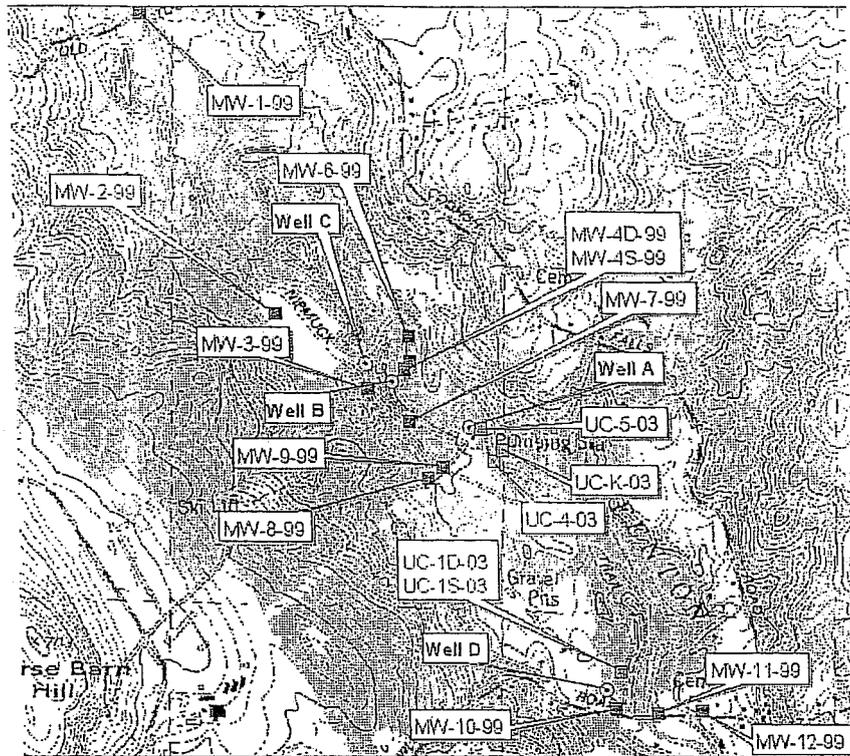


Figure 1.2. Study Site Map Showing Pumping and Monitoring Wells.

The drawdown of groundwater due to wells near streams can cause the groundwater table in the vicinity of the stream to fall below the stream water surface and in some locations, the stream bed. In these cases, water will infiltrate from the stream bed into the groundwater system. This is called “induced infiltration” due to pumping of groundwater.

In late July, 2005, the Investigators met with the University Facilities Operations staff to discuss our observations of decreasing flows in the Fenton River, and the possibility that the flows in Fenton River could become small enough that the river might go dry near the well field. The investigators tested a number of alternative pumping schedules in an attempt to minimize the impact of pumping on the flows in the river, given the University’s water demands and within the limits of the existing physical capabilities of the entire water supply system for the University including the Willimantic River well field. Pumping was curtailed from 844,000 gpd Monday-Thursday and 543,000 gpd Friday, to 543,000 gpd Monday-Thursday and 301,000 gpd Friday, for most of August, 2005. There was no pumping on weekends during this period. However, owing to limitations on the capacity of the transmission pipeline from the Willimantic River well field to campus, water levels in the on-campus storage reservoirs began to fall. When the students returned to campus in late August the Fenton River well field was needed at its permitted capacity of 844,000 gpd seven days

per week to keep up with demand and to increase the reservoir levels as required for firefighting and other contingencies.

Beginning on Sept. 5, 2005, the Fenton River became dry near well A, as surface water flows were less than the infiltration potential of the stream bed. During this time, the University was pumping 844,000 gpd from the well field, seven days per week. The length of dry portion of the river bed increased with time and was recorded. Groundwater levels and stream flows were also recorded during this time. The extent of dry river bed increased to approximately 600 m (1970 ft) of the river, reaching a maximum on September 15, 2005.

1.3.1 Rainfall

The summer of 2005 represented some of the driest months of July and August on record. Precipitation at the UConn Agronomy farm for these two months was 2.82 and 0.71 inches. However, at the a rain gage operated by the investigators near Well A (see Figure 1.2), rainfall for those two months was recorded as 0.03 and 0.01 inches during July and August, respectively. Figure 1.3 shows a plot of cumulative rainfall recorded at the Well A rain gage from Sept. 2004-Sept. 2005.

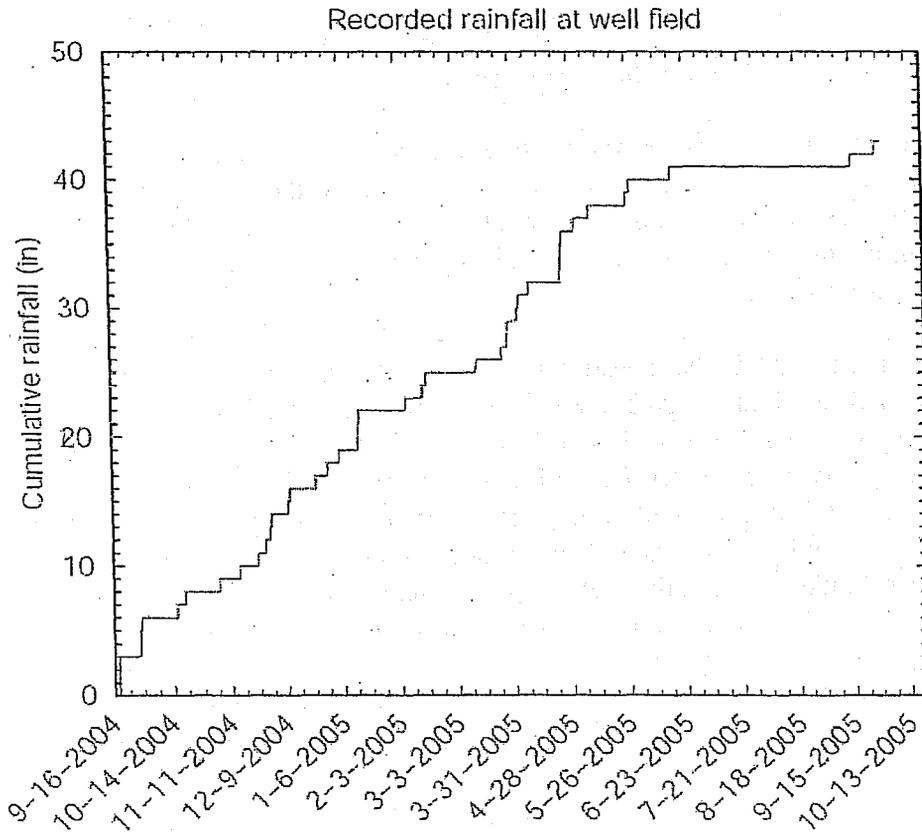


Figure 1.3. Cumulative Rainfall (inches) Near Well A, 16 September, 2004- 22 September, 2005.

As the rainfall data in Figure 1.3 show, virtually no rain fell at the well field during July and August, 2005. How do these observed monthly rainfall totals compare against historical values? Figure 1.4. compares monthly rainfall from April-September 2005 in a historical context to rainfall at Storrs, Connecticut, between 1889 and 2002 over the same months (NOAA, 2005), and 1966, when Rahn (1968) observed the drying of the Fenton River.

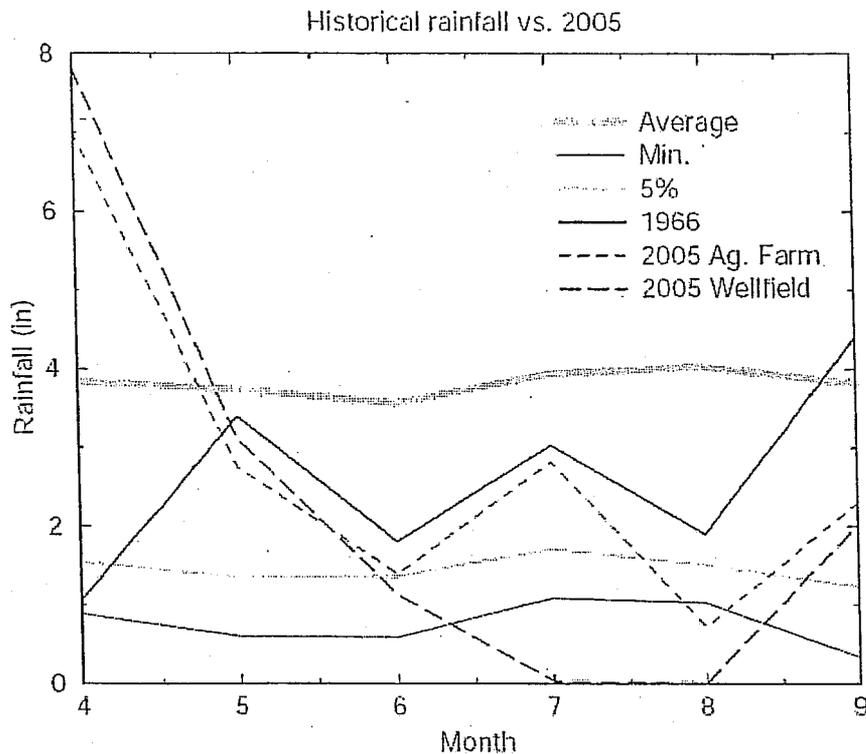


Figure 1.4. Comparison of Summer 2005 Rainfall vs. Climatological Values and 1966 Rainfall.

As Figure 1.4 shows, the recorded rainfall at the Well A rain gage are considerably below the minimum monthly rainfall observed between 1889-2002 (NOAA, 2005) for both July and August, 2005. The recorded rainfall at the Agronomy Farm differs from the Well A data due to the spatial variability of summertime convective rainfall.

1.3.2 Groundwater Levels

Rahn (1971) hypothesized that the groundwater table detaches from the bed of the Fenton River in the vicinity of well B, which was pumped at a rate of

approximately 1,000,000 gallons per day, which is in excess of the current permitted 844,000 gallons per day (gpd) rate. We designed an experiment during the summer of 2005 to test this hypothesis during times of low flow.

With reference to Figure 1.2, groundwater level recorders were placed in each of the monitoring wells near the river. The elevation of the top of each monitoring well was surveyed, as was the elevation of the river bed nearest to the well. Figure 1.5 shows a summary of observed groundwater table elevations at three of the monitoring wells near pumping wells, relative to the nearby river bed elevation.

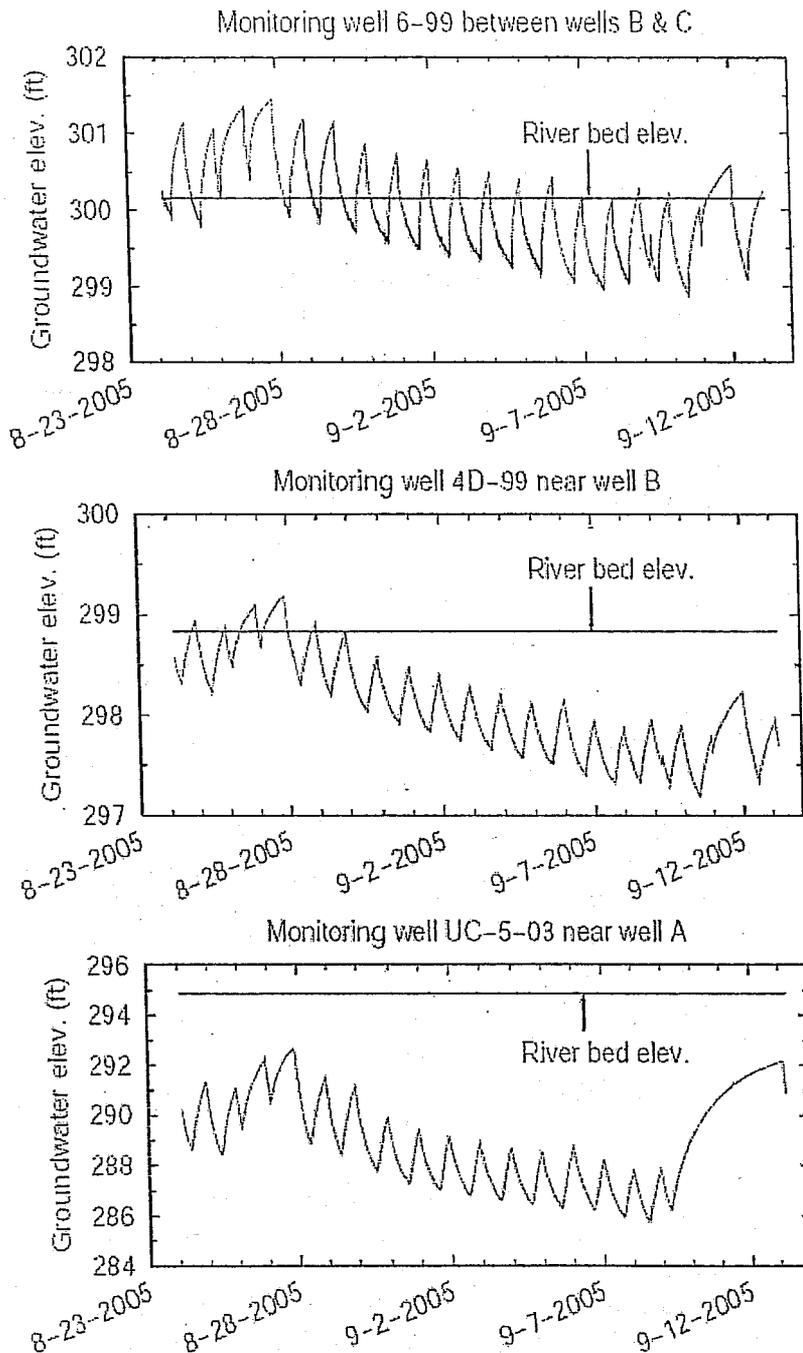


Figure 1.5. Groundwater Levels Near Fenton River During Time when River was dry.

The wells shown in Figure 1.5 were selected because of their proximity to the river and the portion of the Fenton River that went dry. These wells are MW-6-99 (between wells B and C), MW-4D-99 (near well B), and UC-5-03 (near well A).

The data shown in Figure 1.5 indicate that Rahn's hypothesis is true, and that the vertical distance from the river bed to the groundwater table varies in both space (with distance from the well) and time (according to pumping schedules). Between wells B and C, the groundwater table varied from 1 ft above the river bed to 1.2 ft below. Near well B, the groundwater table was as much as 1.7 ft below the river bed on Sept. 10, 2005. Near well A, the groundwater table was routinely 5 to 8 ft. below the river bed. Analysis of data from September through November, 2004, which was a considerably wetter period, also revealed that the groundwater table near well A can be up to 7 ft. below the river bed even when the river is flowing. Notice on the bottom graph in Figure 1.5, that pumping was stopped at Well A from 9 Sept. through 13 Sept., and the groundwater level rose from nearly nine feet below the river bed to about 3 ft of the river bed, over this five day period. During this time, the river was dry near well A. This rise in groundwater table is due solely to "infilling" of the cone of depression in the groundwater table around well A by groundwater from the aquifer. Notice also that this infilling process occurs over a short period of time, indicating a relatively short system memory, on the order of days, not weeks.

1.3.3 Streamflow

Streamflow measurements at five locations reveal changes in discharge along the longitudinal profile of the Fenton river on different dates. Figure 1.6 shows longitudinal profiles of flow in the Fenton river from data collected on August 8, August 11, August 26, and September 8, 2005. The data in Figure 1.6 show that there is a general, consistent loss of water during low flow periods between the head of the meadow and Well A during the summer of 2005. Below well A, the river consistently gains flow. The loss of flow in the Fenton River between the head of the meadow and the vicinity of Well A varies from 0.38 to 0.89 cfs (244,000 to 570,000 gpd), with an average of 0.62 cfs (400,000 gpd). This loss cannot be entirely attributed to pumping because of other exchanges between the aquifer and stream, as evidenced by the gain in flow between Old Turnpike road and the head of the meadow seen on August 26.

During periods of low flow with no recharge, the data suggest that the river bed conductance integrated over the entire river from Old Turnpike road to near well A is approximately 0.6 cfs (400,000 gpd), which is 47% of the 1.31 cfs (844,000 gpd) pumped from the well field daily. If the flow in the Fenton River reaches or falls below approximately 1.0 cfs, the river may go dry near wells A and B, where the cone of depression is below the river bed and induced infiltration is maximum, if pumping persists. Note with reference to Figure 1.6, that on September 8 with the flow at Old Turnpike road of 0.39 cfs, the Fenton River was dry near well A.

The reason that 100% of the well withdrawals do not come from the river is due to several aspects of the system. First, there is an impeding layer in the stream bed that reduces the flow of water from the river to the groundwater table. Second, there is likely some flow from deep bedrock fractures upward into the stratified drift aquifer.

Third, there is a considerable amount of storage in the stratified drift aquifer itself. Finally, there is some down-slope flow from upland till areas, even in times of drought, that partially replenishes the groundwater in the stratified drift aquifer.

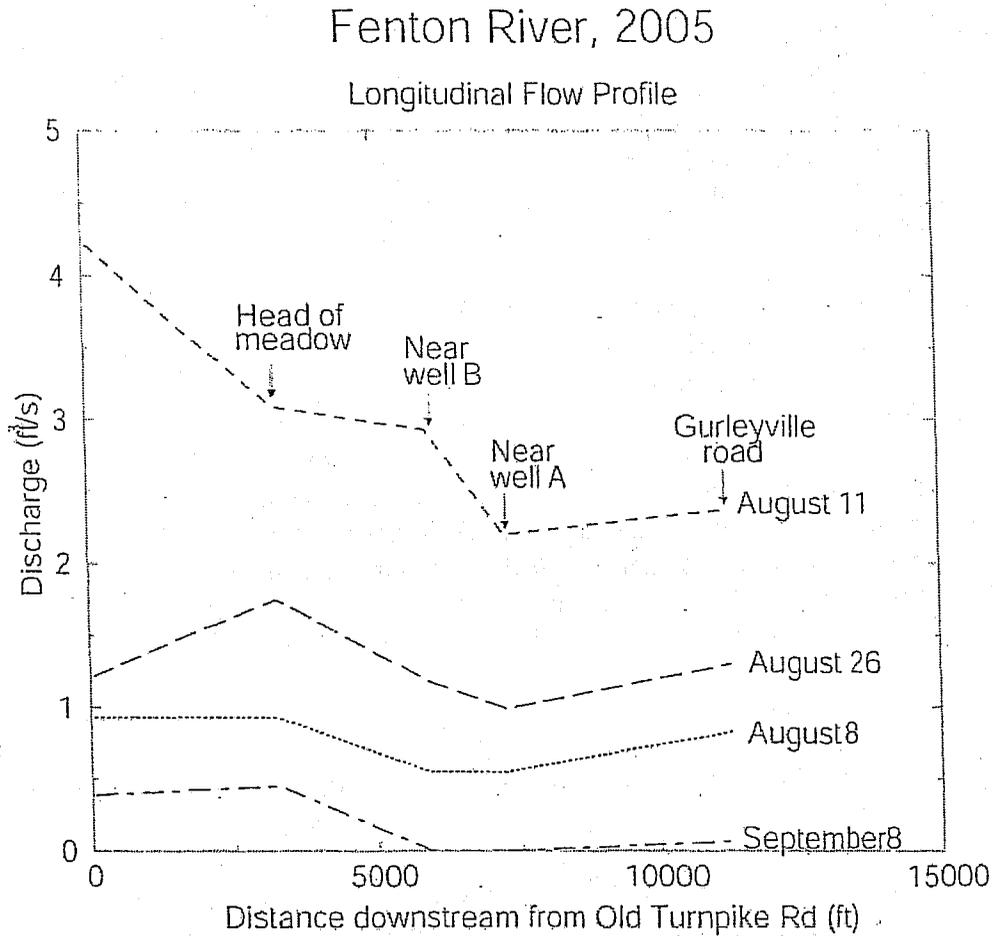


Figure 1.6 Longitudinal Profiles of Discharge in the Fenton River on Different Dates during the Summer of 2005.

The Fenton River did not become dry in the vicinity of wells C or D (see Fig. 1.2). Well C is near the meadow, which contains a significant amount of stratified drift. Furthermore, the channel upstream of well C is quite deep, and the channel bed is likely finer in texture due to lower velocities in that region. The cone of depression in the groundwater near Well C most likely contributed to induced infiltration, but not in a significant enough manner to cause the river to go dry near well C.

Well D was used relatively infrequently during the summer of 2005. It is thought that this well has a partially-plugged screen, and it is used as a backup to primary production wells A, B, and C. When activated, well D does not pump

continuously. Rather, it cycles on and off automatically due to the frequent occurrence of low water within the casing caused by the partially plugged well screen.

During the period from 5-16 September, flow in the Fenton River re-emerged approximately 200 m downstream from well A. The point of re-emergence remained relatively constant during the entire period when the river upstream was dry. This is likely due to the limited radius of influence of well A, and the slope of the valley (from well A towards well D), both of which will combine to reduce the downstream extent of the influence of well A. Furthermore, as the data in Figure 1.6 show, there is a natural tendency of the Fenton River downstream from well A to be a gaining stream, even in times of drought, with lateral inflows from both Fisher's and Robert's brooks, as well as wetlands on the southwest bank of the river in that vicinity.

Streamflow became re-established in the Fenton River near well A at approximately 1:30 a.m. on Friday, 16 September. A thunderstorm dropped about 2 inches of rainfall in the upper Fenton River watershed early on Thursday, 15 September. The subsequent runoff reached the well field sometime before 11:00 p.m. on 15 September. Observations of the advancing flow across the dry stream bed near well A in the early morning hours of 16 September revealed that the flow advanced as surface water, not groundwater. That is to say, the surface water advanced across the stream bed and over obstacles, rather than seeping into the stream bed and emerging beneath obstacles. This provides additional strong observational evidence of existence of an impeding layer in the stream bed that limits induced infiltration.

1.3.4 Induced Infiltration

From the observations taken during 5-16 September, 2005, we can draw the following conclusions:

- The Fenton River went dry over an approximately 600 m long reach in the vicinity of Wells A & B during the period 5-16 September, because of the combined effects of drought and pumping of the UConn Fenton River well field. Had there been no drought, or no pumping, the river would not have gone dry.
- Had there been no pumping, the flow in the Fenton River near well A on September 8, 2005, would have likely been less than 1.0 cfs due solely to the effect of drought.
- The average induced stream bed infiltration from the head of the meadow to the vicinity of well A (Fig. 1.6) was approximately 0.6 cfs (400,000 gpd). The pumping rate during this time was 844,000 gpd during an extended summertime period with no rainfall.

1.4 Groundwater Observations

As part of this study, we conducted a series of aquifer tests on the Fenton River water supply wells, both separately and simultaneously as infrastructure and permit constraints allowed. Beginning in March 2004, we performed a series of tests to measure the response of the local groundwater table during pumping of each well in the Fenton well field. Several of these tests lasted for more than two weeks. Electronic pressure transducers were placed in observation wells at varying distances from pumping wells to observe changes in groundwater table elevation over time in response to pumping. A set of nested piezometers and thermistors were installed in the bed of the Fenton River near well B to observe vertical flows in the streambed and estimate streambed conductance. Data collected during aquifer tests were used to calibrate a mathematical model (MODFLOW-2000) of groundwater flow.

1.5 Hydrogeophysical Investigations

Geologic characterization of the well field and surrounding area consisted of soil borings, and the use of both seismic and ground penetrating radar (GPR) geophysical techniques. Two new bedrock wells and nine new observation wells were installed. Three soil borings were made and completed as overburden monitoring wells in the glacial till along three transects. The interpretation of well borings was aided by the U.S. Geological Survey. The geophysical investigations allowed us to generate the most realistic three-dimensional representation of the stratigraphy and structure of the Fenton River well field aquifer to date. Details of the hydrogeological investigations are presented in Section 7.

Geophysical data revealed that there is a relatively narrow constriction in the bedrock surface near well A, between wells B/C and D, that partially separates the stratified drift aquifer. The existence of this narrow section in the bedrock surface provides an indication that the effects of pumping from the aquifer upriver and downriver from the bedrock constriction might be partially independent. This hypothesis was tested in the selected management scenarios.

1.6 Mathematical Modeling

The standard-practice MODFLOW-2000 mathematical model of groundwater flow was calibrated using all available data, which included improved geophysical estimates, groundwater levels during pumping tests, and estimated streambed conductance. The Fenton River was incorporated in MODFLOW-2000 as a head source with an impeding layer, which effectively couples the ground water-flow model with surface-water processes. Calibration results proved satisfactory compared with standard acceptable practices. Calibration results are discussed in Section 8.

1.7 Scenario Testing

MODFLOW-2000 was used to simulate the effect of pumping on stage and discharge in the Fenton River under several management scenarios, to reveal the effect of pumping on streamflow and fisheries habitat. Scenario evaluation is discussed in Section 9. The simulation domain used in MODFLOW-2000 included upland glacial till areas that are believed to continue to contribute recharge to the stratified drift aquifer in times of drought.

Ground water withdrawals can be managed to minimize impacts on streamflow and fish habitat. Streamflow has a delayed response to ground water withdrawals. The timing and rates of withdrawals with respect to periods of ground water recharge and periods that are critical for fish populations can be managed to minimize impacts. Exhaustive evaluation of management options was beyond the scope of the project. However, we have tested selected management scenarios that show potential for minimizing the effect of pumping on the fish habitat in the Fenton River. However, given the natural tendency of the Fenton River to reach flows during dry periods (droughts) that approach the magnitude as UConn's permitted pumping rate, there will be times when no management scenario will mitigate the effect of pumping on fish habitat. During those times, pumping will have to be severely curtailed or stopped until flows in the river increase.

1.8 Summary of Conclusions and Recommendations

Studies of the fish habitat for the four species considered (brown trout, brook trout, tessellated darter, and fallfish) reveal that at flows greater than approximately ten cfs as measured at Old Turnpike Road, we cannot discern the effect of well field pumping on the quantity of fish habitat in the vicinity of the well field. The habitat starts to become noticeably reduced when the Fenton River flow is somewhat less than seven cfs as measured at Old Turnpike Road. The degree of habitat reduction increases as flows decrease further to four cfs as measured at Old Turnpike Road. When the flow in the Fenton River decreases to three cfs, habitat is quite significantly reduced.

Habitat values naturally decrease with decreasing discharge below these thresholds. We recommend direct application of fixed flow rules supported by continuous monitoring of river discharge at Old Turnpike road. As discharge establishes a decreasing trend approaching seven cfs, preparations should be made to reduce reliance on the Fenton River well field. As flows approach 6 cfs measured at Old Turnpike Road management rules must be applied. An exhaustive search for optimal management strategies was beyond the scope of this project. However, we tested a number of infrastructure improvements and plausible management options. Those improvements and management options considered included: 1) increasing the capacity of well D; 2) increasing the capacity of well A and moving it to a new location further from the Fenton River; 3) increase the capacity of well D and pump wells B, C, and D only during times of low river flow; and 4) reduce pumping from the well field on a daily basis as flows fall below six cfs. Of these four primary options, the fourth option was found to be most effective

Within the context of our understanding of the current physical limitations of the Fenton River well field infrastructure, and the clearly identified need for increased flexibility in operating the well field to preserve fish habitat during times of low flow in the Fenton River, our specific recommendations are to:

1. Install a continuously-operating, telemetered stream flow gaging station on the Fenton River in the vicinity of Old Turnpike road to manage pumping of the Fenton River well field on a daily basis.
2. Repair or replace well D so that it can run continuously and pump at its' maximum capacity.
3. Replace well A with a well at a location 249 ft southeast of the current position of well A. This replacement well should have a capacity of 300 gpm.
4. Install up-to-date electronic speed controls or duty-cycle controllers on all well motors.
5. Upgrade motor controls to enable more flexible operation of each well, and the entire well field.
6. Calibrate and maintain flow meters on the discharge line of each well pump.
7. Install chemical disinfection at each pump, with an injection controller that can provide the correct quantity of disinfectant over a wide range of pump flow rates.
8. Reduce the daily volume of pumping to 633,000 gpd if the flow in the Fenton River is less than six, but greater than or equal to five cfs.
9. Reduce the daily volume of pumping to 422,000 gpd if the flow in the Fenton River is less than five, but greater than or equal to four cfs.
10. Reduce the daily volume of pumping to 211,000 gpd if the flow in the Fenton River is less than four, but greater than or equal to three cfs.
11. Do not pump the Fenton River well field if the flow in the Fenton River is less than three cfs.
12. Pumping of all Fenton River wells should not occur if the flow in the river continues below ~~6~~ cfs for more than ~~15~~ consecutive days, or below 5 cfs for more than 5 consecutive days to avoid increasing the frequency of occurrence of fish habitat reduction due to pumping.

With regard to recommendations 8 through 12, the results presented in Section 6 'Hydrologic Assessment' can be used for future analysis of detailed pumping strategies, and to evaluate the frequency at which flow reductions will occur under those strategies. As discussed in Section 6, there will be extensive periods when pumping reductions are not necessary, and in some wet years, will not be necessary at all. The re-starting of pumping after cessation based on the criteria in Recommendations 8 through 11 is addressed in Recommendation 12. As indicated in Section 6, the recession can be much faster following short runoff events and not reflect a true sustained baseflow condition. As the Time Series Analysis in Section 5 demonstrated, the duration and frequency of low flow events can have a substantial effect of the resilience of the aquatic community. The triggers for resuming withdrawals from the well field are therefore an important consideration in the overall operating plan.

Long-Term Impact Analysis of the University of Connecticut's Fenton River Water Supply Wells on the Habitat of the Fenton River

Technical Advisory Group Meeting
December 5, 2005

Fenton River TAG Meeting 12/05/05

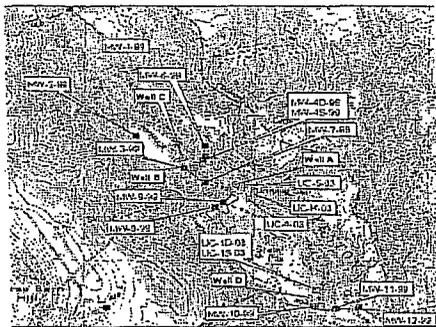
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Agenda

- Results of 2005 investigations
- Summary of Recommendations and "HOW WE GOT THERE"
 1. Updated Hydrologic Assessment
 - Review of frequency statistics
 - Development of Recession Curves
 2. Groundwater Investigations:
 - monitoring and modeling
 - Pumping scenarios analyzed
 - Modeling results
 3. Updated Fisheries Results
- Discussion of Results and Recommendations

Fenton River TAG Meeting 12/05/05

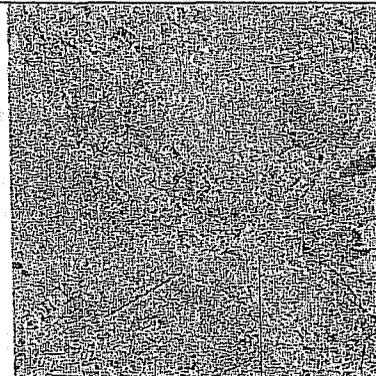
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Study Area

Fenton River TAG Meeting 12/05/05

3



Legend
○ Monitoring Well
⊗ Production Well

0 1000
Scale in Feet

4

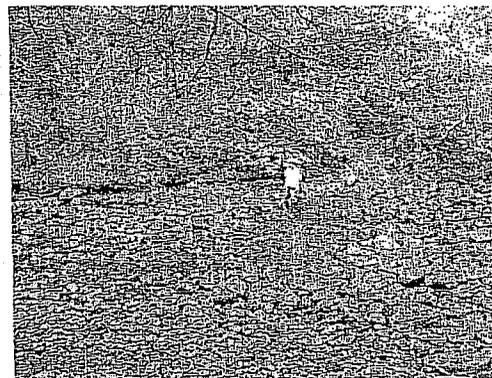
Summer 2005 Investigations and Results or "Why the River went dry"

- Measurement of Low flow
- Development of hydrograph and recession curves
- Monitoring of ground water r levels
- Monitoring of rainfall and river recession/recovery
- Modeling of effects on river of different pumping scenarios

Fenton River TAG Meeting 12/05/05

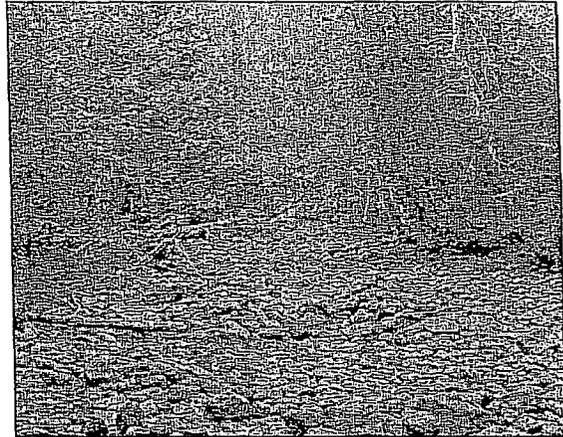
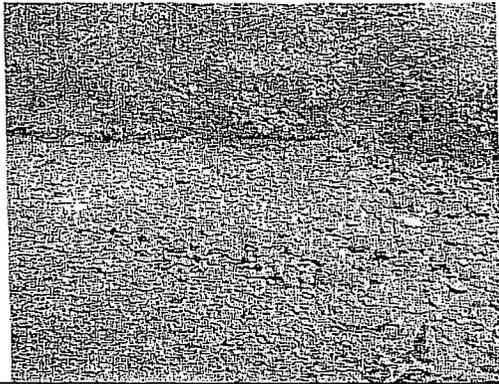
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Fenton River near Well A, August 28, 2005

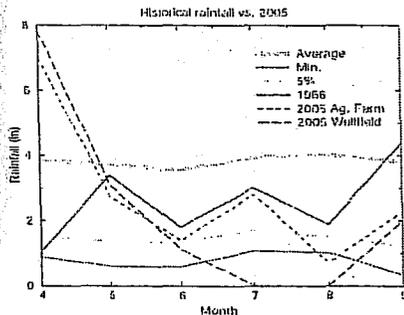


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Fenton River near Well A; September 8, 2005

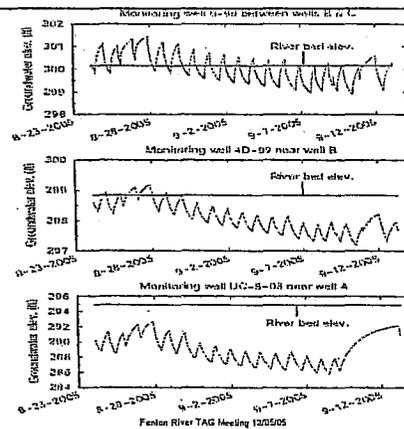


Historical and 2005 Rainfall



Fenton River TAG Meeting 12/05/05

9

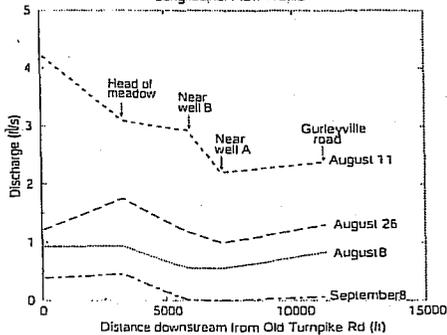


Fenton River TAG Meeting 12/05/05

10

Fenton River, 2005

Longitudinal Flow Profile



Fenton River TAG Meeting 12/05/05

11

Conclusions of 2005 Field Investigations 5-16 September, 2005

- The Fenton River went dry over an approximately 600 m long reach in the vicinity of Wells A & B from about Sep. 5-16.
- The drying was a combined effect of drought and pumping of the UConn Fenton River well field.
 - Had there been no drought, or no pumping, the river would not have gone dry.
 - Had there been no pumping, the flow in the Fenton River near well A on September 8, 2005, would have likely been less than 1.0 cfs due solely to the effect of drought.
- The observed average induced stream bed infiltration from the head of the meadow to the vicinity of well A was approximately 0.6 cfs (400,000 gpd) while pumping 844,000 gpd during this period with no rainfall.

Fenton River TAG Meeting 12/05/05

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Draft Recommendations

- Install stream gaging station on the Fenton River near Old Turnpike Rd
- Repair or replace well D to maintain its maximum capacity.
- Replace well A at a location farther from the river
- Install up-to-date controls on all well motors.
- Upgrade motors and/or controls to enable more flexible operation of each well, and the entire well field.
- Calibrate and maintain flow meters on pumps.
- Install chemical disinfection at each pump with controls

Draft Recommendations, cont.

Reduce pumping when flow reaches 6 cfs:

- To 633,000 gpd between 6 and 5 cfs
- To 422,000 gpd between 5 and 4 cfs
- To 211,000 gpd between 4 and 3 cfs
- To 0 gpd below 3 cfs

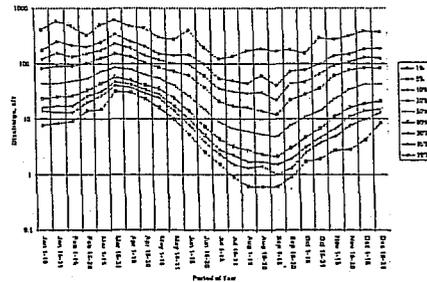
To avoid increasing the frequency of fish habitat reduction, do not pump wells if flow in the river continues:

- below 6 cfs for more than 15 consecutive days, or
- below 5 cfs for more than 5 consecutive days

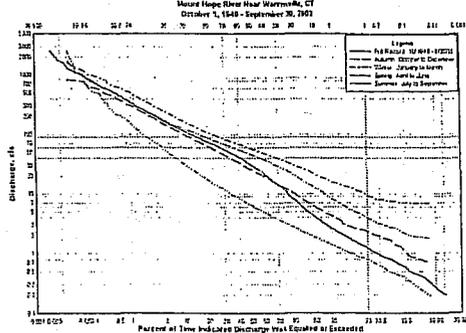
Updated Hydrologic Assessment

- Review of frequency statistics
- Development of Recession Curves

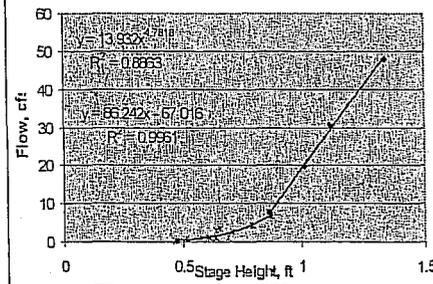
Percent of Time Indicated Discharge Was Equalled or Exceeded by Semi-Monthly Periods
Mount Hope River near Waterford, CT, October 1, 1948 - September 30, 2001

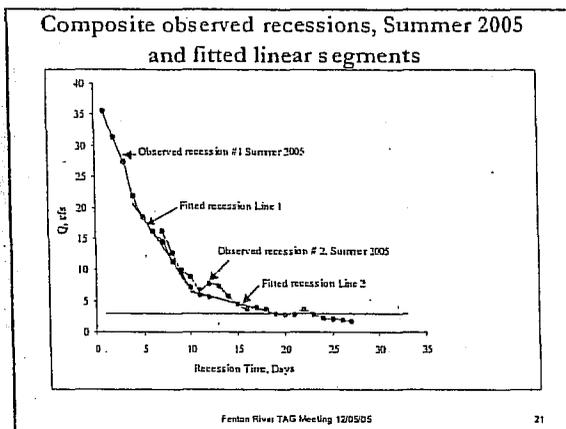
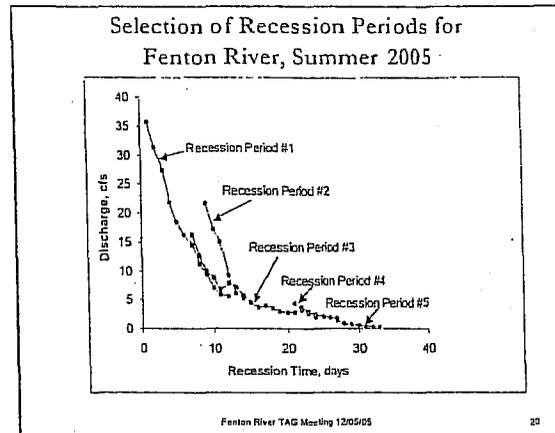
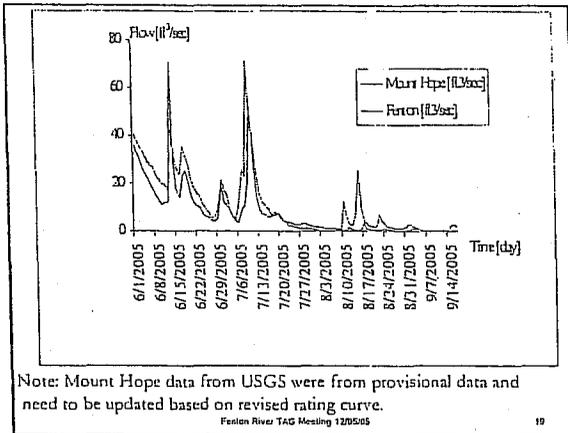


Duration Curve of Daily Flow by Season



Old Turnpike Rating Curve for 2005





- ### Summary of Hydrologic Assessment
- Frequency of low flows:
 - The July-through-September FDC is much lower than the annual based FDC
 - The estimated frequency of $Q < 6$ cfs is about 1 out of 2 years on average
 - The estimated frequency of $Q < 3$ cfs is about 1 out of 4 to 5 years on average
 - Expected recession times:
 - About 6 days between 20 and 6.5 cfs
 - About 8 days between 6.5 and 3 cfs
- Fenton River TAG Meeting 12/05/05 22

- ### Draft Recommendations
- Install stream gaging station on the Fenton River near Old Turnpike Rd
 - Continuously-operating, tele-metered
 - Monitored daily
 - Maintain an accurate rating curve, especially for low flow
 - Repair or replace well D to:
 - Maintain its maximum capacity, and
 - Operate continuously.
 - Replace Well A with a new well:
 - At a location farther from the river (249 ft southeast)
 - Maintain current capacity of 300 gpm.
- Fenton River TAG Meeting 12/05/05 23

- ### Draft Recommendations, cont.
- Install up-to-date electronic speed controls or duty-cycle controllers on all well motors.
 - Upgrade motors and/or controls to enable more flexible operation of each well, and the entire well field.
 - Calibrate and maintain flow meters on the discharge line of each well pump.
 - Install chemical disinfection at each pump, with an injection controller that can provide the correct quantity of disinfectant over a wide range of pump flow rates.
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Draft Recommendations, cont.

Reduce pumping when flow reaches 6 cfs:

- To 633,000 gpd between 6 and 5 cfs
- To 422,000 gpd between 5 and 4 cfs
- To 211,000 gpd between 4 and 3 cfs
- To 0 gpd below 3 cfs

To avoid increasing the frequency of fish habitat reduction, do not pump wells if flow in the river continues:

- below 6 cfs for more than 15 consecutive days, or
- below 5 cfs for more than 5 consecutive days

Fenton River TAG Meeting 12/05/05

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Discussion of Draft Recommendations

Fenton River TAG Meeting 12/05/05

26

Acknowledgements

David Banker (CEE), Keith Mikolinski (CEE), David Grunwald (NRME), were very helpful in the conduct of field work and data collection. M.S. Students Michael Rogalus III (CEE), Derek Dilaj (CEE), Scott Bighinatti (NRME), Robbette Schmit (NRME), Tra Pham (GEOL) assisted greatly with instrumentation, data collection, and analysis. Ph.D. candidates Juan Stella (NRME), Farhad Nadim (CEE), Rick Jacobson (NRME), performed significant portions of the research work towards completion of their degrees.

We acknowledge the assistance of the U.S. Geological Survey, Connecticut District, in the installation of instrumentation, data collection, and for assisting with geophysical data analysis and interpretation.

Thanks to the Technical Advisory Group (TAG) for their input. Members of the TAG included: Ms. Corinne Fiting (CTDEP); Mr. Brian Murphy (CTDEP); Mr. Jeff Smith (CTOPM); Mr. Townsend Barker (USACE); Mr. Greg Padick (Town of Mansfield); Mr. John Manfred (Trout Unlimited); Michael Callahan (Windham Water Works); Mr. Robert Miller (Town of ?)



**Town of Mansfield
Agenda Item Summary**

To: ~~Town Council~~
Martin Berliner
From: Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: December 12, 2005
Re: Appointment of Charter Revision Commission

Subject Matter/Background

Attached please find the minutes of the recent meeting of the Special Committee Regarding the Establishment of a Charter Revision Commission. The committee members would like to review their preliminary ideas at Monday's meeting to obtain input from other council members.

Attachments

- 1) December 5, 2005 Minutes of the Special Committee Regarding the Establishment of a Charter Revision Commission



TOWN OF MANSFIELD
Town Council
SPECIAL COMMITTEE REGARDING THE ESTABLISHMENT OF A CHARTER
REVISION COMMISSION
Monday, December 5, 2005
Audrey P. Beck Municipal Building
Conference Room B

MINUTES

Present: B. Clouette, G. Haddad, A. Hawkins, H. Koehn

Staff: M. Hart, D. O'Brien

1. Call to Order/Roll Call

Council member Helen Koehn called the meeting to order at 7:35 p.m. The members elected Council member Koehn to serve as chair, and Matt Hart volunteered to take minutes.

2. Opportunity for Public to Address the Committee

None.

3. New Business - Establishment of Charter Revision Commission

Matt Hart distributed a number of items, including:

- Names and letters from residents who have expressed an interest in serving on the committee
- Advisory Commission on Intergovernmental Relations report – *Connecticut Municipal Budget Adoption Experiences, FY 2005/06*
- Various materials from the 1992-93 Mansfield Charter Revision Commission

The committee then reviewed the following issues:

- *Number of committee members* – the 1992-93 committee was comprised of 13 members. Unless a large number of residents express interest in

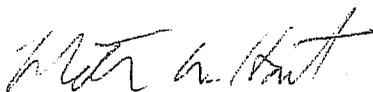
serving, the committee believes that seven to nine members may be preferable.

- *Timeframe* – the consensus of the committee is that it would be beneficial to target the November 2006 gubernatorial election, which should experience a reasonable turnout from the voters. However, with the notice requirements, this would leave the committee with only five to six months to complete its work. The committee suggested a submission deadline of June 26, 2006. This timeframe might work if the committee were to focus on only a limited number of issues.
- *Budget* – the charter revision commission will probably require a budget of \$3000 for advertising costs and limited consultant expenses. The commission can also avail itself of the services of the town attorney.
- *Selection of members* – the committee needs to have a process to select commission members. The committee asked Helen Koehn and Matt Hart to prepare a press release for circulation to various forms of media (newspaper, website, cable, radio, etc.). Interested persons should send a letter of interest to Chairperson Helen Koehn, c/o the town manager's office. The special committee will then plan to meet with the candidates during the evenings of January 11 and January 17, 2006.
- *Charge* – the committee discussed whether to issue a charge to the commission. Potential topics would include the annual budget town meeting, and the minimum turnout requirement for bond referenda. Staff may also have some recommendations of issues to be examined.

4. Adjournment

The committee adjourned the meeting at 8:50 p.m.

Respectfully submitted,



Matthew Hart
Assistant Town Manager

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**Town of Mansfield
Agenda Item Summary**

To: ~~Town Council~~
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; SGT Sean Cox, Resident State Trooper Supervisor
Date: December 12, 2005
Re: Proclamation in Honor of Officer William Clayton and Trooper First Class Scott Crevier

Subject Matter/Background

On November 29, 2005, Mansfield Police Officer William Clayton and Mansfield Resident Trooper First Class Scott Crevier and were each awarded a Medal for Outstanding Service from the State of Connecticut Department of Public Safety. The attached proclamation highlights their accomplishment that earned them this honor.

Recommendation

Staff requests that the council authorize the mayor to issue the attached proclamation.

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

Move, effective December 12, 2005, to authorize Mayor Paterson to issue the attached Proclamation in Honor of Officer William Clayton and Trooper First Class Scott Crevier.

Attachments

- 1) Proclamation in honor of Officer Clayton and TFC Crevier



Town of Mansfield
Proclamation in Honor of Officer Clayton and Trooper First Class Crevier

Whereas, on March 20, 2005 Mansfield Police Officer William Clayton and Mansfield Resident Trooper First Class Scott Crevier responded to a burglary complaint at the Carriage House Apartments complex in the Town of Mansfield; and

Whereas, during the course of the initial investigation a cellular phone left by the perpetrator(s) was discovered; and,

Whereas, using this and other evidence collected at the scene, Officer Clayton and Trooper First Class Crevier developed several significant leads; and

Whereas, as the investigation continued into the evening, Officer Clayton and Trooper First Class Crevier identified two suspects, obtained confessions, recovered more than ten thousand dollars of stolen property, and solved fourteen nighttime residential burglaries which had been perpetrated over a two year period; and

Whereas, on November 29, 2005, Officer Clayton and Trooper First Class Crevier were each awarded a Medal for Outstanding Service from the State of Connecticut Department of Public Safety as a result of their work on this case; and

Whereas, the dedicated and persistent efforts demonstrated by Officer Clayton and Trooper First Class Crevier to bring these fourteen burglaries to a successful conclusion and to bring "peace of mind" to the victims whose homes were burglarized, is a testament to their commitment to public safety:"

NOW, THEREFORE, BE IT RESOLVED, that I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby issue this proclamation in honor of Mansfield Police Officer William Clayton and Mansfield Resident Trooper First Class Scott Crevier.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 12th day of December in the year 2005.

Elizabeth C. Paterson
Mayor, Town of Mansfield



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
 Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; SGT Sean Cox, Resident State Trooper Supervisor
Date: December 12, 2005
Re: Highway Safety Project Application

Subject Matter/Background

Speeding on all roads presents a substantial problem to law enforcement. In a college community, such as the town of Mansfield, vehicular and pedestrian traffic increase on an hourly basis as University of Connecticut classes change. Commuting students and faculty compete for the limited space on the narrow secondary roads leading to and from the university. Unfortunately, all too often this endless competition for space results in motor vehicle accidents causing property damage and injuries, which disrupt the flow of traffic town wide.

The Route 195 corridor is one of the main routes that travels through the town and heart of the campus. It is a two-lane road, which runs north and south from the Windham town line to the Coventry town line and intersects other major routes such as Routes 89, 44, 320, and 32. The Route 195 corridor is often "grid locked" due to university class schedules and sporting events. This "grid lock" forces motorists to seek alternate routes on secondary roads throughout the town. These alternate routes tend to be longer, thus motorists travel at higher rates of speed on narrow and poorly illuminated secondary roads. The Mansfield Resident Troopers' Office receives speeding complaints on an almost daily basis from area residents living near the university.

During the time frame of November 1, 2004 and October 31, 2005 there were **a total of 566 reported accidents** in the town of Mansfield. Of those, **ninety-two involved injuries** and three **resulted in fatalities**.

The Mansfield Resident Troopers' Office is comprised of a state police sergeant, four (4) state troopers, four (4) full-time and three (3) part-time town officers. Due to the size of the town and strain on the limited manpower the town of Mansfield does not have the resources to aggressively combat speeding issues that arise on a daily basis.

Speeding is a deliberate and calculated behavior that causes hundreds of thousands of dollars in damages and injuries often to innocent people. All this is because the speeder has ignored the risks and the dangers of his/her actions. The objective of this initiative would be to target the aggressive drivers and decrease the number of accidents on the main commuter routes that run through the town of Mansfield.

Recommendation

Staff recommends that the town council authorize staff to present the application as presented. The grant would increase enforcement and decrease the speeds of the vehicles along these routes and hopefully decrease the number and severity of accidents.

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

Move, effective December 12, 2005, to authorize the Town Manager, Martin H. Berliner, to submit a grant application to the Connecticut Department of Transportation, Division of Highway Safety for \$90,188.38 to be dedicated to speed enforcement activities, and to process any related grant paperwork.

Attachments

- 1) Highway Safety Project Application

STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAY SAFETY	SHADED AREA FOR DHS USE ONLY		
	Project No:	<input type="checkbox"/> Project Initiation <input type="checkbox"/> Project Revision	<input type="checkbox"/> Project Cancellation <input type="checkbox"/> Project Continuation
	Program Area:	Date Approved:	
	Program Description:		

HIGHWAY SAFETY PROJECT APPLICATION

ACCEPTANCE -- IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH DIVISION OF HIGHWAY SAFETY POLICY. COPY OF POLICY OBTAINED UPON REQUEST.

PROJECT TITLE: Speed Enforcement - Town of Mansfield	
GOVERNMENTAL UNIT: Town of Mansfield	ADDRESS OF GOVERNMENTAL UNIT: 4 South Eagleville Rd., Mansfield, CT 06268
APPLICANT: Mansfield Police Department	ADDRESS OF APPLICANT: same as above
FEDERAL IDENTIFICATION NUMBER (FEIN): 06-6002032	ANTICIPATED PROJECT STARTUP DATE: 01/01/06

APPROVED PROJECT PERIOD: (mo/date/yr) FOR DHS USE ONLY

FROM:		THROUGH:	
PROJECT DIRECTOR: Sean P. Cox	TITLE: Sergeant Resident State Trooper,	TELEPHONE NUMBER: 860-429-6024	FAX NUMBER: 860-429-4090
SIGNATURE:	ADDRESS & ZIP CODE: 4 South Eagleville Rd., Mansfield, CT 06268	E-MAIL ADDRESS: coxs@mansfieldct.org	
FISCAL OFFICER: Jeffrey H. Smith	TITLE: Director of Finance	TELEPHONE NUMBER: 860-429-3342	FAX NUMBER: 860-429-6863
SIGNATURE:	ADDRESS & ZIP CODE: 4 South Eagleville Rd., Mansfield, CT 06268	E-MAIL ADDRESS: smithj@mansfieldct.org	
AUTHORIZING OFFICIAL OF GOVERNMENTAL UNIT: Martin H. Berliner	TITLE: Town Manager	TELEPHONE NUMBER: 860-429-3336	FAX NUMBER: 860-429-6863
SIGNATURE:	ADDRESS & ZIP CODE: 4 South Eagleville Rd., Mansfield, CT 06268	E-MAIL ADDRESS: townmgr@mansfieldct.org	

APPROVAL - FOR DHS USE ONLY

DHS STAFF EVALUATION	FISCAL REVIEW COMPLETED BY:	DATE:
RECOMMEND APPROVAL		
RECOMMEND DENIAL	PROGRAM REVIEW COMPLETED BY:	DATE:
FEDERAL FUNDS FY: 2006		
THIS ACTION:	GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE:	
PREVIOUS ACTION:	Charles Urso	
TOTAL OBLIGATED:	SIGNATURE:	DATE:

PROJECT TITLE	APPLICANT
Speed Enforcement	Town of Mansfield

STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

Speeding on all roads presents a substantial problem to law enforcement. In a college community, such as the town of Mansfield, vehicular and pedestrian traffic increase on an hourly basis as University of Connecticut classes change. Commuting students and faculty compete for the limited space on the narrow secondary roads leading to and from the University. Unfortunately, all too often this endless competition for space results in motor vehicle accidents causing property damage and injuries, which disrupt the flow of traffic town wide.

The Route 195 corridor is one of the main routes that travels through the town and heart of the campus. It is a two-lane road, which runs north and south from the Windham town line to the Coventry town line and intersects other major routes such as Routes 89, 44, 320, and 32. The Route 195 corridor is often "grid locked" due to University class schedules and sporting events. This "grid lock" forces motorists to seek alternate routes on secondary roads throughout the town. These alternate routes tend to be longer, thus motorists travel at higher rates of speed on narrow and poorly illuminated secondary roads. The Mansfield Resident Troopers' Office receives speeding complaints on an almost daily basis from area residents living near the University.

As of 2004 the population of Mansfield was 21,554 and has an additional enrolment of students at the University of Connecticut Storrs campus of approximately 22,000. The town encompasses an area of 45.5 square miles and also has a large population of Eastern Connecticut State University students residing in the area. The Eastern campus is also partially located within the town.

During the time frame of November 1, 2004 and October 31, 2005 there were **a total of 566 reported accidents** in the town of Mansfield. Of those, **ninety-two involved injuries** and three **resulted in fatalities**.

The Mansfield Resident Troopers' Office is comprised of a State Police Sergeant, four (4) State Troopers, four (4) full-time and three (3) part-time town officers. Due to the size of the town and strain on the limited manpower the Town of Mansfield does not have the resources to aggressively combat speeding issues that arise on a daily basis.

PROJECT TITLE	APPLICANT
Speed Enforcement	Town of Mansfield

OBJECTIVES

Speeding is a deliberate and calculated behavior that causes hundreds of thousands of dollars in damages and injuries often to innocent people. All this is because the speeder has ignored the risks and the dangers of his/her actions. The objective of this initiative would be to target the aggressive drivers and decrease the number of accidents on the main commuter routes that run thru the town of Mansfield.

An increase in enforcement would send an important message and decrease the speeds of the vehicles along these routes and hopefully decrease the number and severity of accidents.

PROJECT TITLE	APPLICANT
Speed Enforcement	Town of Mansfield

ACTIVITIES

In order to most effectively impact the problems associated with speeding, speed enforcement would be conducted at various times and locations throughout the town of Mansfield. Officers and Troopers would utilize a number of strategies including the use of marked and unmarked vehicles to create an atmosphere in which the driving community would see the greatest impact.

By implementing an evolving strategy the goal is to create an atmosphere of deterrence and maximize the available resources.

PROJECT TITLE	APPLICANT
Speed Enforcement	Town of Mansfield

BUDGET DETAIL

Duration of Grant: 01/01/06 thru 09/30/06 = 39 weeks

Personnel Salaries

Cost per hour:	\$50.00 for full-time	
	\$35.00 for part-time	
Cost per week:	Two (2) Six hour shifts for part-time	\$420.00
	Five (5) Seven hour shifts for full-time	\$1750.00
	Total per week	\$2170.00
Total Personnel Cost:	\$84,630.00	

Equipment

UltraLyte LRB laser	\$3004.90
Staler Dual radar unit	\$2553.48
Total Equipment Cost:	\$5558.38
Total Cost:	\$90,188.38

PROJECT TITLE	APPLICANT
Speed Enforcement	Town of Mansfield

CONTINUATION AND COST ASSUMPTION

It would be anticipated that the program be fully funded for three years with the fourth year and beyond possibly co-funded on a declining scale depending on the economic climate and success of the program.

PROJECT TITLE	APPLICANT
Speed Enforcement	Town of Mansfield

BUDGET SUMMARY

Federal Share	100.00%
State/Local Share	0.00%

BUDGET SUMMARY SUBMITTAL

COST CATEGORY	AMOUNT	SOURCE OF FUNDS	
PERSONNEL SERVICES	84,630.00	FEDERAL FUNDS	90,188.38
CONTRACTUAL SERVICES		NON-FEDERAL FUNDS	
OPERATING COSTS		TOTAL FUNDS	90,188.38
EQUIPMENT	5,558.38		
INDIRECT COSTS			
TOTAL BUDGETED	90,188.38		

BUDGET SUMMARY APPROVAL (DHS USE ONLY)

COST CATEGORY	AMOUNT	SOURCE OF FUNDS	
PERSONNEL SERVICES		FEDERAL FUNDS	
CONTRACTUAL SERVICES		NON-FEDERAL FUNDS	
OPERATING COSTS		TOTAL FUNDS	
EQUIPMENT			
INDIRECT COSTS			
TOTAL BUDGETED			

PROJECT TITLE	APPLICANT
Speed Enforcement	Town of Mansfield

PROJECT EXPENDITURES --- REIMBURSEMENT REQUIREMENTS

This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.

Project Start Date 01 January 2006	Project Ending Date 30 September 2006	Reimbursement Deadline 14 November 2006
----------------------------------------------	-------------------------------------------------	---------------------------------------------------

- Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.
- Expenses **MUST** be incurred within the approved Project Start and Ending Dates. (see above)
Please verify the Project Start Date and Project Ending Date prior to any project activity.
- **PERSONNEL SALARIES** -- If personnel salary expenditures are authorized as part of this project, completed and signed "**Highway Safety Program Time Sheets**" **MUST** accompany these expenditures for reimbursement. It is strongly suggested that if personnel expenses to accomplish the goals established within the project will span over six (6) months in duration, that claims for reimbursement be submitted on a quarterly basis.
- **EQUIPMENT (if applicable)** -- It is strongly suggested that purchase of all equipment listed in the Budget Detail of the project application be initiated as soon as possible after official notification of project approval.
- Reimbursement of approved Equipment Expenditures must include the following backup documentation:
 - (a) Copies of municipal/agency purchase orders.
 - (b) Copies of Vendor Invoices identifying equipment purchased.
 - (c) Copies of cancelled checks verifying proof of payment. -- OR --
Signed and notarized "**Division of Highway Safety Equipment Grant Claim of Reimbursement**" in lieu of cancelled checks
- Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Division of Highway Safety no later than forty five (45) days after the project's ending date.
Please verify the Reimbursement Deadline prior to any project activity.

**FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS
SET FORTH WILL RESULT IN YOUR CLAIM BEING DENIED.**

STALKER

applied concepts, inc.

Quotation

2609 Technology Dr.
 Plano, TX 75074
 Phone (972) 398-3780
 Fax (972) 398-3781
 National Toll Free 1-800-STALKER

Date 11/29/2005

Sales Person: Richard Schaus
 W #: (800) 784-4817 Fax #: (972) 398-3781

Quote # 6X-DQN	Effective From 11/29/2005
Rev # 1	Valid Through 2/27/2006
Customer Billing Address Officer Wilfred Bigl Mansfield, Town of 4 South Eagleville Rd Storrs Man, CT 06268 W #: (860) 429-6024 Fax #:	Customer Ship To Address Officer Wilfred Bigl Mansfield, Town of 4 South Eagleville Rd Storrs Man, CT 06268 W #: (860) 429-6024 Fax #: (860) 429-4090

Line	Qty	Part #	Product	Net Price	Extended Price
1	1	SDSL2KA	STANDARD DUAL SL 2 KA PKG	\$2,553.48	\$2,553.48
2	1	200-0535-00	COUNTING UNIT, CAST, DUAL		
3	1	200-0254-00	Display, Standard, Stalker Dual		
4	1	155-2058-00	Cable, Power, Stalker Dual - DSR		
5	1	200-0648-00	DISPLAY HOOD KIT, METAL		
6	1	200-0230-50	DUAL KA BAND ANTENNA		
7	1	200-0230-50	DUAL KA BAND ANTENNA		
8	1	155-2055-08	Cable, Antenna, 8 Foot		
9	1	155-2055-16	Cable, Antenna, 16 Foot		
10	1	200-0563-01	ERGONOMIC DUAL REMOTE WITH STOPWATCH		
11	1	200-0204-00	Tuning Fork, Ka Band, 25 MPH		
12	1	200-0202-00	Tuning Fork, Ka Band, 40 MPH		
13	1	200-0327-00	Manual, Operator's, Stalker Dual SL		
14	1	200-0243-00	Mount, Counting Unit / Display, Dash, Tall		
15	1	200-0504-00	Mount, Antenna, Ka Band, Side Window, Large 2 Antenna Style		
17	1	200-0324-00	Shipping Container, Stalker Dual		
18	1	062-0010-00	Software, Same Lane Option, Stalker Dual		
19	1	060-1000-36	36 MONTH WARRANTY		

Payment Method :

Name:

CC#

Exp Date:

Products	\$2,553.48
Tax 0 %	\$0.00
Freight Charges	\$0.00
Services	\$0.00
Total	\$2,553.48

Comments: Price inc shipping & handling; add a cased for \$39. Call if volume purchase or you have trade-in. volume d



Quotation

7070 South Tucson Way
 Centennial, CO 80112
 Tel: 303-649-1000
 Fax: 303-649-9710

ULTRALYTE LRB SPEED LASER

TO: Mansfield Police Department
 4 South Eagleville Road
 Mansfield, CT.06268

ATTN: Officer Wilford Bid

Phone: 860-429-6024
 Fax: 860-429-4090

DATE	SALESPERSON	SHIP VIA	FOB POINT	TERMS
11/28/2005	Kevin Fremont / JD	UPS Ground	Centennial, CO	NET 30

QTY	DESCRIPTION	MSRP	YOUR PRICE	TOTAL
1	#7004790 LTI 20-20 ULTRALYTE LRB (3.5 lbs) (SPEED DETECTION LASER) <u>Speed and Long Range Laser. Excellent for HAND-HELD SPEED applications. Features:</u> simultaneous speed and range measurements, AutoCapture triggering, continuous read-out mode, red dot scope laser speed gun w/ serial port, shoulder rest, plus laser jammer detector firmware. ULTRALYTE comes standard w/ : - Operator's Manual; - Carrying Case; - Shoulder Stock; - 2 C-Cell batteries. - HEADS-UP DISPLAY. - TWO-YEAR WARRANTY. PLEASE CALL BACK KEVIN AT 518-461-0164, IF ANY QUESTIONS.	\$3,495.00	\$2,995.00	\$2,995.00

SHIPPING & HANDLING (UPS Ground)

SUBTOTAL	\$2,995.00
TAX	\$9.90
TOTAL	\$3,004.90

COMMENTS:

Prices noted above are valid with this quote only, and are not valid with any other quotes or offers.
 Price does not include any applicable taxes.
 Quote is valid for 30 days from date marked above unless otherwise noted.
 A 15% restocking fee will be added to all canceled or returned orders.
 Shipping charges are estimated and are subject to change.
Regular Delivery Lead time is 3 to 4 weeks. Could ship earlier, depending on stock.

ULTRALYTE 100 AND 100 LR

The "All-in-One" UltraLyte laser combines precise speed measurement with multi-functional capabilities and has worldwide court precedence and approvals. By far the most durable, versatile and reliable laser on the market.

Hardware Specifications:

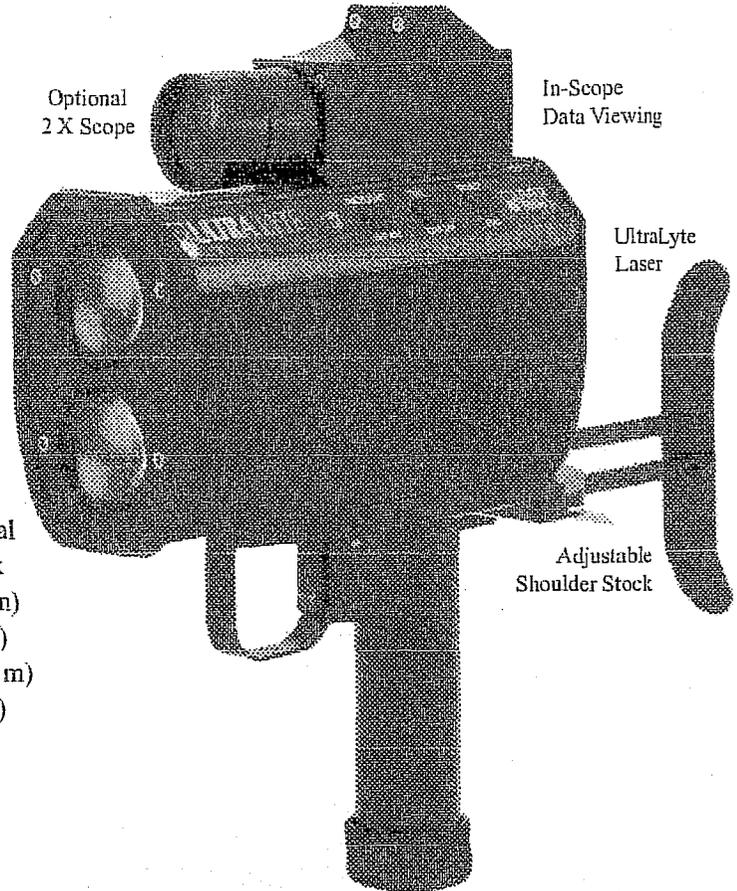
Weight:	3.5 lbs (1.59 kg)
Size:	8.25 X 2.75 X 11 in. (21 x 7 x 28 cm)
Construction:	All-aluminum extruded housing
Power Supply:	(2) C batteries Up to 25 hours of use
Acquisition Time:	Speed Mode: 0.3 sec. Survey Mode: 0.3 sec. (1 sec. w/ inclination)
Speed Accuracy:	+/- 1 mph (+/- 2 kph)
Speed Range:	+/- 200 mph (+/- 320 kph)
Range Accuracy:	Speed Mode: +/- 6 in. (15 cm) Survey Mode: +/- 2 in. (5 cm); typical +/- 6 in. (15 cm); max
Target Range:	Minimum - Speed Mode: 50 ft. (15 m) Survey Mode: 0 ft. (0 m) Maximum - Standard: 2,000 ft. (610 m) 100 LR: 3,280 ft. (1 km)
Range Resolution:	0.01 ft. (0.01 m)
Temperature Range:	-22 to 140 F (-30 to 60 C)
Data Output:	RS232 Serial
Eye Safety:	FDA Class 1 (CFR 21)
Environment:	IP 67 and NEMA 6

Optional
2X Scope

In-Scope
Data Viewing

UltraLyte
Laser

Adjustable
Shoulder Stock



Basic Package Includes:

- UltraLyte laser
- (2) C batteries
- Certification card
- Operator's manual
- Shoulder stock
- Padded carrying case
- Sighting scope with polarizing filter

Optional Accessories:

- 2 X Magnified sighting scope
- SpeedStat DC (HP 48 Software Package)
- QuickMap 3D (Palm Software Package)
- Tripod mounting bracket and yoke
- Battery eliminator (connects to cigarette lighter outlet)
- Rechargeable batteries with charger



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Web Page: www.lasertech.com | E-mail: info@lasertech.com

* All specifications are subject to change without notice.
(Rev. 11/15/03)



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Regional Sales Manager or an
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Toll Free Phone (Customer Service): 1-800-790-
7364

Main Phone Line: +1 303-649-1000

Main Fax Line: +1 303-649-9710

Corporate Headquarters:

Laser Technology, Inc.

7070 S. Tucson Way

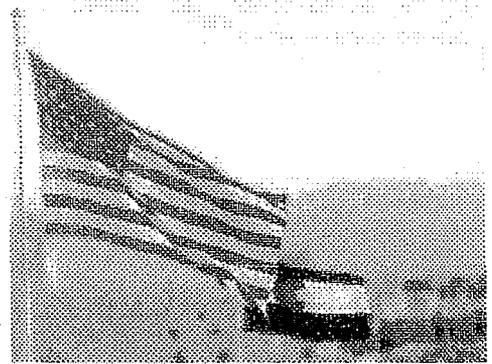
Centennial, Colorado 80112 USA

Corporate Office Hours:

Monday thru Friday, 8:00 a.m. to 5:00 p.m.

(Mountain Standard Time) (Excluding National
Holidays)

M E A S U R A B L Y
S U P E R I O R



For sales inquiries or general
information:

[Information Request Form](#)

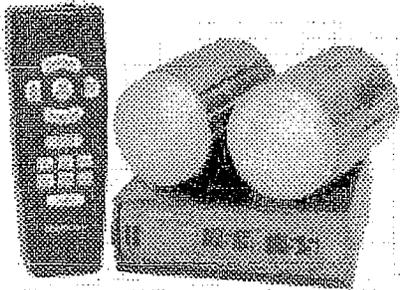
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The Stalker Dual SL

Longest Range in the Industry
The Highest Performance
Police Radar Available!

- Products
 - Law Enforcement
 - Sports & Testing
- Literature
 - Request Literature
- Service and Support
 - Support Options
- About Stalker Radar
- Company Information

The Longest Range

The Stalker DUAL SL sets the standard in the industry for range and performance. The best performance means monitoring every vehicle at greater distances, which results in superior tracking history and better target identification.

3 Window Fastest Speed Tracking

Stalker's patented Fastest Speed Tracking assists the operator in making proper target identification by displaying both the Strongest and Fastest targets simultaneously on separate display windows.

Strongest Fastest Patrol

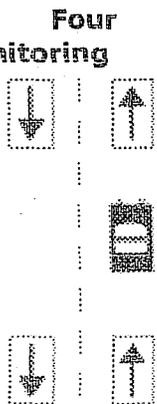


Click To Enlarge

Direction Speed Monitoring

With two antennas, the Stalker DUAL SL's moving mode can track vehicles in four directions:

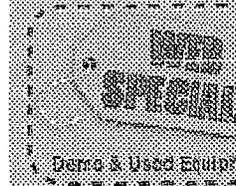
- In Front of the Patrol Moving the Same Direction
- In Front of the Patrol Approaching in the Opposite Direction
- Behind the Patrol Moving in the Same Direction



Features

- Industry Leading Performance
- Same Lane Tracking
- Intelligent Fastest Speed Tracking
- Available with 1 or 2 Antennas
- 3 Window Multicolored LED Display
- Read-Thru Lock
- Cordless Infrared Remote
- Compensated True Audio Doppler
- Digital Antenna Communications
 - Narrow Beam Width
 - Waterproof Ka Band Antenna
 - Small Detachable Display Unit
 - Software Upgradeable
 - Interfaces with Cameras & Computers
 - 3 Year Full Warranty
 - Optional Motorcycle Kit (Includes Waterproof Switch Display, Sealed Remote Control, Waterproof Cable Connections, and Special Mounting Hardware)

- Quick Jump -



Additional Features

- A High Resolution Photo of the Stalker Dual SL
- PDF Documents
 - Detailed Stalker Dual SL Brochure
 - Why Use a Dedicated Fastest Window?

- Behind the Patrol Receding in the Opposite Direction

True Doppler Audio

The Stalker DUAL SL compensates for patrol speed variations when generating the Doppler audio. Since the audio tones do not vary with patrol speed, the operator learns to correlate this true Doppler audio with target speed, which eliminates the need to constantly watch the display to determine target speed.

- [Product Specifications Sheet](#)

- [Español-Especificaciones del Stalker Dual SL](#)

- [Português-Especificações do Stalker Dual](#)

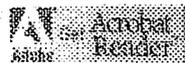
Additional Information

(Call for a Password to Access These Documents)

- [Recommended Bid Specifications \(Word Document\)](#)

- [Factory Owner's Manual](#)

- [VSS Installation Manual](#)



You will need Adobe Acrobat Reader to view these files. Click this

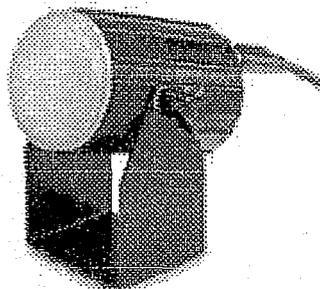
image for free download.

The Most Sophisticated Ka Band Antenna System

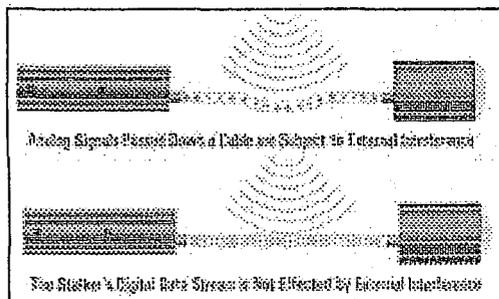
The Stalker Dual SL's Ka Band antenna helps the radar achieved incredible performance.

Balanced Mixers

The extremely sophisticated Ka band antennas use two mixer diodes (every other radar available uses just one diode). By averaging the Doppler signal from two diodes, the ending signal is much cleaner (less static or noise). The reduced signal noise increases sensitivity and allows the radar to achieve much longer range.



Patented Digital Antenna Communication



The Stalker DUAL SL achieves longer range by digitizing the Doppler audio signal at the antenna and using a high-speed bi-direction communication link to transmit data between the antenna and the counting unit. Other two-piece radar units (even DSP radar units) send a low level Doppler audio signal from the antenna to the counting unit for processing and speed display. This method is susceptible to

noise induced by the auto ignition and 2-way radio transmissions, which result in reduced range and increased potential for false signals.

O-Ring Sealed Waterproof Design

The completely waterproof Ka band antenna features O-ring seals and connectors. The antenna can be exterior mounted with no reliability concerns.

Call Today to Have One of Our Sales Representatives Demonstrate Stalker's Speed Measurement Products

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Privacy Statement

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Fax

To: **Mansfield Police Dept**
Officer Bigl
Fax: **860-429-4090**
Phone: **860-429-6024**

From: **Charlotte Biro**
Date: **11/30/2005**
Pages: **2**
CC:

RE: Stalker Radar Quote

Urgent

For Review

Please Comment

Please Reply

**STALKER RADAR & LASER, SPEED BOARDS, AND IN-CAR VIDEO SYSTEMS,
911EP LED LIGHTING, CARSON SIRENS, PAS IV, MONITOR SPEED
TRAILERS**

Comments:

Please see attached Quote 6X-DQN. Sorry it didn't come through with first Fax of 11/29/05. Let us know if you have any other questions.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager
Date: December 12, 2005
Re: Strategic Planning Project

Subject Matter/Background

It has been some time since we have reviewed the subject of strategic planning with the town council. As the council has recently identified strategic planning as a priority, we have assembled a group of department heads to begin work on this project. A strategic planning process will take considerable work and effort, and it is important that the effort prove a worthwhile endeavor. Consequently, we believe that it would be beneficial to hire a consultant who has experience in both group facilitation and strategic planning within the public sector. There are a number of different planning models that we could choose from, and it is important to select a process that meets the needs of the council, the organization and the community as whole.

At this point, staff has identified a list of approximately ten consultants/firms that have related public sector experience. We would like to invite one or more council members to serve on the selection committee to assist with this search, as it is key that we choose a consultant with whom the council will be able to develop a productive and enjoyable working relationship. The selection process will require a time commitment to review resumes, conduct interviews and review the candidates. Our hope is to hire someone in time to conduct a town council retreat in February, as the retreat would help to inform our FY 2006/07 budget process.

Staff will be available at Monday's meeting to address any questions that the council may have.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Curt Vincente, Director of Parks & Recreation; Jennifer Kaufman, Parks Coordinator
Date: December 12, 2005
Re: Wolf Rock Preserve Access Management Plan

Subject Matter/Background

The town council has established a specific procedure for the development of management plans for town owned properties. Staff has prepared a draft of the Wolf Rock Preserve Access Management Plan with assistance from the Open Space Preservation Committee and the Parks Advisory Committee. Abutting property owners were given an opportunity to comment on the draft plan at a meeting held on November 15, 2005. No concerns were raised.

Financial Impact

Fiscal notes are included as an attachment to the plan.

Recommendation

It is respectfully recommended that the town council approve the Wolf Rock Preserve Access Management Plan as submitted.

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

Move, effective December 12, 2005, to approve the Wolf Rock Preserve Access Management Plan.

Attachments

- 1) Wolf Rock Preserve Access Management Plan

DRAFT

Wolf Rock Preserve Access Management Plan

NAME OF PROPERTY: Wolf Rock Preserve Access Property

LOCATION OF PROPERTY: Crane Hill Road

MAP/BLOCK/LOT: 28-96-5A

SIZE OF PROPERTY: 1.19-acres

PUBLIC ACCESS: Allowed

PROPERTY CLASSIFICATION: Open Space

PURCHASE INFORMATION: Purchased by Town for \$45,000 from Open Space Fund on 6/5/01.

AGENCIES THAT HELPED PREPARE MANAGEMENT PLAN: Staff, Open Space Preservation Committee and Joshua's Tract Conservation and Historic Trust

DATE MANAGEMENT PLAN WAS PREPARED: July 2005

OVERVIEW

Wolf Rock Access is a wooded site including 150-feet of frontage on Crane Hill Road that is the public access to abutting Wolf Rock Preserve, owned by Joshua's Trust. This parcel also includes a segment of the Nipmuck Trail.

INVENTORY

A. Notable Physical Characteristics

Wooded site.

B. Notable Special Features

Contains segment of the Nipmuck Trail, which is route for pedestrian access to Wolf Rock Preserve, owned by Joshua's Trust.

C. Notable Concerns

Monitor for Invasive Species.

DRAFT
MANAGEMENT

A. Set Up

In conjunction with Joshua's Trust:

1. Develop, purchase and install appropriate preserve signage.
2. Install boundary markers and signs.

B. Maintenance

In conjunction with Joshua's Trust:

1. Maintain trailhead signage and boundary signs.

Town

2. Maintain road so pull off parking is safe.

C. Monitoring

In conjunction with Joshua's Trust:

1. Annually monitor entrance and trailhead and boundaries for encroachment and dumping.
2. Annually update and review the management schedule in conjunction with Saw Mill Brook Preserve.

ATTACHMENTS

- Attachment 1 Saw Mill Brook Preserve Aerial Photo
- Attachment 2 Saw Mill Brook Preserve Trail Map
- Attachment 3 Wolf Rock Access Abutters List
- Attachment 4 Wolf Rock Access Fiscal Notes

7/26/2005



Seamless Brook Preserve



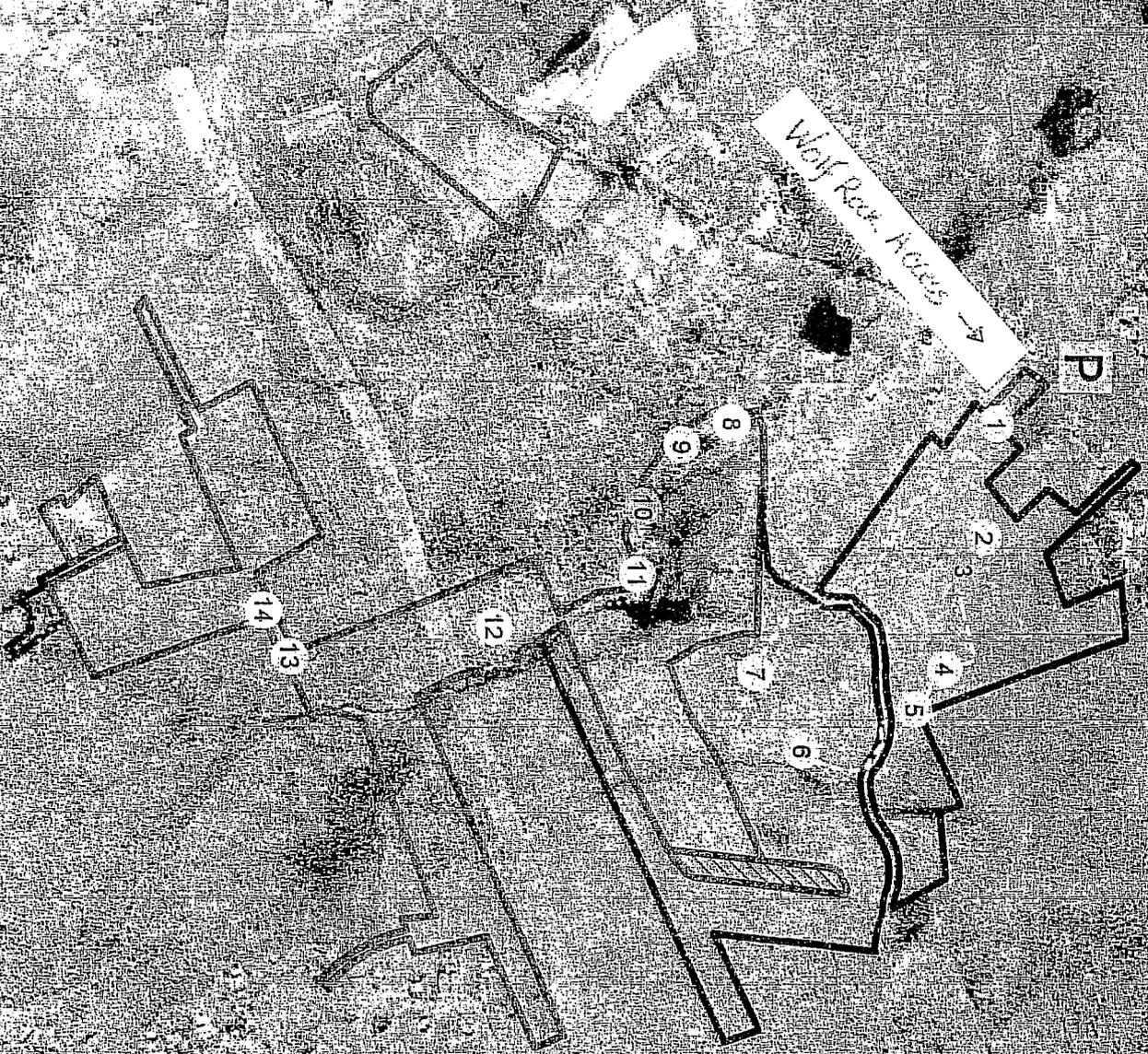
Legend

P Parking Area

Natural Area

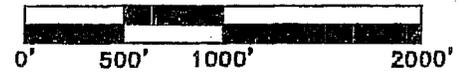
Scenic Point

Revised July 2005





Sawmill Brook Preserve

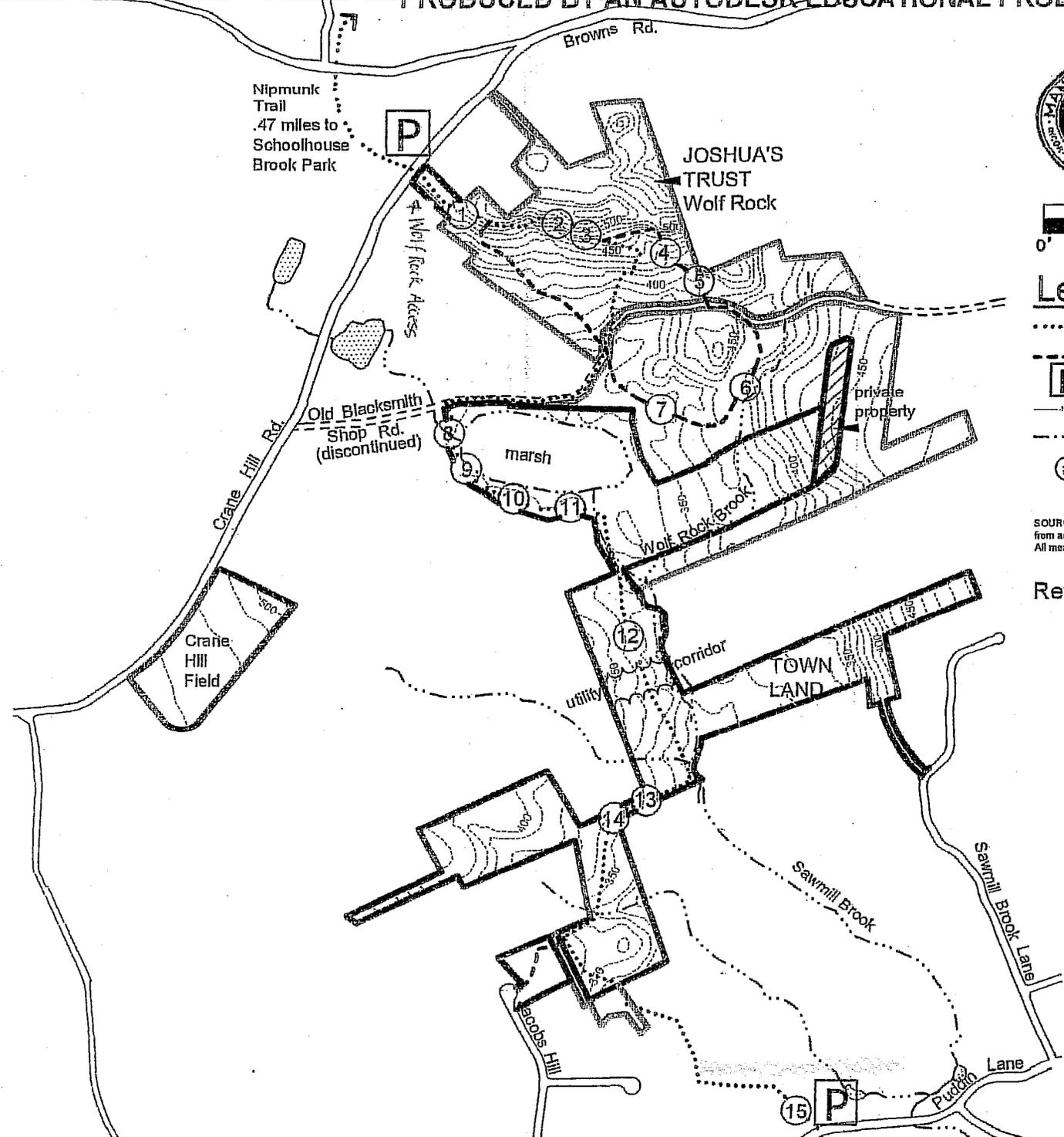


Legend

- Nipmunk Trail (blue)
- - - - Joshua's Trust Trail (yellow)
- P** Parking Area
- Topographic Line
- · - · - Brook / Intermittent Water Course
- # Trail Guide Points of Interest

SOURCE INFO: Topography taken from USGS maps. Treelines, waterbodies and other physical features from aerial photographs. This map and GPS Trail data by UCONN Program of Landscape Architecture. All measurements are approximate.

Revised: July 2005



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Wolf Rock Access Fiscal Notes

	Estimated Direct One- Time Costs	Estimated Direct Annual Costs	Estimated One-Time In-Kind Costs	Estimated One Time Volunteer Hours	Estimated Annual In- Kind Costs	Estimated Annual Staff hours	Estimated One Time Volunteer Hours	Estimated Annual Volunteer Hours
Set Up-In Conjunction with Joshua's Trust								
Develop, purchase and install appropriate preserve signage (Joshua's Trust- no cost to Town)				2		1	1	
Install boundary markers and signs	\$ 50.00			2				
Maintenance- In Conjunction with Joshua's Trust								P.69
Maintain trailhead signage and boundary signs								2
Maintain road so pull-off parking is safe					\$ 200.00	12		
Monitoring- In conjunction with Joshua's Trust								
Annually monitor entrance and trailhead boundaries for encroachment and dumping.						1		4
Annually update and review the management schedule in conjunction with Saw Mill Brook Preserve.						6		2
Total	\$ 50.00	\$ -	\$ -		\$ 200.00	20		8

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Curt Vincente, Director of Parks & Recreation; Jennifer Kaufman, Parks Coordinator
Date: December 12, 2005
Re: Crane Hill Field Management Plan

Subject Matter/Background

The Town Council has established a specific procedure for the development of management plans for Town owned properties. Staff has prepared a draft of the Crane Hill Field Management Plan with assistance from the Open Space Preservation Committee and the Parks Advisory Committee. Abutting property owners were given an opportunity to comment on the draft plan at a meeting held on November 15, 2005. No concerns were raised.

Financial Impact

Fiscal notes are included as an attachment to the plan.

Recommendation

It is respectfully recommended that the Town Council approve the Crane Hill Field Management Plan as submitted. If the Town Council supports this recommendation, the following motion is in order:

Move, effective December 12, 2005, to approve the Crane Hill Field Management Plan.

Attachments

- 1) Crane Hill Field Management Plan

DRAFT

Crane Hill Field Management Plan

NAME OF PROPERTY: Crane Hill Field

LOCATION OF PROPERTY: Crane Hill Road

MAP/BLOCK/LOT: 0289627-3

SIZE OF PROPERTY: 12.23-acres

PUBLIC ACCESS: None

PROPERTY CLASSIFICATION: Agricultural

PURCHASE INFORMATION:

Estate of Rosalie Vernon-purchased on 4/29/02 for \$240,000 (120,000-Open Space Fund, 120,000-DEP Grant). Includes 56.18-acres of wooded back acreage land identified in Saw Mill Brook Preserve Management Plan.

AGENCIES THAT HELPED PREPARE MANAGEMENT PLAN: Staff, Open Space Preservation Committee, and Agriculture Committee

DATE MANAGEMENT PLAN WAS PREPARED July 2005

OVERVIEW

Crane Hill Field consists of 12.23-acres of prime agricultural soil with 950-feet of frontage on Crane Hill Road. It is part of a former dairy farm known as Wolf Rock Farm because of the scenic view of Wolf Rock from the field and adjacent Crane Hill Road. The field is across the road from two actively farmed properties

INVENTORY

A. Notable Physical Characteristics

Crane Hill Field is 12.23-acres in size and contains an existing field of prime agricultural soil, Woodbridge fine sandy loam (see Attachment 3, Soils Map). The field slopes to the east and is part of the view from Joshua's Trust's Wolf Rock Preserve.

B. Notable Special Features

Crane Hill Field is part of a former dairy farm known as Wolf Rock Farm because of the scenic view of Wolf Rock from the field and from Crane Hill Road. This field has been under cultivation since the late

DRAFT

1700's and is actively used for crop production by the nearby Stearns Farm (Mountain Dairy). Preservation of this field extends a contiguous area of 139 acres of preserved farmland on Chestnut Hill, a large farming area since the 1700's that currently includes a nursery/pumpkin farm, a game farm, a vegetable farm, and the Stearns Dairy Farm, which is currently being farmed by the 8th - 10th generations of the Stearns family.

C. Notable Concerns

The area adjacent to Crane Hill Field will be developed for residential development. The Town will need to coordinate with the developers to ensure that there is an adequate buffer between residents and the farming operation.

MANAGEMENT

A. Set Up

1. Lease property to a local farmer (Attachment 4 contains lease).
2. Coordinate with residential developers of adjacent land to ensure that subdivision plan contains adequate buffer between residential development and Crane Hill Field so that future land use conflicts do not arise.
3. Install boundary markers and signs.

B. Enhancements

1. Extend a contiguous area of preserved farmland on Chestnut Hill. Chestnut Hill is a high priority because it is the largest contiguous farming area in town.
2. Maintain a scenic view from Crane Hill Road of Wolf Rock and the Willimantic Valley.

C. Monitoring

1. Annually monitor lease.

ATTACHMENTS

- Attachment 1 Saw Mill Brook Preserve Map
- Attachment 2 Saw Mill Brook Aerial Photo
- Attachment 3 Soils Map
- Attachment 4 Agriculture Lease
- Attachment 5 Crane Hill Field Abutters List
- Attachment 6 Fiscal Notes



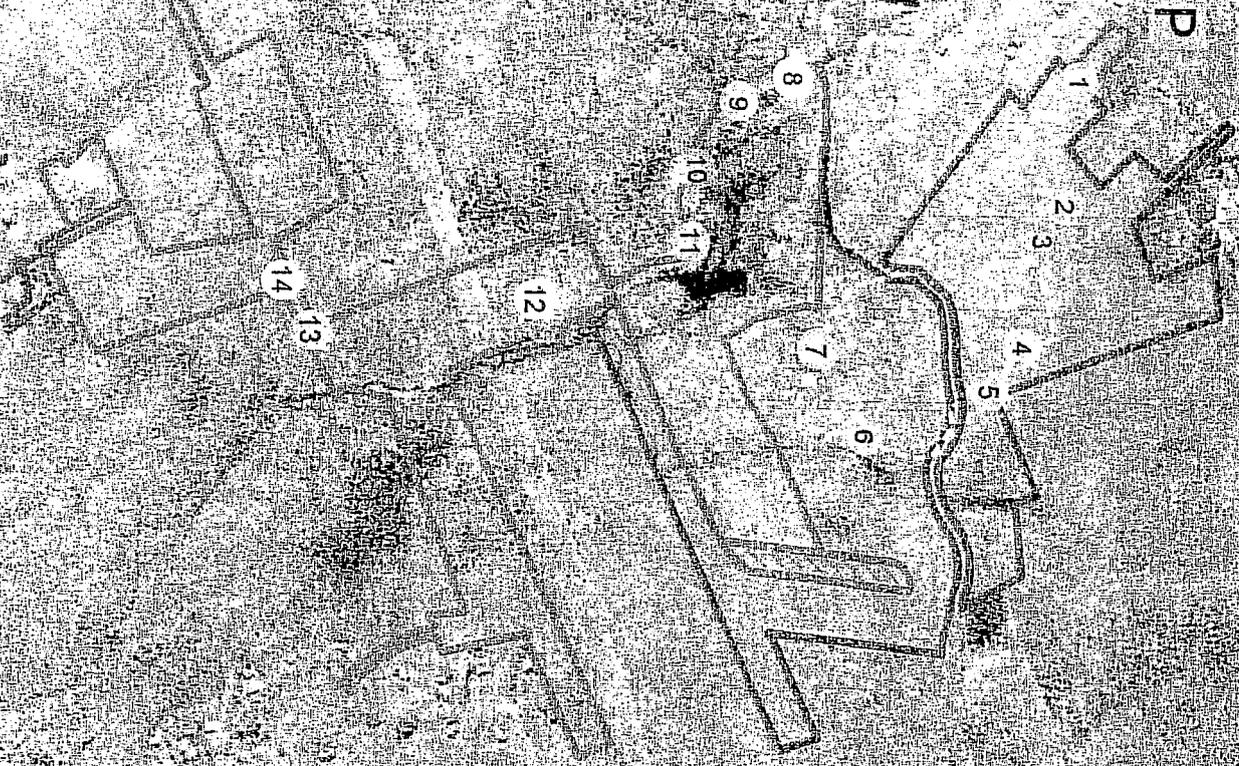
Sawmill Brook Preserve



Legend

- Nipmuck Trail
- State Route 100
- Parking Area
- Cultural Points
- Natural Pools
- Scenic Points

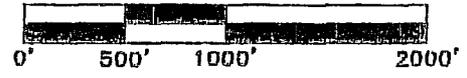
Revised July 2005



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Sawmill Brook Preserve



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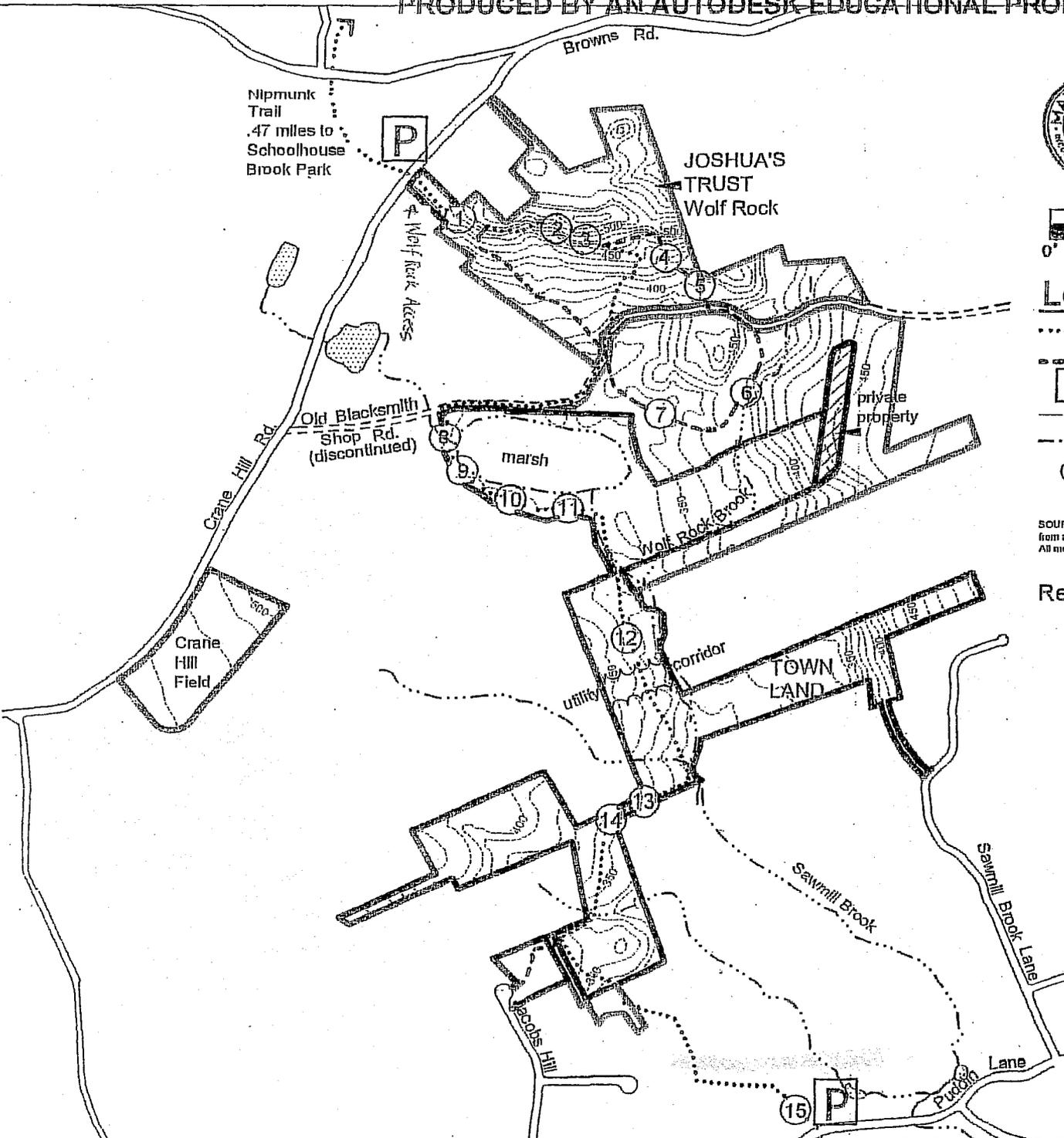
- Nipmuck Trail (blue)
- - - - - Joshua's Trust Trail (yellow)
- P** Parking Area
- Topographic Line
- Brook / Intermittent Water Course
- Ⓢ Trail Guide Points of Interest

SOURCE INFO: Topography taken from USGS maps. Treelines, waterbodies and other physical features from aerial photographs. This map and GPS Trail data by UConn Program of Landscape Architecture. All measurements are approximate.

Revised: July 2005

P.75

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LEASE AGREEMENT

Made the 20th day of April 2005, between the Town of Mansfield, acting herein by Martin H. Berliner, its Town Manager, a municipal corporation located in the County of Tolland, State of Connecticut, hereinafter referred to as "Lessor," and Arthur Stearns of 50 Stearns Road, Mansfield-Storrs, CT 06268, hereinafter referred to as "Lessee".

WITNESSETH

That the said Lessor, for and in consideration of the covenants hereinafter reserved and contained, and to be kept and fulfilled on the part of said Lessee, has let and by these presents does grant, demise and farm let unto said Lessee for an initial sixty (60) month term or five (5) planting seasons commencing March 1, 2005 with the likelihood to renew for succeeding terms of five (5) years each, the 12.23-acre field situated on the south east side of Crane Hill Rd in the Town of Mansfield as indicated on the attached map entitled "Crane Hill Field - Attachment A" and described in a Warranty Deed from Sheridan Vernon, Kim Vernon, and Kirsten Ramundo to the Town of Mansfield, dated March 19, 2003 and recorded in Volume 501, Page 15.

AND IT IS FURTHER AGREED that if Lessee is found to be in default of any of the covenants herein contained, Lessor shall cause written notice of said default to be sent, by Certified Mail, to Lessee. In the event Lessee takes no steps to cure said default within fifteen (15) days after mailing of said notice, then it shall be lawful for Lessor, without further notice to re-enter and take possession of said leased premises, and such re-entry and taking possession shall end and terminate this lease.

AND THE SAID LESSEE does hereby further agree to comply with and conform to all the laws applicable within the State of Connecticut, and the by-laws, and regulations of the Town of Mansfield within which the premises hereby leased are situated, relating to health, nuisance, fire, highways, and sidewalks, so far as the premises hereby leased are, or may be, concerned, and to save the Lessor harmless from all fines, penalties, and costs for violation of, or non-compliance with, the same.

THE LESSEE will maintain the fields in good agricultural condition, and a winter cover crop will be planted following any growing season in which corn is planted.

THE LESSEE will submit by November 30 of each year a form enclosed in Attachment B to:

The Mansfield Parks Coordinator
Parks and Recreation
10 South Eagleville Rd.
Storrs, CT 06268
860-429-3015x110
860-429-9773 (FAX)

Any restricted use pesticide must be applied by a licensed applicator. The plan will conform to agricultural practices recommended by the CT Cooperative Extension System or a comparable advisor.

The LESSEE agrees to refrain from the long-term storage of manure on the site. The temporary storage of hay is allowed until November 1 of each year.

THE LESSEE shall not cut, other than pruning, destroy or remove any trees nor introduce farm or domestic animals, nor install any fencing without the consent of the Town of Mansfield, said consent to be in writing, and not unreasonably withheld.

At the end of the five (5) year period, beginning with the effective date of this lease, and at the end of any succeeding five (5) year term agreed to by the parties, the Lessor may review the terms and

conditions of the lease to determine if it is in the best interests of the Town to continue the lease for additional five (5) year term and if so, whether any changes will be made in the lease at the discretion of the Lessor. The Lessee may terminate the lease with written notification prior to November 30 of any year. If the Lessee fails to meet the terms of the lease as contained herein, the Lessor may terminate the lease with a one-month written notice.

AND AT THE TERMINATION of lease as provided for above, the Lessee will quit and surrender the premises hereby demised in as good state and condition as reasonable use and wear thereof will permit, as determined by the Agriculture Committee, damages by the elements excepted. If not in good agricultural condition, Lessee will be charged for costs of restoration. The said Lessor shall have the right to enter said premises for the same purpose of showing the same to applicants for hiring the same, at any time subsequent to November 30.

COMMENCING WITH the growing season of a year to be determined, the Lessee agrees to compensate the Lessor in an amount to be determined payable on or before February 1 of each year. Said amount will be negotiated prior to each subsequent growing season.

THE LESSEE and the Lessee's family shall be relieved of any obligation within this lease should the Lessee become incapacitated or unable to maintain the responsibilities entailed in this agreement.

THE LESSEE will maintain Workmen's Compensation coverage in accordance with the laws of the State of Connecticut if employees are hired to work the land. The Lessee will provide liability insurance with limits of not less than \$100,000 per occurrence, naming Lessor as an additional insured, insuring against loss or injury caused by Lessee's activity on the demised premises.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Delivered
in the Presence of:

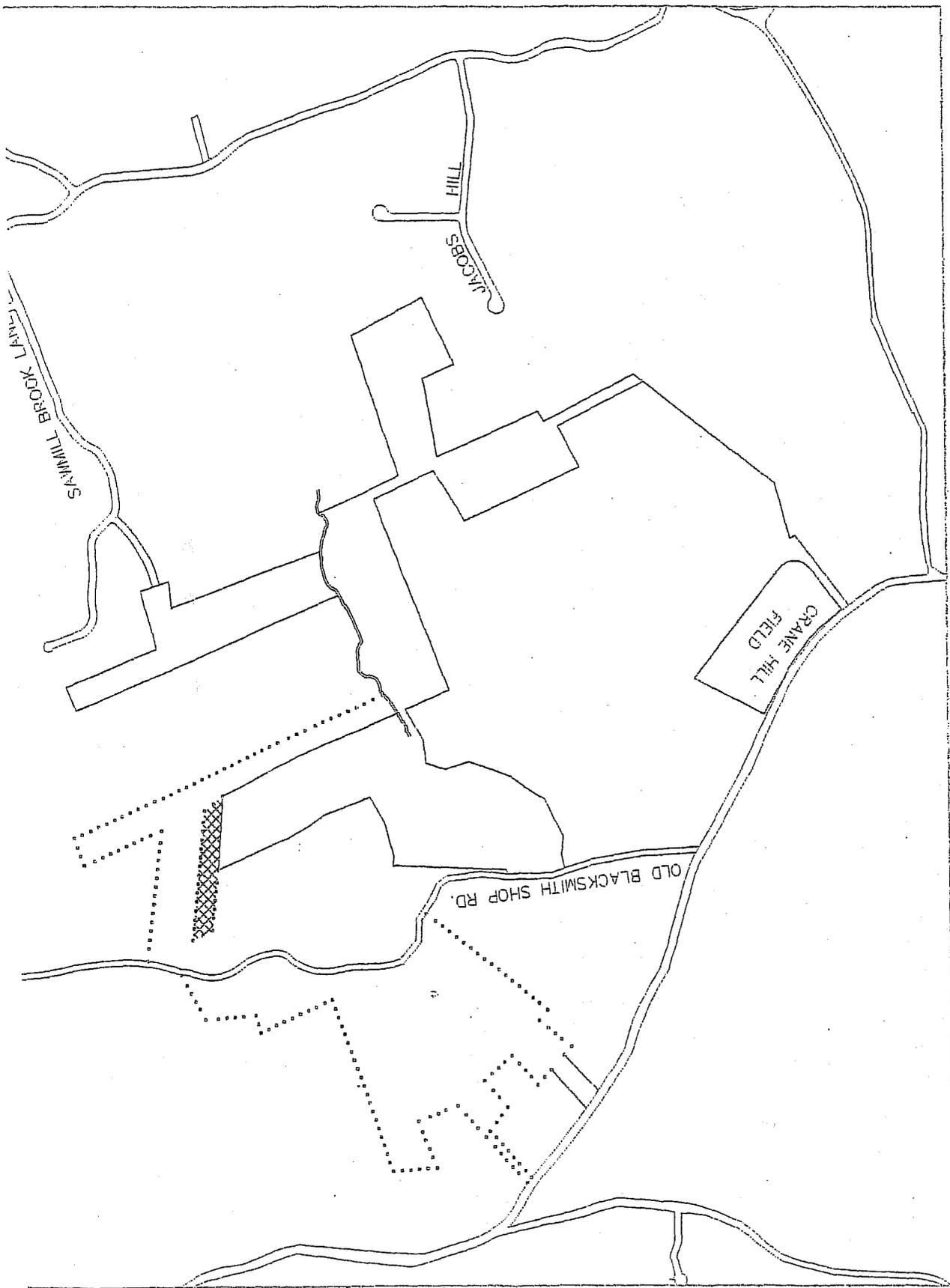
TOWN OF MANSFIELD

Lou Ann Chain

Martin H. Berliner
Martin H. Berliner, Town Manager

Linda Patenaude

Arthur B. Stearns
Arthur Stearns, Lessee



Attachment B

Report form for agricultural leases on Town land

2004-2005

RETURN BY NOVEMBER 30, 2005

To

Jennifer Kaufman
Parks Coordinator
10 South Eagleville Road
Mansfield, CT 06268
860-429-3015x110
860-429-9773

Email: Kaufmanjs@MansfieldCT.org

Name of Town property

Person submitting this report

Past growing season's report: (2004)

1. CROP Hay Silage corn Other (Explain)

2. Did you apply manure? Yes No

3. Did you apply fertilizer? Yes No

If yes, list which fertilizers _____

4. Did you apply lime? Yes No

If yes, indicate amount per acre _____

5. Did you apply pesticides? Yes No

If yes, list herbicides, insecticides, fungicides and what problem they were used for _____

Next growing season's plan (2005)

1 CROP Hay Silage corn Other (Explain)

2 Did you do a soil test this fall? Yes No

If yes, please attach a copy of the soil test results.

3. Do you plan to apply manure? Yes No

4. Do you plan to apply fertilizer? Yes No

If yes, list which fertilizers you plan to apply? _____

5. Do you plan to apply lime? Yes No

If yes, indicate amount per acre _____

Crane Hill Field Management Plan Fiscal Notes

	Estimated Direct One-Time Costs	Estimated Direct Annual Costs	Estimated One-Time In-Kind Costs	Estimated One Time Volunteer Hours	Estimated One Time Staff Hours	Estimated Annual In-Kind Costs	Estimated Annual Staff hours	Estimated One Time Volunteer Hours	Estimated Annual Volunteer Hours
	0		\$0.00						
Set Up									
Lease property to a local farmer				2	1				
Coordinate with residential developers of adjacent land to ensure that subdivision plan contains adequate buffer between residential development and Crane Hill Field so that future land use conflicts do not arise.							1		
Install boundary markers and signs.			\$100.00	2	5				
Enhancements									
Extend a contiguous area of preserved farmland on Chestnut Hill. Chestnut Hill is a high priority because it is the largest contiguous farming area in town.									
Maintain a scenic view from Crane Hill Road of Wolf Rock and the Willimantic Valley.									
Monitoring									
Annually monitor lease.				1	1				
Totals	0	0	\$100.00	5	7	0	1		1

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Curt Vincente, Director of Parks & Recreation; Jennifer Kaufman, Parks Coordinator
Date: December 12, 2005
Re: Saw Mill Brook Preserve Management Plan

Subject Matter/Background

The Town Council has established a specific procedure for the development of management plans for Town owned properties. Staff has prepared a draft of the Saw Mill Brook Management Plan with assistance from the Open Space Preservation Committee and the Parks Advisory Committee. Abutting property owners were given an opportunity to comment on the draft plan at a meeting held on November 15, 2005. No concerns were raised.

Financial Impact

Fiscal notes are included as an attachment to the plan.

Recommendation

It is respectfully recommended that the Town Council approve the Saw Mill Brook Management Plan as submitted. If the Town Council supports this recommendation, the following motion is in order:

Move, effective December 12, 2005, to approve the Saw Mill Brook Management Plan.

Attachments

- 1) Saw Mill Brook Management Plan

DRAFT

Saw Mill Brook Preserve Management Plan

NAME OF PROPERTY: Saw Mill Brook Preserve

LOCATION OF PROPERTY: Landlocked property in southwestern Mansfield, between Old Blacksmith Shop Road (N), Rt. 195 (E), Puddin Lane (S), Mansfield City Road and Crane Hill Road (W).

MAP/BLOCK/LOT:

Sheridan Vernon and Estate of Rosalie Vernon	289627-2
	289627-4
Florence Prescott Fesik	339714
Sheridan Vernon	289627-5
Jacobs Hill Open Space Dedication	339712-31
Saw Mill Brook Open Space Dedication	379734

SIZE OF PROPERTY:	Estate of Rosalie Vernon-Wooded Acreage	56.18-acres
	Florence Prescott Fesik	11.16-acres
	Sheridan Vernon	11.16-acres
	Jacobs Hill Open Space Dedication	2.70-acres
	Saw Mill Brook Open Space Dedication	13.80-acres
	<i>Total</i>	<i>95.00-acres</i>

PUBLIC ACCESS: Allowed, passive recreation only.

PROPERTY CLASSIFICATION: Open Space Preserve

PURCHASE INFORMATION:

Estate of Rosalie Vernon-purchased on 4/29/02 for \$240,000 (120,000-Open Space Fund, 120,000-DEP Grant), including Crane Hill Field
Florence Prescott Fesik-purchased on 11/26/02 for \$7,000 (Open Space Fund)
Sheridan Vernon-purchased on 3/20/03 for \$9,450 (Open Space Fund)
Jacobs Hill-Open Space Dedication
Saw Mill Brook-Open Space Dedication

AGENCIES THAT HELPED PREPARE MANAGEMENT PLAN: Staff, Open Space Preservation Committee

DATE MANAGEMENT PLAN WAS PREPARED: July 2005.

DRAFT OVERVIEW

Saw Mill Brook Preserve is a 95-acre landlocked parcel located in southwestern Mansfield, interior to discontinued Old Blacksmith Shop Road to the north, Rt. 195 to the east, Puddin Lane to the south, and Mansfield City Road and Crane Hill Road to the west. This parcel is a collection of several lots, creating a property with jagged edged boundaries. At this time the property is landlocked. Future additions to this preserve are planned and may round out the boundaries and offer road frontage.

This preserve contains 0.6 miles of Saw Mill Brook, including a large marsh (see Attachment 1, Aerial Photo). The Nipmuck Trail extends from the northeast corner of the preserve along former Blacksmith Shop Rd; then along the west side of Sawmill Brook to Joshua Trust land near the end of Jacob's Hill Rd. East of Sawmill Brook, a portion of this property is adjacent to Wolf Rock Preserve, owned by Joshua's Tract Conservation and Historic Trust (see Attachment 2, Trail Map).

INVENTORY

A. Notable Physical Characteristics

Sawmill Brook Preserve contains a diversity of wildlife habitats including 0.6 miles of Sawmill Brook and associated wetlands (a large marsh containing a grass meadow, open water, and a beaver pond) and interior forested areas. Saw Mill Brook Preserve, in combination with the adjacent Joshua's Trust Wolf Rock Preserve, protects 188 acres of a 400-acre interior forest.

B. Notable Special Features

Sawmill Brook Preserve contains approximately one mile of the 33-mile Nipmuck Trail and includes a scenic area along the brook (see Attachment 2, trail map). This portion of the Nipmuck Trail connects Wolf Rock Preserve to the end of Jacob's Hill Road and to the trail segment leading to Puddin Lane. The corridor along the boundary in the southwest corner offers a potential trail link to Mansfield City Road. An abutting Town Parcel on the east side of the brook is a potential trail link to Sawmill Brook Road.

C. Notable Concerns

The area abuts undeveloped land. The Town will need to coordinate with any developers to ensure appropriate buffering of trail segments and agricultural land and to determine appropriate expansions of preserved open space. Efforts should be made to preserve a corridor for the Nipmuck Trail to Puddin Lane and also obtain frontage on Puddin Lane to create a small parking area.

The Town will need to monitor for beaver activity, utility corridor herbiciding, stream quality, stream bank erosion, neighboring lot development, invasive species, and manage accordingly.

DRAFT
MANAGEMENT

A. Set Up

1. Develop, purchase and install appropriate preserve signage.
2. Install boundary markers and signs.

B. Maintenance

1. Maintain trailheads and trails in conjunction with Connecticut Forest and Parks Association.

C. Ecological Management

1. Work cooperatively with Joshua's Trust to manage Town and Joshua's Trust Land as one contiguous forested tract.
2. Prepare a natural resources inventory.
3. Based on the natural resource inventory, determine how to encourage native plant and animal communities.

D. Enhancements

1. Encourage public participation by recruiting and training a volunteer steward.
2. Solicit educational and research use.
3. Provide appropriate public access.
4. Create an interpretive trail guide.
5. Pursue adjacent unclaimed properties.
6. Pursue the acquisition of adjacent properties to round out property boundaries and obtain road frontage.

E. Monitoring

1. Annually monitor entrances and trails, trail easement on the Prignano property, beaver activity, boundaries and utility corridor.
2. Annually update and review the management schedule.

ATTACHMENTS

- Attachment 1 Aerial Photo
- Attachment 2 Trail Map
- Attachment 3 Saw Mill Brook Preserve Abutters List
- Attachment 4 Fiscal Notes

Attachment 1

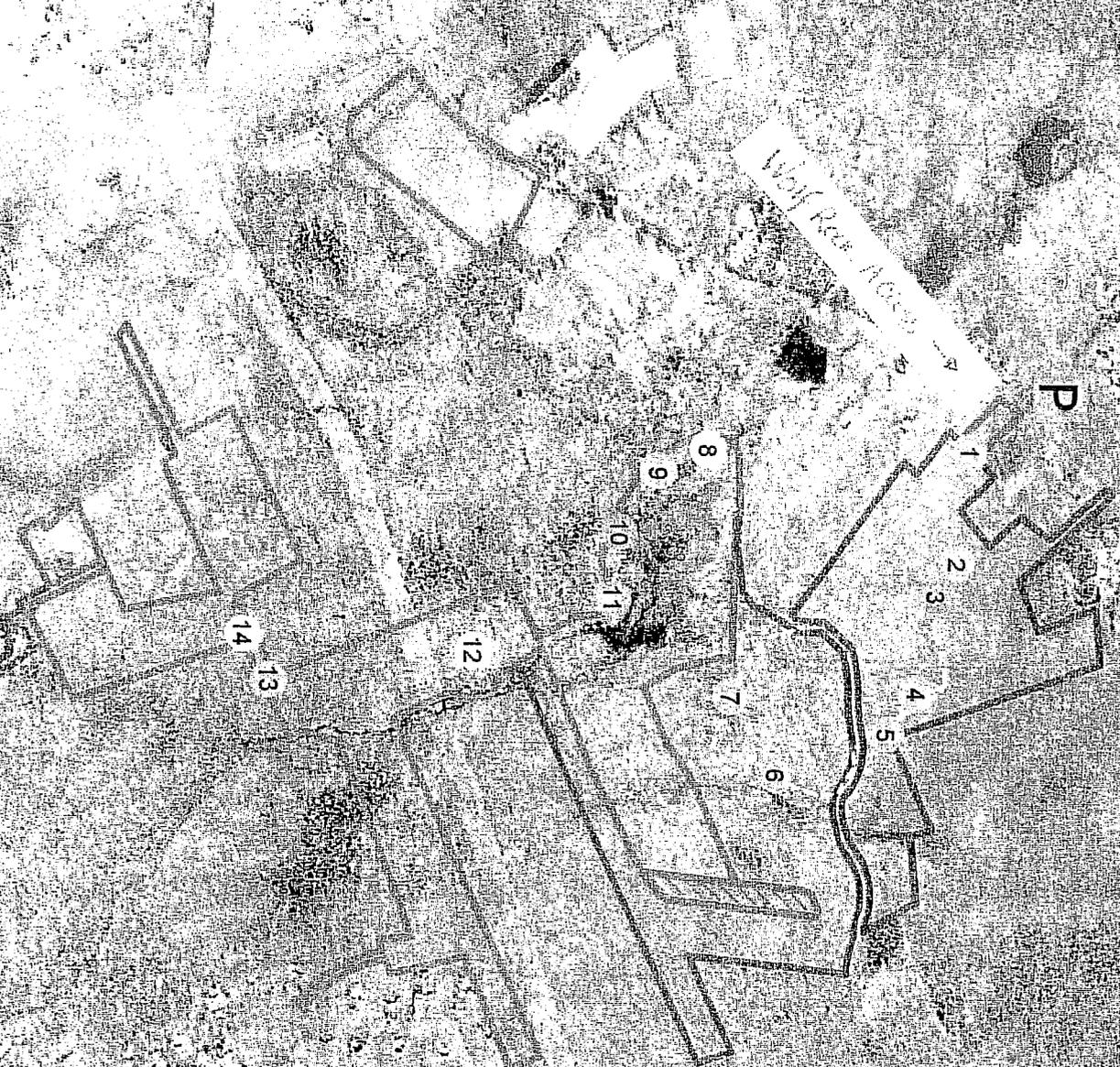
Sawmill Brook Preserve



Legend

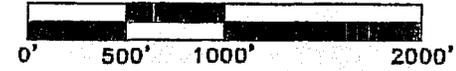
-  Mispick Trail
-  Stosimus Trust Trail
-  Parking Area
-  Cultural Points
-  Natural Points
-  Scenic Points

Revised July 2005





Sawmill Brook Preserve

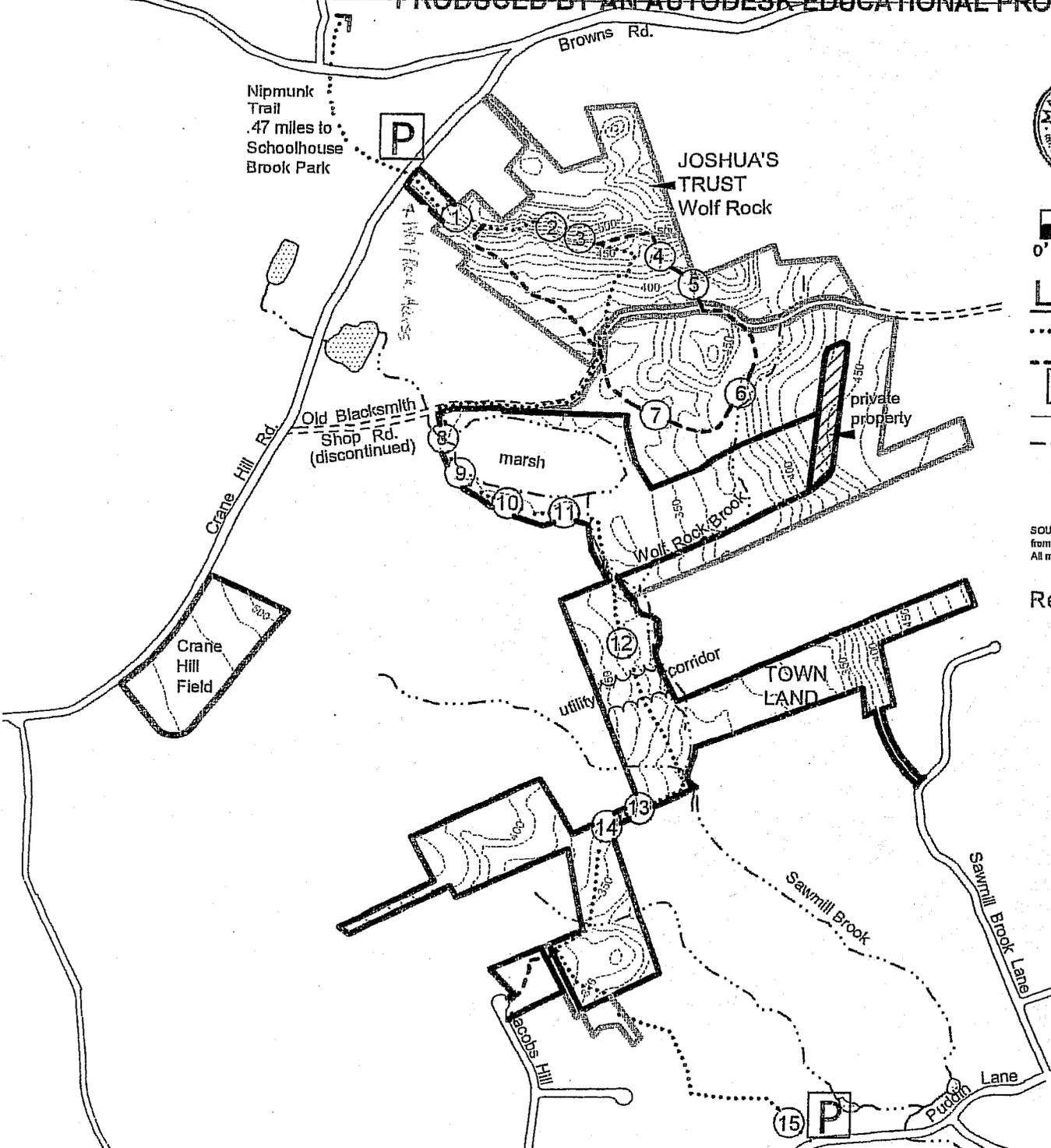


Legend

-  Nipmuck Trail (blue)
-  Joshua's Trust Trail (yellow)
-  Parking Area
-  Topographic Line
-  Brook / Intermittent Water Course
-  Trail Guide Points of Interest

SOURCE INFO: Topography taken from USGS maps. Treelines, waterbodies and other physical features from aerial photographs. This map and GPS Trail data by UCONN Program of Landscape Architecture. All measurements are approximate.

Revised: July 2005



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Meridan & Kim Vernon
8 Birch St
Mansfield, CT 06226

Kenneth Dootson
Tuula Burell
65 Sawmill Brook Road
Mansfield Center, CT 06250

Town of Mansfield
4 SO Eagleville Road
Storrs, CT 06268

Robert Hurlock
7 Sawmill Brook Lane
Mansfield Center, CT 06250

Cynthia & David Wollner
91 Sawmill Brook Lane
Mansfield Center, CT 06250

Suman & Kathleen Singha
99 Sawmill Brook Lane
Mansfield Center, CT 06250

Shua's Tract Conservation
Box 4
Mansfield Center, CT 06250

Meadowbrook Lane LLC
3 Clearview Drive
Mansfield Center, CT 06250

Willard J. Stearns & Sons INC
40 Stearns Road
Storrs, CT 06268

Michael & Laura Lassow
Jacobs Hill Road
Mansfield Center, CT 06250

Frederick & Patricia Mascetti
50 Chestnut Circle
West Suffield, CT 06093

Victor & Richard Covic
160 Beech Mountain Rd
Mansfield Center, CT 06250

Wesley Martin
Box 219
Mansfield Center, CT 06250

Kevin Malek
38 Route 87
Andover, CT 06232

George & Ann Bailey
75 Crane Hill Road
Storrs, CT 06268

David & Karen Lefevre
7 Sawmill Brook Lane
Mansfield Center, CT 06250

Ruth Buczynski & Christine Huda
129 Sawmill Brook Lane
Mansfield Center, CT 06250

Joseph & Lynn Duval
125 Sawmill Brook Lane
Mansfield Center, CT 06250

David & Sonata Lazaukas
7 Sawmill Brook Lane
Mansfield Center, CT 06250

Lynda Stein & Scott Berger
62 Jacobs Hill Road
Mansfield Center, CT 06250

Attachment 4

Saw Mill Brook Preserve Management Plan Fiscal Notes

	Estimated Direct One-Time Costs	Estimated Direct Annual Costs	Estimated One-Time In-Kind Costs	Estimated One Time Volunteer Hours	Estimated One Time Staff Hours	Estimated Annual In-Kind Costs	Estimated Annual Staff hours	Estimated One-Time Volunteer Hours	Estimated Annual Volunteer Hours
Set Up									
Develop, purchase and install appropriate preserve signage.	\$1,500.00								
Install boundary markers and signs.	\$3,300.00				20				
Maintenance									
Maintain trailheads and trails in conjunction with Connecticut Forest and Parks Association.									20
Ecological Management									
Work cooperatively with Joshua's Trust to manage Town and Joshua's Trust Land as one contiguous forested tract.									
Prepare a natural resources inventory.	\$2,000.00								4
Based on the natural resources inventory, determine how to encourage native plant and animal communities.									20
Enhancements									
Encourage public participation by recruiting and training a volunteer steward.							8		
Solicit educational and research use.							4		
Provide appropriate public access.							4		
Create an interpretive trail guide.							4	2	
Pursue adjacent unclaimed properties.							4		4
Pursue the acquisition of adjacent properties to round out property boundaries and obtain road frontage.							4		4
Monitoring									
Annually monitor entrances and trails, trail easement on the Pignano property, beaver activity, boundaries and utility corridor.							8		8
Annually update and review the management schedule.							8		8
Totals	\$6,800.00	0	0	0	20	0	52	2	68



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *M Hart*
CC: Martin Berliner, Town Manager; Curt Vincente, Director of Parks and Recreation
Date: December 12, 2005
Re: Member Services Coordinator Position

Subject Matter/Background

Attached please find a job description for the proposed new full-time position of member services coordinator. This position would be assigned to the department of parks and recreation, and would be responsible for member retention and recruitment at the Mansfield Community Center. We have learned in our first two years of operation that the center would benefit from a more focused effort on member services, and this point has been emphasized by our marketing consultant and others.

The primary tasks of the proposed member services position are to retain current members and to increase membership by recruiting new members via outreach to the public. The member services coordinator would also serve as a focal point for all membership issues, and would be responsible for tasks such as welcoming new members, ensuring that members avail themselves of facility services, following through on membership issues, and tracking/monitoring membership data.

Financial Impact

Based upon the duties of the position and the reporting relationships, we believe that the position would be appropriately positioned with the professional and technical union. I have scored the position under our classification plan (see attached analysis), and am recommending a proposed salary range of \$35,700 - \$45,310 (professional and technical union grade 16). The salary would need to be negotiated with the union.

If the position were to be approved, the town would most likely hire towards the lower end of the range. Depending upon the level of benefits desired by the employee, the full initial cost of the position would range from \$44,000 - \$52,000. Due to the recent restructuring that we have completed at the community center over the past several months, we do have money available in the operating budget to fund the member services coordinator position. Of course, if this position is successful, it will more than offset its costs through revenue generated via membership retention and recruitment.

Recommendation

Staff recommends that the town council approve the establishment of the member services coordinator position, with the understanding that staff will negotiate an appropriate pay grade with the union. As stated above, the salary range that we are contemplating is \$35,700 - \$45,310. Based upon our analysis, we believe that this salary is fair and equitable. Management anticipates that the addition of the member

services position is crucial to the continued success of the Mansfield Community Center.

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

MOVE, effective December 12, 2005, to establish the full-time position of member services coordinator, and to authorize staff to negotiate with the professional and technical employees union to determine the salary grade for the position.

Attachments

- 1) Proposed class description
- 2) Classification analysis

**TOWN OF MANSFIELD
POSITION DESCRIPTION**

Class Title: Member Services Coordinator
Group: CSEA – Professional and Technical Employees
Pay Grade: CSEA Grade 16
FLSA: Non-exempt
Effective Date: January 1, 2006

General Description/Definition of Work

This position performs intermediate paraprofessional and administrative work relating to member retention as well as new membership development. Responsibilities include marketing and advertising; prospect lead generation; the enrollment and orientation of new members; and managing the member's experience through program integration, follow-up support and member communication. Work is performed under general supervision. Position reports to the Director of Parks and Recreation.

Essential Job Functions/Typical Tasks

- Responsible for the attainment of new member sales in a manner that fosters member retention; provides all members and prospects with the highest level of customer service and facilitates their connection with people and programs that will assist them in receiving the greatest value for their membership.
- Works to achieve daily and other periodic targets in several areas, such prospecting, appointment generation, conducting center tours and closing new member sales.
- Conducts new member orientations and new member follow-up to ensure customer satisfaction; proactively troubleshoots problems and provides solutions for resolving customer complaints or concerns.
- Functions as center "conierge" by servicing members' in-center and by phone, mail and email; service responsibilities include registering members for programs, introducing new members to staff and fellow members and assisting members in the development of a fitness program that best fits their needs.
- Ensures continuous communication to members about programs, fitness education and center updates.
- Supports the set up and service of lead stations and other cooperative marketing opportunities with neighboring businesses and organizations; participates in other community lead generation events.
- Monitors new member sales and retention through a variety of reports such as weekly sales summary, monthly attrition reports and survey results.
- Utilizes Vermont Systems RecTrac software; produces and interprets pass management and membership reports in a timely manner.
- Assists in the preparation of membership communication pieces, including newsletters, member information guide, and other facility publications.
- Assists with special event planning, promotional events and other functions designed to attract new members.
- Assists in the preparation of reports, including, but not limited to, attendance and membership reports.
- Monitors the customer feedback program and facilitates responses in a timely manner; responds to patron questions, complaints and issues
- May serve as or fill in for receptionist on an as needed basis.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

- General knowledge of marketing and sales, and effective communication practices and techniques.
- Ability to prepare and coordinate marketing and promotional materials; ability to make effective presentations to individuals and to groups.
- Ability to follow complex oral and written directions; skill in the operation of standard office, data entry and word processing equipment; ability to maintain complex records and databases and to prepare reports from the same.
- Ability to establish and maintain effective working relationships with potential customers, program participants, associates and the general public.

Member Services Coordinator (cont'd.)

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in marketing, communications, business or related field with some progressively responsible experience. Experience with Contact Management or similar software, and experience in a health club or fitness environment preferred.

Physical Demands and Work Environment:

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.
- Work requires fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

Special Requirements:

Ability to obtain and maintain CPR and first aid certification.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved by: _____
Matthew W. Hart, Assistant Town Manager

Date: _____

Town of Mansfield												
Classification and Pay Plan												
Pay Grade for Member Services Coordinator												
Title	Skill	Training	Experience	Level	HR	Physical	Conditions	Independ	Impact	Supervision	Total	Grade
Member services coordinator	4	40	20	45	30	0	0	30	30	0	195	16
Benchmark positions												
Assistant to Collector of Revenue	3	30	25	25	23	0	0	30	20	0	153	15
Payroll Administrator	4	30	40	60	15	0	0	40	40	0	225	17
Property Appraiser	4	40	20	45	30	10	5	40	40	0	230	18
Recreation coordinator	5	80	40	45	23	20	0	40	40	15	303	19
Recommended salary grade:	CSEA 16											
Salary range (6 steps):	\$35,700 - \$45,310											
Prepared by:	M. Hart											
Date:	10/10/2005											

P.97

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager; Kevin Grunwald, Social Services Director
Date: December 12, 2005
Re: Social Services Block Grant Application

Subject Matter/Background

The US Department of Health and Human Services funds the Social Services Block Grant. This grant supports the Department of Social Services in the delivery of services to "vulnerable" individuals with special emphasis to serve those groups that are less able than others to care for themselves (e.g. special needs children, youth and elderly). "Vulnerable" or "at-risk" individuals are defined as individuals with a wide range of difficulties ranging from being economically disadvantaged to being in need of mental health or substance abuse services.

The services or activities that are delivered under this grant apply therapeutic (or remedial) processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas include but are not limited to family and marital relationships, parent-child problems, or substance abuse. To be eligible for services clients must have reported incomes at or below 150% of the Federal poverty income guidelines, with some exceptions for specific services provided to vulnerable populations.

Financial Impact

This grant provides a maximum of \$3657 per year to the Department of Social Services. While the State of Connecticut projects that 25 eligible individuals will utilize these services during the grant period, the reality is that well over 100 eligible clients receive these services in Mansfield annually. For that reason, this grant award does not come close to reimbursing the town for the actual cost of the services delivered.

Recommendation

Staff recommends that we submit this grant application. While the grant is inadequate to cover the cost of services delivered, it can be thought of as a subsidy to the Department. If we assume that the mission of the Department of Social Services is to serve these "vulnerable" clients, then we would provide these services regardless of funding. This grant provides a minimal level of funding to support the delivery of counseling services to Mansfield's most needy residents.

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

Move, effective December 12, 2005, to authorize the Town Manager to submit an application to the US Department of Health and Human Services for a Social Services Block Grant in the amount of \$3,657.

Attachments

- 1) Excerpt from Grant Application

PROGRAM NAME:
PROGRAM NUMBER:

Town of Mansfield
78

	Requested	Adjustments	Approved
Contract Amount	\$ 3,657		
For Amendments Only			
Previously Approved Contract Amount			
Amount of Amendment			\$

Item #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	<u>UNIT RATE</u>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
2	<u>CONTRACTUAL SERVICES</u>				
	2a. Accounting				
	2b. Legal				
	2c. Independent Audit				
	2d. Other Contractual Services				
	TOTAL CONTRACTUAL SERVICES				
3	<u>ADMINISTRATION</u>				
	3a. Admin. Salaries	1,150			
	3b. Admin. Fringe Benefits				
	3c. Admin. Overhead	5			
	TOTAL ADMINISTRATION	1,155			
4	<u>DIRECT PROGRAM STAFF</u>				
	4a. Program Salaries	2,080			
	4b. Program Fringe Benefits	422			
	TOTAL DIRECT PROGRAM	2,502			
5	<u>OTHER COSTS</u>				
	5a. Program Rent				
	5b. Consumable Supplies				
	5c. Travel & Transportation				
	5d. Utilities				
	5e. Repairs & Maintenance				
	5f. Insurance				
	5g. Food & Related Costs				
	5h. Other Project Expenses				
	TOTAL OTHER COSTS				
6	<u>EQUIPMENT</u>				
7	<u>PROGRAM INCOME</u>				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
8	<u>TOTAL NET PROGRAM COST</u>	\$3,657			

(Sum of 1 through 6, minus Line 7)

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**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;
 Grant Meitzler, Assistant Town Engineer; Tim Veillette, Project Engineer;
 Robert Miller, Northeast Highlands Health District
Date: December 12, 2005
Re: Community Sewer System Agreement, Valley View Mobile Home Park

Subject Matter/Background

Under Connecticut law, a community sewer system, as defined by state regulations, has to have its "effective management" guaranteed by the municipality in which it is located. Mansfield has done this for its community systems through agreements with the owners of the systems that set up both operation and maintenance and sinking funds for the system in question. With the major system replacement at Valley Home MHP, a community sewer system is required. The standard form of the agreement, edited for this case, is attached.

Financial Impact

While there are both staff costs and other potential municipal costs related to this arrangement, the process is required by state statutes and we have little choice in the matter. The agreement sets up two funds that are held by the town to try to protect the municipality from any financial loss in managing the system (if the owner were to default).

Legal Review

As we have several of these agreements in effect for other community sewer systems in town and this agreement is identical, legal review has not been sought.

Recommendation

It is recommended that the Town Council, acting as the Mansfield Water Pollution Control Authority (WPCA), authorize the Town Manager to execute this agreement.

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

Move, effective December 12, 2005, to authorize the Town Manager to execute the Community Sewer System Agreement between the Town of Mansfield and Kenneth Hoddinot (d.b.a. Valley View Mobile Home Park).

Attachments

- 1) Community Sewer System Agreement, "Kenneth Hoddinot d.b.a. Valley View LLC"

KENNETH HODDINOT d.b.a. VALLEY VIEW, L.L.C.

Water Pollution Control Authority
Town of Mansfield

Community Sewer System
Operation and Maintenance Agreement

This agreement made and entered into on the _____ day of _____, 2005, between:

The Mansfield Water Pollution Control Authority, hereinafter referred to as the "WPCA" and

The owner, Kenneth Hoddinott, doing business as "Valley View, L.L.C.", hereinafter referred to as the "OWNER".

WITNESSETH:

WHEREAS, the OWNER has made application to the WPCA to construct and operate a privately owned, operated and maintained community sewer system to serve 21 units, with a maximum flow of 8400 gallons per day, to be constructed on land of the OWNER, located on the west side of Stafford Road (Connecticut State Highway Route 32) in the Town of Mansfield, Connecticut, and

WHEREAS, Section 7-246f (a) of the Connecticut General Statutes places the ultimate responsibility for ensuring the effective management of this community sewerage system with the WPCA and Section 7-246f (b) authorizes the WPCA to act upon default on behalf of the OWNER, and

WHEREAS, the WPCA and the OWNER are desirous of assuring that this private community sewerage system is operated and maintained in accordance with all applicable federal, state, and local regulations and Section 7-246f (a) of the Connecticut General Statutes.

NOW THEREFORE, in consideration of the mutual promises herein contained, each to the other, the parties agree as follows:

- A. The OWNER agrees:
1. to construct the private community sewerage system at his own expense in accordance with the following referenced plan sheets, entitled: "Valley View, LLC, Site Plan, Merrow Road and Stafford Road, Mansfield Connecticut, date 11/01/2004, revised 9/19/05, revised 9/28/05, revised 10/28/05, revised 11/03/05, scale 1" = 100' ", prepared by The Center, LLC Architects & Engineers, sheets 1,2 and 3 of 3.
 2. to operate and maintain the private community sewerage system in accordance with all conditions of this agreement and all applicable federal, state, and local standards, regulations and laws pertaining to sanitary sewerage systems, and in accordance with standard maintenance practices as defined in the current edition of the Water Pollution Control Federation's Manual of Practice No. 7, entitled "Sewer Maintenance" and to secure the services of a mutually agreed upon engineering firm to report on said operation and maintenance as outlined herein.

B. OPERATION AND MAINTENANCE FUND

1. The OWNER agrees to establish an escrow fund with the WPCA for the operation and maintenance of the community sewerage system, said fund to be called the OPERATION AND MAINTENANCE FUND, the fiscal year of said fund will be July 1 to June 30. The OWNER shall pay into this account forthwith one full year's estimated operation and maintenance cost for the sewerage system, including the full year's estimated cost of the services of a mutually acceptable engineering firm to review and report to the WPCA on the operation and maintenance of the system, and repair and maintenance work as recommended by said firm, and any direct costs incurred by the Town of Mansfield in carrying out its responsibilities herein established, or \$ 3000.00 , whichever is more. Thereafter, an annual payment shall be made on September 1, the amount of which shall be set by the Director of Finance after review of the preceding fiscal year's operating and maintenance expenses. This payment shall be sufficient to cover the foregoing expenses for that current fiscal year.
2. Payments shall be made out of the Operation and Maintenance Fund by the Town of Mansfield Director of Finance only. Payments for operation, maintenance and engineering as recommended in Section C.1 above, shall be disbursed from the fund only when requests for payment are accompanied by appropriate invoices and detailed descriptions of the work accomplished, and requests are submitted within 90 days of actual date of completion of work. Alternatively, the OWNER may leave the original fund intact without either drawing the fund down and replenishing it annually to adjust for Operation and Maintenance expenses as set forth in Section C.1. In this case the OWNER shall pay the costs of Operation and Maintenance directly but will still be responsible for complete reporting to the WPCA as described herein. Direct costs incurred by the Town of Mansfield for administration, management and or enforcement of the provisions herein established shall be deducted from the fund based on vouchers submitted by the Department of Public Works provided that said vouchers shall be made available to the OWNER for their review, and only after written notice of default has been delivered to the OWNER and the OWNER has not corrected all deficiencies pertaining to provisions herein established within 60 days after such notice. However, in the event of an emergency where public health regulations may be violated by a system malfunction, the Town retains the right to act immediately on behalf of the OWNER and to charge the OPERATION AND MAINTENANCE FUND for any reasonable costs incurred by the Town related to the emergency.
3. The OWNER agrees to make an additional interim payment in the event that the foregoing expenses during the year exceed the available balance in the OPERATION AND MAINTENANCE FUND. In that event, no payment shall be made from said fund for said expenditures until such time as said interim payment has been received from the OWNER equal to or greater than the estimated remaining fiscal year expenditures, as determined by the Town of Mansfield Director of Finance.

C. SINKING FUND

1. The OWNER agrees to establish a SINKING FUND with the WPCA to provide for the replacement of major components of the community sewerage system at the end of their estimated serviceable life, as set forth in Schedule "A" and Schedule "B", appended hereto. Said fund is to be called the SINKING FUND, and interest income shall accrue to the fund. Payments into this SINKING FUND are to be made annually commencing on the July 1 first occurring after the signing of this Agreement in an amount which shall be established to reflect cost of replacement, serviceable life, and increase in construction costs, as set forth in Schedule "A" and Schedule "B", appended hereto.

the amount of the annual payment into the SINKING FUND, and the total amount which is on deposit in said account shall be reviewed annually to assure that:

- a. the amount of the annual payment is sufficient to provide for the ultimate replacement of said major components at the end of their estimated serviceable life without providing for the collection of excess monies, and,
 - b. the bases upon which said replacement cost is estimated, as set forth in Schedule "A" and Schedule "B", appended hereto, remain true.
2. Payments from the SINKING FUND shall be only for capital items meeting the tests of:
- a. Minimum dollar cost

The item shall represent a major expense not readily chargeable to the OPERATION AND MAINTENANCE FUND, and
 - b. Serviceable Life

The expenditure shall be for items which extend the serviceable life of the system, and not for items which represent ongoing repair and maintenance items.
3. Each such invoice chargeable to the SINKING FUND and meeting the above tests shall be accompanied by a certification from the engineering firm representing the OWNER, insuring that the above provisions are met, and shall be approved by the WPCA. Requests for payment shall be submitted to the Town of Mansfield and each invoice shall be accompanied by a detailed description of the expense incurred. Funds will be disbursed out of the SINKING FUND by the Town of Mansfield Director of Finance only, in accordance with provisions stated herein
4. Each fund provided for herein shall be in the name of the Town of Mansfield. Withdrawals shall be made only by the Finance Director of the Town of Mansfield upon invoices submitted to him by the OWNER or, in the event of default by the OWNER as provided for herein, by the WPCA.

D. REPORTING

1. The OWNER shall forward to the WPCA, **semi-annual operation and maintenance reports** of any and all routine, emergency, and preventive maintenance work done on the system, whether by the OWNER'S own forces or by contracted services, and any and all work recommended to be done on said system. Said report shall be written in a form approved by the WPCA and shall be timely submitted to the WPCA, on the first business day of January and July. The report shall be prepared by the OWNER and shall use Manual of Practice #7 described in paragraph A.2 above as a guide for reporting. An **Annual Report** shall be prepared by a mutually agreed upon Engineering firm and shall use Manual of Practice #7 described in paragraph A.2 above as a guide for reporting.
2. The OWNER shall furnish the WPCA with copies of all reports and notices filed with or received from the State or any other agencies, persons or firms regarding the system's operation, maintenance or condition upon receipt by the OWNER.

3. The OWNER shall operate and maintain the system utilizing maintenance services provided by the OWNER to the extent that said semi-annual reports provided to the WPCA by the OWNER show satisfactory operation and maintenance of the system on a continuing basis, otherwise, if unsatisfactory to the WPCA such maintenance and operation of said system shall be contracted with a mutually agreed firm qualified to operate said system and to perform required maintenance on said system.
4. The OWNER shall comply in all respects with the provisions of Section 7-246 f of the Connecticut General Statutes, including any necessary revision to this Agreement that may arise from shared use of the major system components by other users added to the system after the date of signing of this Agreement.

E. The OWNER shall obtain a permit to discharge as provided by Section 22a-430 of the Connecticut General Statutes, and the OWNER shall certify to the WPCA and the Building Official of the Town that a permit to discharge has been obtained.

F. Both Parties agree:

1. That it is not intended that the WPCA will own or operate or maintain said community system unless there is a default by the OWNER, or by their heirs, successors, or assigns, in which event, the WPCA may take whatever steps are necessary to operate the system in conformity with this Agreement and the applicable federal, state, and local standards, regulations, and laws as set forth in paragraph B above and especially Section 7-246f (b) of the Connecticut General Statutes, in which event the WPCA shall have an irrevocable power to contract in the name of the OWNER for the purpose of operating and maintaining the system, and in the event that such Operation and Maintenance Escrow Fund is insufficient for such purposes, then the WPCA may assess such deficiency against the OWNER and against those utilizing the facilities in proportion to their interest in the OWNER, as set forth in the above referred to Condominium Declaration. There shall be a delinquency charge of one percent per month, together with reasonable attorney's fees, administrative costs and all other costs in the event that it becomes necessary for the WPCA to collect any unpaid assessment.
2. The parties recognize that the Connecticut Department of Environmental Protection and other federal and state agencies may have jurisdiction over said community sewerage system and its operation and may have the final decision as to whether corrective actions or changes are made. Any such actions or changes agreed upon by the parties are subject to such regulatory agency's approval.
3. The parties recognize that notwithstanding the term of this Agreement, the provisions of Chapter 103 of the Connecticut General Statutes and, in particular, Section 7-246(f) of the General Statutes control the actions of the parties regarding the community sewerage system and that, where in conflict with the terms of this Agreement, the provisions of the statute shall prevail.

G. TERM AND ASSIGNABILITY:

This agreement shall run with the land, be binding upon the DEVELOPER'S and OWNER'S heirs, successors and assigns and shall be recorded in the Mansfield Land Records.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

WITNESSES:

WPCA

by _____
Name

its _____
(Title)

WITNESSES:

OWNER

by _____
Name

its _____
(Title)

State of Connecticut)
County of Tolland) ss. Mansfield

(WPCA)

On this the ____ day of ____, 20 __, before me, _____,
the undersigned officer, personally appeared _____,
who acknowledged himself to be the _____ of _____, a corporation, and
that he as such _____, being authorized to do so, executed the foregoing instrument for
the purposes contained therein, by signing the name of the corporation by himself
as _____.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

Name

Title

State of Connecticut)
County of Tolland) ss. Mansfield

(OWNER)

On this the ____ day of ____, 20 __, before me, _____,
the undersigned officer, personally appeared _____,
who acknowledged himself to be the _____ of _____, a corporation, and

that he as such _____, being authorized to do so, executed the foregoing instrument for the purposes contained therein, by signing the name of the corporation by himself as _____.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

Name

Title

Valley View, LLC

Schedule "A"

Estimated Replacement Cost of Major Components of System

<u>Item #</u>	<u>Description</u>	<u>unit price</u>	<u>cost</u>
1.	116 3050 Infiltrators	\$130.00	\$15,080.
2.	1 1/4" Stone 600 tons	\$20./ton	\$12,000.
3.	2 zone valve	\$300.00	\$ 300.
4.	2 Distr. box, 1 inlet 7 outlets	\$ 55.00	\$ 110.
5.	Fabric filter 7200 sq.ft.	lump sum	\$ 1,850.
6.	900 lf 4" schedule 40 pipe	lump sum	\$ 1,000.
7.	22 end plates for 3050 infiltrators	\$ 35.00	\$ 770.
8.	14 schedule 40 elbows	\$ 5.00	\$ 70.
	TOTAL COST		\$ 31,180..

Projected basis of replacement cost at end of useful life:

- a. Estimated useful life is 25 years.
- b. Annual increase in construction costs is estimated at 5% per year.
- c. Therefore, the cost of replacement of the system after 25 years will be $(\$31,180. \times (1.05 \wedge 24)) = \$100,558.62$. Assuming that 50% of the system will fail in the 25 year period, replacement cost will be $\$ 100,558.62 \times 0.50 = \$ 50,279.31$.

Villages at Freedom Green, Inc.

Schedule "B"

Determination of Semi-annual Payment
to
Sinking Fund Escrow Account

Based on 25 year useful life for half the system and annual interest rate of 7%:

$$\text{annual payment: } \frac{i}{(1+i)^n - 1} \times \$ 50,279.31 = \$ 794.94$$

For 21 existing units, this reduces to a monthly payment of \$ 3.15 per unit.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager
CC: Martin Berliner, Town Manager
Date: December 12, 2005
Re: Acceptance of Scottron Drive and Sheffield Drive as Town Roads

Subject Matter/Background

Attached please find a request from Datum Engineering and Surveying to accept Scottron Drive and Sheffield Drive as part of the town's road system. These roads are part of the Chatham Hill Section II subdivision.

Recommendation

In keeping with our customary procedure and in compliance with state law, staff recommends that this item be referred to the planning and zoning commission for review pursuant to section 8-24 of the Connecticut General Statutes.

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

Move, effective December 12, 2005, to refer the acceptance of Scottron Drive and Sheffield Drive as town roads to the planning and zoning commission for review pursuant to section 8-24 of the Connecticut General Statutes.

Attachments

- 1) Datum Engineering and Surveying re: Chatham Hill Section II Subdivision

**D
A
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ENGINEERING & SURVEYING, LLC

132 Conantville Road
Mansfield Center, CT 06250
(860) 456-1357 • Fax (860) 456-1840
e-mail: datumengr@snet.net

Michael Dilaj, P.E. & L.S.
Edward Pelletier, L.S.

December 7, 2005

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

VIA FACSIMILE

Re: Chatham Hill Section II Subdivision, PZC file 1131-3

Dear Mr. Berliner:

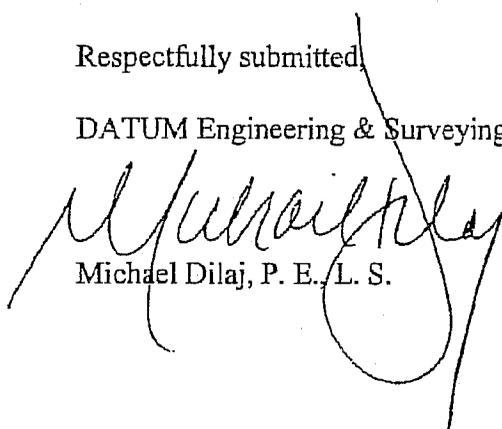
I would like to request that the Mansfield Town Council accept Scottron Drive and Sheffield Drive as town roads. These public improvements including monumentation, recreational improvements and other subdivision improvements depicted on the approved plans have been completed.

I have attached copies of the Bonding Agreements and pertinent correspondence related to the completion of the public improvements. Please note that in accordance with paragraph 9 of the Bonding Agreements, a full release of the Letter of Credit was authorized by the PZC as acknowledgement that the public improvements have been completed satisfactorily.

I trust that this can be added as an agenda item to the Town Council meeting scheduled for December 12, 2005.

Respectfully submitted,

DATUM Engineering & Surveying



Michael Dilaj, P. E., L. S.

MD/oh

cc: G. Padick
G. Meitzler
Att. Schrager

BONDING AGREEMENT

This Agreement entered into on October ¹², 2004, between the Town of Mansfield, by its Planning and Zoning Commission (PZC) and Michael Dilaj (Developer).

Recitals:

- A. On July 6, 2004, the PZC approved with conditions a fourteen-lot subdivision named Chatham Hill, Section 2. Condition #4 of said approval authorized the filing of final maps and the initiation of road, drainage, monumentation and recreational improvements, provided certain conditions were met. One of the conditions required the Developer's filing of a cash site development bond in the amount of \$32,100, or ten percent of the full cost of subdivision improvements (\$321,000).
- B. The PZC's 7/6/04 approval also specified that no lots within the Chatham Hill, Section 2 subdivision shall be sold or offered for sale until all subdivision improvements are either completed and accepted by the Town or fully bonded. The PZC approval period ends on July 6, 2009.
- C. On July 28, 2004, the Developer posted and the Town accepted a \$32,100 cash bond and associated bond agreement. This authorization did not include the right to sell lots.
- D. On September 7, 2004, the PZC authorized acceptance of an irrevocable Letter of Credit to be issued by The Savings Institute of Willimantic in the amount of \$288,900, to be accompanied with a bond agreement acceptable to the Town. This Letter of Credit, in conjunction with the previously-posted cash bond, constitutes full bonding of public improvements in the subject Chatham Hill, Section 2 subdivision.
- E. The Developer has agreed to post The Savings Institute Irrevocable Letter of Credit Number 9860002916965, in the amount of \$288,900, to be in effect until at least September 24, 2006, to ensure that all subdivision improvements, including the Sediment and Erosion Control Plan, are implemented as per approved plans.

The Parties Agree:

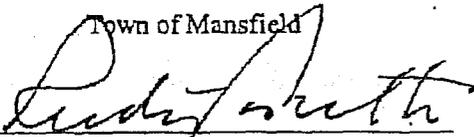
1. Said Letter of Credit bond, worded in a manner acceptable to Mansfield officials, shall be delivered to the Mansfield Finance Director and the subject Letter of Credit shall be retained in association with the previously-accepted cash bond for the purposes set forth.
2. Upon execution of this Agreement and Town approval of an acceptably-worded Letter of Credit, the Developer is authorized to sell lots and the Zoning Agent is authorized to issue Zoning Permits for the construction of houses and related improvements on individual lots.
3. The Developer shall complete, to the satisfaction of the PZC and in accordance with the conditions of approval, all public improvement work, including sediment and erosion control provisions, prior to the issuance of any Certificates of Compliance or prior to May 15, 2005, whichever occurs first.

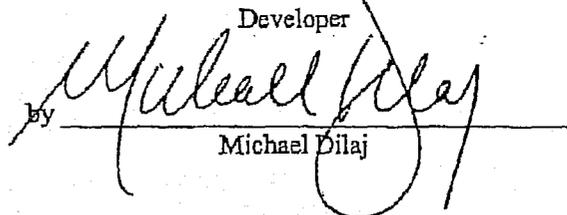
A written certification from the Developer's engineer shall be submitted to substantiate that the road and drainage work, monumentation, recreational improvements and other subdivision improvements have been completed according to the approved plan. In addition, prior to the release of this bond and prior to the Town's acceptance of the new roads, a separate cash maintenance bond with bond agreement shall be executed between the Developer and the Town.

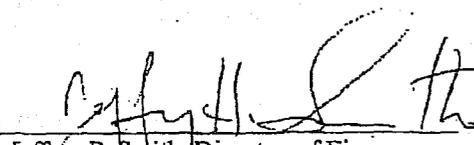
4. The Developer shall take immediate action to resolve any sediment and erosion control problems associated with site work in the Chatham Hill, Section 2 subdivision.

(continued)

5. In the event the Developer fails to complete all required subdivision improvements satisfactorily by May 15, 2005, or in the event any sediment and erosion control problems are not remedied within 48 hours of notice to the Developer or his agent onsite, the Town shall, without interference from the Developer, retain the services of a contractor to implement the required work, including sediment and erosion controls, and in such event, the cost thereof and related bonding agreement expenses shall be paid from the cash bond previously delivered to the PZC or the Letter of Credit posted pursuant to paragraph 1. Said process shall be accomplished in a summary manner without further notice to the Developer.
6. As a condition of this bond agreement, the Developer shall be responsible for delivering to the Mansfield Town Planner and Mansfield Finance Director quarterly financial statements from The Savings Institute. Said statements shall include current levels of total assets, total liabilities and capital, the bank's ratio of risk-based capital/risk-based assets, and any other related financial information deemed necessary by the Town.
7. The PZC shall retain the right to obtain funds secured by the aforementioned Letter of Credit for noncompliance with conditions of approval, approved plans and specifications, or any of the provisions of this Agreement.
8. It is understood that all subdivision improvements may not be completed and accepted by the Town of Mansfield prior to May 15, 2005. Provided the Developer has made satisfactory progress toward completion of subdivision improvements (as determined by the PZC) and provided there are no existing or anticipated erosion or sedimentation problems, the PZC may extend the completion period.
9. When all necessary work is completed to the satisfaction of the PZC, whether pursuant to Paragraph 2 or 4 above, the Finance Director shall forthwith deliver to the Developer any funds not utilized pursuant to this Agreement and shall notify The Savings Institute of Willimantic that their Letter of Credit is no longer needed to ensure the completion of work in the Chatham Hill, Section 2 subdivision.

By Town of Mansfield

 Rudy J. Fayette, Chairman,
 Planning and Zoning Commission

By Developer

 Michael Dilaj

By Jeffrey P. Smith

 Jeffrey P. Smith, Director of Finance
 Town of Mansfield

BONDING AGREEMENT

This Agreement entered into on May 24, 2005, between the Town of Mansfield, by its Planning and Zoning Commission (PZC) and Michael Dilaj (Developer).

Recitals:

- A. On July 6, 2004, the PZC approved with conditions a fourteen-lot subdivision named Chatham Hill, Section 2. Condition #4 of said approval authorized the filing of final maps and the initiation of road, drainage, monumentation and recreational improvements, provided certain conditions were met. One of the conditions required the Developer's filing of a cash site development bond in the amount of \$32,100, or ten percent of the full cost of subdivision improvements (\$321,000).
- B. The PZC's 7/6/04 approval also specified that no lots within the Chatham Hill, Section 2 subdivision shall be sold or offered for sale until all subdivision improvements are either completed and accepted by the Town or fully bonded. The PZC approval period ends on July 6, 2009.
- C. On July 28, 2004, the Developer posted and the Town accepted a \$32,100 cash bond and associated bond agreement. This authorization did not include the right to sell lots.
- D. On September 7, 2004, the PZC authorized acceptance of an irrevocable Letter of Credit to be issued by The Savings Institute of Willimantic in the amount of \$288,900, to be accompanied with a bond agreement acceptable to the Town. This Letter of Credit, in conjunction with the previously-posted cash bond, constitutes full bonding of public improvements in the subject Chatham Hill, Section 2 subdivision.
- E. The Developer has agreed to post The Savings Institute Irrevocable Letter of Credit Number 9860002916965, in the amount of \$288,900, to be in effect until at least September 24, 2006, to ensure that all subdivision improvements, including the Sediment and Erosion Control Plan, are implemented as per approved plans.
- F. On May 16, 2005, the PZC authorized an extension of the completion period for public improvements. The new completion period deadline is September 15, 2005.

The Parties Agree:

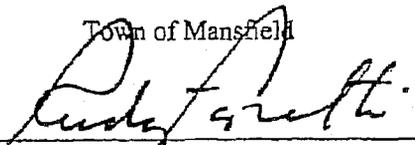
1. Said Letter of Credit bond, worded in a manner acceptable to Mansfield officials, shall be delivered to the Mansfield Finance Director and the subject Letter of Credit shall be retained in association with the previously-accepted cash bond for the purposes set forth.
2. Upon execution of this Agreement and receipt of an acceptably-worded Letter of Credit, the Developer is authorized to sell lots and the Zoning Agent is authorized to issue Zoning Permits for the construction of houses and related improvements on individual lots.
3. The Developer shall complete, to the satisfaction of the PZC and in accordance with the conditions of approval, all public improvement work, including sediment and erosion control provisions, prior to the issuance of any Certificates of Compliance or prior to September 15, 2005, whichever occurs first.

A written certification from the Developer's engineer shall be submitted to substantiate that the road and drainage work, monumentation, recreational improvements and other subdivision improvements have been completed according to the approved plan. In addition, prior to the release of this bond and prior to the Town's acceptance of the new roads, a separate cash maintenance bond with bond agreement shall be executed between the Developer and the Town.

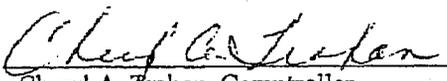
4. The Developer shall take immediate action to resolve any sediment and erosion control problems associated with site work in the Chatham Hill, Section 2 subdivision.

(continued)

5. In the event the Developer fails to complete all required subdivision improvements satisfactorily by September 15, 2005, or in the event any sediment and erosion control problems are not remedied within 48 hours of notice to the Developer or his agent onsite, the Town shall, without interference from the Developer, retain the services of a contractor to implement the required work, including sediment and erosion controls, and in such event, the cost thereof and related bonding agreement expenses shall be paid from the cash bond previously delivered to the PZC or the Letter of Credit posted pursuant to paragraph 1. Said process shall be accomplished in a summary manner without further notice to the Developer.
6. As a condition of this bond agreement, the Developer shall be responsible for delivering to the Mansfield Town Planner and Mansfield Finance Director quarterly financial statements from The Savings Institute. Said statements shall include current levels of total assets, total liabilities and capital, the bank's ratio of risk-based capital/risk-based assets, and any other related financial information deemed necessary by the Town.
7. The PZC shall retain the right to obtain funds secured by the aforementioned Letter of Credit for noncompliance with conditions of approval, approved plans and specifications, or any of the provisions of this Agreement.
8. It is understood that all subdivision improvements may not be completed and accepted by the Town of Mansfield prior to September 15, 2005. Provided the Developer has made satisfactory progress toward completion of subdivision improvements (as determined by the PZC) and provided there are no existing or anticipated erosion or sedimentation problems, the PZC may extend the completion period.
9. When all necessary work is completed to the satisfaction of the PZC, whether pursuant to Paragraph 2 or 4 above, the Finance Director shall forthwith deliver to the Developer any funds not utilized pursuant to this Agreement and shall notify The Savings Institute of Willimantic that their Letter of Credit is no longer needed to ensure the completion of work in the Chatham Hill, Section 2 subdivision.

Town of Mansfield
 By 
 Rudy J. Favretti, Chairman,
 Planning and Zoning Commission

Developer
 by 
 Michael Dilaj

By 
 Cheryl A. Trahan, Comptroller
 Town of Mansfield



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Matt Hart, Assistant Town Manager
Date: December 12, 2005
Re: Energy Conservation

Subject Matter/Background

At the previous meeting, the town council requested that we add this item to a future agenda. We have implemented a number of energy conservation measures over the years, and are always working to improve our equipment, facilities and procedures.

We are conducting additional research on this topic, and will report back to the council in January.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager
Date: December 12, 2005
Re: Spay and Neuter Ordinance

Subject Matter/Background

At the previous meeting, the town council requested that we add this item to a future agenda. Our animal control officer has prepared a draft ordinance, and we will review this with the town attorney. We will also need to determine whether we have the ability to effectively enforce the proposed ordinance.

We will report back to the council in January on this item.

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Animal Control Activity Report

REPORT PERIOD

2004 / 2005

PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	This FY to date	Last FY to date
Complaints investigated:														
phone calls	236	242	300	203	146								1127	1101
road calls	21	33	22	18	18								112	73
dog calls	43	47	39	114	64								307	319
cat calls	29	32	23	76	57								217	229
wildlife calls	9	9	3	3	7								31	36
Notices to license issued	4	12	11	4	8								39	32
Warnings issued	6	4	6	7	141								164	182
Warning letters issued	2	1	56	0	3								62	7
Infractions issued	1	0	1	0	0								2	7
Misdemeanors issued	0	0	0	0	0								0	1
Dog bite quarantines	0	0	1	1	0								2	0
Dog strict confinement	0	0	0	0	0								0	0
Cat bite quarantines	2	2	0	0	0								4	5
Cat strict confinement	0	0	0	0	0								0	0
Dogs on hand at start of month	8	7	6	3	5								29	27
Cats on hand at start of month	6	9	18	11	11								55	87
Impoundments	33	45	36	37	16								167	172
Dispositions:														
Owner redeemed	5	5	3	9	3								25	27
Sold as pets-dogs	10	10	12	3	6								41	31
Sold as pets-cats	12	16	30	19	14								91	105
Sold as pets-other	0	0	0	0	0								0	0
Total destroyed	4	6	1	4	2								17	21
Road kills taken for incineration	1	0	1	1	2								5	4
Euthanized as sick/unplaceable	3	6	0	3	0								12	17
Total dispositions	31	37	46	35	25								174	185
Dogs on hand at end of month	7	6	3	5	1								22	26
Cats on hand at end of month	9	18	11	11	6								55	75
Total fees collected	1,225	1,299	1,882	1,215	836								\$ 6,457	\$ 6,617

Scotland dogs FY 05/06 to date 6
 Hampton dogs FY 05/06 to date 2

P.123

Mansfield Commission on Aging Minutes

2:30 PM – Senior Center

Monday, Nov.14, 2005

PRESENT: T. Quinn, C. McMillan, J. Kenny (staff), E. Norris, D. Mercicer, B. Acebo, S. Thomas (Chair), C. Phillips, P. Hope (Staff), K. Grunwald (Staff), J. Brubacher, M. Thatcher

REGRETS: B. Griffin

- I. **Call to Order:** Chair S. Thomas called the meeting to order at 2:34 PM.
- II. **Appointment of Recording Secretary:** K. Grunwald agreed to serve as the recording secretary.
- III. Acceptance of **Minutes** of the October 11, 2005 meeting: the minutes of the October 11 meeting were accepted as written.
- IV. **Correspondence** – Chair and Staff: P. Hope distributed information on a meeting that will be held November 19 on Emergency Preparedness for People with Disabilities.
- V. **Optional Reports** on Services/Needs of Town Aging Populations
 - A. **Health Care Services**

Wellness Center and Wellness Program – J. Kenny distributed copies of her monthly report. More than 500 people received vaccinations through the flu clinic. Tomorrow she will be starting a program on Planning for the End of Life (and beyond). Commission members were reminded that Medicare D enrollment starts tomorrow, and information was provided about available resources.

Mansfield Center for Nursing and Rehabilitation – D. Mercier reported that they are refinancing their HUD bonding through Good Samaritan Corporation.
 - B. **Social, Recreational and Educational**

Senior Center – P. Hope distributed copies of her report. The flu clinic was the busiest activity this month. Also, a full presentation was done by Senior Resources on Medicare D. Sharon Caron has started as a part-time employee in the kitchen. C. Phillips asked for information about how new classes are scheduled, and suggested that a notice could be placed in Sparks.

Senior Center Assoc. – J. Brubacher reported that the finances for the Association for FY 05 were recently audited and a good report was received. More than \$3000 was raised during the recent auction and the Association is exploring ways to use this money to support geriatric medical services here. The Holiday Bazaar is scheduled for December 3.

C. Housing

Assisted Living Project: J. Brubacher reported that he was interviewed by Brecht Associates for the needs assessment, and felt that the interview was very superficial. Others say that they have heard this as well from individuals who were interviewed. D. Mercier raised concerns about their lack of focus on transportation.

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

D. Related Town and Regional Organizations

Com. on Physically and Sensorily Impaired, Town Community Center, Town Plan of Conservation and Development, Senior Resources of Eastern CT: no reports.

C. Phillips and M. Thatcher attended a recent meeting on reestablishing a state Department of Aging. Since 1993 when the Department was disbanded the functions and funding of this department were dispersed to other state agencies. Rose Fowler of the McSweeney Center is on this task force, and she has requested input from seniors as to the role and function of the Department. M. Thatcher suggested that the Commission send a letter to Rose Fowler with their thoughts.

VI. Old Business

Report of the Nominating Committee – C. Phillips reported that Tim Quinn and Dick Pellegrine have expressed interest in being members of the Commission. Joseph Chasin indicated that he was not interested in joining. Mr. Quinn and Mr. Pellegrine were nominated to two-year terms on the Commission.

Preparation of The Long Range Plan - K. Grunwald reported on the feedback that he received from Waldo Klein on the proposed survey. He will redraft the questions and will send the revisions to C. Phillips, P. Hope, E. Norris and D. Mercier for feedback before the next meeting.

VI. New Business

Process for Review of Requests from Agencies for Town Funds: the following commission members volunteered to review these agencies once we have received applications for funding: TVCCA/Meals On Wheels (C Phillips), Dial-A-Ride (M. Thatcher), Senior Center Association (D. Mercier), McSweeney Center (T. Quinn), Community Companions and Homemakers (C. McMillan)

M. Thatcher distributed a petition on Medicare D. It was agreed that this would be discussed at the next meeting.

IX. Adjournment

The meeting adjourned at 4:32 PM. The next meeting is scheduled for Monday, Dec. 12, at 2:30 pm at the Senior Center.

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

Thursday, November 3, 2005

3:30 PM

PRESENT: K. Grunwald (staff), J. Heald (Chair), D. Eddy, R. Gouldsbrough, K. Emery

- I. **MINUTES:** Minutes of September 8, 2005 meeting: J. Heald was the only member of the committee who was present for that meeting. She approved the minutes as written.

- II. **NEW BUSINESS:**
 - A. Introduction of new members: Members introduced themselves and provided some personal background and information about their interest in this advisory committee. All will submit letters of interest to the Town Manager. The committee is still looking for at least one additional member.
 - B. Orientation to the Social Service Advisory Committee including mission, roles and responsibilities: K. Grunwald and J. Heald reviewed materials included in the packet and gave a brief overview of the roles and purpose of this committee. Members identified several issues that they felt they would be interested in seeing the Department pursue. At subsequent meetings we will identify specific roles that the committee will play in this regard.
 - C. "Other": none

- III. **OLD BUSINESS:**
 - A. Agency funding requests: K. Grunwald and J. Heald gave a brief overview of the non-profit agency funding process. Applications will be sent to agencies and we will start this process next month.
 - B. Other: none.

- IV. **COMMUNICATIONS/REPORTS:**
 - A. Review of Department activity and other items in packet and discussion with SSD Director: no discussion.
 - B. Program updates
 - Early Care and Education
 - Adult Services
 - Senior Services
 - Youth Services
 - C. Other

V. PLANS FOR FUTURE MEETINGS

- Set preliminary schedule: Proposed Schedule:
December: Youth Services/Early Care and Education;
January/February: Agency Funding Requests; March: Adult Services;
April: Senior Services; May: tbd; June: Annual Review.

VI. ADJOURNMENT

Meeting adjourned at 5:00PM

Respectfully submitted,
Kevin Grunwald



Mansfield Downtown Partnership

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

December 6, 2005

Board of Directors
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

Dear Board members:

Attached please find the minutes for the Board meeting held on November 1, 2005.

The following motion would be in order:

Move, to approve the minutes of November 1, 2005.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia van Zelm". The signature is written in black ink and is positioned above the printed name and title.

Cynthia van Zelm
Executive Director

Attach: (1)

MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
Tuesday, November 1, 2005

MINUTES

Present: Stephen Bacon, Martin Berliner, Tom Callahan, Bruce Clouette, Mike Gergler, Al Hawkins, Philip Lodewick, Betsy Paterson, Dave Pepin, Phil Spak, Frank Vasington

Staff: Cynthia van Zelm, Lee Cole-Chu

1. Call to Order

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

2. Opportunity for Public to Comment

Joe Muro, the Director of Marketing for the Reminder Press, spoke about the Reminder's enthusiasm and commitment to the Partnership's action agenda. The Reminder recently increased its financial commitment to a sponsor level. Mr. Muro said he had been working with Cynthia van Zelm and Mayor Paterson on the Festival on the Green for the last two years.

Mr. Muro said the paper had been locally owned in Vernon since 1949. The Reminder is the state's largest weekly newspaper. They have recently increased their editorial content and have included many articles about the Partnership. They are expanding now into the Farmington Valley.

Mr. Lodewick thanked Mr. Muro for his support.

Ms. Paterson noted Mr. Muro's tremendous work on the Festival on the Green Committee in his role coordinating all the advertising and publicity. She thanked him for his service.

Roberta Dwyer from the NE Economic Alliance arrived later and offered her assistance to help with business relocation efforts.

3. Approval of Minutes

Dave Pepin made a motion to approve the October 4, 2005 minutes. Mr. Hawkins seconded. The motion was approved unanimously.

4. Director's Report

Ms. van Zelm noted that the 50th Anniversary Weekend brochures were ready to be distributed. She said this is a joint effort between the Partnership and the UConn School of Fine Arts where the package includes either the Tony Bennett or Boston Pops concert, accommodations at the Fitch House B & B or the Nathan Hale Inn, and dinner at the Altnaveigh Inn and Restaurant. The brochure has been distributed to UConn parents and guardians in the western part of Connecticut, NY, MA, RI and NJ, throughout the community, and on the Partnership webpage. The brochure was made possible through a grant from the CT Commission on Culture & Tourism.

Ms. van Zelm said that the Partnership's Administrative Assistant Elaine Mirkin had left for more hours at the University and that she would be hiring a part-time person. If anyone knows of a candidate, please let her know.

Ms. van Zelm said that the CT Main Street program would be coming to town on November 18 to meet with her and others to give an assessment of the Partnership and its activities. The Partnership is an affiliate member of the CT Main Street program and this is one of the services provided. Mayor Paterson volunteered to sit in on the meeting. Ms. van Zelm noted that she attended a one day workshop on advertising and promotion that the CT Main Street program offered and learned some new ideas.

5. Review of Municipal Development Plan Approval Process and Next Steps

Tom Callahan credited many people for their work on facilitating the Municipal Development Plan (MDP) through the local review and approval process. He noted that Lee Cole-Chu, Tom Cody, Macon Toledano, Marty Berliner, Matt Hart, and Ms. van Zelm had been responsive to comments at the Town Council meeting and prepared a comprehensive response. He also noted the great work of Council members Mayor Paterson, Mr. Hawkins, and Bruce Clouette. The unanimous vote of the Town Council on the MDP was an important vote and sent a strong signal. He noted that the Council had also voted 9-0 three and half years ago on designating the Partnership as the municipal development agent for Storrs Center.

Mr. Callahan said that Steve Bacon had done a masterful job at the Partnership and Town Council public hearings in his role as moderator and presenter. Mr. Bacon said it has been gratifying to see a growing team rallying around the various activities of the Partnership whether it is the Festival or the public hearings. Ms. van Zelm also noted Dave Pepin's role in making many phone calls to encourage Partnership members to attend and speak at the Council public hearing.

Mr. Clouette noted the broad community support with some key issues still to be resolved. Mr. Callahan said the key issues that the Partnership will need to

continue to address, as evidenced by public testimony and comments by the Town Councilors, include water, relocation, and traffic.

At this point, the next steps are to work with the Planning and Zoning Commission on the special design district for the project and related zoning regulation changes. Mr. Callahan said the Finance and Administration Committee had been charged by the Board to shepherd the MDP through the process. The next steps will be driven by the development team LeylandAlliance and the Partnership Planning and Design Committee. He expects the Finance Committee to continue to play a role in lining up resources for relocation and Partnership operations, as well as monitor LeylandAlliance's work.

Ms. Paterson noted Mike Gergler's excellent work as Business Development and Retention Committee Chair, in bringing the issues raised by business owners to the Partnership Board. Mr. Lodewick also lent his thanks to Board and Committee members for their work and dedication. And, he thanked Mr. Callahan for all his work. Mr. Callahan said the MDP will be considered by the UConn Board of Trustees at their meeting on November 15, initially with the Board Finance Committee at 10 am and then the full Board at 1 pm.

Ms. van Zelm reiterated the process with the Planning and Zoning Commission, which will go through the spring. Local, state and federal permits will also need to be obtained with the goal to still be breaking ground in late 2006.

6. Report from Committees

Business Development and Retention

Mr. Gergler said the Business Development and Retention Committee had met in late September and a subsequent meeting was held with business owners (reported at the last Board meeting). He was happy to report that significant progress had been made in addressing some of the concerns expressed by business owners at the September meeting.

A meeting was held on October 26 at the Greek Center with almost all the business owners as well as Partnership relocation consultant Phil Michalowski and Max Reim and Lisa Israelovitch from Live Work Learn Play, LeylandAlliance's retail consultant, in attendance. Mr. Michalowski and Mr. Reim outlined the next steps in the relocation and business recruitment process. They will be meeting individually with the business owners and will report back to the Committee at its next meeting in November.

Mr. Gergler said the point needs to be made that business operations will be enhanced by the new development. While costs may be higher in terms of rent, the businesses should benefit by increased traffic and business.

Mr. Clouette said the Board will need a good sense from Mr. Michalowski if there are difficulties that the Board needs to address. Will additional steps need to be taken? Mr. Gergler said that Mr. Michalowski will be direct about any concerns.

Frank Vasington asked what the reaction has been by business owners to the new building. Mr. Gergler said that many want to be part of it. Mr. Vasington asked if it would be isolating in its location. Mr. Gergler said it is actually closer to the activity than where some businesses are now.

Membership Development

In Chair Besty Treiber's absence, Ms. van Zelm said the new membership brochure had been completed and a membership renewal letter will go out soon.

Planning and Design

Mr. Bacon said that the Planning and Design Committee did not meet in October. The Committee has made most of its comments on the design guidelines. The Committee will meet on November 15 to talk about sustainability guidelines.

7. Other

Steve Rogers mentioned that he was concerned about an article in the press that noted that Max Reim said no chains would be part of the project. His understanding is that there would still be the opportunity for chains even though the focus would be on local/regional businesses. Mr. Gergler and Ms. van Zelm said this was accurate.

Mr. Clouette noted a concern expressed related to how the business recruitment or casting process is communicated. The Board should be able to help respond to the comments. Ms. van Zelm said that she was following up. Mr. Lodewick reiterated the importance of communicating concerns to the Board. The more information and communication that is conveyed, the better.

Dave Pepin said he had suggested at the Finance Committee meeting that Board members receive a summary of the key issues and how the Partnership is responding so that they can respond to members and others in the community. Ms. Paterson noted that it was and will continue to be important to let people know that locally (through the Planning and Zoning Commission) and statewide (through the Department of Environmental Protection, Department of Public Health, and the Department of Transportation, etc.) there will be oversight and approvals required with respect to water and traffic issues.

Mr. Clouette suggested a few other talking points that need to be reiterated. The Town has regulatory authority over many of these issues. It is not unique that the water and traffic issues would be dealt with by the Town Council. Also, the

development team is putting a significant amount of money into the project based on their research on its viability.

Steve Bacon said at the Town Council public hearing there was a strong Separatist Road contingent concerned about traffic. It was suggested that a meeting be set up with residents on Separatist Road which Ms. van Zelm will arrange.

Ms. van Zelm will put together some talking points for the Board, assisted by Mr. Pepin and Mr. Lodewick.

8. Adjourn

Betsy Paterson made a motion adjourn. Bruce Clouette seconded the motion. The motion was approved unanimously. The meeting adjourned at 5:00 pm.

Meeting notes taken by Cynthia van Zelm.

MINUTES

MANSFIELD INLAND WETLAND AGENCY Regular Meeting, Monday, November 7, 2005 Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), B. Gardner (arr. 7:12 p.m.), J. Goodwin, R. Hall, K. Holt,
P. Kochenburger, P. Plante, B. Ryan, G. Zimmer
Alternates present B. Pociask, V. Stearns
Alternates absent: C. Kusmer
Staff present: G. Meitzler (Wetlands Agent)

Chairman Favretti called the meeting to order at 7:08 p.m., appointing Alternate Pociask to act in place of Mrs. Gardner, and Alternate Stearns to act in case of member disqualifications; Mrs. Gardner arrived at 7:12 p.m., and Mr. Pociask was no longer acting.

addition to agenda – Holt MOVED, Ryan seconding, to add review of proposed 2006 meeting dates to the agenda under 'New Business;' MOTION PASSED unanimously.

Minutes : 10/4/05 – Noting a typographical error on p. 3, Hall MOVED, Holt seconded, to approve the Minutes as corrected; MOTION PASSED unanimously.

10/12/05 field trip – Holt MOVED, Goodwin seconded, to approve the Minutes as presented; MOTION CARRIED, Favretti, Goodwin, Holt and Ryan in favor, all else disqualified.

Communications: Conservation Commission 10/19/05 Minutes, including comments on W1329 (Hodrinsky) and W1330, (Simonu); Wetlands Agent's 11/3/05 Monthly Business memo.

Old Business

W1329, Hodrinsky, 2-lot subdivision, Mulberry Rd./Rt. 89 – Communications were noted from the Wetlands Agent (11/2/05) and Windham Water Works (10/11/05) - Mr. Meitzler explained that there are several issues still to be addressed; these include wetlands concerns and the need to obtain a footing drain easement on the adjacent lot. Holt MOVED, Ryan seconding, that action should be tabled on the application submitted by J. Hodrinsky for a 2-lot subdivision (file W1320). Several issues need to be addressed before the Agency can make a determination. MOTION PASSED unanimously.

W1330, Simonu, Rt. 44, addition and deck within buffer area – Mr. Meitzler's 11/3/05 memo was noted. Holt MOVED, Gardner seconded, to grant an Inland Wetlands license under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to David Simonu (file W1330) for a 20'x20' house addition with a new deck on property owned by the applicant at 96 Middle Turnpike, as shown on a map dated 10/4/05 showing silt fence and new deck, and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls (as shown on the plans) shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized;
2. Silt fence shall remain in place until the yard grading, where excavated materials are placed, has become established to grass;
3. This approval is valid for a period of five years (until 11/7/10), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment.

It was noted that there is already construction activity on the site. After discussion, during which Mr. Meitzler agreed to inspect the site the next day to determine the extent of construction, Holt MOVED, Gardner seconded to table the motion to the 12/5/05 regular meeting, to determine what work has been done. MOTION PASSED unanimously.

New Business – The Wetlands Agent's 11/3/05 memo was noted.

W1331, request for exemption, Drake Petroleum, Inc., Rts. 32/195, watercourse crossing – The purpose of the construction would be for a temporary access for construction of a new septic system at the Xtra Mart site, to allow for food preparation by Dunkin Donuts, which plans an outlet at Xtra Mart. Members discussed the exemption request, which was accompanied by an application, in case the Agency deemed that necessary, with Kevin Kennedy, representing the applicant. Members expressed concern regarding the proposed crossing, and Mr. Kennedy was extensively questioned regarding the proposed materials and methods of construction. After discussion, Goodwin MOVED, Holt seconded, to receive the application submitted by Drake Petroleum, Inc. (file W1331) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for a temporary access crossing for construction of a new septic system at 2103 Storrs Road, on property owned by the applicant, as shown on a map dated 9/21/05 and as described in other application submissions, and to refer the application to the staff and Conservation Commission for review and comment. MOTION PASSED unanimously.

Field trip – By Agency consensus, scheduled for 1 p.m. on Tuesday, Nov. 14th, 2005.

2006 meeting dates – Holt MOVED, Ryan seconded, to adopt the 11/7/05 proposed schedule of meetings in 2006 of the Inland Wetland Agency as presented at this meeting, with the exception of the July meeting, which was amended to July 5th. MOTION PASSED unanimously.

Other Communications – As noted on the agenda.

The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES

MANSFIELD INLAND WETLAND AGENCY

Special Meeting, Monday, November 21, 2005
Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), B. Gardner, R. Hall, K. Holt, P. Kochenburger, B. Ryan, G. Zimmer
Members absent: J. Goodwin, P. Plante
Alternates present: B. Pociask, V. Stearns
Alternates absent: C. Kusmer
Staff present: G. Meitzler (Wetlands Agent)

Chairman Favretti called the meeting to order at 7:08 p.m., appointing Alternate Stearns to act as a voting member in place of Mrs. Goodwin and Alternate Pociask to act for Mr. Plante. Retiring Town Clerk Joan Gerdson then swore in newly-re-elected IWA/PZC members and alternate members Favretti, Holt, Kochenburger, Pociask, Ryan and Stearns, and Mrs. Gerdson was thanked for her many years of service to Mansfield.

W1331. Drake Petroleum, application for Dunkin Donuts retail use at 2103 Storrs Rd.-Written communications from the Wetlands Agent and Conservation Commission (both 11/17/05) were noted. A revised plan (dated 11/16/05) had been submitted detailing a proposed brook crossing for installation of a new septic system for the proposed Dunkin Donuts use at the Xtra-Mart site at the intersection of Rts. 32 and 195. There was previously a donut sales outlet inside the store/filling station, and that use, under which donuts were baked offsite and then delivered to the store, was discontinued.

Members discussed the timing, method of construction for the crossing, and concerns for winter erosion with project engineer Kevin Kennedy, who stated that construction should take about 7 weeks. A temporary bridge of wooden planks laid on concrete supports would serve as the wetland crossing. In response to members' concerns, Mr. Kennedy stated that silt-fencing would be installed on the far side of the bridge area, and the disturbed area would be filled, seeded, and mulched at the completion of construction. He agreed that the roadway, septic troughs and any other rutted areas would be covered with filter fabric over the winter, as erosion protection.

Members briefly discussed with Mr. Kennedy the need for this application: it was unclear whether or not the donut firm plans to bake products at the site, thus necessitating a larger septic system. This issue was not resolved, and members agreed by consensus to go ahead with action on the application as submitted. Holt MOVED, Hall seconding, to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Drake Petroleum, Inc. (file W1331) for a temporary wetland crossing for construction of a new septic system on property owned by the applicant located at 2103 Storrs Road, as shown on a map dated 11/1/05 revised through 11/16/05 (supplement) and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls (as shown on the plans) shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized;
2. The brook crossing shall be accomplished according to the 11/16/05 plan supplement;
3. The crossing location shall be restored after the work is completed;
4. The site shall be stabilized, to prevent erosion and sedimentation, especially if work has to be halted before winter sets in;
5. Existing debris shall be removed from the site;
6. This approval is valid for a period of five years (until 11/21/10), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment. MOTION PASSED unanimously.

W1332. Gankofskie, request for renewal of previous license (file W1050) for lot 1, next to 112 Hillyndale Rd. - Mr. Meitzler's 11/14/05 memo explains the reason for this request: the approved house was never built, and the previous license has now expired. The Gankofskis plan to build essentially the same house as previously approved. There were no comments from the audience or members. Holt then MOVED, Zimmer seconding, to receive the

application submitted by Beth and Kenneth Gankofskie (file W1332) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for renewal of an existing permit (W1050) for Lot 1 of the Lynwood subdivision, Section 6, located next to 112 Hillyndale Road on property owned by the applicants, as shown on a map dated 7/6/99 revised through 11/7/05, and as described in other application submissions. MOTION PASSED unanimously.

Holt MOVED, Ryan seconded, to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Beth and Kenneth Gankofskie (file W1332) for renewal of permit numbered W1050 for Lot 1 of Lynwood subdivision, Section 6, on property owned by the applicants located next to 112 Hillyndale Road, as shown on a map dated 7/6/99 as revised through 11/7/05, and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls (as shown on the plans) shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized;
2. This approval is valid for a period of five years (until 11/21/10), unless additional time is requested by the applicant and granted by the Inland Wetland Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment. MOTION PASSED unanimously.

Information on Chaffeeville Road box culvert (Fenton River) scour remediation – An informational report from L. Hultgren, Dir. of Public Works, was noted. Within the next month, the Dep't. of Public Works plans to replace materials washed away during recent heavy rains from the area at the outfall of the twin box culvert where Chaffeeville Road crosses the Fenton River, within the river bed. Since this is purely maintenance work, no wetlands application is necessary.

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, November 21, 2005
Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), B. Gardner, J. Goodwin, R. Hall, K. Holt, P. Kochenburger, B. Ryan, G. Zimmer
Members absent: P. Plante
Alternates present: B. Pociask, V. Stearns
Alternates absent: C. Kusmer
Staff present: C. Hirsch (Zoning Agent), G. Padick (Director of Planning)

Chairman Favretti called the meeting to order at 7:38 p.m., appointing Alternate Pociask to act as a voting member .

Minutes: 10/5/05 Plan of Conservation & Development update Public Hearing – top of p. 2 – Lehmann letter actually dated 10/5/05. Zimmer MOVED, Holt seconding, to approve the Minutes as corrected; MOTION CARRIED, all in favor except Pociask, Ryan and Kochenburger (disqualified).

11/7/05 – Kochenburger MOVED, Hall seconding, to approve the Minutes as presented; MOTION PASSED unanimously.

Zoning Agent's Report - The October Monthly Zoning Enforcement Report was noted.

Xtra-Mart/Dunkin Donuts – Mr. Hirsch noted that the Wetlands application discussed and approved earlier in the evening had been unclear as to the exact nature of the planned Dunkin Donuts use; he said that that must be clarified and any changes would need PZC approval, based on the approval conditions of the previous PZC application.

New restaurants – Two new restaurants are scheduled to open shortly within Mansfield: Fanatics Sports Bar, located at the former restaurant at Villa Hills Golf Course, and Twisters 2000, at the former Rosal's Restaurant site at Four Corners. Neither establishment has applied for a Live Music Permit.

E. Hall excavation site, Mansfield Hollow Rd. – See 11/17/05 letter to E. C. Hall from Mr. Hirsch.

Windswept Manor subdivision, East Road, proposed division of Lot 4, continued Public Hearing. - The Public Hearing was reconvened at 7:44 p.m. Members and Alternates present were Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Ryan, Zimmer, Pociask and Stearns. There was no legal notice. The reason the Hearing was continued is that neighborhood notification notices had not been sent out within the required time span; this has now been accomplished, and the receipts submitted. There were no comments or questions of Charlie Atkins, of Filip Associates, representing the applicant, from the audience or from members, and the Hearing was therefore closed at 7:45 p.m.

Hall then MOVED, Holt seconding, to approve with conditions the 2-lot resubdivision application (file 1198)-2 of Patricia Malek for the Windswept Manor subdivision, on property owned by the applicant located on East Road, in an RAR-90 zone, as submitted to the Commission and shown on plans dated 8/3/05 as revised through 9/23/05 as prepared by Filip Associates and as presented at Public Hearings on 11/7/05 and 11/21/05. This approval is granted because the application, as hereby approved, is considered to be in compliance with the Mansfield Zoning and Subdivision Regulations. Approval is granted with the following modifications or conditions:

1. Final plans, which shall also be submitted in digital format as per Sections 6.3.g and 6.14, shall be signed and sealed by the responsible surveyor and engineer;
2. The final plans shall incorporate the following revisions:
 - A. An approval block shall be added on sheet 2, as per Section 6.5.5
 - B. Proposed lots shall be identified on the location map, as per Section 6.5.a
 - C. The depicted septic system and reserve on Lot 4B shall be deleted from the Building Area Envelope. Two distinct envelopes on Lot B would be acceptable.
 - D. The Development Area Envelope for Lot 4B shall be extended to the stone wall, to facilitate enforcement

- E. The plan shall specifically note that all silt fence barriers are to remain in place until disturbed areas are established to grass
3. Due to the need to meet standard RAR-90 setbacks from adjacent properties, it is recommended that the Building Area Envelope for Lot 4B be extended southerly toward Windswept Lane and westerly to the depicted Development Area Envelope.
 4. Pursuant to subdivision regulations, particularly Sections 7.5 and 7.6, this action specifically approves the depicted Building Area Envelopes, including reduced setbacks from Windswept Lane, for Lots 4A and 4B, and reduced sideline setbacks for these lots. These depicted Building Area Envelopes shall serve as the setback lines for all future structures and site improvements, pursuant to Article VIII of the Zoning Regulations. This condition shall be specifically Noticed on the Land Records.
 5. The Commission, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety (90) or one hundred and eighty(180)-day filing extension has been granted):
 - A. All final maps and a Notice on the Land Records to address condition #4, for recording on the Land Records (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;
 - B. All monumentation, with Surveyor's Certificate, shall be completed or bonded pursuant to the Commission's approval action and Section 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant.

MOTION PASSED unanimously.

Old Business

Application to amend various articles and sections of the Zoning Regulations regarding age-restricted housing. M. Dilaj, appl., file 1235 – An 11/21/06 memo from the Dir. of Planning was noted. Mr. Pociask disqualified himself and was replaced by Ms. Stearns on this issue. There was extensive discussion regarding two aspects of this application: Unit sizes, (both minimum and maximum), and age-restrictions relating to young persons under the age of 18. (See Padick memos of 10/14/05 and 11/1/05 for further clarification of these issues.) A potential requirement that 50% of any site proposed for this use be set aside for open space uses would also be reviewed case-by-case. At length, Kochenburger MOVED, Hall seconded to approve the application of Michael Dilaj (file 1235) to amend various sections of the Mansfield Zoning Regulations (including Article VII, Permitted Uses, and Article X, Section A, Design Development Districts) to create regulatory provisions for a new Age-Restricted Housing zone classification, as submitted to the Commission, amended on 9/19/05 and heard at a Public Hearing on September 19, 2005. This approval is subject to incorporation of the following revisions:

- A. Add the following requirements as part of Article X, Section A.5.i, Floor Area: "At least twenty (20) percent of the dwelling units shall be 1,400 square feet or smaller."
- B. "The maximum size of a unit in an Age-Restricted Housing zone shall be 2,400 square feet."
- C. Add the following to proposed Article VII, Section J.2.A.2: "The under-18 age restriction shall be modified to incorporate, as part of special permit-required community governance documents, exception provisions to address unanticipated circumstances that arise after the initial occupancy of a subject unit."

A copy of the subject regulation as revised by this approval shall be attached to the Minutes of this meeting and this amendment shall be effective as of December 15, 2005. Reasons for approval include:

1. The zoning amendments as herein approved are considered acceptably worded and suitably coordinated with related zoning provisions. The approved revisions suitably address issues raised in reports from the Town Attorney and Director of Planning and issues discussed at the 9/19/05 Public Hearing.
2. The revision is considered to be consistent with goals, objectives and recommendations contained in Mansfield's 1993 Plan of Development and the draft 2005 Plan of Conservation and Development and with the provisions of Article I of the Zoning Regulations.
3. The amendments will provide specialized provisions for age-restricted housing and associated amenities and provide additional housing opportunities for Mansfield's older residents. The Commission-required inclusion

of a minimum number of smaller units will enhance housing options for low and moderate-income persons. The Commission-required inclusion of a maximum unit size has been incorporated to help ensure a compatible range of unit sizes within a development and to help promote appropriate density in those limited Mansfield areas that have existing or potential access to public sewer and water service. The Commission-required revision to provide for an exception for under age 18-occupancy in special situations has been incorporated to provide appropriate flexibility to address unanticipated circumstances.

MOTION PASSED unanimously.

Sawmill Valley Estates, Lot 4, Crane Hill Rd., proposed fill activity and subdivision, file 1228-2 – Mr. Hall recused himself and his place was taken by Ms. Stearns. Memos dated 11/16/05 were noted from the Dir. of Planning and Ass't. Town Engineer. The Public Hearing was closed on 11/7/05. Mr. Padick noted that the proposal has received IWA approval, and reported that staff feel that all of the concerns they noted have now been addressed. One outstanding issue, however, is a possible open space dedication; wetlands would be a consideration, as well as a possible dedication in the vicinity of Crane Hill Rd. Mrs. Holt volunteered to work on a draft motion for the next meeting.

Live Music Permit renewals, file 895 – Holt MOVED, Gardner seconded to approve with conditions the special permit applications of the following establishments for performance of live music: Coyote Flaco (file 724); Depot Tavern (file 714-2); Huskies Fine Food & Drink (file 780-2); Schmedley's Pub & Restaurant (file 595); Ted's Restaurant (file 1107), and Zenny's Restaurant (file 984). All existing conditions of the current permits shall remain in effect, and the conditions of each permit shall be included in the Minutes of this meeting. These permits are granted pursuant to Article V, Section B and Article VII of the Zoning Regulations and Public Hearing testimony on November 7, 2005, and shall expire on November 1, 2006. MOTION PASSED unanimously.

Coyote Flaco, - to approve with conditions the special permit application (file 724) of A. Cabrera for live music at the Coyote Flaco restaurant on property located at 50 Higgins Highway (Route 31) in a Planned Business-5 zone, as submitted to the Commission, described in a January 24, 2005 letter and presented at Public Hearing on 11/7/05. This approval is granted because the application as hereby approved is considered to be in compliance with Article V, Section B and Article VII of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. This authorization for live music is limited to Mariachi musicians as described in application submissions. Any change in use as it has been represented by the applicant shall require further PZC review and approval;
2. As per regulatory provisions, no outside speakers shall be used in conjunction with the authorized live music and no music associated with the use shall be loud enough to be considered objectionable at the site's property lines;
3. Doors shall remain closed during any live music, except for normal customer passing;
4. This permit shall not become valid until the applicant obtains the permit form from the Planning Office and files it on the Land Records and shall expire on November 1, 2006.

Depot Tavern, 12 Merrow Rd. – to grant to Mitch Amtower a special permit for the performance of live music at the Depot Tavern, 12 Merrow Road (file 714-2), as presented at Public Hearing on 11/7/05, pursuant to Article V, Section B and Article VII of the Mansfield Zoning Regulations. Approval is granted with the following conditions; failure to comply with these conditions may result in revocation of the permit:

1. Live music is allowed only on Thursday, Friday, Saturday and special holidays;
2. Live music shall not be performed after 12:45 a.m. on permitted days;
3. All noise and live music shall be contained within the building;
4. The deck shall not be used for live music at any time, nor shall it be used for any purpose after 9 p.m.;
5. On days of live music performance, the owner/applicant/permittee shall be responsible for preventing loitering in the parking lot and noisy operation of motor vehicles on the premises. A parking lot attendant may be required, as determined by the PZC, to accomplish this;
6. This special permit shall become valid only after the applicant obtains the permit form from the Town Planning Office and files it on the Land Records, and it shall expire on November 1, 2006.

Huskies Fine Food & Drink, 28 King Hill Rd. – to grant to WHGR, Inc. a special permit for the performance of live music at Huskies Fine Food & Drink Restaurant, 28 King Hill Rd. (file 780-2), pursuant to Article V, Section B and Article VII of the Mansfield Zoning Regulations, and testimony heard at Public Hearing on 11/7/05. This

approval is granted with the following conditions; failure to comply with these conditions may result in revocation of the permit:

1. The parking area shall be maintained and litter removed on a weekly basis;
2. No music shall be audible outside the building. All performances shall be held inside;
3. This special permit shall become valid only after the applicant obtains the permit form from the Town Planning Office and files it on the Land Records, and it shall expire on November 1, 2006.

Schmedley's Pub & Restaurant, 847 Stafford Rd. – to grant to George Kronen a special permit for the performance of live music at Schmedley's Pub & Restaurant, 847 Stafford Rd. (file 595), as presented at Public Hearing on 11/7/05, pursuant to Article V, Section B and Article VII of the Mansfield Zoning Regulations. Approval is granted with the following conditions; failure to comply with these conditions may result in revocation of the permit:

1. The restaurant owner and permittee shall be responsible for monitoring the emptying of the restaurant and parking lot at closing time to facilitate protection of adjoining properties and to prevent neighborhood nuisances;
2. A parking attendant shall be employed Thursday, Friday and Saturday nights for the aforementioned purpose between the hours of 9:30 p.m. and closing (1:30 a.m.), to monitor the parking lot for noise control and traffic safety;
3. The operators of the business shall be responsible for preventing the entry of additional cars once the lot is full;
 - a. The parking lot shall be plowed to allow full use of the total lot;
 - b. All noise and live music associated with the restaurant shall be contained within the building;
 - c. Identification checks shall be accomplished with the doors closed. In order to ensure that noise is contained, window sound baffles or air conditioners shall be employed and maintained and the business shall be operated so that doors, windows and skylights remain closed during times when live music or other loud amplified sound is played;
 - d. The area shall be kept clean and all litter shall be removed at least on a weekly basis;
 - e. All fencing, exterior signage, exterior lighting, the driveway between the upper and lower lots and the parking lot surfaces shall be maintained and repaired immediately after any damage occurs;
 - f. This special permit shall become valid only after the applicant obtains the permit form from the Town Planning Office and files it on the Land Records, and it shall expire on November 1, 2006.

Ted's Restaurant, 16 King Hill Rd. – to grant to Scott LaBelle renewal of a special permit for the performance of live music at Ted's Restaurant, 16 King Hill Rd. (file 1107), as presented at Public Hearing on 11/7/05, pursuant to Art. V, Sec. B and Art VII of the Mansfield Zoning Regulations. This approval is granted with the following conditions; failure to comply with these conditions may result in revocation of the permit:

1. Live music shall be limited to Sunday through Wednesday, from 9:30 p.m. to 12:30 a.m.;
2. No music shall be audible at the property lines;
3. Seating capacity shall be limited to 50 people, as approved by the Planning & Zoning Commission in the 12/22/88 site plan approval;
4. A full menu shall be offered during hours of operation;
5. This special permit shall become valid only after the applicant obtains the permit form from the Town Planning Office and files it on the Land Records, and it shall expire on November 1, 2006.

Zenny's Restaurant, 625 Middle Turnpike – to grant to Xenophon Zorba a special permit for the performance of live music at Zenny's Restaurant, 625 Middle Turnpike (file 984), as heard at Public Hearing on 11/7/05. This approval is granted pursuant to Article V, Section B and Article VII of the Mansfield Zoning Regulations. Approval is granted with the following conditions; failure to comply with these conditions may result in revocation of the permit:

1. The parking area shall be maintained and litter removed on a weekly basis or as necessary;
2. There shall be no outside music without further authorization;
3. Rear parking lot lights shall be lighted after dark at all times during business hours;
4. This special permit shall become valid only after the applicant obtains the permit form from the Town Planning Office and files it on the Land Records, and it shall expire on November 1, 2006.

New Business

Aurora Estates subdivision, Bedlam Rd., request to use a letter of credit, file 1231 – The Dir. of Planning's 11/17/05 memo was noted. Holt MOVED, Hall seconded, that the PZC Chairman, with staff assistance, be authorized to accept a letter of credit from Rockville Bank for the Aurora Estates subdivision and to execute a bond agreement for this subdivision. This authorization is subject to compliance with the letter of credit requirements of Article VI, Section C.2 of the Zoning Regulations, which include the use of a cash bond for at least ten percent of the total required bond. MOTION PASSED unanimously.

Maplewoods subdivision, Sec. II, Lot 25, request to revise BAE, file 974 – The Dir. of Planning's 11/16/05 memo was noted. This request for a BAE revision of approximately 2 feet for the front line setback on this lot has been submitted to address the presence of ledge encountered during construction. The setback would normally be 50 feet, and the requested waiver would reduce the setback to about 48 feet. Mr. Padick's report states that granting the waiver would not affect any of the identified site features, and the PZC has the regulatory ability to grant the waiver in this instance. Gardner MOVED, Holt seconding, that the Planning and Zoning Commission approve a reduction of the front line setback from 50 feet to 48 feet for Lot 25 on MaxFelix Drive in the Maplewoods, Section 2 subdivision. This approval is subject to the filing of a Notice of Building Area Envelope Revision on the Mansfield Land Records by the applicant. MOTION PASSED unanimously.

MacFarland Acres, Sec. 4 subdivision, Wormwood Hill Rd., common driveway work, file 877-3 – The Dir. of Planning's 11/16/05 memo was noted. Staff have confirmed that work for the common driveway has been completed according to approved plans, but disturbed areas along the drive have not been permanently revegetated. The applicant, Roger Adams, has requested that the \$5,000 posted bond be continued until revegetation has been completed next spring. Mr. Padick stated that sedimentation and erosion controls will be maintained throughout the winter. Holt MOVED, Kochenburger seconded that the PZC Chairman, with staff assistance, be authorized to execute a revised bond agreement that extends the completion period for common driveway work in the MacFarland Acres, Section 4 subdivision until June 1, 2006. The revised bond agreement shall specify that no Certificate of Compliance shall be issued for Lot 2 until the common drive work has been satisfactorily completed and the required bond has been released. MOTION PASSED unanimously.

Single-family residence with efficiency unit, 310 So. Eagleville Rd., M. & P. Taylor, file 1238 – Holt MOVED, Hall seconding, to receive the special permit application of M. and P. Taylor for a single-family residence with an efficiency unit on property owned by the applicants and located at 310 So. Eagleville Road, as shown on plans dated 6/3/05 and as described in other application submissions, and to refer said application to the staff, and set a Public Hearing for December 19, 2005. MOTION PASSED unanimously.

PZC By-laws – Further discussion will occur at the 12/5/05 meeting.

Revised 2006 meeting dates – Holt MOVED, Hall seconded to approve the revised schedule of 2006 meeting dates as presented at the 11/21/06 meeting. MOTION PASSED unanimously.

11/21/05 addendum to Plan of Conservation & Development 2005 draft update – An 11/21/05 addendum based on discussions at the 11/7/05 was discussed. Members suggested some changes related to the Industrial Park and Professional Office designations, with some members suggesting returning the Chesmer and Mott land to a Professional Office/Mixed Use designation. At the conclusion of discussion on this suggestion, Favretti MOVED, Zimmer seconding, to instruct staff to make appropriate modifications to revise the designation for land on the west side of Mansfield City Road and south of Pleasant Valley Road immediately north of the Eastern ballfield area to a Professional Office/Mixed Use zone. MOTION CARRIED, all in favor except Favretti (opposed).

Referral of Plan of Conservation & Development 2005 draft update w/addendum to Town Council – Gardner MOVED, Holt seconding, that the Planning and Zoning Commission, pursuant to Section 8-23 of the State Statutes, refer to the Town Council for its review and endorsement an August 15, 2005 draft Plan of Conservation and Development and associated August, 2005 mapping, together with a November 21, 2005 addendum which lists Commission-approved revisions to the draft Plan. Together, these documents constitute the Commission's proposed final Plan. The Town Council has a 45-day statutory time period to endorse or reject the entire proposed final Plan or parts thereof, and may submit comments and recommended changes to the Commission. Following

Town Council action, the Commission shall take action on a final Plan, noting that any Plan, section of the Plan or recommendation in the Plan not endorsed by the Town Council may be adopted by the Commission by a vote of not less than two-thirds of all members of the Commission. MOTION PASSED unanimously.

Review of current subdivision moratorium – An 11/17/05 memo from the Dir. of Planning was discussed. The memo gives several options for extending the current subdivision moratorium, which is scheduled to end in February. Due to revisions in the draft Plan of Conservation & Development and resulting necessity to extend the time for the final adoption process, it would not be possible to enact the necessary amendments to the Zoning Regulations in time to coincide with final adoption of the Plan, and an extension of the moratorium will be necessary. Members discussed the options mentioned in the memo and another option, which would utilize options A and C of the Padick memo, but also consider individual durations for subdivisions and multi-family proposals. It was agreed by consensus that Mr. Padick is to draft appropriate language for an extension, to be discussed at the 12/5/05 meeting.

Communications and Bills – As given on the agenda. It was noted that bond releases for Pine Grove Estates and Chatham Hill, Sec. 2 subdivisions will be addressed by the PZC after the Town Council has accepted the roads into the town system.

The meeting was adjourned at 9:18 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
November 10, 2005

Present: Gogarten (chair), Knox, Hultgren (staff), Walton (staff)

Chair Gogarten called the meeting to order at 7:35 p.m.

The minutes of September 8, 2005 were reviewed and no corrections made.

Walton reported that the non-profit ReCONNstruction Center successfully opened on October 15. Over \$2,000 worth of materials was sold on the first day. A ReCONN newsletter was available, which detailed the grand opening event. The Center is looking for Board members who have financial and marketing experience.

Hultgren reported that the increase in refuse rates (of approximately 5%), to go into effect January 1, 2006 for single-family trash collection and transfer station fees, was approved by Town Council. However, this increase will be offset by an unusually high 5% cost of living adjustment (COLA), which is made each September to the single-family trash collector. The COLA for the multi-family trash collector will be made in December.

Walton and Hultgren shared the first draft of the transfer station user analysis report. A few more specific tables on the data are being developed by staff in order to complete the report. The final recommendation of the report is to keep the current style pay-as-you-throw system and not change to prepaid bags.

As the Surplus Books for Charity trailer fills, books specifically brought in for this program are being taken apart by transfer station swap shop users. It was suggested that boxed up books be placed in an area other than the swap shop that will be subject to less disruption.

Walton reported on the success of the Festival on the Green. 72% of the waste from the day was composted or recycled. A total of 123 pounds of waste was produced – trash accounted for 35 pounds, cans and bottles accounted for 28 pounds and compost accounted for 60 pounds. Five cases of Hosmer Mountain Soda bottles were returned. Walton has ideas on how to further improve the program next year.

Walton announced that the developer for the Mansfield Downtown Partnership will be unveiling its first draft of the sustainability guidelines at the next Planning and Design Committee meeting on November 15, 2005 at 4:30 pm. Walton will be attending.

Walton brought to the committee's attention that Willimantic Waste Paper is receiving loads of motor oil contaminated bottles and cans from communities that collect used motor oil curbside. Apparently the used motor oil is being placed in with bottles and cans (either by residents or the recycling collector). Mansfield will continue to accept motor oil from residential collection, but will publicize again the right way to set it out for recycling.

A resident asked Walton recently if the Town would supply paper bags for recycling. According to the resident, paper bags are difficult to get from certain stores – they use either only plastic or make choosing paper difficult. Residents from have made this request from time-to-time over the years. It was decided to not get into the business of brokering paper bags.

Walton said that within the town there is interest in creating a sustainability committee. Staff will keep the committee informed of its development.

Hultgren stated that he has received a few complaints from residents concerned about being told what to do at the swap shop. He asked committee members to keep an ear out for similar complaints.

Hultgren reported that the three modifications to the transfer station are almost complete – an area has been paved for refrigerants, a three-sided enclosure for the oil tank is complete and a refurbished truck body for storing tires is expected to arrive this month.

Gogarten passed along to staff an informational sheet that the City of Seattle uses for recycling. Walton will work on something comparable for Mansfield for the committee to review at a future meeting.

It was decided to schedule meetings for every other month in 2006. Staff will make arrangements for the following dates - January 12, March 9, May 11, July 13, September 14 and November 9.

The next meeting is scheduled for January 12, 2006. The meeting was adjourned at 8:25 pm

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

Cc: Lon R. Hultgren, Director of Public Works, Members, file, Town Manager, Town Clerk

Marty

MEMORANDUM
11/30/05

TO: Transportation Advisory Committee Members
(Stephens, Nash, Koehn, Hall, Zimmer, Taylor, Aho)

FROM: Lon R. Hultgren

RE: Minutes of November 22nd meeting and status report

I thought since not many were able to make the November 22nd meeting I would send out the minutes and give a brief update.

As noted in the minutes, we added a Flaherty Road walkway (at the request of the Storrs Heights neighborhood) to our priority walkway list. In the next two years as we finish the top three (Separatist, Hunting Lodge and Birch) we should be able to begin designing walkways for both Eastwood and Flaherty. The updated listing is attached. Perhaps late in 2006 we should re-examine the priority list.

I have drafted a bikeway ordinance that the Town Attorney is currently reviewing. Please plan on a meeting early this spring (March) to review it prior to sending it along to the Traffic Authority and Council for adoption. We also will need to discuss signs for the bikeways that summarize the "rules of the road", as the UConn research studies on Connecticut bikeways noted that users were uninformed as to how to use them (right-of-way, passing procedures, etc.).

Hope everyone has a great holiday season. I will plan to contact you in February to set up the next meeting. In the interim call me at 429-3332 to discuss.

Encl: Walkway Priority List
November 22nd minutes

cc: TAC 2005 file

MEMORANDUM

11/23/05

TO: TAC Minutes File
FROM: Lon Hultgren, Director of Public Works
RE: Meeting notes – 11/22/05

A meeting was scheduled for 11/22/05, but due to inclement weather only two committee members and one staff member were present for the meeting. Messers Nash, Aho and myself were in attendance.

As such we discussed the following items - - no formal actions were taken:

1. WRTD Fare-Free presentation
2. WRTD update – dial-a-ride administration changes
3. Current transportation-related projects
4. Proposed new walkways and how the current list of priorities could be modified to include them (Flaherty Road walkway was added to the priority listing).

cc: Town Manager
Town Clerk
Minutes file

Data Sheet - Prioritized Mansfield Walkways (1A0, 11/07)

Priority	Road Name	Section	Plan Sheet No.	Length (ft)	Est cost @ \$70/ft (5 ft walkway)	Est cost @ \$140/ft (8ft bikeway)	Est Cost for Design & ROW	Spot Count ed Pedestrians	Adjacent Homes, Businesses & Apts				Corridor Comments	
									Count Comments	Homes	Bus	Apt Bldgs & Other		
1	Hunting Lodge	N. Eagleville to Celeron	1 of 7	2,900	\$203,000		\$82,000				21	Yes	42	As requested by Uconn / USG
2	Birch Road **	Hunting Lodge to Route 44	2 of 7	2,400		\$220,000	\$40,000							Part of the Route 44 Bikeway that may not be covered by grant funds.
3	South Eagleville Rd	Maple to Separatist	3 of 7	1,555	\$108,850	\$217,700	\$30,000	6	Monday noon	6				Recent shoulder widening. Part of Town's N-S bikeway. Not counted: Senior Center, Wrights Way, Glenn Ridge & Silo Road Complex
4	Eastwood Rd	Hillside Circ to Route 275	3 of 7	1,150	\$80,500		\$15,000	15	lunch time count	26				Will continue walkway from campus that ends at Eastwood.
P.148	5	Flaherty Rd	Hanks Hill to Storrs Heights		1,040	\$73,000	\$15,000			32	Yes			May be combined with #9 below to also access the bank complex.
	5	Route 89	Route 195 to Library	4 of 7	1,300	\$91,000	\$32,000	4	1 at Library; others at	35		1		1st extension of Mansfield Center walkway
6	Conantville Rd	Pollack to rear mall entrance	7 of 7	760	\$53,200		\$10,000	6	in light rain!	18		27		Incl Eastbrook Condos Northwood Apts; oldest standing request.
7	N. Eagleville Rd	Hunting Lodge to Southwood	6 of 7	3,500	\$245,000		\$100,000	4	2 counts	43	Yes	12		
8	Route 195*	South Eagleville to Liberty Bank	7 of 7	1,800	\$126,000		\$51,000			12	Yes	37		Ties into Downtown project
TBD	Route 195*	Staples to Riverview (East Side)		1,800	\$126,000		\$51,000			35		3		As per 2004 enhancement grant request.
TBD	Route 195	Big Y to Puddin La. (West Side)		2,800	\$196,000		\$80,000	0	none north of Big Y	30	Yes	11		Will continue sidewalk that begins at the Town line
TBD	Route 89*	Library to School		2,400	\$168,000		\$68,000			30		2		2nd extension of Mansfield Center walkway
TBD	Spring Hill Rd	Maple to Davis		1,640	\$114,800		\$15,000	1	Tues afternoon	15				Segment on Town's N-S bikeway
TBD	Maple Rd	Fieldstone Dr. to Spring Hill		1,100	\$77,000		\$31,000	0, 1 to 5	Tues afternoon	10		10		Incl Millbrook Apts; frequently requested
TBD	Maple Rd*	Fieldstone Dr to Davis Rd		6,500	\$455,000		\$185,000			80+		30+		Requested by Maple Rd. area residents

Data Sheet - Prioritized Mansfield Walkways (TAC, 11/04)

Priority	Road Name	Section	Plan Sheet No.	Length (ft)	Est cost @ \$70/ft (5 ft walkway)	Est cost @ \$140/ft (8ft bikeway)	Est Cost for Design & ROW	Spot Count ed Pedestrians	Adjacent Homes, Businesses & Apts				Corridor Comments
									Count Comments	Homes	Bus	Apt Bldgs & Other	
TBD	Hunting Lodge	Separatist to North Eagleville		2,010	\$140,700	\$281,400	\$50,000	2 to 4	2 counts	10			Part of Town's N-S bikeway
TBD	Route 195*	4 Corners to Holiday Mall		2,000		\$280,000	\$57,000			27	Yes	10	As per 2004 enhancement grant request.
Totals				\$36,655	\$2,258,050	\$999,100	\$912,000						
					this total for all 14 segments as walkways	total for 4 bikeway segments							
	* Have been added to the 12/2000 list												
	** Part of the Route 44 / Birch Road Bikeway that may not be covered by available grant funds												

P.149

**WINDHAM REGION COUNCIL OF GOVERNMENTS
MINUTES – November 4, 2005**

A meeting of WINCOG was held on November 4, 2005 at the Chaplin Senior Center, 132 Chaplin Road, Chaplin, 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); Dan McGuire, Lebanon; Martin Berliner, Mansfield; Liz Wilson, Scotland; Michael Paulhus, Windham.

Staff Present: Barbara Buddington,

Others Present: Roberta Dwyer, NE Alliance; Grayson Wright, ConnDOT; Deborah Monahan, TVCCA

MINUTES

MOVED by Mr. Lanzit, **SECONDED** by Mr. Paulhus to approve the minutes of the 10/07/05 meeting as submitted. **MOTION CARRIED** with Ms. Wilson abstaining.

TRANSPORTATION

STIP amendments: **MOVED** by Mr. Elsesser, **SECONDED** by Ms. Wilson, to endorse the amendments to the STIP as listed on the agenda. **MOTION CARRIED UNANIMOUSLY.**

Regional Transportation Plan: Ms. Buddington reported that public input received on the RTP draft has been incorporated into the document, and that the Regional Planning Commission adopted the revised draft of the plan at its October 5 meeting. **MOVED** by Ms. Wilson, **SECONDED** by Mr. Lanzit, that WINCOG endorse the revised draft of the RTP as adopted by the RPC. **MOTION CARRIED UNANIMOUSLY.** Ms. Buddington noted that ConnDOT has requested that all RPOs complete the next updates of their plans in the spring of 2007 so that all regions will be on the same schedule. Ms. Buddington noted that all of the congressional high priority projects awarded for projects in the Windham Region are also on the list of high regional priority projects in the new Regional Transportation Plan.

Dial-a-Ride transition update: Ms. Buddington described the space, equipment, and personnel issues being discussed as part of the transition process to take the paratransit service "in-house." The transition committee is meeting each Monday morning.

New State Municipal Grant Program for Dial-a-Ride: Ms. Buddington distributed preliminary information on this new program, and noted that she would be setting up meetings with each town after mid-November to discuss the program.

Rural Minor Collector projects: Mr. Elsesser raised the issue of the burdensome (and increasing) requirements to which the RMC projects are subject – specifically, the requirement for an archeological study in conjunction with drainage improvements planned as part of the "South St. to Hop River" project. He noted that it is getting to the point that participation in the program is not worth the administrative and regulatory burden.

SHARED RESOURCES

A draft list of equipment needed and equipment available for sharing among member towns was distributed. Mansfield provided a supplemental list which will be incorporated, and also a list of items which they are interested in acquiring through joint purchasing or for shared use. The list will be updated and redistributed as often as necessary to keep it current.

Towns interested in sharing staff resources agreed to remain after the regular meeting to discuss specifics.

OLD BUSINESS

Workforce Investment Area: Mr. Lanzit noted that Ms. Sampietro stopped by the Senior Center prior to the meeting to explain that she had a conflict, but strongly encouraged all to attend the Friday, November 18 meeting at Saint Clements Castle in Portland. She noted that she is familiar with two of the speakers on the program and said that they were excellent presenters and well worth hearing.

Connecticut East: Mr. Lanzit reported that there will be a tourism district meeting at the Chaplin Senior Center on November 10 at 10:00 a.m.

Homeland Security and CERT: Ms. Buddington noted that the director's report included all of these updates.

Capitol Region Purchasing Council: Ms. Buddington had emailed the Board earlier that the regional membership for the CRPC ends at the end of November. WINCOG paid for this first-year membership out of its undesignated fund balance. In the discussion at the October meeting, Coventry, Mansfield, and Windham indicated that they would continue with

the membership as individual towns if the regional membership were discontinued. On that basis, Ms. Buddington developed a breakout of the costs to each town if the three towns were to pay their full individual membership amounts and the remaining towns split the remainder on the basis of population. Mr. Elsesser suggested an alternative allocation, that would charge Coventry, Mansfield, and Windham the minimum CRPC amount of \$750, and roll the balance (\$2,250) into the dues structure. Ms. Buddington agreed to calculate those costs for each town and distribute the information. **MOVED by Mr. Elsesser, SECONDED by Ms. Wilson, to renew WINCOG's regional membership in the CRPC, with the internal allocation of costs to be agreed upon later. MOTION CARRIED UNANIMOUSLY.** Ms. Buddington noted that Ashford has not yet paid its FY 2006 dues to WINCOG. She will contact Mr. Fletcher to ascertain their status, and discuss with CRPC the possibility of having the regional membership for eight towns instead of nine.

ENERGY ASSISTANCE PROGRAMS

In the absence of Peter DiBiasi from the ACCESS Agency, Deborah Monahan (TVCCA) introduced the need to make sure that the elected officials, town staffs, and other relevant organizations are well informed on energy assistance programs that are available and are prepared for the probably inadequacy of funding through these programs. A regional meeting will be scheduled in late November. The consensus was that either Tuesday or Wednesday, November 29 or 30, at 9:00 a.m. would be a good time. Ms. Monahan asked that each town appoint a "point person" for energy assistance. Windham's Board of Selectmen has asked that \$15,000 be allocated as a "fund of last resort" for this program. Coventry has a clergy association that raises funds each year for this purpose. Mansfield has a special needs fund. Scotland allocates money to a general assistance line item. The workshop to be scheduled will provide additional opportunities to understand the funds available and to share ideas for supplemental funding. Mr. Elsesser called attention to the funds for weatherization assistance, noting that this funding pot has no income limits, but will not be available until late November.

DIRECTOR'S REPORT

Ms. Buddington noted that most of the information in the director's report had been discussed earlier in the meeting. She did report, on behalf of Tom McNally, that the No Freeze shelter will open for the first time this year on Saturday, November 5 (tomorrow), and will again be at the Calvary Church in Willimantic. She also called attention to the information regarding the statewide aerial digital data which some towns have already received. On average, there were 30 - 50 different or images associated with each town, and an "index" map of these images was provided by the state with the data. Jana tiled together all of the images for each town, so everything can be seen by accessing one file. However, she discovered that the viewer software that she included on each CD will not allow the user to print the images. She has now identified another viewer that will allow printing, and will be distributing replacement CD's with that viewer.

MEMBERS FORUM

Mr. Elsesser asked if towns were participating in, or interested in learning more about the Smart Power 2000 program. To participate, a municipality agrees to purchase 20% of its power from green energy sources and to encourage residents to do the same. For each 100 residents that commit to the program, the town gets one free photovoltaic cell. The consensus of the group was that it would be good to have a brief presentation on this program. Mr. Elsesser will provide contact information.

Mr. Elsesser also noted that as he was dealing with flooding issues in October, he did not have a good list of telephone contacts for neighboring first selectmen, emergency management directors, and public works directors. He asked that WINCOG compile such a list, and requested that we also gather information on the Nextel telephone codes for those who use Nextel cell phones. Ms. Buddington noted that at the same time, she will gather information on buses and wheelchair accessible vehicles in the region. This was a request arising out of the recent regional emergency planning workgroup meeting.

Mr. Lanzit also requested that Ms. Buddington distribute the CCM information on the powers of chief elected officials in an emergency.

Columbia and Coventry representatives raised the issue of the lack of an emergency crossover lane on the limited access section of Route 6. Providing a crossover for emergency vehicles would greatly improve emergency response and hospital access. **MOVED by Mr. Elsesser, SECONDED by Ms. Wilson, that WINCOG endorse this recommendation. MOTION CARRIED UNANIMOUSLY.**

Mr. McGuire asked for information from other towns on any programs that they are using for tax abatement / freeze / or deferral for seniors. Coventry is using a program based on Mansfield's - piggy backing on the state's program with increased thresholds. Mr. Elsesser will provide information to WINCOG for distribution.

PUBLIC COMMENT

Roberta Dwyer, Northeast Alliance, reported that, because of the funding situation, she has been laid off as the Alliance's executive director, and has been rehired on a per diem basis. The Alliance is currently operating two days per week. In the last session of the General Assembly, the Alliance "received" \$400,000 over two years that could be used for administration. However, it was appropriated as part of the bond package, and the Alliance has not been able to get on the agenda of the bonding commission. She asked WINCOG members to call local legislators to strongly urge them to see that this funding gets on the agenda for the December 9 bonding commission. If they don't have access to the funding by January, the Alliance will have to cease operations. **MOVED by Mr. Elsesser, SECONDED by Mr. Lanzit, that, in view of the fact that the Northeast Alliance serves a niche of small loans and loans of last resort not available from other sources, and because eastern Connecticut has to grow its own businesses through entrepreneurship and business expansion rather than by looking to attract relocations, WINCOG strongly supports making every effort to have the Alliance funding included on the December 9 bonding commission agenda, and urges members to contact legislators for their assistance. MOTION CARRIED UNANIMOUSLY.** Using this motion as a basis, staff was asked to send a letter to legislatures on behalf of WINCOG, and individual members were strongly encouraged to contact legislators directly, to urge their assistance.

AGENDA ITEMS FOR DECEMBER 2 (joint old-new meeting)

- Continue discussion of municipal resource sharing
- Incoming/Outgoing members meeting
- Smart Power 2000
- Location: Hampton? Or Mansfield as a backup.

There being no further business, the meeting was adjourned at 10:05 a.m.
Respectfully submitted, Barbara Buddington, staff, for Elizabeth Wilson, Secretary.

The meeting was followed by a discussion among the towns of Chaplin, Columbia, Coventry, Lebanon, and Scotland regarding the immediate need for certified inland wetlands staff. Ms. Buddington gathered information on scheduling of I/W commission meetings and hours/week needed by each town, and will organize and distribute this in draft form.

ADMINISTRATION

- Board Changes: Welcome to: Donald Cianci, Columbia First Selectman; Julie Blanchard, Coventry Town Council Chair; Maurice Bisson, Hampton First Selectman; and Joyce Okonuk, Lebanon First Selectman. We would also like to express our appreciation to Chick Shifrin, James Clark, Margaret Haraghey, and Dan McGuire for their service to the Windham Region – with special thanks to Margaret and Dan for their willingness to serve as WINCOG officers over the past few years.
- Town Dues: We are pleased to report that we have received town dues from all member municipalities.
- FY 2005 Audit: Work on our FY 2005 audit should be completed this week.
- Capitol Region Purchasing Council: In accordance with WINCOG’s action on November 4, we will be soon sending in a check to renew regional membership in this purchasing cooperative.
- Windham Textile and History Museum: On the evening of November 3, WINCOG made its office space and telephones available to volunteers for a phone-a-thon to raise funds for the WTHM. Dagmar Noll served as the host, as she is both a member of our staff and a volunteer for the museum.

Technical assistance contracts active in FY 06:

Contract #	Description	Status
Chaplin	Planning and zoning services	Began 1/3/05; renewed for 7/1/05 – 12/31/05
Chaplin	Compensation Committee - job evaluations, descriptions, and recommended salary ranges	completed
Coventry	Mapping assistance- open space inventory	Began 8/30/05
Mansfield	Mapping assistance	Ongoing
Northeast Alliance	Web site modifications	Ongoing – as needed
Willimantic River Alliance - QSHC partnership grant	Further web site development	began 7/05 – delayed because of low water levels in Willimantic River – canoeist can't verify site locations.

UPCOMING DATES OF INTEREST

- December 7 Regional Planning Commission meeting scheduled for 12/7 has been cancelled
- December 14 COST Grassroots Government Leadership Institute, 9:00 a.m. – 1:00 p.m. State Capitol, Hartford
- December 16 8:00 a.m. Strategic National Stockpile exercise update – DEMHS / DPH presentation to municipal officials (at NECCOG, Dayville) (also at SECCOG, Norwich, January 18, 8:30 a.m.) (see more under Homeland Security, below)
- December 20 3:00 p.m. WINCOG Regional Emergency Planning Workgroup meeting. DMR Training room, South Park St., Willimantic.
- January 4 7:30 p.m. Next scheduled RPC meeting
- January 7 8:30 a.m. Next scheduled WINCOG meeting (location TBA)
- January 17 2:00 p.m. (Tuesday) next CERT training begins – location to be determined.
- GRANT DEADLINE – Pre-Disaster Hazard Mitigation Projects (extended from 12/17)
- March 1 GRANT DEADLINE 2006-7 Recreational Trails Program (DEP)

TRANSPORTATION

Regional Transportation Plan: We hope to have printed copies of the recently adopted Regional Transportation Plan available on or before WINCOG’s January 7 meeting.

TRANSIT

Municipal Elderly and Disabled Demand Responsive Transportation Grants Program: As you may recall, the state will be making \$5 million available statewide for grants to towns for elderly and disabled transportation. These funds will require a 50% local match. ConnDOT will send application packets to the regional planning organizations, and the RPOsp. 1 5 3 turn distribute them to member municipalities.

WINCOG will schedule a technical assistance meeting with ConnDOT staff as soon as the application packets are available, and notice of the meeting will be sent to you with the packets.

Transition of Transportation Operations from WRCC to WRTD: As of yesterday (12/1/05), WRTD has fourteen new full-time employees (4 staff, 10 drivers) and a pool of ten part-time substitute drivers. For the month of December, the transportation department will remain in their current location in the WRCC building. We are still working on alternate locations both for the short term and long term.

ENERGY ASSISTANCE

Representatives from six of our towns attended a very informative discussion on energy assistance programs at the Buchanan Auditorium in Mansfield on Wednesday morning. ACCESS staff will be developing some guidance for distribution, so that those who are not deeply involved with these programs will still be able to direct residents to the proper starting point to receive this assistance.

LAND USE PLANNING –

- The RPC has not met since the last WINCOG meeting, and has cancelled its December 7 meeting. A special reference committee meeting will be held to address the one referral that has been received.
- 2004 Statewide Aerial Survey: Jana discovered that the viewer that she had included on the Aerial Survey CD’s would not allow users to print the maps. When she identifies a suitable viewer that will allow printing, she will redistribute the CDs.

EMERGENCY PLANNING UPDATES

- Strategic National Stockpile exercise update: Please note that staff from the Department of Emergency Management and Homeland Security will be giving *brief* presentations at upcoming SECCOG and NECCOG meetings, as there two regions are closer geographically one of the locations where the exercise will be held in the spring. You may wish to attend to learn more about it – or to designate a representative (board or staff) to attend on your behalf to bring information back. DEMHS estimated that the presentation would be only about 15 minutes long.
- Community Emergency Response Team Training: A list of CERT “graduates” by town will be available at today’s meeting. Our next class will start on January 17, and we are now accepting registrations. Interested individuals can contact the WINCOG offices, or check our web site: www.wincog.org.
- Regional Emergency Planning Workgroup: This group continues to meet monthly – generally on the fourth Tuesday of the month (except December 20, a third Tuesday). We have had good representation at meetings this fall. Towns are generally represented by their emergency management director. If your town has not been sending a representative, please consider doing so. One issue that we are working on is to make sure that shelter information is up-to-date. If you have designated a shelter that has not been reviewed by the Red Cross recently, please contact Jay Salvador [(860) 839-5044] or jayngm@earthlink.net] and request a review.
- Pre-Disaster Hazard Mitigation Planning (PDHM) Grant – FEMA Funding through Department of Environmental Protection (DEP): Staff are continuing to work with DEP and FEMA to make the suggested changes to the draft plan. We are hopeful that this will be completed by the end of December.

CENSUS AFFILIATE ACTIVITIES

- Data Requests: Staff responded to requests for data from: 2 non-profit organizations, 1 municipal staff.

LOCAL ASSISTANCE

TOWN	ASSISTANCE	# HOURS
<i>Ashford</i>	• Prepared information on subdivision legal requirements	.5
<i>Chaplin</i>	• Provided information to first selectman re: inland wetlands training	.5
<i>Columbia</i>	• Provided information to town planner re: census data	.5
<i>Coventry</i>	• Provided letter of support for STEAP grant application	1
<i>Hampton</i>	• Provided information to first selectman re: sand bid (ConnDOT / DAS coordination)	.5
<i>All Towns</i>	• Researched replacement viewer for digital aerial photograph files	5

OTHER ASSISTANCE

- Continued to participate in Willimantic Whitewater Partnership

MEETINGS

- Nov. 4 - WINCOG meeting / Chaplin (BB)
- 7 - DEMHS state evacuation planning meeting/ Colchester (BB)
WRTD Transition Committee meeting (BB, MP)
- 9-10- Southern New England APA conference / Newport, RI (BB)
- 14 - WRTD Transition Committee meeting (BB, MP)
- Final CERT class for current trainees (BB*, DN)
- 15 Windham Chamber of Commerce meeting (BB)
- Eastern Regional Transportation Consortium
- 18 EWIB Chief Elected Officials Conference / Middletown (BB)
- 21 - WRTD Transition Committee meeting (BB, MP)
- 22 - WINCOG Regional Emergency Planning Workgroup (BB)
- 28 WRTD Transition Committee meeting (BB, MP)
- 29 Municipal grants for Elderly and Disabled transportation meeting at SECCOG / Norwich (BB)
- 30 Energy assistance forum / Mansfield (BB)
- Dec.1 1 - UConn Parking Advisory Committee / Storrs (BB)

**Time not charged to WINCOG*

COMMONLY USED ACRONYMS

- CARPO* CT Association of Regional Planning Organizations (formerly RPOC)
- CERT* Community Emergency Response Team
- DEMHS* CT Department of Emergency Management and Homeland Security
- DEP* CT Department of Environmental Protection
- EWIB* Eastern CT Workforce Investment Board
- FEMA* Federal Emergency Management Administration
- OPM* CT Office of Policy and Management
- PATH* Plan for Achievement of Transportation Coordination in Human Services
- PDHM* Pre-Disaster Hazard Mitigation
- RPO* Regional Planning Organizations
- TAR* Town Aid Roads
- T2* Technology Transfer Center (UConn)

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INTENTIONALLY

Subject: ACIR Report

I'm sorry, I left this off the original email.

Brian West

November 29, 2005

Dear Mayors, First Selectmen, Town Managers and Chief Financial Officers:

The Advisory Commission on Intergovernmental Relations has just published its latest report; *Connecticut Municipal Budget Adoption Experiences, FY 2005-06*. You may download copies of the report at www.opm.state.ct.us/igp/acir/budgadop.htm. This report, the sixteenth in a series, was compiled based on the results of a survey sent to the municipal clerks.

This report is intended to show how Connecticut municipalities adopt their budgets and what, if any, difficulty they had in doing so. One addition to the report this year is the inclusion of adopted budget figures for the purpose of examining budget increases/decreases from year to year.

If staff can be of any service to you, please feel free to call at (860) 418-6438.

Sincerely,

Brian E. West
Research Analyst

Connecticut Municipal Budget Adoption Experiences

FY 2005-06

For the sixteenth time, the ACIR surveyed all 169 Connecticut municipalities and 17 regional school districts for their experiences in adopting their operating budgets. This information is compared with data from the previous ten years to identify trends and establish a context. As of November 9, 167 of the 169 municipalities and all 17 regional school districts have adopted their budgets. Middlebury and Westbrook are the municipalities that have yet to adopt a budget. The following is a summary of the responses from the municipalities and regional school districts.

Municipal budget-making authorities generally begin to hold meetings on local budgets as early as January or February. This schedule provides a period of approximately four to five months for the budget adoption process before the beginning of the new fiscal year. This report includes two ways of measuring whether a municipality has had difficulty adopting its budget: 1) date of adoption and 2) the number of votes necessary to adopt that budget. If the budget is not adopted by June 30, then the municipality has to start the new year without an updated financial plan in place.

Middlebury and Westbrook have had multiple failed votes. Middlebury has not voted on its budget since June and Westbrook had its fourth failed referendum in October. No other votes have been scheduled at this time.

Budget Adoption Body^A

Total Number of Votes^B

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>		<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
Town Meeting	66	63	60	54	1 Vote	130 (77%)	129 (76%)	131 (78%)	124 (73%)
Referendum ¹	54	58	62	67	2 Votes	19 (11%)	15 (9%)	19 (11%)	18 (11%)
Council	35	37	33	34	3 Votes	13 (8%)	16 (10%)	10 (6%)	10 (6%)
Rep. Town Meeting	6	5	6	6	4 Votes	4 (2%)	5 (4%)	7 (4%)	8 (5%)
Other	7	4	6	6	5 Votes				2 (1%)
					6 + Votes	1 (1%)	2 (1%)		1 (1%)
NAAOP ²	1	2	2	2	NAAOP ²	1 (1%)	2 (1%)	2 (1%)	2 (1%)

A) Comment: The number of municipalities adopting their budgets by referendum, 67, is five more than last year and 9 more than in 2002 and 2003 (this doesn't include those towns which have not adopted their budgets yet, but will probably do so by referendum). The 67 towns adopting their budgets by referenda is the highest number doing so since ACIR started collecting this data and continues a steadily upward trend since 1997.

B) Comment: Of the 67 towns adopting budgets by referendum, only 35 were approved on the first vote. Considering multiple referenda in numerous towns, there has been a total of 129 municipal budget referenda held this year, fifteen more than last year. This does not include the two municipalities that had not adopted their budgets at the time of publication.

1. There are times when a town holds a referendum that fails, after which it adopts its budget by some other means. In 2005, this happened twice compared to once in 2004. In 2003, there were five occurrences, and in 2002, there were four such occurrences.

2. Not Adopted as of Publication

Dates of Adoption

Adoption Year*	Before							Not Adopted as of Publication
	June 1	June	July	August	Sept.	Oct.	Nov.	
1995	133	21	6	2		1		6
1996	133	26	5	1		1	2	1
1997	132	25	7	3				2
1998	139	26	3					1
1999	143	22		4				0
2000	140	24	2	2				1
2001	131	27	5	4	1			1
2002	118	34	6	5	2			4**
2003	121	27	11	4	4			5***
2004	121	33	4	3	6			2
2005	126	29	8	1	2	1		2

Comment: The budget approval process had another difficult year, the fifth year in a row this has occurred. By the time all the budgets are adopted, 14 municipalities, including Middlebury and Westbrook, will have adopted their budgets after the start of the fiscal year. Prior to 1998, the number of municipalities that adopted budgets after the start of the fiscal year ranged from 10 to a high of 24 in 1991. While the number of adoptions by July 1 (155) is higher than in 2004 and 2003, it is less than what the norm had been prior to 2001.

Note: For towns belonging to regional school districts, the adoption date mentioned here is the date the town adopts its general government budget, except when the regional school budget is not adopted at the time of publication. When this happens, those towns are included on the list of those not adopting their budgets at the time of publication.

*Refers to the year in which the budget for the next ensuing fiscal year was adopted, i.e., 2005 is the date of adoption for FY 2006.

**Bethany, Orange and Woodbridge make up Regional School District 5. Although each town has adopted its general government budget, they are listed here because the school district had yet to adopt a budget.

***Andover, Hebron and Marlborough make up Regional School District 8. Although each town has adopted its general government budget, they are listed here because the school district had yet to adopt a budget.

The number of votes needed to adopt a budget is reported because it can be an indicator of division within the municipality. The year 2005 continued a four year trend that has seen municipalities experience much difficulty adopting budgets, especially in adopting budgets by July 1. Fourteen municipalities, including Middlebury and Westbrook, went beyond the July 1 date of the new fiscal year in 2005, 1 less than in 2004, but still higher than normal. Twenty-three municipalities needed three or more votes to adopt their budgets, four more than in 2004. Section 7-405 of the Connecticut General Statutes stipulates that if a municipality hasn't adopted a budget by July 1 it may make necessary expenditures for ninety days as authorized by the budget-making authority. If there is still no budget at the end of the 90-day period, municipalities may make necessary expenditures on a month-by-month basis, within the limits of appropriations specified in budgetary line items for the previous fiscal year. This does not include charter towns, which may adopt their own provisions.

Having collected data on municipal budget adoptions for the past sixteen years, it is clear that when the country and the state are in good economic times, municipalities generally seem to adopt their operating budgets with relative ease. When overall economic times are more difficult, it is evidenced at the municipal level by more scrutiny of the budget, which means towns must work harder to adopt budgets. Another factor influencing the budget adoption process is the property tax and this year many towns had to deal with revaluations which created even more havoc with the tax rates. This is compounded in rough economic times when there is less federal and state money coming in and the municipalities raise taxes to maintain services. However, even in good economic times there are some towns that for specific internal factors, still have difficulty adopting budgets. Taxpayer groups have become effective again in some towns which has slowed the process of adopting budgets while they fight for their objectives.

<u>Town</u>	<u>Votes</u>	<u>Dates</u>	<u>Town</u>	<u>Votes</u>	<u>Dates</u>
Andover	5	5/11, 5/18, 5/31, 6/7, 6/21	Killingly	7	5/9,5/17,5/23,6/6,6/13,6/20,7/21
Ashford	4	5/3, 5/16, 6/30, 7/20	New London	2	5/4, 9/27
Bethel	4	5/10, 5/24, 6/8, 6/21	Oxford	2	6/7, 7/6
Canterbury	3	6/2, 7/6, 8/23	Sterling	3	6/14, 6/30, 7/14
Chester	3	6/7, 6/28, 7/26	Thomaston	2	5/25, 7/6
Coventry	5	5/3, 5/31, 6/28, 8/30, 10/18	Thompson	2	5/26, 6/16
Easton	3	5/3, 5/31, 6/21	Vernon	4	5/3, 5/24, 6/7, 6/16
East Windsor	4	5/26, 6/9, 6/23, 7/7	Voluntown	3	5/24, 6/23, 7/14
Ellington	4	5/18, 6/1, 6/15, 6/29	Watertown	4	6/7, 6/28, 8/16, 9/13
Franklin	2	5/24, 6/21			

Comment: Twenty-one municipalities (including Middlebury and Westbrook) adopted their budgets after June 15 in 2005. This is a decrease from both 2004 and 2003, but is still higher than any of the ten previous years. The 2003 figure of 34 was the highest number ACIR has recorded since it started to keep track in 1990.

* June 15 is considered the latest date a town can adopt its budget and still have time to get its tax bills out in a timely manner prior to the beginning of the fiscal year.

FY 2005-2006 Budget Data

The ACIR has started collecting budget data from municipalities and regional school districts. For this year, the Commission has collected the FY '05 and FY '06 adopted budget figures and in those towns that required multiple votes to adopt their budgets it collected the initial budget as well as the final adopted budget. ACIR anticipates that as this data is collected over time, it will be able to do more analysis on the increase/decrease in municipal budgets. The following is data collected this year from the 165 municipalities that adopted their budgets as of November 1, 2005.

Municipalities

Cumulative Adopted Budget Total - \$10,232,859,318, a 6.1% increase from the previous year.

Highest Increase: Marlborough - 12.6%

Lowest Increase/Decrease: Durham - (-.62, the only town to lower its budget from the previous year)

4 Towns had budget increase over 10%	5 Towns had budget increase under 2%
7 Towns had budget increase over 9%	13 Towns had budget increase under 3%
17 Towns had budget increase over 8%	37 Towns had budget increase under 4%
36 Towns had budget increase over 7%	64 Towns had budget increase under 5%

Regional School Districts

Cumulative Adopted Budget Total - \$397,827,954, a 5.7% increase from the previous year.

Highest Increase: Region 8 - 9.8%

Lowest Increase/Decrease: Region 4 - 3.24%

3 districts had budget increase over 7%	0 Towns had budget increase under 3%
5 Towns had budget increase over 6%	12 Towns had budget increase fewer than 5%

Regional School District Responses

Budget Adoption Body

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
District Meeting	3	7	7	3	5	3	2	16	
Referendum	14	10	10	14	12	13	14	1	17
Other									
Not Adopted as of Publication						1	1		

Number of Votes

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
1 Vote	12	17	15	15	11	12	9	11	9
2 Votes	3		1	2	1		5	3	5
3 Votes	1		1		2	2	2	1	3
4 Votes					3	1		1	
5 Votes	1								
6 Votes								1	
7 Votes						1			
Not adopted as of Publication						1	1		

Date of Adoption

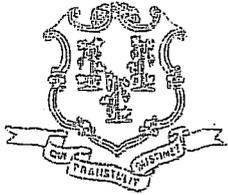
	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
Before June 1	15	17	16	17	12	12	12	13	12
June	1		1		2	2	4	2	4
July	1				3	1		1	1
August								1	
September						1			
Not Adopted as of Publication						1	1		

Comment: 2005 was a year of mixed results for regional school districts. Although eight districts needed multiple votes to adopt their budgets, only one district (Region 5) adopted its budget after the start of the fiscal year. For the first time since we started tracking this information, every district adopted their budget by referendum. What makes this even more interesting is that last year 16 of the 17 districts adopted their budget by means of the district meeting. The total number of referenda in 2005 is 28, one more than last year.

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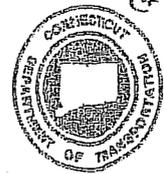


STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone: (860) 594-3272

Item #19



CC Low
Greg

November 10, 2005

Mr. Martin H. Berliner
Town Manager
Town of Mansfield
Town Office Building
Four South Eagleville Road
Mansfield, Connecticut 06268

Dear Mr. Berliner:

Subject: State Project No. 77-206
Federal-Aid Project No. STPA-1077(105)
Intersection Improvements on CT Route 195 at
Chaffeeville Road and Clover Mill Road #1
Town of Mansfield

The Connecticut Department of Transportation's Office of Engineering is developing plans to improve Route 195 in the town of Mansfield, as depicted on the enclosed location plan. The purpose of the project is to improve the intersection sight distance from Chaffeeville Road looking south on Route 195 by lowering the profile and regrading the slope embankment along the east side of Route 195. Additional improvements include the localized, sliver widening of Route 195 to provide bypass capabilities at its intersections with Chaffeeville Road and Clover Mill Road #1.

The present schedule indicates that the design will be completed in November 2007, with construction anticipated to start in the spring of 2008. This project will be undertaken with 80% federal and 20% state funds.

Please advise me of any work that may be contemplated along this route by any municipally owned utilities. By completing such work prior to or at the same time as the proposed construction, the traveling public can be better served, upon completion of the project, with a pavement that would not have to be disturbed for installations of this kind for many years.

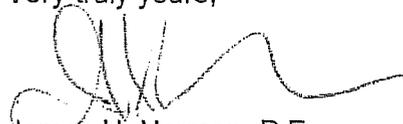
It is the Department's policy to keep the public informed and involved when such projects are undertaken. It is important that the community share their concerns with us to assist in the project's development. Accordingly, the enclosed news release, describing the proposed improvement, is scheduled to be released shortly. If there is adequate interest, an informational meeting will be conducted. At this time, it is not anticipated that a formal public hearing will be necessary.

Mr. Martin H. Berliner

November 10, 2005

If you or any of your constituents have questions or wish to assist us in this project, please contact me at the letterhead address.

Very truly yours,



James H. Norman, P.E.
Manager of State Design
Bureau of Engineering and
Highway Operations

Enclosures

cc: Ms. Barbara Buddington, Executive Director - Windham Region Council of Governments

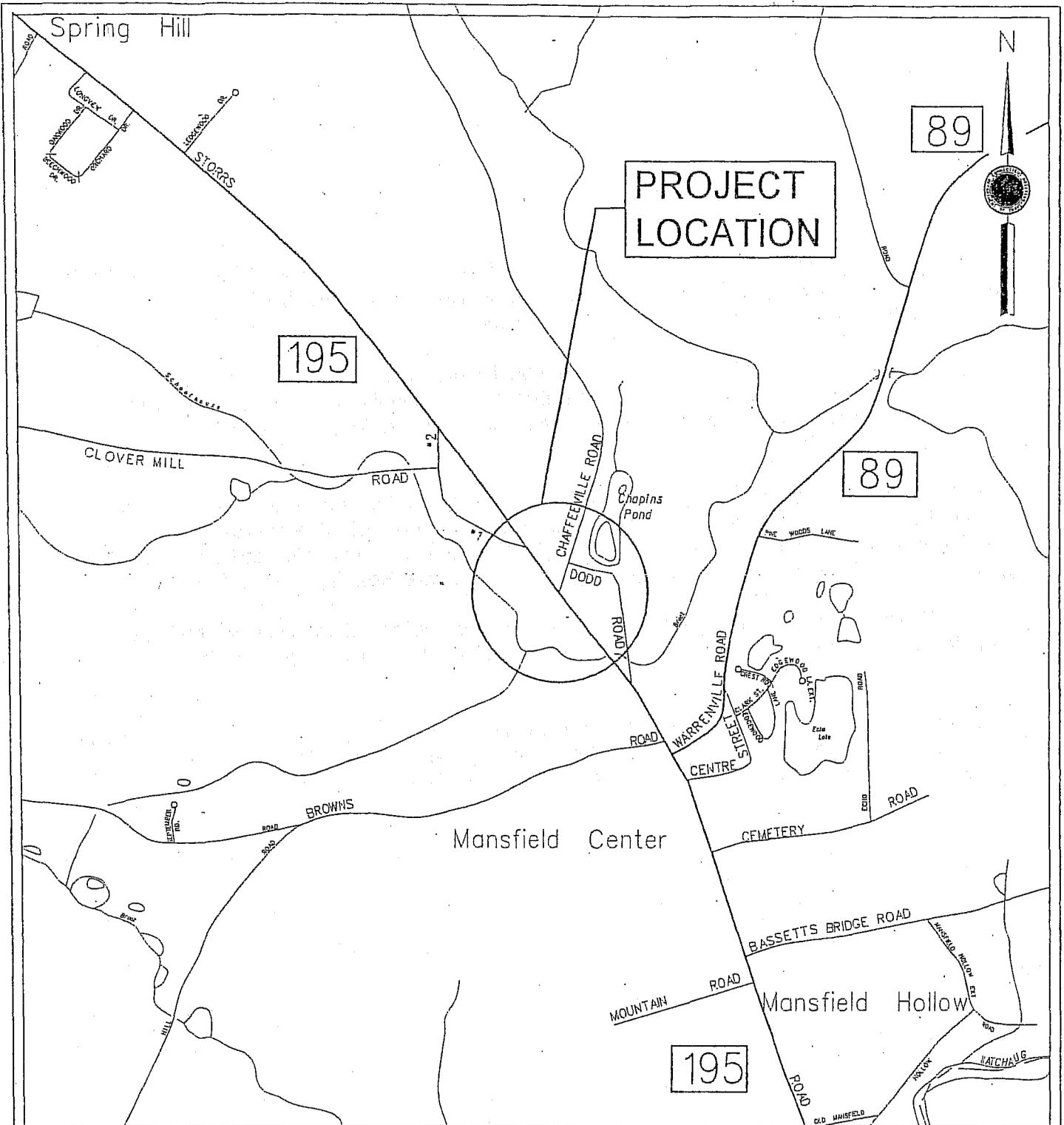
NEWINGTON, CT - The State Department of Transportation is developing plans to improve Route 195 at its intersections with Chaffeeville Road and Clover Mill Road #1 in the town of Mansfield, it was announced today by State Transportation Commissioner Stephen E. Korta, II.

"It is the Department's policy to keep the public informed and involved when such projects are undertaken," said Korta. "It is important that the community share its concerns with us to assist in the project's development. If there is adequate interest, an informational meeting will be conducted. At this time, it is not anticipated that a formal public hearing will be necessary."

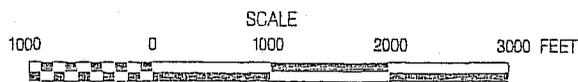
The project involves lowering the profile and regrading the slope embankment on the east side of Route 195 to improve the intersection sight distance from Chaffeeville Road looking south on Route 195. Additional improvements include the localized, sliver widening of Route 195 to provide bypass capabilities at its intersections with Chaffeeville Road and Clover Mill Road #1.

The present schedule indicates that the design will be completed in November 2007, with construction anticipated to start in the spring of 2008. This project will be undertaken with 80% federal and 20% state funds.

Anyone interested in receiving information on this project may do so by contacting Mr. James H. Norman, Manager of State Design, at (860) 594-3272 or by e-mail at james.norman@po.state.ct.us. Please make reference to State Project No. 77-206.



LOCATION PLAN
 PROJECT NO.: 077-0206
 MANSFIELD





TOWN OF MANSFIELD



Item #20

*Police / Resident Troopers Office
4 South Eagleville Road
Mansfield, CT 06250
(860) 429-6024 Telephone
(860) 429-4090 Facsimile*

December 5, 2005

**Mr. and Mrs. Musari
125 North Eagleville Rd,
Mansfield, CT 06268**

Dear Mr. and Mrs. Musari,

It was a pleasure to receive your correspondence on December 01, 2005, thanking us for the assistance provided to you by Officer Palmer and Officer Clayton. It is always refreshing to receive such positive letters from the community we serve. Officer Clayton and Palmer have been notified of your card and a copy will be put into their official files.

I would also like to thank you for your generous donation. While we are not allowed to accept the donation, we will forward it to the town's social service department so they can help a family in crisis.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Cox", written over the typed name.

**Sgt. Sean Cox
Resident Trooper - Mansfield.**

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CIVE Matt ✓
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New England

Summer 2005
Issue No. 34

Fiscal Facts

Federal Reserve Bank of Boston

Do New England State and Local Governments Have Too Many Employees, and Are They Overpaid?

by Nick Turner and E. Matthew Quigley

Americans tend to be ambivalent about their state and local governments. On the one hand, they desire – and receive – a host of public services from state and local governments, including education, police and fire protection, and the maintenance of roadways. Voters are often disenchanted by efforts to curtail these services or by a deterioration in their quality. On the other hand, many Americans think that their state and local taxes, especially local property taxes, are too high, and many citizens believe that their state and local tax dollars could be used more efficiently. Calls for streamlining government agencies and downsizing the public sector are commonplace across the nation.

To assess the efficiency of the region's state and local public sectors and to help New England policymakers grapple with the tradeoffs involved, this article examines the relative size, composition, and compensation of New England's state and local public workforces using the latest Census data. Comparisons are made among the New England states, the entire region, and the nation as a whole. Throughout the article, the term "public employees" refers to state and local public employees; federal-government employees are not included in this analysis.

A key finding is that New England employs relatively fewer public employees per capita than the nation. Although the region has more public employees per capita at the state level, this is more than made up for by a "leaner" per capita local public sector workforce. This result is somewhat surprising, since New England has a greater number of local governments per capita, limiting the region's ability to avail itself of economies of scale in public service provision. The salary picture similarly does not show major excesses. While the average salary of the region's state and local employees is relatively high, as a percentage of personal income New England's total public sector payroll is low. While a number of factors could explain these salary and employment findings (some are offered in the conclusion), they are hard to reconcile with the characterization sometimes made that the region's public sector is too large or bloated, or that the average state or local public employee is overpaid.

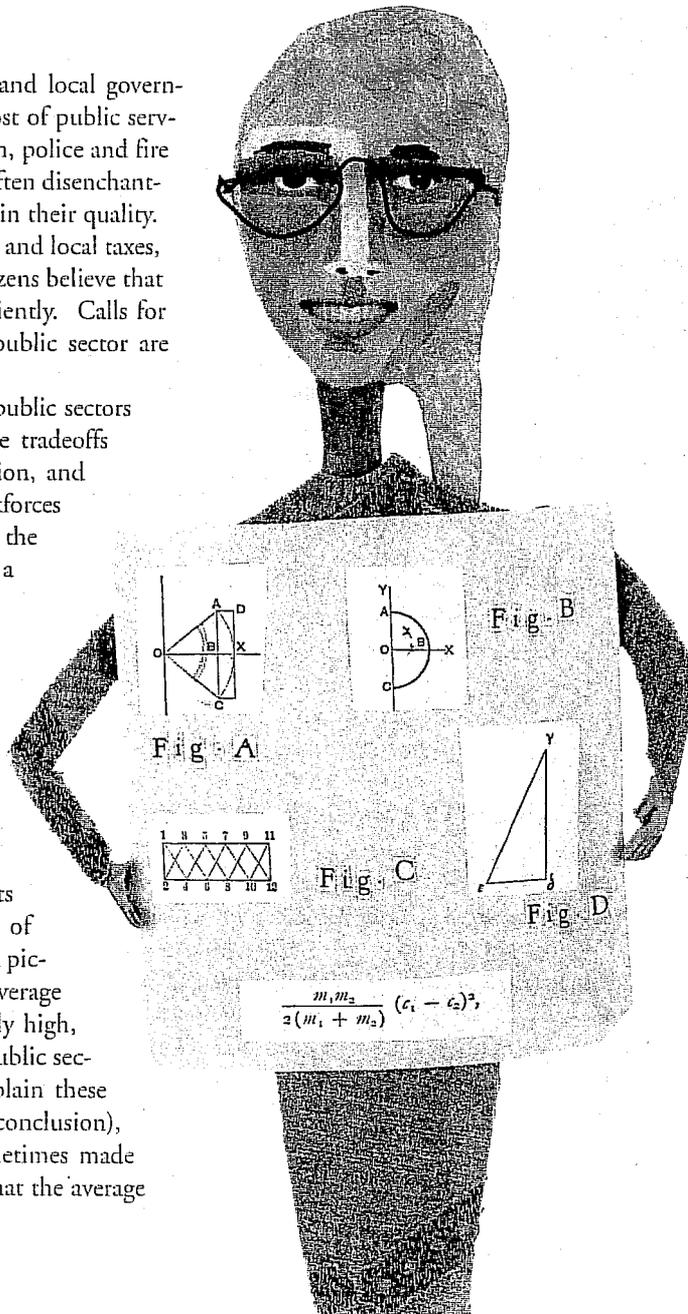
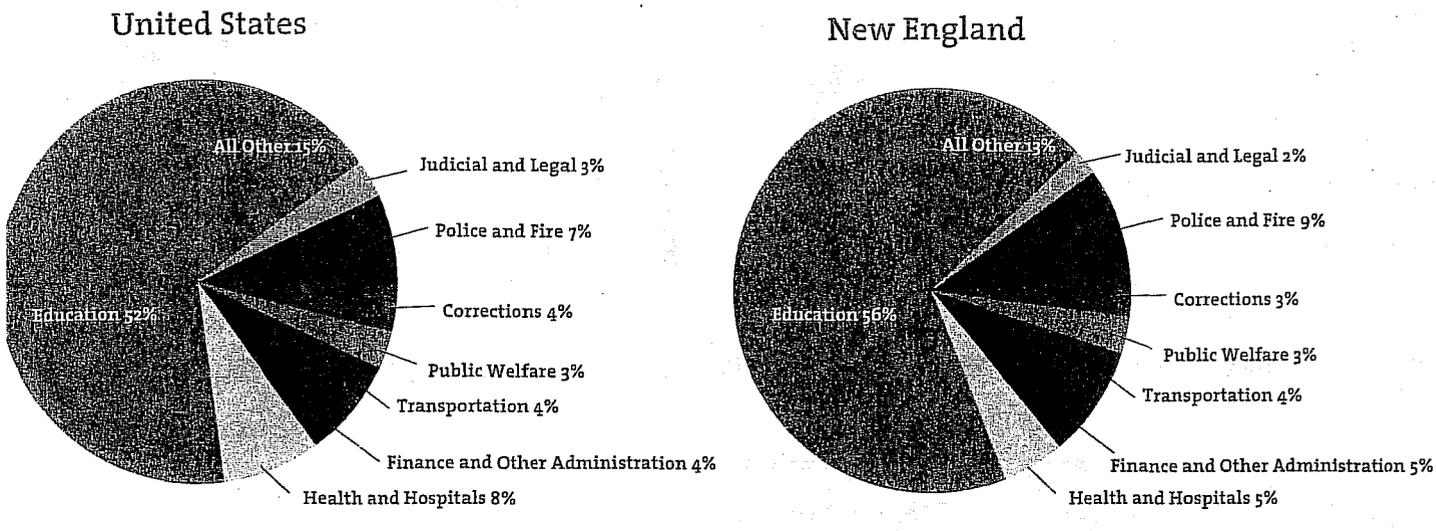


Chart 1: Employment by Sector in New England and the Nation
as of March 2003



Public Employment in New England

From 1982 to 2003, state and local public employment in New England grew at an average annual rate of 1.1 percent. This was just 0.2 percentage points slower than growth in total private nonagricultural employment over the same period. The growth in public employment was not even from year to year. Governments tended to add workers most rapidly when the economy, and therefore tax revenues, were growing robustly. In New England, employment in state and local government increased at roughly 2 percent per year during the boom years of 1985 to 1988. Conversely, during the 1981 to 1982 recession, state and local public employment in New England contracted by slightly more than 3 percent, and in the recessionary period of the early 1990s, it contracted by just over 1 percent. More recently, during the boom years of the late 1990s, state and local public employment in the region increased by about 2 percent per year.

Evidence suggests that the historical pattern observed in the slowdowns of 1981 and 1991 held true for the most recent slowdown, which began in 2001. In response to collapsing revenues and the ensuing fiscal crisis in 2001, many states began to enact hiring freezes. Layoffs followed as conditions deteriorated into 2002.¹ Continuing weakness in revenue collections and spending pressures from programs such as Medicaid coupled to make workforce reductions an ongoing target of budget officials. Between 2002 and 2003, state and local public employment contracted by slightly more than 1 percent in the region.

Despite these ebbs and flows, by many measures the relative size of public employment overall has remained largely unchanged in New England. In 1981, 1991, and 2003, total state and local public employment accounted for 10 percent of the region's total nonagricultural employment. The mix of public employment between state and local governments fluctuated slightly. In 1981, 33 percent of all public employees in New England worked at the state level. A decade later, this share had grown to 36 percent, and then by 2003 it had dropped back to 32 percent. The state share declined because demographic changes induced accelerated hiring in local education, while state hospitals cut their staffing levels.²

The Composition of Public Employment in New England

The most current data on public employment at the state and local levels comes from the U.S. Census count as of March 2003. Nationally, of the roughly 16 million full time equivalent (FTE³) employees of state and local governments, 27 percent were state employees, and 73 percent were local employees. In New England, of the 734,000 FTEs, a slightly higher 31 percent worked for state governments, while 69 percent worked at the local level. Within the region, Rhode Island employed the highest proportion of workers in state government, 36 percent, while Massachusetts employed the lowest share, 28 percent.

Within both the nation and New England, the largest employer by far was the Education sector, accounting for 52 percent of total state and local employment nationally and 56 percent in New England (see Chart 1). All six New England states employed a larger share of total state and local workers in Education than the national average.

Other large categories of public employment nationally were Health and Hospitals (8 percent of FTE), Police and Fire (7 percent), Corrections, Transportation, and Financial and Other Administration (all at 4 percent). Employment shares were slightly different in the New England region. Police and Fire (9 percent) and Finance and Other Administration (5 percent) both had higher shares in the region than in the nation.

On the other hand, several sectors had smaller shares of total public employment in New England than nationally. Health and Hospitals (5 percent), Corrections (3 percent), Judicial and Legal (2 percent), and All Other (13 percent) are cases in point. Two sectors — Public Welfare (3 percent) and Transportation (4 percent) — had equal percentages of state and local public employment in New England and the United States.

From state to state, sector shares varied considerably. Education ranged from 65 percent of total public employment in Vermont to 54 percent in Massachusetts and Rhode Island. Police and Fire employment ranged from 11 percent of FTEs in Massachusetts and Rhode Island to 4 percent in Vermont. Health and Hospitals employed 8 percent of state and local workers in Connecticut, but just 2 percent in Vermont. Public Welfare employment ranged from 6 percent in New Hampshire to 3 percent in each of the other New England states. Shares of other major sectors exhibited less variance across states.

Overall, New England's public employment *per capita* in 2003 was significantly less than the national average. In fact, at 518 FTE employees per 10,000 residents, New England employed 4 percent fewer public workers per capita than the nation. Within the region, this ratio exhibited a wide range of values, from a high of 625 workers per 10,000 in population in Vermont to a low of 498 workers per 10,000 in population in Massachusetts (see Table 1).

State Government Workers

While *total* public employment per capita in New England was significantly less than the national average, public employment per capita in *state government* was significantly greater in New England than in the nation as a whole. In fact, five of the six New England states had relatively more state workers per capita than their peers nationwide, bringing the region's aggregate state employment per capita to a level more than 11 percent higher than the national average. This regional average, however, masks large interstate differences across New England. At 142 FTEs per 10,000 residents, Massachusetts' state employment was just one percent less than the nation's. Vermont's state employment, by contrast, was 218 FTEs per 10,000 residents, over 51 percent more than the national average.

For all six New England states, state employment per capita was especially high in the non-Education sectors. Overall, the region had 108 non-Education workers per 10,000 in population, 24 percent more than the national average. Within this broad amalgam, state-paid employment was especially high in five sectors: Finance and Other Administration, Judicial and Legal, Police and Fire, Public Welfare, and Health and Hospitals.

In Education, the New England states employed 9 percent fewer state workers per capita than nationwide — 52 workers per 10,000 residents versus 57 nationally. Nearly half of this difference is attributable to the fact that far fewer state employees were involved in educational *instruction* in New England than nationwide; however, New England's per capita state-paid employment in *non-instructional* education also lagged the nation's. New England's per capita state employment in non-instructional *higher education* was especially low relative to the nation's.

Table 1. State and Local Government Employment Per 10,000 Population

March 2003 Full-time Equivalent Employees

	U.S. Average	New England Average	CT	ME	MA	NH	RI	VT
State								
Education	57	52	52	58	43	59	63	82
Non-Education	87	108	120	109	99	99	123	136
Total	144	160	172	167	142	158	186	218
Local								
Education	231	240	230	291	228	252	220	325
Non-Education	167	117	104	116	128	119	114	80
Total	398	357	334	407	356	371	334	405
State & Local								
Education	288	292	282	349	271	311	283	408
Non-Education	254	226	224	225	227	218	237	217
Total	542	518	506	574	498	529	520	625

Source: U.S. Bureau of the Census, *Public Employment and Payroll in 2003*.

Note: Columns may not add because of rounding.

Table 2. State and Local Government Payroll per \$1,000 of State Personal Income

Full-time Equivalent Employees as of March 2003 (dollars)

State	United States	New England	CT	ME	MA	NH	RI	VT
Education	0.69	0.54	0.58	0.67	0.42	0.63	0.71	0.96
Non-Education	1.00	1.17	1.21	1.29	1.06	0.88	1.69	1.61
Total	1.69	1.70	1.79	1.96	1.49	1.51	2.40	2.57
Local								
Education	2.42	2.25	2.12	2.71	2.14	2.14	2.85	2.94
Non-Education	1.97	1.19	0.99	1.10	1.34	1.13	1.36	0.75
Total	4.39	3.44	3.12	3.81	3.48	3.26	4.21	3.69
State & Local								
Education	3.11	2.79	2.70	3.38	2.56	2.77	3.56	3.91
Non-Education	2.97	2.36	2.21	2.42	2.40	2.00	3.05	2.35
Total	6.08	5.14	4.91	5.80	4.96	4.77	6.61	6.26

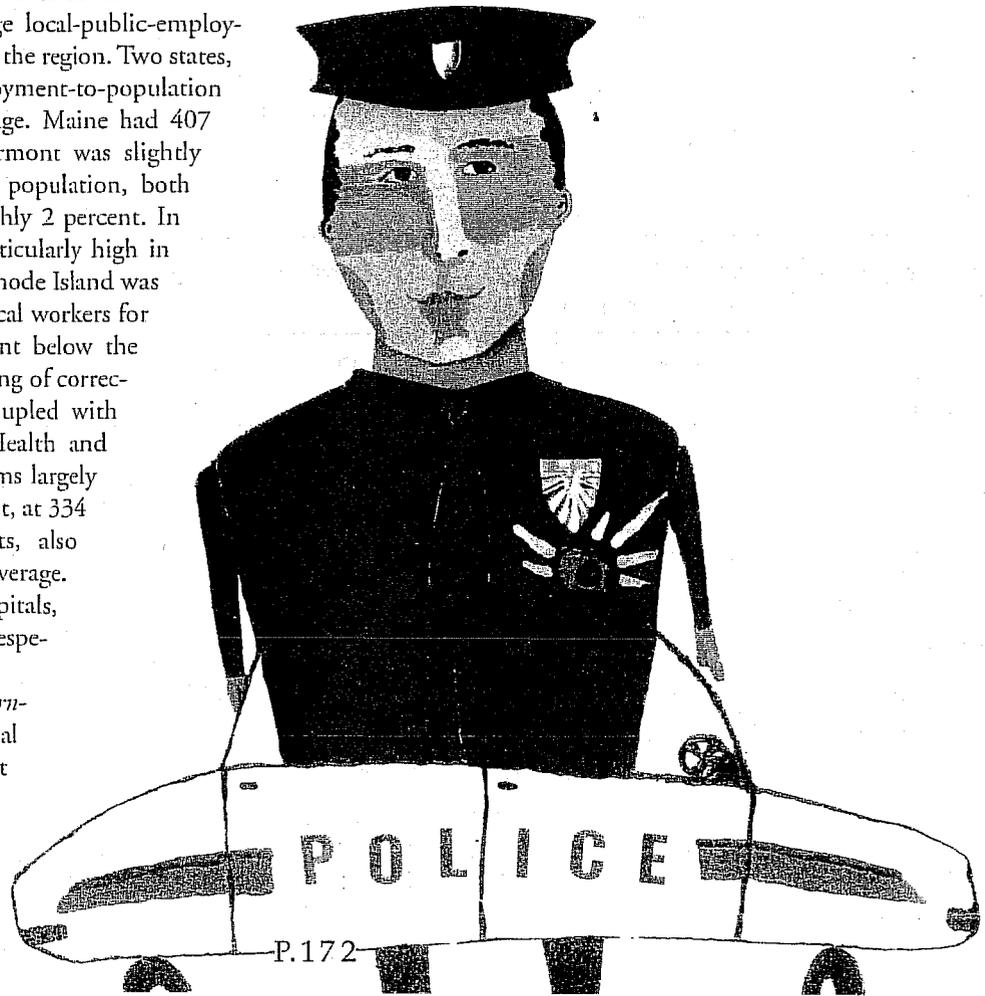
Source: U.S. Bureau of the Census, *Public Employment and Payroll in 2003*.
 Note: Columns may not add because of rounding.

Local Government Workers

As noted earlier in this article, per capita *local* government employment in New England is low relative to that of the nation. Nationally, local governments employed an average of 398 workers for every 10,000 residents. Regionally, local governments employed an average of 357 workers per 10,000 in population, 9 percent less than the national average. Non-Education employment accounts for this difference. Across the region, New England localities employed only 117 non-Education workers per 10,000 residents, a full 30 percent less than the national average. Within the non-Education grouping, sectors where per capita local employment was significantly lower than the nation's include Health and Hospitals, Judicial and Legal, and Public Welfare. In Education, where the region's per capita local employment exceeded the nation's, the number of workers per capita was greater in primary and secondary instructional education.

As with state employment, average local-public-employment-to-population ratios varied within the region. Two states, Maine and Vermont, had local-employment-to-population ratios that exceeded the national average. Maine had 407 FTEs per 10,000 residents, while Vermont was slightly lower, with 405 FTEs per 10,000 in population, both exceeding the national average by roughly 2 percent. In these states, local employment was particularly high in school staffing, especially instructors. Rhode Island was at the other extreme, employing 333 local workers for every 10,000 in population, 16 percent below the national average. The lack of local staffing of correctional facilities in the Ocean State coupled with strongly centralized Public Welfare, Health and Hospitals, and Judicial and Legal systems largely accounts for this difference. Connecticut, at 334 local employees per 10,000 residents, also lagged 16 percent behind the national average. Local employment in Health and Hospitals, Corrections, and Public Welfare was especially low the Nutmeg State.

In short, at the level of *state government*, New England exceeded national average per capita staffing levels in almost all categories. But at the level of *local government*, per capita employment was on the low side, especially in health care and non-instructional elemen-



tary and secondary schooling. However, New England had a greater than average number of local-government teachers per capita.

Wages and Salaries

U.S. state and local public sector payrolls totaled roughly \$55 billion in 2003 – \$3 billion of which was paid in New England. Put another way, out of every \$1,000 of personal income earned by Americans in 2003, \$6.08 went to meet state and local government payroll obligations. In New England, this amount was \$5.14 per \$1,000 of personal income (see Table 2). Within New England, taxpayers in Rhode Island and Vermont put a higher than average share of personal income toward state and local payroll costs, while Connecticut, Maine, Massachusetts, and New Hampshire all had shares that were below the national average.

At the level of state government, payroll costs relative to personal income were almost identical in New England and the United States as a whole. State payrolls cost all Americans on average \$1.69 per \$1,000 of personal income; the comparable figure for all New Englanders was less than 1 percent more. The experience across New England was mixed. Vermont, at \$2.57 per \$1,000, and Rhode Island, at \$2.40 per \$1,000, had the highest state “payroll burdens,” exceeding the national average by 52 percent and 42 percent, respectively. Conversely, Massachusetts, at \$1.49 per \$1,000, and New Hampshire, at \$1.51 per \$1,000, had state payroll burdens that were below the national average by 12 percent and 11 percent, respectively.

Local-government payrolls cost Americans \$4.39 per \$1,000 of personal income, on average. In New England, local-government salaries were 22 percent less costly, averaging \$3.44 per \$1,000 of personal income. In Connecticut, local payrolls cost a mere \$3.12 per \$1,000, nearly 40 percent below the national average. Even in Rhode Island, the state with the highest local-government payroll burden in the region, local payrolls per \$1,000 of personal income were still 4 percent below the national average.

Average Salaries for State and Local Employees

Wages and salaries paid per worker by state and local governments were, on average, 8 percent higher in New England than in nation as a whole. State governments in New England paid an average salary in 2003 of \$47,904 – 11 percent more than the national average (see Table 3).⁴ Connecticut had the highest average state-paid salary, \$52,920 – 22 percent above the national average. Three New England states, New Hampshire, Maine, and Vermont, had average state-paid salaries below the national average.

At the local level, New England’s public employees earned an average salary of \$43,284, 6 percent greater than the comparable national figure. Once again, Connecticut was the regional leader, with a salary of \$47,580, 16 percent more than the national average. Also mirroring the performance of their state salaries, local salaries in Maine, New Hampshire, and Vermont were all lower than the national average.

Education Salaries

Across both state and local government, employees working in New England in the Education sector earned roughly 7 percent more than their national peers in 2003. Both non-instructional and instructional workers had higher earnings in New England. State education workers across New England earned 5 percent more than the national average. Among educational instructors, the higher state pay in New England was

Table 3. Average Annual Salary Paid by State and Local Governments (dollars)

	United States	New England	CT	ME	MA	NH	RI	VT
State								
Education	44,580	47,028	56,124	39,636	45,876	43,380	42,504	43,548
Non-Education	42,432	48,312	51,528	40,788	50,328	37,308	51,156	42,060
Total	43,284	47,904	52,920	40,380	48,984	39,588	48,216	42,624
Local								
Education	38,856	42,108	47,148	31,692	43,776	35,292	48,876	32,544
Non-Education	43,656	45,694	48,528	33,144	48,744	38,844	45,093	35,568
Total	40,872	43,284	47,580	32,100	45,564	36,432	47,580	33,144
State & Local								
Education	39,996	42,972	48,072	33,012	44,112	36,828	47,448	34,764
Non-Education	43,236	46,956	50,136	36,840	49,440	38,148	48,240	39,648
Total	41,508	44,712	49,392	34,512	46,536	37,380	47,808	36,468

Source: U.S. Bureau of the Census, *Public Employment and Payroll in 2003*.

Note: Annual salary equals March 2003 salary times 12.

entirely attributable to instruction at the primary and secondary levels, where instructors earned 6 percent more than the national average. State-paid higher-education instructors actually earned 2 percent less than the comparable national average. Non-instructional state employees at all educational levels earned more in New England than in the nation as a whole.

Within the region at the state level, Connecticut had the highest average education salary, \$56,124 – 26 percent more than the national average, although the Connecticut figure includes only higher-education employees. Among the states with education workers at primary and secondary schools as well as at higher-education institutions, Massachusetts had the highest average salary, \$45,876 – 3 percent more than the national average. Maine, which paid its state education employees an average of only \$39,636 in 2003, had the region's lowest average salary for state education workers.

Education salaries paid by local governments in New England were just over 8 percent higher than education salaries paid by local governments nationwide, although salaries differed dramatically by employment type. Higher-education instructors were paid 37 percent *less* by local governments in New England compared with the nation. In contrast, both instructional and non-instructional employees at the primary and secondary levels earned more in local-government employment regionally than nationally. At \$48,876, Rhode Island's average local education salary, which includes only primary and secondary employees, was the highest in the region, 26 percent greater than the national average. At \$31,692, Maine's average local education salary, which also includes only primary and secondary employees, was the lowest in the region, 18 percent lower than the comparable national figure. Massachusetts was the only state in the region that, like the United States as a whole, had education employees at the primary and secondary as well as the higher education levels. Massachusetts also had higher educational salaries than the comparable national averages in most categories.

Non-Education Salaries

In non-Education sectors – Health and Hospitals, Finance and Other Administration, Transportation, Public Welfare, Corrections, Police and Fire, Judicial and Legal, and All Other – the New England region had consistently higher average salaries than the United States average. The largest gaps were in Corrections (18 percent more) and Transportation (17 percent more). Smaller gaps were in Finance and Other Administration (1 percent more) and Police and Fire (3 percent more).

Across the non-Education sectors *at the state level*, the New England salaries were higher than the national average in every category except Judicial and Legal. The largest gaps were observed in Public Welfare (25 percent), Corrections (22 percent), and Health and Hospitals (19 percent). Disparities were especially large in several New England states. In Connecticut, state salaries exceeded the national average by 55 percent in Public Welfare and by 40 percent in Health and Hospitals. Likewise, in Massachusetts and Rhode Island, state Corrections salaries outpaced the national average salary by 30 percent and 41 percent, respectively. Some non-Education state-paid salaries *did* lag the national average. New Hampshire trailed the national average in every non-Education category; Maine, in five categories; and Vermont, in four.

Local non-Education salaries for New England were nearly 5 percent higher than the national average, led by higher salaries in Transportation (8 percent) and Corrections (6 percent). Despite having high local non-Education salaries overall, the region trailed the nation in several categories, including Public Welfare (14 percent) and Judicial and Legal (6 percent). The regional average masks substantial intra-regional variation. In Maine, local salaries averaged less than the comparable national salaries in every non-Education category, ranging from 38 percent less in Judicial and Legal to 16 percent less in Health and Hospitals. Meanwhile, local salaries in Massachusetts surpassed the national average in all non-Education categories except Public Welfare, where the average pay was 11 percent below the national average.

In summary, public sector salaries were generally higher in New England than in the nation as a whole. This is true for both state and local employees and is constant across education and non-education jobs. However, when these salaries are evaluated relative to the personal income earned by New England residents, who pay a large portion of New England's state and local taxes, the region's public sector payrolls do not appear burdensome. State salaries represent a slightly larger share of personal income than the national average in New England, 1 penny more per \$1,000 of personal income. However, local employee salaries are significantly lower in the region than in the nation, nearly one dollar less per \$1,000 of personal income.

Conclusion

The picture that emerges from these statistics is one of a relatively lean and competitive public sector workforce in New England. Compared with the nation, New England employs fewer public workers per capita, and the salaries of these workers represent a smaller share of the personal income of state residents. The relative mix of employment type may be partially responsible for these differences. New England employs comparatively more education workers, who earn, on average, less than non-education public employees. The avail-

⁵Capitalization occurs when the government or a business converts a future revenue stream into capital that can currently be used. Revenue bonding is a common form of capitalization.

⁶<http://www.dor.state.ma.us/pressreleases/2005/march05revenues.htm>

⁷Due to Act 68. For a fuller description, see Turner, "Across the Region: Six State Review," Federal Reserve Bank of Boston, *Fiscal Facts*, Winter 2004/2005.

⁸This represents only non-property-tax revenues, which in FY05 made up 13 percent of the total education fund. Property taxes accounted for 64 percent; the transfer from the general fund, 22 percent; and other sources, 1 percent.

⁹Medicaid projections from "Saving Medicaid: The Douglas Administration's Plan for Saving the Vermont Medicaid System," prepared by the Office of the Secretary of Administration and the Office of the Secretary of Human Services. <http://www.ovha.state.vt.us/docs/savingmedicaid.pdf>.

State and Local Employees, continued from page 6.

ability of private sector providers of services may also help to explain the region's small per capita state and local work force and low ratio of public payroll to personal income. It is likely that the New England states allocate relatively smaller shares of their state and local public outlays to institutions of higher education and health in part because the region has relatively more extensive networks of private colleges, universities, and hospitals.⁵

¹ Most notably, 3,000 Connecticut state employees received layoff notices in December 2002.

²In 1992, New England state governments employed 32,764 full-time equivalents (FTEs) in the hospital sector. By 2001, this number had decreased to 22,285. This represents a decrease of 32 percent largely attributable to the closure of many state-run mental hospitals in the 1990s. Over the same period, local governments increased the number of FTEs employed in the Education sector by 29 percent. This change coincides with an increase in the school age population (5- to 17-year-olds) from 16 percent of the total population in 1992 to 18 percent in 2001.

³Full-time equivalent employment is a computed statistic that represents the number of full-time employees that could have been employed if the reported number of hours worked by part-time employees had been worked by full-time employees. This statistic is calculated by dividing the "part-time hours paid" by the standard number of hours for full-time employees in the particular government and then adding the resulting quotient to the number of full-time employees.

⁴Average annual salary is estimated by multiplying average monthly salary in March 2003 by 12.

⁵For a more detailed discussion of the region's mix of public services, see Tannenwald 1990.

References

U.S. Census Bureau. State and Local Government Employment and Payroll Data. <http://www.census.gov/govs/www/apesstl.html>

Clayton-Matthews, Alan, Yolanda K. Kodrzycki, and Daniel Swaine. 1994. "Indexes of Economic Indicators: What Can They Tell Us about the New England Economy?" *New England Economic Review*, November/December 1994, pp. 17-41.

Tannenwald, Robert. 1990. "Taking Charge: Should New England Increase Its Reliance on User Charges?" *New England Economic Review*, January 1990, pp. 56-74.

NOTE: This is the last issue of *Fiscal Facts*. The New England Public Policy Center at the Federal Reserve Bank of Boston will resume reporting on fiscal developments and conditions in New England after a comprehensive redesign of existing publications. Thank you for your helpful comments and insights over the years.

Robert Tannenwald
Editor

Editors
Robert Tannenwald
E. Matthew Quigley
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**State
Budget
Timetables**

Annual Budgets

Massachusetts
Rhode Island
Vermont
FY05: July 1, 2004
to June 30, 2005
FY06: July 1, 2005
to June 30, 2006

Biennial Budgets

Connecticut
Maine
New Hampshire
FY04-05: July 1, 2003
to June 30, 2005
FY06-07: July 1, 2005
to June 30, 2007

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New England Fiscal Facts

Federal Reserve Bank of Boston
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Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

Item #22

October 11, 2005

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **Town of Mansfield, Connecticut** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Town Manager's Office**.

Since the inception of the GFOA's Distinguished Budget Presentation Awards Program in 1984, approximately 900 entities have received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving 14,000 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

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Mansfield Downtown Partnership

Helping to Build Mansfield's Future

November 30, 2005

The Honorable James F. Abromaitis, Commissioner
Connecticut Department of Economic and Community Development
505 Hudson Street
Hartford, CT 06106-7106

Re: Transmittal of Municipal Development Plan for Storrs Center

Dear Commissioner Abromaitis:

On behalf of the Mansfield Downtown Partnership, Inc., and Storrs Center master developer Storrs Center Alliance, LLC, we are pleased to transmit to the Department of Economic and Community Development the Municipal Development Plan ("MDP") for Storrs Center. The Storrs Center MDP was approved unconditionally at every stage of the local review process, and no changes were made to the MDP as compared to the document previously approved by the Office of Policy and Management. The adoption of the MDP at the local level represents an important milestone for the project and is the result of a sustained and coordinated effort over the past year by and among the Mansfield Downtown Partnership, its planning consultant Looney Ricks Kiss, the master developer Storrs Center Alliance, LLC, and its various consultants and professional team.

Following is a summary of the local approvals that have been received. On September 27, 2005, the Windham Region Council of Governments Regional Planning Commission found that the Storrs Center MDP was in accord with the present plan of conservation and development for the Windham region, i.e., the Windham Region Land Use Plan 2002 as amended in July of 2005. Also, on September 27, the Mansfield Planning and Zoning Commission found that the MDP was in accord with both the Town of Mansfield's 1993 Plan of Conservation and Development and the Town's 2005 draft Plan of Conservation and Development update. After holding a public hearing on October 6, the Mansfield Downtown Partnership, Inc., the municipal development agent for the Town of Mansfield, approved the Storrs Center MDP. On October 11, the Town of Mansfield held its own public hearing on the MDP and on October 24, approved the MDP. Copies of the pertinent resolutions as required by Connecticut General Statutes Section 8-191 are attached. In addition, the University of Connecticut Board of Trustees endorsed the MDP on November 15. We are very pleased to report that not one negative vote was cast at any stage of the local approval process.



Mansfield Downtown Partnership

Helping to Build Mansfield's Future

We look forward to final review and approval of the MDP by the Department of Economic and Community Development so that the Storrs Center project may move forward expeditiously. We thank you for your continued assistance. If you have any questions, please contact the Mansfield Downtown Partnership's Executive Director Cynthia van Zelm at 860-429-2740.

Sincerely,

Philip Lodewick, President
Mansfield Downtown Partnership, Inc.

Steve Maun, President
Storrs Center Alliance, LLC

cc: Dimple Desai, Infrastructure and Real Estate Division, DECD
Sheila Hummel, Community Development Division, DECD
Mansfield Downtown Partnership, Inc. Board of Directors
Mansfield Town Council

✓ Martin H. Berliner, Mansfield Town Manager

Thomas Q. Callahan, Special Assistant to the President, University of Connecticut

Enclosures:

- 1) Municipal Development Plan for Storrs Center dated August 25, 2005
- 2) Resolution approved by the Windham Region Council of Governments Regional Planning Commission dated September 27, 2005
- 3) Resolution approved by the Mansfield Planning and Zoning Commission dated September 27, 2005
- 4) Resolution approved by the Mansfield Downtown Partnership, Inc., Board of Directors dated October 6, 2005
- 5) Resolution approved by the Mansfield Town Council dated October 24, 2005
- 6) Memo from Thomas Q. Callahan, Special Assistant to University of Connecticut President Austin, to University of Connecticut Board of Trustees re: Storrs Center Municipal Development Plan dated November 15, 2005

**TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT**

GREGORY J. PADICK, DIRECTOR OF PLANNING

Memo to: Planning and Zoning Commission
From: Gregory J. Padick, Director of Planning
Date: December 1, 2005



Re: Designation of Stone Mill Road as a Town Scenic Road, file 1010-7

I have reviewed the application to designate Stone Mill Road as a scenic road with respect to Mansfield's Scenic Road Ordinance. The application is considered complete and application submissions provide required evidence that the owners of over 50% of the frontage on Stone Mill Road support a scenic road designation. It is also noted that all property-owners with frontage along Stone Mill Road have been notified by the Planning Office that a Public Hearing is scheduled for 12/5/05 on the proposed scenic road classification.

In acting on the subject request, the PZC must analyze the criteria of the Town Council-approved Scenic Road Ordinance (copy attached). To be approved, a scenic road must be free of existing or potential intensive commercial development and intensive vehicular traffic. It must meet at least one of the specified criteria of Section 2 of the Ordinance. In addition, the proposed scenic road must be reviewed with respect to the traffic safety-oriented criteria of Section 3. Any comments from the Town Council, Traffic Authority, other town agencies or the public should be considered before a decision is rendered. To date, the only comments received are from the Traffic Authority and Jane Moskowitz, a Stone Mill Road property-owner. Both of these communications indicate support.

In my opinion, the proposed designation of Stone Mill Road satisfies the criteria of Sections 2 and 3 of the Scenic Road Ordinance, and no traffic safety problems are anticipated if the proposed designation is approved.

Summary/Recommendation

Subject to any new issues raised during the Public Hearing process, the proposed designation of Stone Mill Road as a scenic road is considered to be in compliance with all Ordinance provisions. It is, therefore, recommended **that the proposed scenic road designation of Stone Mill Road be approved pursuant to Mansfield's Scenic Road Ordinance.**

*Approved by PZC
@ its 12-5-05 meeting*

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SHARON A. BLANKET, Emily Lebowitz, 14, left, and her sister Jenna Lebowitz, 15, right, hustle against the cold as they watch the Coventry-Cromwell football game at Coventry High School Thursday. Bunched up behind them is Stephanie Phipps, 25 of Wilmington, N.C., who was visiting and watching cousin Allen D'Alessandro play for Coventry, which lost 41-20. "I'm from South — I'm not used to this!" she said.

UConn Takes An Environmental View

By BRUCE E. WESBERT
CONTRIBUTOR

STORRS — What do an indoor practice field made from recycled shoes, a rain garden and an amphibian crossing have in common?

They are some of several steps the University of Connecticut is taking to foster a more environmentally friendly campus.

Despite UConn's role in dying up a section of the Fenton River this fall and other environmental issues that have dogged the university in recent years, the school has made a concerted effort to recycle and preserve natural resources.

Signs of UConn's green environmentalism are everywhere on campus. From a synthetic field made of recycled shoes and tires in the football training complex that is under construction to several landscaped beds called rain gardens that filter storm water runoff.

And there are some more offbeat envi-

ronmental measures in the works, such as an amphibian crossing planned to help thousands of wood frogs and spotted salamanders safely cross a new entrance road to campus. Modeled after similar structures in the Netherlands, miniature Jersey barriers will funnel the creatures on their annual migratory path through three tunnels under the road and guide them to a vernal pool during their migration there every spring.

Most of the changes have taken hold in the last three years since UConn hired its first environmental manager, Richard Miller, to minimize the impact of the university's \$2.3 billion UConn 2000 construction program and to promote a more sustainable environment. Miller was hired after residents had complained about flooding and clear-cutting of trees during the construction of the Edliff apartment complex.

The greening of the campus is a national trend that has been building for the last 15 years and has taken off in the past two years, said Edwin Fowg, senior fellow for University Leaders for a Sus-

tainable Future. She had not heard specifically about UConn's environmental efforts, but said the fact that the school hired an environmental manager three years ago and was using sustainable design in its construction means it is trying to move to the forefront of the trend.

UConn's environmental approach has gained some attention. The university was asked recently to conduct a workshop on sustainable campuses during a conference at the University of Maryland.

Perhaps the most notable example of UConn's newfound environmentalism is the new football training complex across the street from Memorial Stadium.

The \$20 million building is full of recycled materials, from the steel girders rising from the ground to the training field made from recycled shoes and tires. Inside, the temperature will be controlled by infrared radiant heating, which can divert heat down toward the playing surface, rather than heating air above, resulting in energy and cost savings.

"The building is 100 feet tall. You don't need to heat the top 100 feet of space," Miller said.

The 165,000-square-foot building is considered a "LEED-registered" building, which means it is designed to meet the strict environmental standards of the U.S. Green Building Council's Leadership in Energy and Environmental Design program. It is the first athletic complex in the NCAA designed to meet these standards. The extra touches are expected to add \$200,000 to the cost of the project, Miller said.

Beyond the athletic complex, UConn's board of trustees last year decided that all new construction should follow LEED guidelines as far as possible. The university has also developed its own sustainable design guidelines for renovations and new construction.

Last week, the university established a Green Campus Fund to raise money from donors through the UConn Foundation, the fundraising arm of the uni-

PLEASE SEE FRONT, PAGE B7

Lewis asked Roy, "Do you know why we're here?" Roy didn't. When Lewis explained, Roy said, "And when you leave, they're going to come right

"You turn the light on, the roaches scatter. They are watching and waiting for you to go."

Outside and throughout the day and night, one or two police cruisers sat

my crime in their lobbies and hallways.

They all agree that not everyone can be Mama Hattie. Mama Hattie — Hattie Harris — lives a few buildings down from where the activists set up. At 70,

when he asked if she cooked. She looked out the front door, walked back into the building door slammed.

"I think she's angry that Lewis said.

UConn

CONTINUED FROM PAGE B1

iversity. Money raised will be used to promote energy efficiency, protect natural resources, beautify campus and protect environmentally sensitive areas.

UConn's green campus campaign extends throughout the university in small, large and offbeat ways. The university, for instance, collects grease from cafeteria fryers and converts it to biodiesel fuel, which is used to power some of the campus shuttle buses, Miller said. Instead of building sidewalks, the university plans to install porous pavers on some pathways to allow rain to filter into the ground, rather than run off an impervious surface.

Even the chickens in the poultry barns at the School of Agriculture are environmentalists. They now drink water from "nipple" drinkers that dispense water on demand, rather than sipping from continuously running bubblers.

"This has saved us a million gallons of water a year," Miller said.

Water is a serious matter at UConn, where neighbors not only have complained about runoff, but have expressed fears that UConn's landfill and chemical pits may have contaminated residential drinking wells. Several years ago, residents defeated Pfizer's plan to build an animal vaccine facility on scenic land on Horsebarn Hill.

In recent years, neighbors have also fretted that UConn's rapid enrollment growth and construction program would take a toll on the Fenton River, one of two rivers it relies on for its water supply. That concern turned into a reality after a dry summer when nearly a half-mile of the river near the university's wells dried up in September, killing 3,000 fish.

Since then, the university has taken many steps to conserve water, including cutting down on athletic field irrigation and asking students to take shorter showers. But UConn is also taking a longer-term approach by installing meters on water pipes to detect leaks and putting low-flow and dual flush toilets and other fixtures in new construction and renovations.

UConn has also taken steps to protect the Horsebarn Hill area known as East Campus where Pfizer wanted to build. The university has designated 617 of its 868 acres in the East Campus area for preservation or conservation under a new master plan.

Some local activists said UConn has taken steps in the right direction, but they were still concerned about the watershed land. The university could demonstrate a greater commitment by putting an easement around the land rather than relying on a master plan that could easily be changed in the future, said Helen Koehn, a member of the Mansfield-based Citizens for Responsible Growth.

"I think Rick Miller has brought the university a long way toward environmental responsibility," Koehn said. But she said the university has a ways to go before it becomes an environmental leader.

Snow

CONTINUED FROM PAGE B1

crowded on the return trip.

"What we're seeing ... is a staggered effect on the front end," he said. "And then, on the everybody's got to get back for the beginning of school week and the work week."

Flights this week have been 75 percent below last year, but forecasts expect that to drop to 50 to 60 percent by next week and rise as high as 90 percent Saturday and Sunday.

Dan Lee, a senior analyst for the Department of Transportation Security Administration, said the study is part of an ongoing collaboration with the FAA. Airline employees advise the DOT on occupancy rates and crunch times in airports. P. 184

In the Northeast, 3.3 million people are expected to travel by car this weekend, said Phyllis Kline, spokeswoman for AAA. That's the lowest in the nation's five regions.

Mayito said she would expect more drive prices were lower.

"Even though gas prices are down over the few weeks, they are higher than last year," she said. "People are still in the conservation mood from Katrina and after the prices hit the \$3 mark. An Associated Press report is included.

Martin H. Berliner

From: Cynthia A. vanZelm
Sent: Tuesday, November 29, 2005 9:11 AM
To: Downtown Partnership; Steve Maun (E-mail); Harry Lassiter (E-mail); Stephen Braswell (E-mail); Cynthia van Zelm (E-mail); Ed Wilson (E-mail); Geoff Fitzgerald (E-mail); Howard Kaufman (hkaufman@leylandalliance.com) (E-mail); Lee Cole-Chu (E-mail); Lou Marquet (E-mail); Macon Toledano; Mark Evans; Monica Quigley (E-mail); Paul Gratzel (E-mail); Richard Munday (E-mail); Thomas Cody (E-mail)
Cc: Cindy O'Malley (E-mail)
Subject: FW: UConn Backs Storrs Center - editorial in Courant

hi all - below is the editorial that ran in the Courant today. Needless to say, I think we all can be happy about it!

Cynthia

From courant.com

 UConn Backs Storrs Center

November 29, 2005

MANSFIELD -- Mansfield's downtown makeover recently cleared a milestone. The University of Connecticut board of trustees endorsed the \$165 million Storrs Center project that is expected to do as much for the university as it will for the town.

It was the latest in a series of approvals that show the depth of support for the center. It has also received backing from the Mansfield Town Council and the Windham Region Council of Governments.

Since the beginning, this concept has been a partnership among the university, the town and businesses. They pay annual dues that cover some of the work to get the project going. UConn and the town put in \$50,000 each.

Ambitious plans for this center include retail, restaurant and residences. The charming artist's rendering suggests an old-fashioned main street where people would linger to visit and enjoy the ambience.

The university's endorsement was a necessary step toward getting the project approved.

UConn isn't just being a good neighbor. A college town with a vibrant business district has student appeal. Some high school students who considered but didn't choose UConn cited the lack of a town center as one reason.

As this plan unfolds, Mansfield is expected to be transformed from a collection of strip mall shops to a village-style district. The project's developers expect to raise \$145 million in private capital and obtain about \$20 million in state and federal funding for the project.

The trustees also backed the sale of about two acres of university land, which the Storrs Center Alliance intends to use for existing businesses that must be moved to allow construction. That should smooth the transition by keeping existing businesses viable as the partnership tries to attract new investors.

Cooperative effort continues to be a hallmark of the proposed town center. For investors, that should be a strong selling point.

Visit www.courant.com for Connecticut news updates, sports stories,
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Mansfield Parks and Recreation presents

The 7th annual production of

The Nutcracker Ballet

Directed and Choreographed by Kelly Anne Jones

Sat., December 17, 2005, 6 p.m.

Sun., December 18, 2005, 2 p.m.

E.O. Smith High School

This is a community production including
over 130 children ages 3 and up.

Tickets are available at the
Mansfield Community Center.

\$6 per ticket.

*Tickets will also be available at the door
(If not sold out)*

Call 429-3015 for more information

Come Share the Holiday Spirit!

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