



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, January 9, 2006
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

	Page
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
MOMENT OF SILENCE	
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
OLD BUSINESS	
1. Issues Regarding the UConn Landfill (Item #2, 10-11-05 Agenda)	9
2. Draft Plan of Conservation and Development (Item #1, 12-12-05 Agenda).....	45
3. Acceptance of Scottron Drive and Sheffield Drive as Town Roads (Item #15, 12-12-05 Agenda).....	49
4. Wolf Rock Preserve Access Management Plan (Item #9, 12-12-05 Agenda) (Previously Distributed).....	57
5. Crane Hill Field Management Plan (Item #10, 12-12-05 Agenda) (Previously Distributed).....	59
6. Saw Mill Brook Preserve Management Plan (Item #11, 12-12-05 Agenda) (Previously Distributed).....	61
7. Fenton River (Item #3, 12-12-05 Agenda).....	63
8. Campus/Community Relations (Item #5, 12-12-05 Agenda).....	89
NEW BUSINESS	
9. Comprehensive Annual Financial Report Year Ended June 30, 2005.....	91
10. Natchaug River Greenway Designation	93
11. US Postal Service Designation of Storrs-Mansfield, Connecticut.....	101
12. Mansfield Housing Authority (no attachment)	
QUARTERLY REPORTS	105
DEPARTMENTAL REPORTS	181
REPORTS OF COUNCIL COMMITTEES	

REPORTS OF COUNCIL MEMBERS

TOWN MANAGER'S REPORT

FUTURE AGENDAS

PETITIONS, REQUESTS AND COMMUNICATIONS

- 13. Mansfield Planning and Zoning Commission re: Revision to Zoning Regulations to Authorize Accessory Sheds 223
- 14. Mansfield Resident Trooper's Office, Holiday Celebrations 225
- 15. G. Padick re: Proposed Age-restricted Housing Zoning Regulations..... 227
- 16. C. van Zelm re: Relocation and Casting Process for Storrs Center 247
- 17. Access Agency re: Regional Energy Summit..... 249
- 18. Technology Transfer, "Parking: How Much is Enough?" 253
- 19. The Hartford Courant, "Unified Effort Spawns Storrs Center Project" 257
- 20. The New London Day, "Dispelling The Myths About the Fort Trumbull Project" .. 261
- 21. William Caspar Graustein Memorial Fund re: Mansfield Discovery Action Plan ... 263
- 22. Connecticut Department of Transportation re: Mansfield's Highway safety Project Application 265
- 23. University of Connecticut Report, "Monitoring and Analysis of the Willimantic Reservoir and the Mansfield Hollow Lake Watershed 267

EXECUTIVE SESSION

REGULAR MEETING-MANSFIELD TOWN COUNCIL-DECEMBER 12, 2005

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Haddad moved, and Mr. Hawkins seconded to approve the minutes of the November 28, 2005 meeting. Ms. Blair noted that in Item 3 the cross training of all firefighters should refer to all career firefighters and Mr. Hawkins noted that the vacancies in the schedule were filled by part time firefighters not volunteer firefighters.

The motion to approve the minutes as corrected passed unanimously.

III. MOMENT OF SILENCE

Mayor Paterson requested a moment of silence.

(NEW BUSINESS ITEM 6)

Mayor Paterson requested a motion to move the Proclamation in Honor of Officer William Clayton and Trooper First Class Scott Crevier to the top of the agenda.

Motion made by Mr. Haddad and seconded by Mr. Hawkins.

Motion so passed.

Mr. Haddad moved and Mr. Hawkins seconded, 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.

Motion so passed.

Mayor Paterson requested that Officer William Clayton and Trooper First Class Scott Crevier join the Council members at the front of the room, at which time she read the proclamation in their honor and thanked them expressing her admiration and respect for the police in Mansfield.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

None

V. OLD BUSINESS

Motion by Mr. Haddad and seconded by Ms. Blair to add as Item 5 A, FY 2006/07 Library Services and Technology Act Long-range Planning Grant.

Motion so passed

1. Draft Plan of Conservation and Development

Gregory Padick, Town Planner, updated the Town Council on the Draft Plan of Conservation and Development. The Planning and Zoning Commission has endorsed, with an addendum, the August 15, 2005 Draft Plan, which incorporates some of the recommendations they received into the Plan. The Commission acted to send the Plan to the Council as a Plan that they recommend that the Town adopt. Based on the state statues the Council has its own review period, may conduct its own public process and can either endorse the entire plan or portions of it. Any section that is not endorsed by the Town Council must receive a 2/3-approval vote by the Planning and Zoning Commission.

Ms. Koehn suggested that the idea of village be incorporated in the areas of the Plan that address mixed use and higher density uses. A discussion ensued regarding whether or not the term village is the appropriate description or concept. Rudy Favretti, Chair of the Planning and Zoning Commission, suggested that what everyone was describing is development with a humanized scale, a building to people to street relationship that people are comfortable with.

Approval of the Plan will be on the agenda for the next meeting.

2. Financial Statements Dated September 30, 2005

Mr. Clouette moved and Ms. Blair seconded, effective December 12, 2005, to accept the Financial Statements dated September 30, 2005, as prepared and submitted by the department of finance.

Motion so passed.

3. Fenton River Aquatic Habitat Study

Gregory Padick, Town Planner, reported that there are significant recommendations in the report regarding the flow in the river and the moving of a current shallow well. He is in the process of reviewing the draft report and will forward to the Town Council his comments and any comments from the PZC and the Conservation Commission prior to the January meeting. It is expected that the Department of Environmental Protection will allow comments until mid-January.

4. Appointment of Charter Revision Commission

The scope, expected time line and membership of the Charter Revision Commission were discussed. Mr. Haddad moved and Ms. Blair seconded to refer the matter back to the Special Committee Regarding the Establishment of a Charter Revision Commission.

Motion so passed.

5. Campus/Community Relations

No Report

5A. FY 2006/07 Library Services and Technology Act Long-range Planning Grant

Mr. Haddad moved and Mr. Paulhus seconded to adopt the following Resolution:

Resolved, effective December 12, 2005 that the Town Manager, Martin H. Berliner, is empowered to enter into and amend contractual instruments in the name and on behalf of the Town of Mansfield, with the Connecticut State Library for a Fiscal Year 2006/07 Library Services and Technology Act Long-Range Planning Grant, and to affix the corporate seal of the Town.

So passed unanimously.

VI. NEW BUSINESS

6. Already Completed

7. Highway Safety Project Application

Ms. Bair moved and Mr. Hawkins, seconded effective December 12, 2005, to authorize the Town Manager, Martin 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 paper work.

Motion so passed.

8. Strategic Planning Project

Matt Hart, Assistant Town Manager, reviewed the subject of strategic planning. Since the Council has identified this issue as a priority a group of department heads have been assembled to begin work. The

staff believes that it would be beneficial to hire a consultant who has experience in both group facilitation and strategic planning in the public sector. Since this person would work closely with the Council, Matt asked if there were any Council members who would like to participate in the selection process. The following Council members volunteered: Ms. Paterson, Ms Koehn, Mr. Paulhus, Ms. Blair (maybe) and Ms. Redding (maybe).

9. Wolf Rock Preserve Access Management Plan

Mr. Haddad moved and Ms. Blair seconded, effective December 12, 2005, to approve the Wolf Rock Preserve Access Management Plan.

By consensus the Council agreed not to act and the issue will be on the agenda for the next meeting.

10. Crane Hill Field Management Plan

By consensus the Council agreed not to act and the issue will be on the agenda for the next meeting.

11. Saw Mill Brook Preserve Management Plan

By consensus the Council agreed not to act and the issue will be on the agenda for the next meeting.

12. Member Services Coordinator Position

Mr. Hawkins moved and Mr. Clouette seconded, 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.

Motion so passed.

13. Social Services Block Grant Application

Mr. Clouette moved and Ms. Koehn seconded, effective December 12, 2005, to authorize the Town Manager to submit an application to the U S Department of Health and Human Services for a Social Services Block Grant in the amount of \$3,657.

Motion so passed.

14. WPCA, Community Sewer System Agreement, Valley View Mobile Home Park

Mr. Haddad moved and Mr. Clouette seconded to recess briefly as the Mansfield Town Council and convene as the Water Pollution Control Authority.

Motion so passed.

Mr. Haddad moved and Mr. Clouette seconded, 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).

Motion so passed.

Mr. Haddad moved and Mr. Clouette seconded to adjourn as the Water Pollution Control Authority and reconvene as the Mansfield Town Council.

Motion so passed.

15. Acceptance of Scottron Drive and Sheffield Drive as Town Roads

Ms. Blair moved and Mr. Paulhus seconded, 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 and pursuant to section 8-24 of the Connecticut General Statutes.

Motion so passed.

16. Energy Conservation

Continued

17. Spay and Neuter Ordinance

Continued

VII. QUARTERLY REPORTS

VIII. REPORTS OF COUNCIL COMMITTEES

Ms Redding reported that the Committee on Committees have met and make the following recommendations:

Tim Quinn and Richard Pellegrine to the Commission on Aging to terms of three years ending September 2008,

Susanna Thomas, George Cole, Raymond Gergler, Wunderly Stauder to the Correctional Facility Liaison of Public Safety Committee to a term specified by the Town Clerk,

Christopher Paulhus as the Town Council representative to the Correctional Facility Liaison of Public Safety Committee and announced that Vera Stearns has been appointed as the Planning and Zoning representative to the same,

Al Cyr and Carolyn Stearns to the Agriculture Committee to terms of two years ending November 19, 2007,

Jean Haskel to the Parks Advisory to a term of three years ending August 1, 2008 and new members Juliana Barrett and Tom Harrington to terms ending August 1, 2008.

Mr. Clouette seconded the recommendations and they passed unanimously.

IX. DEPARTMENTAL REPORTS

X. REPORT OF COUNCIL MEMBERS

Mr. Paulhus reported that he recently attended the Mansfield Teacher of the Year event honoring Janet La Marre.

Mayor Paterson summarized her attendance at the National League of Cities Conference as very productive saying that the members are very aware of the impact that budget cuts are having on our local communities. The Mayor noted that she represents Connecticut on the Resolution Committee, was elected as 1st Vice President of the University Community Caucus and serves on the Human Development Policy Committee.

XI. TOWN MANAGER'S REPORT

Town University Relations Committee will meet on December 13, 2005 at 4:00 p.m.

The Regional District 19 Budget meeting will be held on December 13, 2005 at 7:00 p.m. This is a pre budget meeting of local officials and legislators.

The Planning and Zoning Commission has adopted new regulations regarding age-restricted housing. Some of these units will be affordable housing. Mr. Berliner suggested that the Town Council might want to look at the issue of affordability in all types of housing in town.

The Planning and Zoning Commission will be holding a public hearing on a three month moratorium on single-family subdivisions in order to have time to write new regulations. The Planning and Zoning Commission is also

considering adding a new zoning district that would include a housing component in what has been the industrial zone.

The Traffic Authority has discussed Depot Road and will invite the residents to the February meeting to discuss the findings and to try to come to a consensus with them.

XII. FUTURE AGENDAS

XIII. PETITIONS, REQUEST AND COMMUNICATIONS

18. Advisory Commission on Intergovernmental Relations re: "Connecticut Municipal Budget Adoption Experiences, FY 2005/06.
19. Connecticut Department of Transportation re: State Project No. 77-206, Intersection Improvements on CT Route 195 at Chaffeeville Road and Clover Mill Road,
20. SGT S Cox re: Officers Palmer and Clayton.
21. Federal Reserve Bank of Boston, New England Fiscal Facts, "Do NE State and Local Governments Have Too Many Employees, and are They Overpaid?"
22. Government Finance Officers Association re: Distinguished Budget Presentation Award for Town of Mansfield.
23. Mansfield Downtown Partnership re: Transmittal of Municipal Development Plan for Storrs Center.
24. G. Padick re: Designation of Stone Mill Road as a Town Scenic Road.
25. The Hartford Courant, "UConn Takes an Environmental View"
26. The Hartford Courant, "Mansfield's Downtown Makeover"
27. Mansfield Parks and Recreation re: the Nutcracker Ballet

XIV. ADJOURNMENT

At 9:50 p.m. Ms. Blair moved and Mr. Haddad seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

**PAGE
BREAK**



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager
Date: January 9, 2006
Re: Issues Regarding the UConn Landfill

Subject Matter/Background

I have attached for your information recent correspondence regarding the UConn Landfill. The town council does not need to take any action on this item at this time.

Attachments

- 1) UConn Landfill Remediation Project, December 2005 Update
- 2) Haley and Aldrich re: Interim Monitoring Program/Long Term Monitoring Plan Transition Report
- 3) University of Connecticut re: Quarterly Progress Report, UConn Landfill

UCONN Update

Landfill Remediation Project

INTRODUCTION

With permits in place and a Construction Manager chosen, construction activities to remediate and close the landfill and former chemical pits will begin in late 2005 and early 2006. The article below describes the key permits and conditions UConn will comply with to complete the project. The permits include such requirements as time limits on construction and special protection for wetland areas. Copies of the permits are available at the Mansfield Public Library and at UConn Communications.

*After a review of proposals from interested Construction Management firms, O&G Industries of Torrington, CT, was awarded a **Construction Manager** contract for the project based on its experience and fees. O&G is providing a guaranteed maximum price for the work and it is reviewing bids for the project's specialty contracting trades. These include site work, mechanical and electrical trade contractors and companies experienced in excavation, landfill compaction, constructing interceptor trenches and working with geomembranes and gas collection systems, as well as elements of the landfill cover. Wetland restoration and landscaping complete the construction tasks. The article on page 3 describes the initial construction activities.*

*While the landfill investigation and permitting were underway over the last six years, residential domestic wells near the project study area were the focus of the **Interim Monitoring Plan (IMP)**. The IMP also included sampling of groundwater and surface water locations in the study area and around its perimeter. The IMP was designed to evaluate groundwater quality obtained from drinking water wells located near the landfill and former chemical pits until the Remedial Action Plan was implemented. The article on page 5 describes the transition from the IMP to the **Long-Term Monitoring Plan (LTMP)**.*

UConn Secures State and Federal Permits for Landfill Remediation and Construction

After more than a year of submittals, reviews and a public hearing, final permits to allow the start of remediation of the UConn landfill and former chemical pits were issued by the Army Corps of Engineers (ACOE) and the Connecticut Department of Environmental Protection (DEP) in July 2005. The ACOE permit includes conditions set by DEP and special provisions to protect wetlands and migratory species in the area during con-

struction. UConn submitted several individual permit applications to DEP's Water Management and Inland Water Resources Division, and ACOE required a *Wetland Mitigation Plan* to address temporary and permanent impacts in the area.

Securing the permits marks an important stage in the remediation project. After more than five years of planning, investigation and re-

WHAT IS THE UCONN LANDFILL PROJECT?

On June 26, 1998 the Department of Environmental Protection issued a Consent Order to the University of Connecticut. The order requires UConn to thoroughly evaluate the nature and extent of soil, surface water and groundwater pollution emanating from the University landfill, former chemical pits and an ash disposal site known as F-Lot. The order also requires UConn to propose and implement remedial actions necessary to abate the pollution. The UConn Landfill Remediation Project is the process that UConn is undertaking to comply with the order.

Visit the UConn Landfill Project web site for copies of the project schedule, meeting announcements and other information.

www.landfillproject.uconn.edu

the site remedy can begin. The landfill project was undertaken to comply with a Consent Order with DEP that lays out the goals for the remediation. The process provided for a Technical Review Committee, which developed the investigation protocols and reviewed all of the technical information, and a public involvement program, which reached out to interested and affected parties, including the Town of Mansfield, community

and student groups and abutters to the study area. After DEP approved the remediation plan in November 2004, the permits were the subject of a public hearing in January 2005.

Permit Background

The Remedial Action Plan (RAP) outlined the permits required for construction. After the RAP's approval, UConn and its consultants began submitting the permit applications needed to begin construction to DEP and ACOE. The remediation activities in the study area will affect wetlands near the landfill and former chemicals pits, and these areas will require erosion protection and other site considerations.

DEP and ACOE have responsibilities for different aspects of the project. The Corps required a Section 404 Individual Permit. DEP had jurisdiction over the other permits, including: an Inland Wetlands and Watercourses Permit and 401 Water Quality Certificate; a Flood Management Certification; general permits for Discharge of Groundwater Remediation Wastewater to a Sanitary Sewer; a General Permit for Discharge of Stormwater and Dewatering Wastewaters from Construction Activities; and a Combined Permit for Disruption of a Solid Waste Closure Area, Landfill Closure and Post-Closure Use. The October 2004 *Update* contains detailed information about the permit applications (it is available at <http://landfillproject.uconn.edu/files/updates.html>).

Wetland Mitigation

After initial reviews of the application, ACOE asked UConn to prepare a *Wetland Mitigation Plan* because of the impact of construction on wetlands in the area. The wetlands are affected since they con-

tain contaminated sediments that will be removed during the construction project. Construction will have the positive effect of eliminating future discharge of contaminants, but it will also disturb the surrounding wetlands.

The *Wetland Mitigation Plan* has three components:

- Restoration – measures to be taken in wetland areas that will be disturbed, but not lost
- Wetlands creation – constructing new wetlands to compensate for wetlands that will be lost due to the remediation
- Wetlands enhancement – improving existing wetlands and habitats that will be disturbed, then restored, by removing waste, fill materials and debris currently in those areas

The landfill closure will result in the loss of 1.83 acres due to filling and post-closure uses. Another 2.97 acres of wetland will be temporarily disturbed by the removal of contaminated sediments and fill. In addition to restoring the wetlands, UConn will enhance 12.4 acres of wetland and preserve another 27 acres of wetland and 33 acres of forested upland. The plan also includes controlling invasive species and exotic plant species that can clog and endanger the wetlands.

After reviewing the mitigation plan, ACOE asked UConn to comply with a special condition to protect amphibians, such as salamanders, wood frogs and toads, in the wetlands. These amphibians lay their eggs in vernal pools that appear only seasonally. No work will take place in the vernal pool areas and limited work will be conducted in surrounding wetland areas during the migratory and reproductive times for these species, which occur between March and May. In wetlands that will remain once the project is completed

(that is, wetlands that UConn's contractors will disturb, but ultimately restore), no excavation or fill placement will take place during this season. Routine erosion and sedimentation controls will continue to be maintained during this time to protect these wetlands from work in abutting areas. In addition, in wetland restoration and creation areas, limited spring planting will also take place, such as seeding and hand planting.

General ACOE Conditions

In addition to the Wetland Mitigation Plan, the Army Corps permit (NAE-2004-661) lays out other specific conditions. The entire permit must be included in the construction bidding specifications and posted on the site. UConn must notify ACOE two weeks before the mitigation work begins and submit a number of required forms. In addition, UConn must execute and record a conservation easement for an area designated as Open Space, protecting it in perpetuity. The ACOE permit includes DEP's permit conditions by reference.

DEP Permit Conditions

DEP has jurisdiction over a number of the construction and remediation activities at the landfill and former chemical pits. As a result, DEP's permits include a variety of conditions from startup to construction practices to project completion and site monitoring. (See the box below listing a number of key conditions.)

The permit conditions are to ensure that the work meets the goals and standards of the remediation plan, is completed in a timely fashion and does not unduly disrupt neighboring areas or result in changes that are not approved by DEP. UConn will submit monthly construction summary reports to the Commissioner. Any changes proposed for the Wetland Mitigation Plan must be

Continued on page 6

Connecticut Permit Conditions

DEP's permits for the landfill construction (IW-2003-112 and WQC-2003-2988) include the following conditions:

- Notice to the Commissioner five days before the start of construction
- Notice of the permit conditions to the contractor(s)
- Submittal of any changes in the storm drainage plan to DEP in advance for written approval
- Completion of wetlands construction as specified in the Wetland Mitigation Plan within five years, along with written submittals of any changes in the plan to the Commissioner for approval in advance
- Maintenance of required erosion and sedimentation controls
- Compliance with permit limits on regulated activities such as fill, encroachment
- Use of Best Management Practices and other recommendations (dust control, etc.)
- Submittal of monthly construction reports to the Commissioner
- Completion of the work within five years of the permit date (May 5, 2010)

UConn Prepares for Landfill Construction

When construction begins early this winter, contractors will take the first steps in a year-long project to close the landfill and former chemical pits according to the plan approved by the Connecticut Department of Environmental Protection (DEP). Site preparation and mobilization will be the first visible steps. With a road in place and equipment on site, excavation, dewatering and consolidation of approximately 28,000 cubic yards of waste and sediments will begin. There will be some inconvenience – such as short-term closing of the pathway from Celeron Square to the Motor Pool – but safety and permit compliance are important aspects of the project. O&G Industries, the Construction Manager (CM), will oversee permit compliance and respond to issues that arise during construction. Quarterly well sampling and reporting will continue during this time.

Getting Started

The first challenge of construction is to reach the landfill site. Initially, the site preparation contractor will bring equipment in from North Hillside Drive and through the UConn Motor Pool area. At the southern end of the landfill, the CM and contractors will set up an area for construction trailers, equipment storage and laydown. This fenced area will be in the vicinity of the current transfer station. This process should take about two to three weeks.

With equipment on hand, the site preparation contractor will construct a road at the southeast end of the landfill connecting the construction area directly to North Hillside Drive. Completion of this road will take truck traffic away from UConn's busy equipment storage and repair area. Road construction is expected to take a month.

Before the contractor begins the next step – moving waste and soil – the site permit requirements have to be met, including establishing erosion controls, which will include hay bales, silt fences, and filter berms designed to protect wetlands and surface waters from runoff of silt from the work areas.

Waste relocation is the first remediation task. The landfill is roughly an oval mound oriented northwest to southeast. The sides slope away from the mound and are known – at the edges – as the toe of the landfill. There are wetlands to the north and south, which will be affected by construction to remove contaminated sediments.

During the landfill investigation, waste was found outside the toe of the landfill in several places. The Remedial Action Plan (RAP) requires the contractor to excavate this material and place it on top of the landfill before the cover is constructed. This outlying waste will be consolidated beneath the landfill cover, which will contain and prevent it from leaching into groundwater.

Most of this excavated waste will end up on the western flank of the landfill. If the material is very wet, it must be dried out first, a process known as dewatering. This can be done by placing it within an earthen dike on top of the landfill or mixing the materials with dry soil before placing it on the landfill. Once the waste/soil mix is dry, a ride-on, double drum vibrating sheep's foot roller rolls over the materials. Resembling a front end loader, the roller has steel wheels with knobby extensions. It rolls over the waste, compacting and flattening it.

At the end of each work day, waste exposed by this operation will be covered with soil or a cover of some type. The next day, it will be uncovered and the process will be repeated. The cover keeps the material in place and prevents it from being disturbed by weather or animals. It also contains odor that may emanate from the disturbed earth.

The process of waste consolidation will take about two to three months. During this time, neighbors may hear the backup beepers from the construction equipment in the distance, and, when the trees are bare, see the earth movers and compacters at work.

Safety concerns will also require occasional closing of the pathway. Based on current understanding of the work plan, the path will be closed as construction is close to sections of the walkway.

Continued on next page

Creating a New Wetland

When the landfill construction is completed, neighbors, faculty and students will discover an added benefit: a new, 60-acre open space conservation area north of the landfill. Wetlands that are currently affected by sediments and leachate will be restored and re-established. A mixture of clean granular soils, derived primarily from the wetland creation areas, and organic soils – recycled from excavated soils removed from the Burton Football complex area – will replace contaminated sediments or waste. New wetlands will be created, planted with native vegetation and monitored for invasive species. These areas will be inspected monthly for a period of 10 years to make sure plants are thriving, soils are wet, permit limits are being met, wildlife are thriving and invasive species are controlled or removed.

Over time, the new wetland areas will serve as a home to local wildlife, including turkeys, beaver, deer and other small mammals. These wetlands offer UConn and the community the chance to observe wildlife, study the function of wetlands and conduct research on invasive species. These wetlands will also serve as a laboratory for Connecticut's invasive species research program, which is located in Storrs, and as a home to a diversity of species. P. 12



Sediments will be removed from the south wetland, requiring restoration of about a third of an acre.

Remediation of the wetland to the south (see below) involves construction close to or on the path. When this work is complete, jersey barriers and other protection will be put in place to allow the bicycle and walking path to remain open during non-construction hours.

Next Steps

During this consolidation process, the contractor will also pull waste back from the edges of the landfill to construct leachate interceptor trenches, or LITs. Leachate is any liquid that passes through solid waste and contains suspended or soluble materials in solution that came from the waste. Currently, leachate from the landfill affects the quality of groundwater and surface water to the north and south of the landfill. It also appears in wetlands to the north and in the upstream segment of one stream.

The contractor will construct trenches on the north and south toes of the landfill, to intercept and collect leachate and groundwater that flow from the site. The flow will be collected in gravel-filled trenches which will contain a set of extraction wells. The leachate will be pumped from the wells to UConn's wastewater treatment plant. Wetlands excavation will take place next. First, erosion and sediment controls – silt fences and straw bales – are put around the area to prevent or capture runoff from sediments. The project permit requires the CM to inspect these measures after every significant rainfall. The

CM must keep an inspection log and take appropriate action to correct any deficiencies. Periodic agency inspections are likely.

With site controls in place, the contractor will remove any visible surface waste for compaction on the landfill. The next step will be undertaking sediment removal. This aspect of construction will have the greatest impact on the wetlands. Project engineers and scientists believe that the contractor will have to remove about two feet of sediment. This includes scraping through the vegetation in the area, a process that will alter the appearance of the wetland.

The contractor will deposit the sediments for drying and compacting on the landfill. During this time, sampling in the wetland will be required to determine how wide and deep the sediment removal needs to be. The contractor will remove vegetation and sediments, sample to the sides and below, then continue with the removal until sampling confirms that the area is free of landfill or chemical pits contaminants.

The northern wetland is a wet one: in the spring, there may be one or two feet of water present. The contractor will create a gravel filter berm or dike so water that gets stirred up stays within the bermed area during this process. To the south, the wooded wetland can be contained with more traditional means.

Like the waste, the wet sediments will be dried in a diked or bermed area atop the landfill. They can also be mixed with drier soil or be turned and tilled to air dry. They will be compacted on the landfill.

Permit conditions limit the timing of work in the wetlands. Work in restoration areas cannot take place between March and May, when it could impact migration and reproduction of certain species. It is actually easier to work with partly frozen earth, so the contractor is likely to try to complete this work during the winter.

While the construction documents contain limits due to permit requirements and other regulations, the contractors are allowed flexibility in other areas. Once the final contractors have been chosen and their schedules are approved, more specific information will be shared with the community in an upcoming *Update*.

Short-Term Effects

Until the wetland restoration takes place, the excavated areas will appear raw and barren. Restoration is a condition of the remediation. It is described in detail in the October 2004 Update, which is available at <http://landfillproject.uconn.edu/files/updates.html>. The **Wetland Mitigation Plan** includes wetlands creation, enhancement and restoration. The construction will result in the loss of 1.83 acres of wetland due to filling and post-closure use. Another 2.97 acres will be disturbed by the removal of contaminants and fill. These acres will be addressed by the mitigation activities. In addition, UConn will enhance or improve 12.4 acres of wetlands and preserve 60 acres, including 27 acres of wetlands and 33 acres of upland.

Continued on next page

Closing the Pathway

The pathway from Celeron Square along the edge of the landfill to the Motor Pool is a popular route to campus for walkers and bicyclists. Because it parallels and crosses the construction area, the Construction Manager, O&G Industries, anticipates that the path will have to be closed for short periods of time beginning in January 2006. Jersey barriers and temporary construction fencing will be used to keep people away from the work site. Because of the intense construction activity and movement of materials, the path will be closed off during the day from time to time. UConn regrets the inconvenience, but the safety of students, faculty and residents makes it necessary.

Updates on the schedule for the bike path closure will be posted at www.landfillproject.uconn.edu.



The path linking Celeron Square and the UConn campus will close temporarily because it is too close to intense construction activity.

Well Sampling Shifts to Long-Term Monitoring Plan

Over the last six years, UConn has conducted quarterly sampling of groundwater, surface water and domestic wells around the landfill and former chemical pits study area. The **Interim Monitoring Program (IMP)** was developed to monitor active residential water supply wells during the hydrogeologic investigation of the landfill study area. With the onset of construction to close the landfill, UConn will be moving from the IMP to a **Long-Term Monitoring Plan (LTMP)**. A transition period began in August 2005 and will continue through December 2005. While the IMP continues during the last quarter of the year, the first round of sampling for the long-term plan will begin. Overlapping sampling will provide continuity and protect human health and the environment. The LTMP will continue for thirty years.

The IMP has been in place through the five-year landfill investigation period. To date, 18 IMP sampling rounds have been completed. More than 390 groundwater samples and more than 80 surface water samples were collected for chemical analysis. The results of the sampling are reported to homeowners, the Town of Mansfield, Eastern Highlands Health District, the Connecticut Department of Public Health (DPH), and the Connecticut Department of Environmental Protection (DEP). Over the life of the IMP, DEP, DPH, the U.S. Environmental Protection Agency (EPA), consultants for the Town of Mansfield, the Eastern Highlands Health District and UConn's consultants reviewed the sampling data. The IMP samples are submitted to a private, state-certified laboratory for analysis.

Protecting the Community

The LTMP will serve the same role as the IMP after the landfill and former chemical pits have been closed and the remediation

is in place. The LTMP will also protect human health and the environment by evaluating the samples of groundwater and surface water against Connecticut's numerical remediation standard regulations criteria (RSRs) over time.

The IMP sampling program currently includes nine active domestic wells on Meadowood Road, Separatist Road, Hillyndale Road, Hunting Lodge Road and Northwood Road. The wells in the LTMP program were chosen by DEP in consultation with the other parties. The long-term program includes six active wells on Meadowood and Separatist Roads and two inactive wells on North Eagleville Road and Hunting Lodge Road (the wells are not in use because the owners are connected to UConn's water supply).

Representing UConn, Haley & Aldrich, Inc., will collect quarterly samples from the private wells serving these residences. Samples will be analyzed for volatile organic compounds (VOCs), metals, inorganic parameters (such as alkalinity, hardness and sulfates) and field screening data (temperature, pH) by a State-certified laboratory. UConn will continue to evaluate the results in conjunction with DEP, DPH, and the Eastern Highlands Health District and provide copies to homeowners.

Over the course of the investigation, UConn connected several homeowners around the perimeter of the study area to its water system. The state drinking water protection criteria were exceeded for benzene at one home, and trace amounts of solvents (trichloroethene and tetrachloroethene) were detected at two homes. Those homes were promptly connected to UConn water. Other connections, along the perimeter of the study area, were chosen by DEP to provide an added level of protection to these residences.

The LTMP also includes quarterly monitoring of groundwater, soil gas, and surface water near the landfill and former chemical pits. Data collected from these monitoring locations will be evaluated to track the effectiveness of the removal of contaminated sediments and soils, the capping of the landfill and former chemical pits, and the collection of landfill leachate.

UConn Prepares for Landfill Construction / cont.

Construction Oversight and Communication

UConn and the CM, O&G Industries, are responsible for ensuring that the construction work follows DEP and ACOE permit requirements and the Remedial Action Plan. O&G is charged with keeping the project on time and within budget and coordinating with neighboring projects. The CM will also oversee the excavation, dewatering and consolidation of approximately 28,000 cubic yards of outlying waste materials and sediments on top of the landfill.

O&G Industries will represent UConn on the job and it will be the liaison for community issues that arise. Contractors working on any site often run into unexpected situations, and O&G will be monitoring and problem solving with the contractors. Once construction is underway, residents will be supplied with a contact phone number for questions or problems. Monthly construction updates will be posted on UConn's landfill website at www.landfillproject.uconn.edu.

CLOSURE SCHEDULE

	Start Date	End Date
Preparation of Bid Documents	Completed	Completed
Hire Project Construction Management	Completed	Completed
Review Contractor Submittals	September 2005	February 2006
Mobilization, Site Preparation, and Stormwater/Erosion Control	February 2006	March 2006
Construction of the Leachate Interceptor Trenches (LITs)	February 2006	May 2006
Contaminated Sediment Removal and Relocation	June 2006	August 2006
Waste Consolidation	August 2006	October 2006
Land Reshaping and Grading	August 2006	October 2006
Installation of Monitoring Wells	August 2006	September 2006
Cover System Installation	November 2006	January 2007
Road and Parking Lot Construction	December 2006	May 2007
Project Completion, Demobilization and Closeout	April 2007	May 2007
Preparation of closure certification report	Following Project Closeout	90-120 Days Following Project Closeout

approved in writing in advance by the Commissioner.

Post-Construction Activities

The Remedial Action Plan for the landfill and former chemical pits includes a parking lot on the landfill and continued care of the wetlands. UConn will maintain the integrity of the landfill cover and will inspect it annually for a minimum of 30 years. In addition, the Long-term Monitoring Plan will be conducted to ensure safe drinking water in nearby private domestic wells

and to evaluate the success of the remediation. UConn will also submit annual wetland monitoring reports to ACOE by December 15 of each year for 5 years.

DEP requires wetland inspection reports for 10 years after completion. The reports will include information on the coverage of the wetlands per acre by healthy trees and shrubs; efforts to control invasive plants, which can choke off healthy growth; and an inventory of wildlife in the area. Qualified wetland scientists will perform annual inspections of the wetlands creation and restoration areas.

Acronyms Used in This Issue

- ACOE – Army Corps of Engineers
- CM – Construction Manager
- DEP – Department of Environmental Protection
- IMP – Interim Monitoring Program
- LTMP – Long-Term Monitoring Plan
- O&G – Construction Manager for the Landfill Remediation Project
- RAP – Remedial Action Plan to address the closure of the landfill and former chemical pits

For more information . . .

There is a wide variety of information available on the Internet about wetlands, their health and restoration, landfill covers and other related topics. Readers can begin with the following sites to explore these topics further:

- www.epa.gov/owow/wetlands/restore/ – This Environmental Protection Agency (EPA) Office of Water site offers a wide variety of information on wetland restoration, creation and enhancement. It includes An Introduction and Reader's Guide to Wetland Restoration, Creation and Enhancement; information for the general public.
- <http://www.wetlands.fws.gov> – The Wetland Interactive Mapper offers access to the National Wetlands Inventory maps.
- <http://www.fws.gov/data/statdata/ctdata.html> – Connect to data on Connecticut's wetlands and links to EPA New England's Adopt a Wetland Program.
- For information on landfill capping, read the EPA's fact sheet (<http://www.epa.gov>) and the U.S. Geological Survey (USGS) offers informative and easy-to-understand information at <http://www.water.usgs.gov>.

LIST OF PROJECT CONTACTS

Town of Mansfield Martin H. Berliner Audrey P. Beck Building 4 South Eagleville Rd. Mansfield, CT 06268-2599 (860) 429-3336	James Pietrzak, P.E. Senior Project Manager Architectural and Engineering Services 31 LeDoyt Rd., U-3038 Storrs, CT 06269-3038 (860) 486-5836	U.S. Environmental Protection Agency Chuck Franks Northeast Region 11 Congress St. (CCT) Boston, MA 02114-2023 (617) 918-1554
University of Connecticut Richard Miller Director, Environmental Policy 31 LeDoyt Rd., U-3038 Storrs, CT 06269-3038 (860) 486-8741	CT Department of Environmental Protection Ray Frigon Project Manager Water Management Bureau 79 Elm St. Hartford, CT 06106-5127 (860) 424-3797	Haley & Aldrich, Inc. Rick Standish, L.E.P. 800 Connecticut Blvd. Suite 100 East Hartford, CT 06108-7303 (860) 282-9400
Scott Brohinsky, Director University Communications 1266 Storrs Rd., U-4144 Storrs, CT 06269-4144 (860) 486-3530		

UPDATE REVIEWERS

The following parties reviewed the copy for this edition of the UConn Update: Ray Frigon, CT DEP; Rob Miller, EHHD; Martin Berliner, Town of Mansfield; and members of the UConn consultant team.

WHERE WILL I FIND THE DOCUMENTS?

www.landfillproject.uconn.edu

Copies of all project documents are available at:

Town Manager's Office
Audrey P. Beck Bldg.
4 South Eagleville Rd.
Mansfield, CT 06268
(860) 429-3336

Mansfield Public Library
54 Warrenville Rd.
Mansfield Center, CT 06250
(860) 423-2501

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

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

19 December 2005

Connecticut Department of Environmental Protection
Water Management Bureau/PERD
79 Elm Street
Hartford, Connecticut 06106-5127

Attention: Raymond L. Frigon, Jr.

Subject: Interim Monitoring Program/Long Term Monitoring Plan Transition Report
May and August/September 2005 Sampling Round #1
UConn Landfill
Storrs, Connecticut

Ladies and Gentlemen:

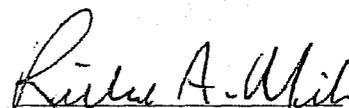
The following certification is being submitted to the Department of Environmental Protection in accordance with the terms as delineated in the Consent Order No. SRD-101 issued 26 June 1998 for the document specified below:

- Interim Monitoring Program/Long Term Monitoring Plan Transition Report
May and August/September 2005 Sampling Round #1
UConn Landfill
Storrs, Connecticut

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

Agreed and accepted as stated above:


Richard P. Standish, P. G., LEP
Senior Vice President
Haley & Aldrich, Inc.


Richard A. Miller
Director,
Office of Environmental Policy
University of Connecticut

C: Linda Flaherty-Goldsmith, UConn

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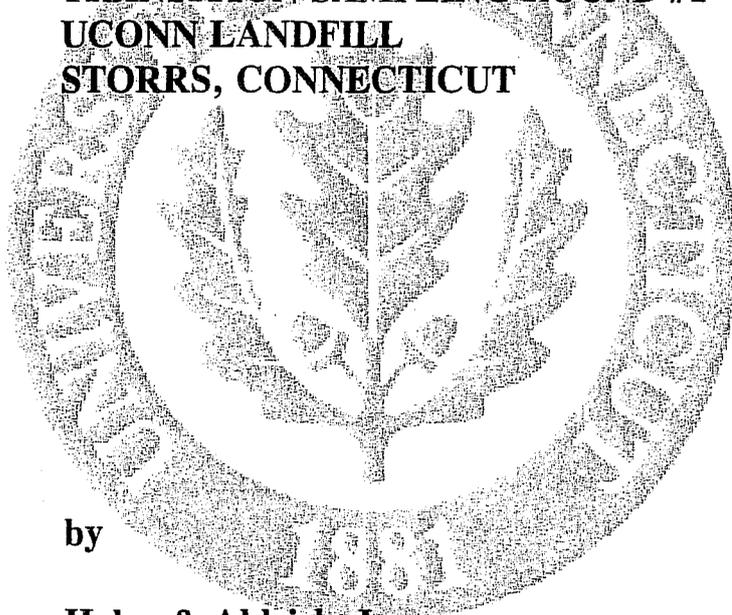
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**INTERIM MONITORING PROGRAM/LONG TERM
MONITORING PLAN TRANSITION REPORT
MAY AND AUGUST/SEPTEMBER 2005
TRANSITION SAMPLING ROUND #1
UCONN LANDFILL
STORRS, CONNECTICUT**



by

Haley & Aldrich, Inc.

for

**University of Connecticut
Storrs, Connecticut**

**File No. 91221-621
December 2005**

TABLE OF CONTENTS

	<u>Page</u>
LIST OF TABLES	i
LIST OF FIGURES	i
I. INTRODUCTION	1
II. SCOPE OF PROGRAM	2
III. SAMPLING PROCEDURES	4
IV. SUMMARY OF RESULTS	5

LIST OF TABLES

Table No.	Title
I	Summary of Groundwater Analytical Results

LIST OF FIGURES

Figure No.	Title
1	Interim Monitoring Program and Long-Term Monitoring Plan Sampling Locations

I. INTRODUCTION

This Interim Monitoring Program/ Long-Term Monitoring Plan (IMP/LTMP) Transition Report was prepared pursuant to the Consent Order # SRD-101 between the State of Connecticut Department of Environmental Protection (CTDEP) and the University of Connecticut (UConn) regarding the solid waste disposal area north of North Eagleville Road (landfill and former chemical pits) and the former ash disposal site in the vicinity of Parking Lot F (F Lot).

An initial Interim Monitoring Program (IMP) was discontinued in 1999 in lieu of the sampling being conducted during the Preliminary Hydrogeologic Investigation of the Study Area that included the landfill, former chemical pits and F Lot area. The IMP was implemented in order to monitor shallow ground water, surface water, and active residential well water quality until the Long Term Monitoring Plan (LTMP) required pursuant to paragraph B.4.e of the Consent Order was established.

A revised IMP was submitted to CTDEP on 22 November 1999 for review and approval. UConn received comments on the IMP in early February 2000 and a meeting was held between UConn representatives and CTDEP on 9 February 2000 to discuss the addition of several active residential water supply wells to the IMP. In May, UConn received a letter from CTDEP specifying the active residential wells to be added to the IMP. Access permission letters were received from the affected property owners and the initial round of IMP sampling was conducted in September and October 2000 in conjunction with a groundwater sampling round for the hydrogeological investigation of the landfill, former chemical pits, and F Lot area.

In August 2001, five active residential wells supplying water to six homes that were included as part of the IMP, were connected to UConn's water system. A letter dated 28 September 2001 was prepared and submitted by Haley & Aldrich, Inc., on the behalf of UConn, to the CTDEP requesting that these five wells serving 194, 197, 203, 204, 207 and 208 North Eagleville Road, be eliminated from sampling as part of the IMP. UConn received approval of the request in a letter dated 10 October 2001, from the CTDEP. In January 2002, 222 Separatist Road was also connected to UConn's water system therefore; it was eliminated from the IMP.

In January 2003, in accordance with Consent Order SRD-101, Haley & Aldrich submitted a Comprehensive Hydrological Investigation Report and Remedial Action plan (CHIR and RAP) on behalf of UConn. The report presented findings of the hydrogeologic investigation; a conceptual site model; a long-term monitoring plan; a request for technical impracticability variance for groundwater; proposed conceptual remedial actions; and schedules for design specification presentations as well as construction implementation.

On 5 June 2003, the CTDEP issued a letter conditionally approving the CHIR and RAP. One of the conditions required UConn to connect the residences at 10, 11, 21, 22 and 28

Meadowood Road and 213 and 219 North Eagleville Road to the University's water supply system.

In May 2004, the residences were connected to the UConn's water supply system (with the exception of 22 Meadowood Road at the homeowner's request) therefore, monitoring of the water supply wells at 10 and 11 Meadowood Road and 213 and 219 North Eagleville Road, was discontinued.

A total of 17 rounds of groundwater samples were collected as part of the IMP between October 2000 and March 2005. Following the completion of Round #17 in March 2005, in preparation for construction associated with landfill remediation and closure, monitoring wells sampled as part of the IMP were abandoned. In addition, several residences could not be accessed for sample collection due to property transfers (157 Separatist Road and 233 Hunting Lodge Road) or vacancy (143 Separatist Road).

The goal of the IMP was to ensure that groundwater in residential wells was safe to drink while the Hydrogeologic Investigation was ongoing. The LTMP has a similar goal of protecting human health and the environment by evaluating the concentrations of contaminants in groundwater and surface water over time. It was developed to replace the IMP and to verify remediation systems are functioning properly following installation.

Due to the completion of the Hydrogeologic Investigation and the limited remaining IMP sampling locations, UConn began in May 2005 to implement the LTMP as well as continue to monitor the remaining IMP locations. A letter from UConn was sent in August 2005 to each affected property owners explaining the transition period between the IMP and LTMP.

The LTMP includes sampling of media at multiple locations: six surface water locations; five shallow groundwater monitoring wells; five bedrock monitoring wells (including two inactive residential wells); six active residential wells located on Meadowood Road and Separatist Road; and four soil gas monitoring locations. Locations are shown on Figure 1.

Five of the six surface water locations to be monitored as part of the LTMP were previously monitored as part of the IMP as well as the active residential water supplies at 202 Separatist Road and 206 Separatist Road. The residential wells sampled under each plan are as follows:

IMP (Active)

65 Meadowood Road
143 Separatist Road
157 Separatist Road
202 Separatist Road
206 Separatist Road
219 Separatist Road
3 Hillyndale Road
233 Hunting Lodge Road
55 Northwood Road

LTMP (Active)

38 Meadowood Road
41 Meadowood Road
65 Meadowood Road
202 Separatist Road
206 Separatist Road
211 Separatist Road

LTMP (Inactive)

202 North Eagleville Road
156 Hunting Lodge Road

The five shallow groundwater monitoring wells and four soil gas monitoring locations will be installed following the completion of construction activities. Permission has not been received to sample the inactive residential well located at 156 Hunting Lodge Road and the active residential well at 65 Meadowood Road as part of the LTMP.

UConn proposes to conduct quarterly sampling for two years after the construction associated with the Remedial Action Plan has been completed. Based on the results of the initial year, UConn may request to CTDEP that the sampling be reduced to twice a year. The results will be reported to the key parties and to the public.

Groundwater samples collected in May and August/September 2005, also referred to as Transition Round #1, were submitted to Phoenix Environmental Laboratories, Inc., in Manchester, Connecticut for analysis. Details of this sampling event are documented in this report. Groundwater will be sampled in December 2005 for Transition Round #2 and the report will be submitted to CTDEP in February 2006. Beginning in February 2006, the LTMP wells will be sampled on a quarterly basis and sampling of the IMP wells will be discontinued.

II. SCOPE OF PROGRAM

Monitoring locations identified to be sampled as part of the IMP and the LTMP and the sampling status are listed below and shown on Figure 1.

The following seven shallow groundwater monitoring wells sampled as part of the IMP were abandoned in March and April 2005 therefore; they were not sampled as part of this transition round:

- Well 7 (previous existing well; abandoned);
- Well 11 A (previous existing well; abandoned);
- Well 13 (previous existing well; abandoned);
- MW - 101 (installed July/August 1999; abandoned);
- MW - 103 (installed July/August 1999; abandoned);
- MW - 105 (installed July/August 1999; abandoned); and
- MW - 112 (installed July/August 1999; abandoned)

Five shallow groundwater monitoring wells and four soil gas well sampling locations to be monitored as part of the LTMP require installation or reinstallation; therefore they were not sampled this round:

- MW-3 (previously existing well; to be reinstalled)
- MW-4 (previously existing well; to be reinstalled)
- B401(MW) (to be installed upon completion of construction activities)
- B403 (MW) (to be installed upon completion of construction activities)
- B404 (MW) (to be installed upon completion of construction activities)
- B501(GW) (to be installed upon completion of construction activities)
- B502 (GW) (to be installed upon completion of construction activities)
- B503 (GW) (to be installed upon completion of construction activities)
- B504 (GW) (to be installed upon completion of construction activities)

Six surface water monitoring locations were sampled as part of this transition round. Five of the six surface water monitoring locations were previously sampled as part of the IMP and will continue to be monitored as part of the LTMP:

- SW-A (IMP and LTMP);
- SW-B (IMP and LTMP);
- SW-C (IMP and LTMP);
- SW-D (IMP and LTMP);
- SW-E (IMP and LTMP); and
- SW-F (LTMP)

In previous IMP rounds, the CTDEP required UConn to conduct quarterly sampling of thirteen active residential wells in locations south and southwest of the landfill. The locations were selected to represent bedrock water supply wells in the areas closest to the landfill in the

direction of groundwater flow. In May 2004, four of the original thirteen wells monitored were connected to the University's water system, and therefore are no longer included in this sampling program. Additionally, 157 Separatist Road and 233 Hunting Lodge Road have been sold and permission to sample the drinking water at these locations has not been obtained from the current owners. The resident of 143 Separatist Road has moved and was not available to allow access for sample collection.

Three of the six active residential wells to be monitored as part of the LTMP were previously monitored as part of the IMP (65 Meadowood Road, 202 Separatist Road, and 206 Separatist Road). The additional three locations are 38 Meadowood Road, 41 Meadowood Road and 211 Separatist Road.

Residential wells sampled during this transition round were:

- 38 Meadowood Road (LTMP);
- 41 Meadowood Road (LTMP);
- 65 Meadowood Road (IMP and LTMP however; permission has not been received for the LTMP);
- 202 Separatist Road (IMP and LTMP);
- 206 Separatist Road (IMP and LTMP);
- 211 Separatist Road (LTMP);
- 219 Separatist Road (IMP);
- 3 Hillyndale Road (IMP); and
- 55 Northwood Road (IMP).

Residential wells previously monitored as part of the IMP but not included in this sampling round were:

- 213 North Eagleville Road (connected to water system);
- 219 North Eagleville Road (connected to water system);
- 10 Meadowood Road (connected to water system);
- 11 Meadowood Road (connected to water system);
- 143 Separatist Road (homeowner moved to assisted living facility; no access);
- 157 Separatist Road (permission not obtained from new owner); and
- 233 Hunting Lodge Road (permission not obtained from new owner).

Additionally, samples were collected from four of the five bedrock monitoring wells designated as part of the LTMP including a sample from the unused residential well located at 202 North Eagleville Road and discrete samples collected from MW105R, B201R (MW), and B302R (MW). Permission has not been obtained to collect samples from the unused residential well at 156 Hunting Lodge Road.

Samples collected from the monitoring wells, surface waters and residential water supply wells were analyzed for the following parameters:

- Volatile Organic Compounds (VOCs)
- Total metals

Other Inorganic Parameters (e.g. ammonia, nitrates, alkalinity, etc.)
Field Screening Data (e.g. turbidity, conductivity, etc.)

The sample collected from the active residential water supply well at 219 Separatist Road was analyzed for VOCs only. This analytical protocol is consistent with previous IMP sampling of this well.

All groundwater and surface water samples were submitted to Phoenix Environmental Laboratories, Inc. (Phoenix Laboratories) of Manchester, Connecticut for analysis.

Eastern Highlands Health District (EHHD) did not obtain split samples from residential locations for this sampling round.

Specific analytical methods and method reporting limits for these parameters are listed in Table I.

III. SAMPLING PROCEDURES

Sampling procedures and analytical methods for the groundwater monitoring wells and surface water samples were followed in accordance with the Supplemental Hydrogeological Investigation Scope of Work dated May 2000.

Sampling procedures for the residential water supply wells were conducted in accordance with procedures previously established by CTDEP and the DPH for the health consultation study completed in 1999. Samples were collected from the water supply system prior to treatment after running the tap for approximately eight minutes.

Samples from the residential water supply wells were analyzed using EPA drinking water methods as noted on the enclosed Table I.

IV. SUMMARY OF RESULTS

The analytical results from the May and August/September 2005 sampling events (Transition Round #1) are summarized in Table I. A discussion of the results below is organized by general sample types and locations - surface water samples, bedrock monitoring wells and active residential wells.

Surface Water Samples

A total of eleven groundwater samples were collected from six surface water sampling locations. Two rounds of surface water samples were collected from each location (except SW-C) in May 2005 and August 2005. SW-C was dry during the August sampling round therefore; it was not sampled. Samples were analyzed for VOCs, Total Metals and nutrients. VOCs were not detected above laboratory reporting limits. Metals and other parameters were within typical surface water ranges.

Bedrock Monitoring Wells

Four of the five bedrock (125 to 300 ft) groundwater monitoring wells designated for monitoring as part of the LTMP were sampled in May 2005 and August/September 2005. Samples were collected from three existing wells, MW105R(MW), B201R(MW), and B302R(MW) located south and west of the landfill and former chemical pits. These wells were selected because they are situated in the direction of either suspected historical or known bedrock groundwater flow. One former residential water supply wells, located at 202 North Eagleville Road was sampled in September 2005. Permission to sample the former residential water supply well at 156 Hunting Lodge Road has not been obtained.

In June 2005, three discrete zone wells were installed in both wells MW-105R and B201R(MW) to facilitate the collection of discrete samples. VOCs were detected in both rounds of discrete samples collected from MW-105R, B201R(MW) and the integrated samples collected from B302R(MW). Concentrations of benzene, 1,2-dichloroethane, tetrachloroethene (PCE) and trichloroethene (TCE) exceeded the GA groundwater protection criteria in samples collected from MW105R and B201R(MW) located south of the landfill, within the Eagleville Brook drainage basin. One sample from B201R(MW) contained vinyl chloride at a concentration above the proposed residential groundwater volatilization criteria. The leachate signature in this area comprises a mixture of the landfill and former chemical pits indicators.

Benzene was detected at concentrations (3.1 ug/l) above groundwater protection criteria (1 ug/l) in the sample collected from B302R(MW) in May 2005 however; it was detected at a concentration (0.91 ug/l) below the groundwater protection criteria in the sample collected in September 2005.

VOCs were not detected in the sample collected from the former water supply well at 202 North Eagleville Road.

During the September 2005 sampling event, pH values in the deep zone (60 ft bgs) of B201R(MW) were higher (9 from 7.55), likely due to grout used for the installation of permanent discrete zone wells. Metals for this sample were not analyzed. Metals and other parameters were within typical groundwater water ranges for the other bedrock well locations.

Active Residential Wells

In September 2005, nine active residential wells were sampled as part of this transition round. Samples were submitted for VOC, total metal and nutrient analysis. Six locations did not have any detectable concentrations of VOCs. Chloroform was detected at trace concentrations in samples collected from 206 Separatist Road (2.0 ug/l), 211 Separatist Road (4.0 ug/l) and 219 Separatist Road (1.5 ug/l), below drinking water protection criteria (6.0 ug/l). Similar to previous rounds, copper was detected in the samples collected from 3 Hillyndale Road and 65 Meadowood Road at concentrations above surface water protection criteria; however below drinking water criteria. All other metals and drinking water parameters were detected within acceptable ranges.



University of Connecticut
*Office of the Vice President and
Chief Operating Officer*

Office of Environmental Policy

Richard A. Miller
Director

December 28, 2005

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

**RE: CONSENT ORDER #SRD 101, STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION (CTDEP)
QUARTERLY PROGRESS REPORT – OCTOBER, NOVEMBER, DECEMBER 2005
UNIVERSITY OF CONNECTICUT LANDFILL, STORRS, CT
PROJECT # 900748**

Dear Mr. Frigon:

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

- Tentative Closure Schedule
- Discussion on Activities Completed in October 2005
- Discussion on Activities Completed in November 2005
- Discussion on Activities Completed in December 2005
- Long-Term Monitoring Plan (LTMP)
- Technical Review Session Information
- Background-Remedial Action Plan Implementation, Landfill and Former Chemical Pits
- UConn Landfill Interim Monitoring Program
- Closure Schedule Following CTDEP Approvals

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31 LeDoyt Road Unit 3055
Storrs, Connecticut 06269-3055

Telephone: (860) 486-8741
Facsimile: (860) 486-5477
e-mail: rich.miller@uconn.edu

**CTDEP Consent Order
 Quarterly Progress Report-October, November, December 2005
 December 28, 2005**

- Hydrogeologic Investigation – UConn Landfill Project
- Other Project Permits
- UConn Project Web Site
- UConn’s Technical Consultants - Hydrogeologic Team
- Schedule for Compliance (Revision No. 3)
- UConn Landfill Field Program Summary
- Listing of Project Contacts
- Reports
- Certification

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

Tentative Closure Schedule

O&G Industries, Inc. (CM) has provided a preliminary schedule dated November 15, 2005 that is under review by UConn. The O&G Phased Constriction Schedule is detailed as follows:

Tentative Construction Schedule - O&G Industries, Inc.- November 15, 2005 *

Construction Task	Start Date	Completion Date
Preparation of Bid Documents	Completed	Completed
Hire Project Construction Management	Completed	Completed
Review Contractor Submittals	Sept-05	Feb-06
Mobilization, Site Preparation, and Stormwater/Erosion Control	Feb-06	Mar-06
Construction of the leachate interceptor trenches (LITs)	Feb-06	May-06
Contaminated Sediment Removal and Relocation	June-06	Aug-06
Waste Consolidation	Aug-06	Oct-06
Land Reshaping and Grading	Aug-06	Oct-06
Installation of Monitoring Wells	Aug-06	Sept-06
Cover System Installation *	Nov-06	Jan-07
Road and Parking Lot Construction	Dec-06	May-07
Closeout - Project Completion, Demobilization	April-07	May-07
Preparation of closure certification report	Following Project Closeout	90 - 120 Days Following Project Closeout

* Contingent on ACOE and CTDEP approvals; construction bidding market; weather conditions; numerous permitting issues; along with State and local reviews and conditions.

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

Discussion on Activities Completed in October 2005

UConn:

- Project budgeting and discussions with CM

Earth Tech:

- Continued design and permitting work for parking lot, driveway, intersection, electrical distribution system, Code Blue phone system, and video camera infrastructure as part of the landfill and former chemical pits remediation based on Remedial Action Plan (RAP)
- Submitted plans and specifications

Haley & Aldrich:

- Continued design and permitting work for landfill and former chemical pits remediation based on RAP

Epona:

- No activity

USGS:

- Technical review

Mitretek:

- Technical review of *UConn Update* drafts, project schedules
- Develop agenda for Hydro Team meeting in December
- Evaluation of baseline data for comparison with post-remediation monitoring results

Phoenix:

- Completed analyses of sampling from Interim Monitoring Plan (IMP) and additional residential areas

RVA:

- Continued to communicate with public and respond to public queries
- Drafted *UConn Update* to announce final permits, start of construction; worked with review comments; formatted, printed and mailed *UConn Update*
- Updated website

Discussion on Activities Completed in November 2005

UConn:

- Attended meeting with CM firm to discuss alternatives/options to bike path closure.
- Attended meeting with CM firm to discuss subcontractor screening process
- Provide review of draft *UConn Update*
- Review of preliminary CM construction schedule

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

Haley & Aldrich:

- Continued design and permitting work associated with closure of the landfill and former chemical pits, sediment remediation, and wetland mitigation
- Attended meeting with CM firm to discuss alternatives/options to bike path closure
- Attended meeting with CM firm to discuss subcontractor screening process
- Provide review of draft *UConn Update*
- Provide assistance to CTDEP on conservation easement revisions
- Review of preliminary CM construction schedule

Earth Tech

- Completed design work for parking lot, driveway, intersection, electrical distribution system, Code Blue phone system and video camera infrastructure as part of the landfill and former chemical pits remediation based on Remedial Action Plan (RAP)

Epona:

- No activity

USGS:

- No activity

Mitretek:

- Provide review of draft *UConn Update*
- Review of preliminary CM construction schedule
- Technical Review

Phoenix:

- Conducted analyses of sampling from IMP and additional residential areas

RVA:

- Continued to communicate with public and respond to public queries
- Prepared *UConn Update* for fall publication
- Disseminated information on permit approvals to key parties

Discussion on Activities Completed in December 2005

UConn:

- Attended Hydrogeologic Team Meeting
- Reviewed CM subcontractor information

Earth Tech

- Attended Hydrogeologic Team Meeting

Haley & Aldrich:

- Attended Hydrogeologic Team Meeting

Epona:

- No Activity

**CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005**

USGS:

- No Activity

Mitretek:

- Attended Hydrogeologic Team Meeting

Phoenix:

- Completed analyses of sampling from IMP and additional residential areas

RVA:

- Continued communication with public and respond to public queries
- Attended Hydrogeologic Team Meeting

Long-Term Monitoring Plan (LTMP)

UConn will soon be starting construction activities to remediate and close the landfill and former chemical pits in accordance with the closure plan approved by the CTDEP. During the past six years, an IMP has been established to sample active residential water supply wells in the study area on a quarterly basis during the hydrogeologic investigation. Results from these sampling rounds have been forwarded to the homeowners and to CTDEP.

UConn is now in the process of transitioning from the IMP sampling to the LTMP sampling. This means that some of the residential wells previously sampled will no longer be sampled and some other wells will be added to the LTMP. The active residential wells sampled under each plan are as follows:

<u>IMP (Active)</u>	<u>LTMP (Active)</u>
65 Meadowood Road	38 Meadowood Road
143 Separatist Road	41 Meadowood Road
157 Separatist Road	65 Meadowood Road
202 Separatist Road	202 Separatist Road
206 Separatist Road	206 Separatist Road
219 Separatist Road	211 Separatist Road
3 Hillyndale Road	<u>LTMP (Inactive)</u>
233 Hunting Lodge Road	202 North Eagleville Road
55 Northwood Road	156 Hunting Lodge Road

During the transition period from August 2005 until the end of the year, UConn will continue quarterly sampling of the IMP wells and initiate sampling of the LTMP wells in order to provide continuity and be protective of human health and the environment. Beginning in January 2006 and thereafter, only the LTMP wells will be sampled. Haley & Aldrich, as representatives of UConn, will be collecting quarterly tap samples for water quality analyses from the residences noted above. UConn will continue to evaluate the results in coordination with CTDEP and Eastern Highland Health District (EHHD) and provide copies of the results to the homeowners.

Proposed Sampling Year 2006

UConn is utilizing Phoenix Laboratory (Phoenix) for project analytical analyses that include the following:

- LTMP Drinking Water Samples
- LTMP Surface Water Samples
- LTMP Monitoring Well Samples (existing)
- LTMP Monitoring Well Samples (to be installed)
- Stormwater Discharge & Frac Tank
- Remediation/Confirmation Sampling (Sediments)

Technical Review Session Information

General

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

Public Availability Review Session

There were no public sessions held during this period.

Background - Remedial Action Plan Implementation, Landfill and Former Chemical Pits

The CM represents UConn on the job and will also be the liaison for issues that may arise in the community during construction. While the design and implementation plan tried to anticipate problems during construction, if any problems arise the on-site manager will be the person to address them as quickly as possible.

Pre-Construction Phase Services required by UConn that are to be provided by the CM include the following tasks:

- Prepare and submit Preliminary Construction Cost Estimates
- Update project regarding cost and schedule impacts of additional work requested by UConn
- Update project regarding cost and schedule impacts based on CTDEP and Army Corps of Engineers New England District (ACOE NE) approved permit requirements when received including the wetland mitigation plan
- Prepare and submit a Dust Control Plan and prepare and submit a Contractor Health & Safety Construction Safety Plan
- Prepare and Submit a (CM) Construction Schedule
- Preparation of Preliminary Construction Schedule
- Attend Pre-Construction Meetings
- Attend Public Meetings

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

The CTDEP approved the Closure Plan for the UConn landfill on November 22, 2004.

Redevelopment

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

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

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

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

Conditional Approval Letter Received

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

- Landfill regrading
- Installation of a final cover over the landfill and former chemical pits
- Elimination of leachate seeps
- Regrading and capping of the chemical pit area
- Establishing a vegetative cover
- Plan for post-closure maintenance

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

- Long-term program for monitoring groundwater and surface water quality
- Schedule for implementing the work.

Closure Plan

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

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

The closure plan sets aside areas for a number of activities to take place, including soil processing and stockpiling, room for storing materials and equipment, and soil and waste removal areas. UConn's construction management firm will have to comply with odor, noise, dust and other controls, including keeping any relocated waste covered. The contractor will also build a construction fence around the site for security. The first steps in closing the landfill will focus on removing sediments and consolidating waste.

Narrative Report - Nature of Construction

The project consists of capping of the former UConn landfill and former chemical pits area. Paved parking areas are planned on the top, relatively flat portion of the landfill. Drainage from the parking areas will be managed by a proposed stormwater drainage system. Leachate interceptor trenches are proposed to the north and south of the landfill to intercept leachate-contaminated groundwater that would otherwise discharge to adjacent streams and wetlands.

Contaminated sediments will be remediated by excavation, dewatering and placement of sediments in the landfill prior to final grading and capping. Excavation, filling and construction activities will be required along the perimeter of the landfill to consolidate landfill refuse that was disposed of in areas now comprised of wetlands. The closure of the UConn landfill and former chemical pits is an integrated approach designed to manage contaminated sediments and solid waste through consolidation and capping, and collect leachate-contaminated groundwater to prevent discharge to waters of the State of Connecticut.

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

Intended Sequence of Operations

The following is a sequential list of the proposed operations:

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

Wetlands Mitigation

Based on coordination with the various regulatory agencies, a proposed wetland mitigation plan has been developed in accordance with the ACOE New England District "New England District Mitigation Guidance" and "New England District Mitigation Plan Checklist" dated December 15, 2003. The wetland mitigation plan has evolved in response to guidance received from the CTDEP and ACOE-NE. Alternative wetland mitigation sites were evaluated.

Some or all of these sites will be used to create wetlands by excavating and removing fill and natural soils to a pre-determined depth below the water table. The excavated materials will be used to backfill sediment remediation areas within existing wetlands adjacent to the landfill. Principal criteria used in the evaluation of mitigation area suitability were:

- Site construction should not disturb valuable wildlife habitat.
- Site hydrology must be reliable to support desired wetland hydroperiod.
- Sites should be isolated from human activity.

Other components of the Mitigation Plan include restoration of wetland areas disturbed by waste consolidation, landfill closure or sediment remediation, establishing an open space corridor and controlling invasive species. The wetland mitigation program's main goal is to provide compensation for wetland functions and values that will be adversely affected by the proposed site remediation. As documented in the Owner's Section 404 Permit Application and associated "Wetland Assessment: UCONN Landfill" (Wetland Assessment), the principal wetland function of the affected wetlands is wildlife habitat. Water quality improvement, sediment retention, and education are also important functions.

Hydrogeologic Investigation – UConn Landfill Project

Phoenix is located in Manchester, CT, and is an independent State-certified laboratory (<http://www.phoenixlabs.com/Profile.html>). UConn is utilizing Phoenix for project analytical analyses.

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

Other Project Permits

All permits have been finalized, closure construction is being planned. The closure activities should take about a year from start to finish. The October 2004 *UConn Update* contains details on the wetlands mitigation, permits and construction plans. The project permits include:

- Section 404 Individual Permit (U.S. Army Corps of Engineers)
- Inland Wetlands and Watercourses Permit and 401 Water Quality Certificate
- Flood Management Certificate
- General Permits for Discharge of Groundwater Remediation Wastewater to a Sanitary Sewer (possible modification to existing permit)
- General Permit for Discharge of Stormwater and Dewatering Wastewaters from Construction Activities
- Combined Permit for Disruption of a Solid Waste Closure Area, Landfill Closure, and Post-Closure Use

UConn Project Web Site

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

UConn's Technical Consultants - Hydrogeologic Investigation Team

A Team meeting was conducted on December 20, 2005 to review the following topics:

- Hydrogeologic Investigation Team Discussions
 - Summary of the "Before Construction Conditions"
 - Discussion of Recent Trends
 - Permitting/Consent Order Requirements Before, During, and After Construction
 - Planning for Measurement of "After Construction Conditions"
 - Geophysical surveys
 - Water levels, Sampling and analysis
 - Well Protection
 - Notifications to Permitting Agencies
 - Reference ACOE schedule – work in wetlands to be restored excluded; work in wetlands to be lost included
 - Wetland Creation – Student Activity
 - Laboratory Services
 - Long Term Monitoring Plan
 - Celeron Square/Environmental Land Use Restriction issues and status

**CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005**

- Future Construction and Public Meeting(s)
- Construction Update
 - Construction Management Submittals (Health and Safety Plan, Dust Control Plan, Stormwater Pollution Prevention and Control Plan)
 - Inspection Services
 - Schedule
 - Cost Estimate
 - Key Elements
 - Pathway Modifications
 - Sequence of Operations
 - Student Activity
 - CM Subcontractors (State Statute Requirements)
- Questions/Comments

UConn's Technical Consultants - Hydrogeologic Investigation Team

Technical Consultants Summaries

Haley & Aldrich: Haley & Aldrich is conducting monitoring well samplings. Work also included technical input and the review of permitting and design work comments for landfill and former chemical pits remediation based on draft RAP. Consultant prepared submitted Closure Plan and Permit applications to CTDEP and ACOE.

Earth Tech: Earth Tech is conducting roadway layout and parking lot design, and State Traffic Commission Certificate permitting services.

Mitretek Systems: Mitretek's work included meeting attendance and input, technical review of data, fieldwork and coordination with the project hydrogeologic team. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and RAP, as well as public meeting preparation. Reviewed *UConn Update*. Responses to Comments on the Comprehensive Hydrogeologic Investigation Report and RAP, and various other responses to regulatory comments on permit applications.

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

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

Epona Associates, LLC: As subcontractor to Haley & Aldrich, Epona provided professional risk assessment services as well as meeting attendance and technical input. This consultant was involved in

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

data assessment and data evaluation plus coordinating ecological sampling and risk assessment issues. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and RAP.

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

Schedule for Compliance (Revision No. 3)

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

Schedule for Compliance (Revision No. 3) Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, CT (completed items in italics) Updated December 8, 2005		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
UConn Landfill and Former Chemical Pits — Ecological Assessment	<i>Results of Ecological Assessment and Implications of the Assessment on Evaluation of Remedial Alternatives</i>	<i>January 9, 2002 (presentation completed); April 11, 2002 (interim report submitted*)</i>
UConn Landfill and Former Chemical Pits — Conceptual Site Model (CSM), impact on bedrock groundwater quality	<i>CSM details and supporting geophysical, hydrological, and chemical data</i>	<i>February 7, 2002 (presentation completed) April 8, 2002 (interim report submitted*)</i>
Remedial alternatives for the UConn Landfill, former chemical pits, F-Lot, and contaminated ground water	<i>Report will be included as the Remedial Action Plan in the Comprehensive Report</i>	<i>June 13, 2002 (presentation completed)</i>
Comprehensive Hydrogeologic Report and Remedial Action Plan - integration of information in all interim reports and all previous reports	<ul style="list-style-type: none"> ▪ <i>Results of Comprehensive Hydrogeologic Investigation</i> ▪ <i>Remedial Action Plan</i> ▪ <i>LTMP</i> ▪ <i>Schedule (to include public and agency review, permitting, design, and construction)</i> ▪ <i>Post-Closure</i> ▪ <i>Redevelopment Plan for the UConn Landfill and F-Lot</i> 	<i>August 29, 2002 (presentation**)</i> <i>October 31, 2002 (Comprehensive Report Submitted to CTDEP)</i>
Comprehensive Final Remedial Action Plan Report	<i>Release of Report and Plan for CTDEP and public review of remedial design</i>	<i>January 2003</i>

CTDEP Consent Order
 Quarterly Progress Report-October, November, December 2005
 December 28, 2005

Schedule for Compliance (Revision No. 3) Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, CT (completed items in italics) Updated December 8, 2005		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
Remedial Action Design to include comprehensive interpretive design of the Landfill final cap	<i>Detailed design drawings and specifications of the preferred remedial alternative(s)</i>	<i>A Technical Review Committee Meeting was held Wednesday, June 25, 2003. Summer 2003 (Comprehensive Design Submittal) A public review session for the UConn landfill design took place at the Town of Mansfield, September 3, 2003.</i>
Implement Remedial Action Plan for the UConn Landfill, former chemical pits, F-Lot and contaminated groundwater	<i>Finalize detailed construction drawings, and specifications Develop bid packages based on approved Remedial Action Plan - Competitive Bidding Process - Select Contractor - Obtain Permits as detailed in the Remedial Action Plan Mobilization & Fieldwork</i>	<i>July 2003 through 2005 (Contractor selection June/July 2004 Notice of Award Sent to O&G) REVISED *****</i>
Initiation of Construction of Approved Remedial Option	Selection of contractors and the beginning of Pre-Construction Phase Services and construction of approved remedial options	On-going 2005 Mobilize contractor(s) (Contingent on Construction Timetable ***) REVISED *****
Initiation of Long Term Monitoring Plan (LTMP)	IMP/LTMP sampling continues quarterly.	On-going 2005; LTMP starts January 2006 REVISED *****
Completion of Remedial Construction	Comprehensive final as-built drawings and closure report for the UConn Landfill, former chemical pit area.	May 2007- Anticipated completion of construction (Contingent on Construction Timetable ***) TO BE REVISED *****
Post-Closure Monitoring	Begin post-closure monitoring program of the Remedial Action upon approval from CTDEP	June 2007 (Contingent on Construction Timetable ***) TO BE REVISED *****

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

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

Listing of Project Contacts

Town of Mansfield Martin Berliner Town of Mansfield Audrey P. Beck Building 4 South Eagleville Road Mansfield, CT 06268-2599 (860) 429-3336	CT Department of Environmental Protection Raymond Frigon, Project Manager CT Department of Environmental Protection Water Management Bureau, 79 Elm Street Hartford, CT 06106-5127 (860) 424-3797
U.S. Environmental Protection Agency Chuck Franks U.S. Environmental Protection Agency Northeast Region 1 Congress Street (CCT) Boston, MA 02114-2023 (617) 918-1554	University of Connecticut Scott Brohinsky, Director University of Connecticut, University Communications 1266 Storrs Road, Unit 4144 Storrs, CT 06269-4144 (860) 486-3530
Haley & Aldrich, Inc. Rick Standish, L.E.P. Haley & Aldrich, Inc. 800 Connecticut Blvd. East Hartford, CT 06108-7303 (860) 282-9400	Richard Miller, Director University of Connecticut, Environmental Policy 31 LeDoyt Road, Unit 3038 Storrs, CT 06269-3038 (860) 486-8741
	James Pietrzak, P.E., CHMM, Senior Project Manager University of Connecticut, Architectural & Engineering Services 31 LeDoyt Road, Unit 3038 Storrs, CT 06269-3038 (860) 486-5836

Reports

Copies of all project documents are available at:

Town Manager's Office Audrey P. Beck Bldg. 4 South Eagleville Road Mansfield, CT 06268 (860) 429-3336	CT Dept. of Environmental Protection Contact: Ray Frigon 79 Elm St. Hartford, CT 06106-5127 (860) 424-3797
Mansfield Public Library 54 Warrenville Road Mansfield Center, CT 06250 (860) 423-2501	UConn at Storrs Contact: Scott Brohinsky University Communications 1266 Storrs Road, U-144 Storrs, CT 06269-4144 (860) 486-3530

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

Certification:

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

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

Please contact James M. Pietrzak, P.E. at (860) 486-5836 or me at (860) 486-8741 if you need additional information.

Sincerely,



Richard A. Miller
Director, Office of Environmental Policy

RAM/JMP

CTDEP Consent Order
Quarterly Progress Report-October, November, December 2005
December 28, 2005

cc:

Gail Batchelder, HGC Environmental
Consultants
Martin Berliner, Town of Mansfield
James Bradley, UConn
Scott Brohinsky, UConn
Thomas Callahan, UConn
Marion Cox, Resource Associates
Brian Cutler, Loureiro
Elida Danaher, Haley & Aldrich
Nancy Farrell, RVA
Linda Flaherty-Goldsmith, UConn
Charles Franks, USEPA
Todd Green, GZA
Peter Haeni, F.P. Haeni, LLC
Rob Hall, O&G
Allison Hilding, Mansfield Resident
Traci Iott, CTDEP
Carole Johnson, USGS
Ayla Kardestuncer, Mansfield Common Sense

John Kastrinos, Haley & Aldrich
Alice Kaufman, USEPA
Wendy Koch, Epona
Prof. George Korfiatis, Stevens Institute of
Technology
George Kraus, UConn
Dave Longo, O&G
Chris Mason, Mason & Associates
Peter McFadden, ERI
David McKeegan, CTDEP
Robert Miller, Eastern Highlands Health District
Greg Oneglia, O&G
Elsie Patton, CTDEP
James Pietrzak, UConn
Susan Soloyanis, Mitretek
Rick Standish, Haley & Aldrich
Brian Toal, CTDPH
Bruce Turbacuski, O&G
William Warzecha, CTDEP

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *M.H.*
CC: Martin Berliner, Town Manager; Gregory Padick, Director of Planning
Date: January 9, 2006
Re: Draft Plan of Conservation and Development

Subject Matter/Background

The Mansfield Planning and Zoning Commission approved the August 15, 2005 Draft Plan of Conservation and Development with the November 21, 2005 Addendum, and referred the document to the town council for review and action. The town council must now endorse or reject the plan or parts thereof, or submit comments and recommended changes to the planning and zoning commission.

To address an issue raised at the town council's December 12, 2005 meeting, the PZC chairman and the director of planning have prepared the attached draft amendment to Part II, section b.1.c. of the plan.

Financial Impact

Many of the objectives and recommendations contained in the plan of conservation and development will require financial resources to implement. The plan does not commit the town to any expenditures.

Legal Impact

The plan was prepared pursuant to statutory guidelines and found acceptable by the town attorney.

Recommendation

It is staff's recommendation that the Mansfield Town Council notify the Mansfield Planning and Zoning Commission that the August 15, 2005 Draft Plan of Conservation and Development, with the November 21, 2005 Addendum, is compatible with the overall policies and goals of the town council, and is therefore endorsed for final action by the planning and zoning commission. In addition, staff proposes that the town council recommend that the final plan incorporate the attached proposed addition to Part II, section B.1.c.

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

Move, effective January 9, 2006, to notify the Mansfield Planning and Zoning Commission that the August 15, 2005 Draft Plan of Conservation and Development, to incorporate the November 21, 2005 Addendum and the proposed addition to Part II, section B.1.c. of the draft plan, is compatible with the overall policies and goals of the town council, and is therefore endorsed for final action by the planning and zoning commission.

Attachments

- 1) 1/4/06 draft addition to Part II, Section B.1.c of the draft Plan (proposed Plan text and mapping, communications received by the PZC and Public Hearing notice of the PZC 10/5/05 Public Hearing were previously distributed.)

1/4/06 Draft

Proposed Addition to Draft Plan of Conservation & Development Text
(to be added to list of revisions cited in 11/21/05 Addendum)

In Part II, Section B.1.c (page 33), add the following additional parenthetical language under this objective and recommendation:

“To be consistent with this Plan, the Storrs Center Downtown project and the other identified mixed-use development areas shall be designed to promote and encourage human interaction and pedestrian usage. The scale (the size relationship of a structure or improvement to the site and people who use it) and the mass (the size or bulk of a structure or improvement) of new buildings and improvements in new design districts shall be consistent with this objective and be compatible with the character of each subject site and neighborhood, as well as the New England region.”

With this revision, Part II, Section B.1.c would read as follows:

c. Objective

To encourage mixed-use developments, such as the Storrs Center “Downtown” project, in areas with existing or potential sewer and public water

Recommendations

- Upon approval of the pending Storrs Center Municipal Development Plan, action will be needed to establish a new special Design District zoning classification and to incorporate into the Zoning Regulations related design standards and approval processes.

(A Municipal Development Plan is being finalized for a mixed-use Storrs Center Downtown project and, upon resolution of remaining planning and construction details and the issuance of required permits, construction is expected to begin in 2006. This project, which includes new commercial and multi-family housing development and civic improvements, is expected to directly and significantly promote all four policy goals of this Plan. More information about the Storrs Center Downtown project is available under Downtown Partnership at www.mansfieldct.org.)

(Other priority mixed-use development areas are situated in the Four Corners and East Brook Mall Planned Business areas and the King Hill Road Neighborhood Business area. (See Map #21.) Similar Special Design District zoning regulations should be considered in these areas.)

(Special Design District provisions will need to address permitted uses, traffic, parking, drainage and infrastructure issues, neighborhood impact issues and design standards for buildings and associated site improvements.)

(To be consistent with this Plan, the Storrs Center Downtown project and the other identified mixed-use development areas shall be designed to promote and encourage human interaction and pedestrian usage. The scale (the size relationship of a structure or improvement to the site and people who use it) and the mass (the size or bulk of a structure or improvement) of new buildings and improvements in new design districts shall be consistent with this objective and be compatible with the character of each subject site and neighborhood, as well as the New England region.)

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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; Gregory Padick, Director of Planning
Date: December 12, 2005
Re: Acceptance of Scottron Drive and Sheffield Drive as Town Roads

Subject Matter/Background

As you will recall, at its last meeting the town council referred the acceptance of Scottron Drive and Sheffield Drive to the planning and zoning commission (PZC) for review pursuant to Section 8-24 of the Connecticut General Statutes.

The PZC subsequently reviewed this item, and determined that, although it was disappointed that the developer had not completed all of the work at an earlier point, the commission would not object to the town council's acceptance of the two roads. In addition, the commission authorized the PZC chair and staff to execute a one-year maintenance bond with the developer (see attached memo for more detail).

Financial Impact

It is difficult to project the exact impact of the addition of the two roads into Mansfield's road system, but the town will incur costs over the long term for maintenance.

Recommendation

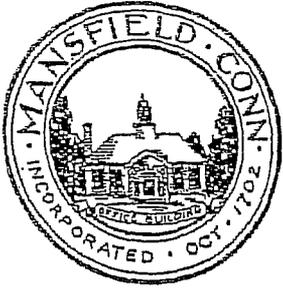
Based upon PZC and staff's review, we recommend that the town council accept the new roads into the town's road system.

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

Move, effective January 9, 2006, to accept Scottron Drive and Sheffield Drive into Mansfield's road system, with the understanding that the PZC chair and staff will execute a one-year maintenance bond with the developer, pursuant to regulatory requirements.

Attachments

- 1) R. Favretti re: PZC Recommendation Regarding Town Acceptance of Scottron and Sheffield Drives
- 2) G. Padick re: 8-24 Potential Acceptance of New Town Roads in Chatham Hill, Sec. 2 Subdivision
- 3) Datum Engineering and Surveying re: Chatham Hill Section II Subdivision



PLANNING AND ZONING COMMISSION
TOWN OF MANSFIELD

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
STORRS, CONNECTICUT 06268
(860) 429-3330

Memo to: Mansfield Town Council
From: Planning and Zoning Commission

Rudy Favretti
Rudy Favretti, Chairman

Date: December 30, 2005

Re: PZC recommendation regarding town acceptance of Scottron and Sheffield Drives, PZC file 1131-3

At a meeting held on December 19, 2005, the Mansfield Planning and Zoning Commission unanimously adopted the following motion:

“that, pursuant to Section 8-24 of the State Statutes, the Planning and Zoning Commission report to the Town Council that, although the Commission is disappointed that all work was not completed earlier in 2005, all applicable regulatory provisions appear to be met, and therefore, based on the Public Works Department’s recommendation, the Commission does not object to the town’s acceptance of Sheffield and Scottron Drives as town roads. Furthermore, that, upon Town Council acceptance of these roads, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond, pursuant to regulatory requirements. Said bond shall specifically reference the need to complete remaining roadside grading and seeding and driveway aprons.”

If there are any questions regarding this action, the Planning Office may be contacted.

**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 15, 2005
Re: 8-24 potential acceptance of new town roads in Chatham Hill, Sec. 2 subdivision



Please find attached a December 13, 2005 8-24 referral from the Town Council regarding acceptance of Scottron and Sheffield Drives. Based on the State statutes, the PZC has 35 days to respond. Since the PZC's December 5th meeting, the developer has submitted a request to the Town Council for road acceptance, with a number of attachments which have been copied and are included as attachments to this memo. It is noted that, although the PZC voted on a related motion at the 12/5/05 meeting, the motion was not approved, and therefore, the PZC has not taken any definitive action on this matter. The subdivider intends to be present at the 12/19/05 meeting.

Since the 12/5/05 meeting, I have further reviewed applicable regulatory provisions and have discussed this matter with the Town Manager and Public Works Director. I plan to talk to the Town Attorney prior to Monday's meeting. The following comments supplement information presented in my 12/1/05 and 12/5/05 memos:

- Mansfield's Subdivision Regulations do not include any specific standards or processes for the acceptance of public improvements within a subdivision. The Regulations include bonding requirements, but do not include any specific criteria for determining when public improvements should be accepted.
- Section 8.2 of Mansfield's Subdivision Regulations specifies:
Street Construction – All streets shall be constructed in accordance with these Regulations and the specifications of the Mansfield Department of Public Works pursuant to the "Engineering Standards and Specifications Ordinance."
Similar to the Subdivision Regulations, the Public Works Specifications include bonding provisions, but no specific standards for acceptance of roads.
- In a 12/5/05 memo, the Ass't. Town Engineer, representing the Public Works Dep't., acceptance of the subject roadways was recommended subject to receipt of a commitment from the subdivider to finish remaining roadside grading and seeding and driveway aprons. The developer has agreed to complete these items next spring, and all remaining work is adequately covered by a cash bond held by the town. The Public Works Director has verbally related that he agrees with this recommendation.
- Last January, under similar circumstances, the town accepted MaxFelix Drive, in the Maplewoods 2 subdivision. The PZC reported to the Town Council that the road was ready to be accepted subject to specific bond reference to the need to regrade and revegetate roadside areas along Lot 18, to address an existing drainage issue.
- As noted in my 12/5/05 report, the developer has completed all health and safety components of the new roadways, submitted all required certifications and commitments to do remaining work, and has provided all required deeds and easements.
- As deemed necessary, more specific road acceptance standards can be incorporated into the Subdivision Regulations and Public Works Standards and Specifications.

Recommendation

Based on recently completed work, compliance with all applicable regulatory provisions and the Public Works Department recommendation, it is recommended **that the Planning and Zoning Commission, pursuant to Section 8-24 of the State Statutes, report to the Town Council that, although the Commission is disappointed that all work was not completed earlier in 2005, all applicable regulatory provisions appear to be met, and therefore, based on the Public Works Department recommendation, the Commission does not object to the town's acceptance of Sheffield and Scottron Drives as town roads. Furthermore, that, upon Town Council acceptance of these roads, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond, pursuant to regulatory requirements. Said bond shall specifically reference the need to complete remaining roadside grading and seeding and driveway aprons.**



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:

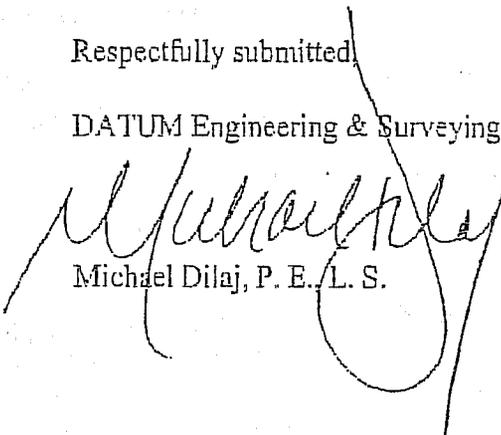
I would like to request that the Mansfield Town Council accept Scottron Drive and Sheffield Drive as town roads. These public improvements including monumentation, recreational improvements and other subdivision improvements depicted on the approved plans have been completed.

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. Schragar

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:

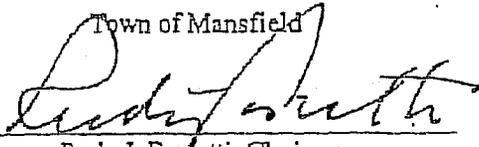
1. Said Letter of Credit bond, worded in a manner acceptable to Mansfield officials, shall be delivered to the Mansfield Finance Director and the subject Letter of Credit shall be retained in association with the previously-accepted cash bond for the purposes set forth.
2. Upon execution of this Agreement 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.

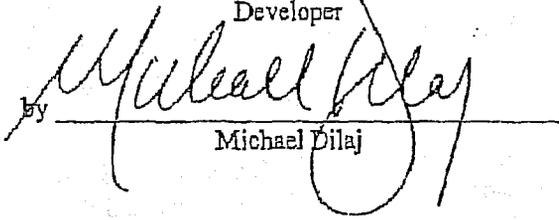
A written certification from the Developer's engineer shall be submitted to substantiate that the road and drainage work, monumentation, recreational improvements and other subdivision improvements have been completed according to the approved plan. In addition, prior to the release of this bond and 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.

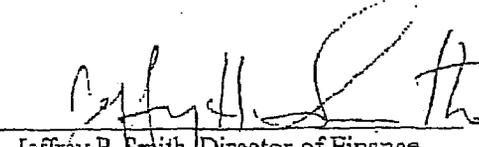
4. The Developer shall take immediate action to resolve any sediment and erosion control problems associated with site work in the Chatham Hill, Section 2 subdivision.

(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.

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

Developer
 By 
 Michael Dilaj

By 
 Jeffrey P. Smith, Director of Finance
 Town of Mansfield

BONDING AGREEMENT

This Agreement entered into on May²⁴, 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:

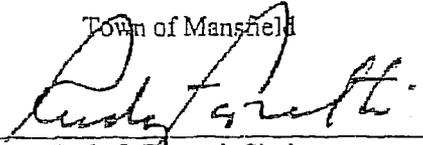
1. Said Letter of Credit bond, worded in a manner acceptable to Mansfield officials, shall be delivered to the Mansfield Finance Director and the subject Letter of Credit shall be retained in association with the previously-accepted cash bond for the purposes set forth.
2. Upon execution of this Agreement 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: Matt Hart, Assistant Town Manager *MH*
CC: Martin Berliner, Town Manager; Curt Vincente, Director of Parks & Recreation; Jennifer Kaufman, Parks Coordinator
Date: January 9, 2006
Re: Wolf Rock Preserve Access Management Plan

Subject Matter/Background

At its December 2005 meeting, the town council agreed to postpone this item to the January 9, 2006 meeting.

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 January 9, 2006, to approve the Wolf Rock Preserve Access Management Plan.

Attachments

1) Wolf Rock Preserve Access Management Plan (previously distributed)

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MH*
CC: Martin Berliner, Town Manager; Curt Vincente, Director of Parks & Recreation; Jennifer Kaufman, Parks Coordinator
Date: January 9, 2006
Re: Crane Hill Field Management Plan

Subject Matter/Background

At its December 2005 meeting, the town council agreed to postpone this item to the January 9, 2006 meeting.

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 January 9, 2006, to approve the Crane Hill Field Management Plan.

Attachments

- 1) Crane Hill Field Management Plan (previously distributed)

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager
CC: Martin Berliner, Town Manager; Curt Vincente, Director of Parks & Recreation; Jennifer Kaufman, Parks Coordinator
Date: January 9, 2006
Re: Saw Mill Brook Preserve Management Plan

Subject Matter/Background

At its December 2005 meeting, the town council agreed to postpone this item to the January 9, 2006 meeting.

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 January 9, 2006, to approve the Saw Mill Brook Management Plan.

Attachments

1) Saw Mill Brook Management Plan (previously distributed)

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager
CC: Martin Berliner, Town Manager; Gregory Padick, Director of Planning
Date: January 9, 2006
Re: Fenton River

Subject Matter/Background

A November 30, 2005 draft Fenton River Aquatic Habitat Study has been distributed for comment, with comments due by mid-January 2006. On January 3, 2006, the Mansfield Planning and Zoning Commission authorized its chairman to co-endorse with the mayor or other town council designee, unified town comments that incorporate the recommendations contained in reports from the conservation commission and director of planning. Staff has attached the comments received to date, and we wish to highlight that some of those comments are relevant to the council's expressed concerns regarding the university's Willimantic River wellfield.

Financial Impact

No fiscal impact is expected at this time.

Recommendation

The subject report is comprehensive in nature and includes important recommendations that, when implemented, will help protect the aquatic habitat of the Fenton River. Staff supports the PZC-recommended approach of sending a unified town response that incorporates the recommendations of the conservation commission and director of planning. Accordingly, staff recommends that the town council designate the mayor to co-endorse, with the planning and zoning commission chairman, unified comments on the draft Fenton River Aquatic Habitat Study that incorporate the recommendations of the conservation commission and the director of planning.

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

Move, effective January 9, 2006, to authorize Mayor Elizabeth C. Paterson to co-endorse, with the planning and zoning commission chairman, unified comments on the draft Fenton River Aquatic Habitat Study that incorporate the recommendations of the conservation commission and the director of planning.

Attachments

- 1) December 21, 2005 review comments from Conservation Commission
- 2) December 28, 2005 review comments from Director of Planning
- 3) January 3, 2006 supplemental report from Director of Planning with motion approved by Planning and Zoning Commission on January 3, 2006

TO: MANSFIELD TOWN COUNCIL
CC: GREG PADICK, Director of Planning
FROM: MANSFIELD CONSERVATION COMMISSION
DATE: December 21, 2005

SUBJECT: COMMENTS ON THE DRAFT REPORT, "LONG-TERM IMPACT ANALYSIS OF UNIVERSITY OF CONNECTICUT'S FENTON RIVER WATER SUPPLY WELLS ON THE HABITAT OF THE FENTON RIVER."

The Mansfield Conservation Commission has reviewed this Technical Advisory Group (TAG) analysis and has the following comments:

1. This is an extensive investigation with final recommendations that the University of Connecticut restrict its pumping from the Fenton River during dry periods. The University is to be complimented for its support of this major effort.
2. A very important recommendation is the restriction, and even cessation of pumping from the Fenton River during periods of low flow. The report describes two triggers, one based on flow and the other on time, for taking action to preserve the habitat of the River. The first trigger (low flow) is fairly straight forward. The University is currently permitted to withdraw 0.844 million gallons per day (MGD) regardless of the river flow. As this equals 1.27 cubic feet per second (cfs), it is clear that when the river flow drops below this value, a serious problem will exist at this pumping rate. The time trigger deals with how soon pumping may be increased after a period of low flow. At the time of the last TAG meeting, Professor Warner had not made a decision on how long a period of increased flow should exist before increased pumping can begin. It is a complex matter depending on the level of increased flow and the decision will be a bit of a judgment call.
3. The Mansfield Conservation Commission recommends that these "trigger levels" be set conservatively. The basis for this request is that portion of the report attributable primarily to Piotr Parasiewicz of the University of Massachusetts. His time series analysis shows that the duration and frequency of low flow events can have a substantial effect on the resilience of the aquatic community. He found a very non-linear relationship between the duration of low river flow and the quality of habitat for fish. There comes a point at which a seemingly insignificant decrease in flow results in a major impact on habitat.
4. At the time of the last TAG meeting, new results based on the September dry flow period were presented in the executive summary, but those results and the data upon which they were based were yet to be included in the full draft report. Of course this must be done. These data should include the daily pumping records for the Fenton River so they will be available for future analysis. The availability of the 1965 data of Giddings (a Master's thesis) and Rahn was very important to those doing modeling for the current investigation 40 years later. The newer August through October, 2005, data must be available for use, as future advances in river analysis may be anticipated.

TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

GREGORY J. PADICK, DIRECTOR OF PLANNING

Memo to: Planning and Zoning Commission
Town Council
Conservation Commission
From: Gregory J. Padick, Director of Planning
Date: December 28, 2005

Re: Fenton River wellfield/habitat study

As previously communicated, a draft Fenton River Aquatic Habitat Study was completed in November and any review comments must be submitted by early to mid-January to be considered in the final document. The draft plan also is being reviewed by staff members of the State Department of Environmental Protection and Office of Policy and Management and by University of Connecticut officials. A copy of the 11/30/05 draft Executive Summary and 12/5/05 slide presentation were previously distributed and the entire 183-page text of the draft report is available at www.ctjwr.uconn.edu/tmp/ProjFR.htm.

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.

The following comments have been prepared to assist town officials with our review of this study:

1. The subject report is comprehensive and multi-disciplinary in nature. Through the collection of natural resource data and mathematical modeling, the study addresses the issue of "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 wellfield." A related objective was to help "optimize water withdrawals while minimizing adverse impacts on stream flow and in-stream habitat." The study was initiated over three years ago and utilizes surface and groundwater data and well withdrawal data throughout this study period. Historical data also was considered. Technical aspects of the draft report are being reviewed by project scientists, DEP staff members and other advisory committee members with related expertise. My review has concentrated on the report findings and recommendations and appropriate next steps.
2. A key finding of the study is that fish habitat in the subject portion of the Fenton River starts to be "noticeably reduced" when flow is less than 7 cubic feet per second (CFS) and is "significantly reduced" at flows of 3 CFS or lower.
3. Specific recommendations, contained on pages 21 and 22, include:
 - A. Installing a streamflow-gauging station in the vicinity of Old Turnpike Road;
 - B. Repairing or replacing Well D, located near Gurleyville Road (due to an apparent clogged filter, this well was not able to be fully utilized this past summer when the Fenton River dried up);
 - C. Relocate Well A to a location about 250 feet from the river. (The current well is only 28 feet deep and located very close to the river. This well has the greatest direct impact on surface levels in the river.)
 - D. Upgrade all well-operating controls, motors and flow meters;
 - E. Disinfect well-water at each pump;

**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: January 3, 2006



Re: Fenton River Wellfield/Habitat Study

Since my December 28th memo was prepared, I have received the attached copy of a 12/21/05 report from the Conservation Commission regarding the draft Fenton River Aquatic Habitat Study. The Conservation Commission's report includes eight comments, which are summarized below:

1. Notes overall support for comprehensive analysis
2. Notes importance of recommendations to restrict and cease pumping from Fenton wellfield during low river flows
3. Recommends that "trigger levels for ceasing and stopping pumping be set conservatively"
4. Recommends that data obtained during the Summer 2005 dry period and daily pumping records for wellfield be included in final report
5. Notes that past Fenton River low flow problems are in part due to mechanical problems and inability to full utilize the significantly larger Willimantic wellfield
6. Emphasizes that all portions of watershed contributing to aquifer need to be protected by Town and University
7. Recommends a similar habitat study for the Willimantic River wellfield
8. Recommends that "time triggers" for restricting withdrawals from Fenton wellfield be set conservatively and that University manage the water system to provide more than minimum protection for the Fenton River

The recommendations from the Conservation Commission are considered to be very consistent with the recommendations contained in my 12/28/05 report. Due to a desire to provide a unified response from town officials and an anticipated mid-January deadline for comments, the following motion is recommended for consideration at the 1/3/06 meeting:

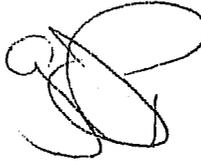
* That the Planning and Zoning Commission authorize its chairman to co-endorse, with the Mayor or other Town Council designee, a unified Town response to the 11/30/05 draft Fenton River Aquatic Habitat Study. The Town comments shall incorporate the recommendations contained in the 12/21/05 report from the Mansfield Conservation Commission and the 12/28/05 report from Mansfield's Director of Planning.

* Unanimously approved at 1/3/06 Planning and Zoning Commission meeting

**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

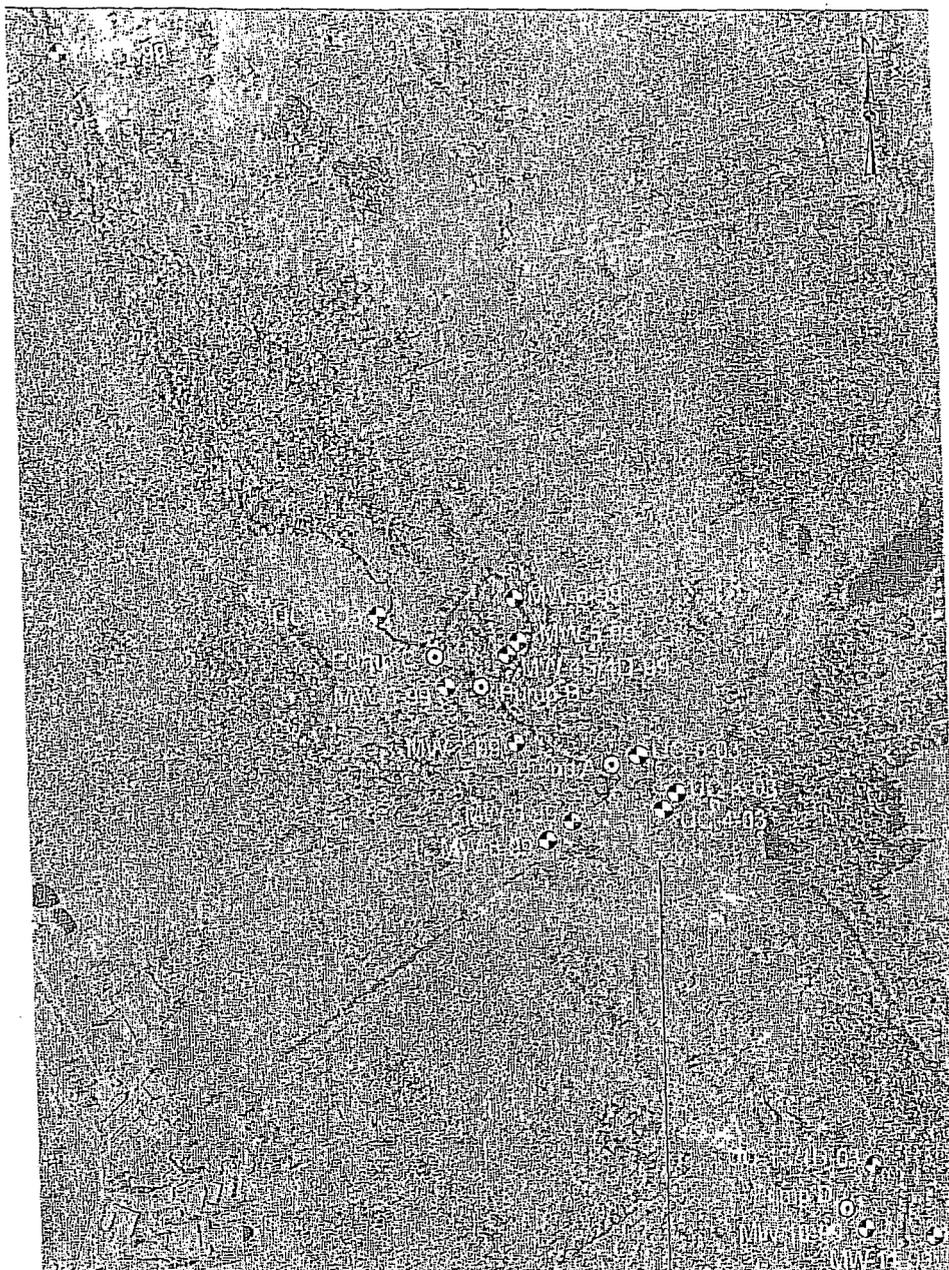
The specific objectives of this study were to:

- 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.



Legend

- ⊕ Monitoring Well
- ⊙ Production Well



Figure 1.1 Aerial View of Study Site. Monitoring wells are denoted as "MW" or "UC". Wells are denoted as "Pump".

1.3. Surface Water Observations

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. Fortunately, 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.

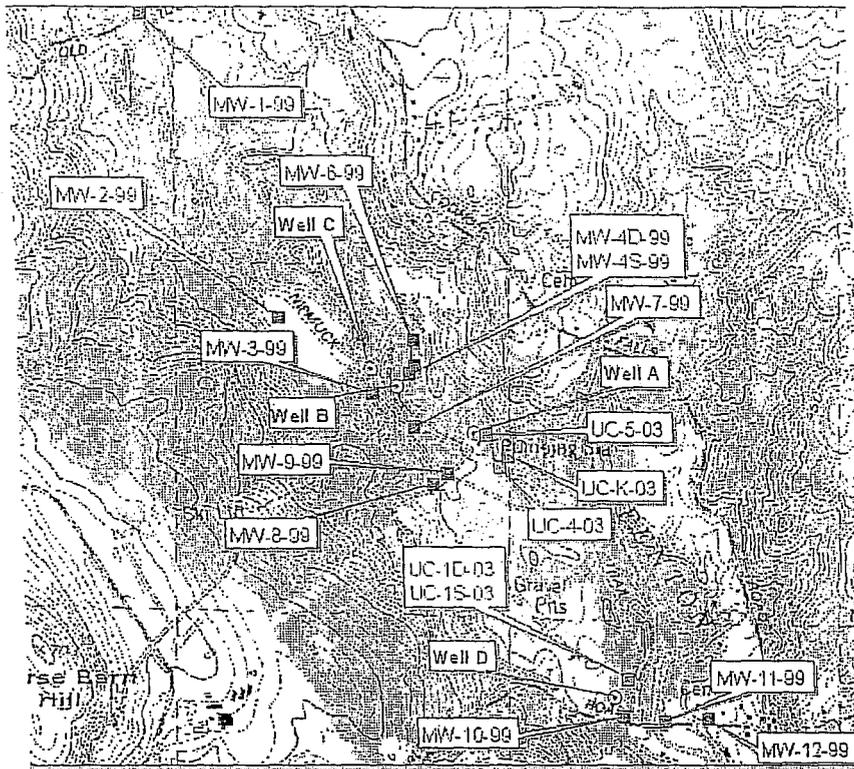


Figure 1.2. Study Site Map Showing Pumping and Monitoring Wells.

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.

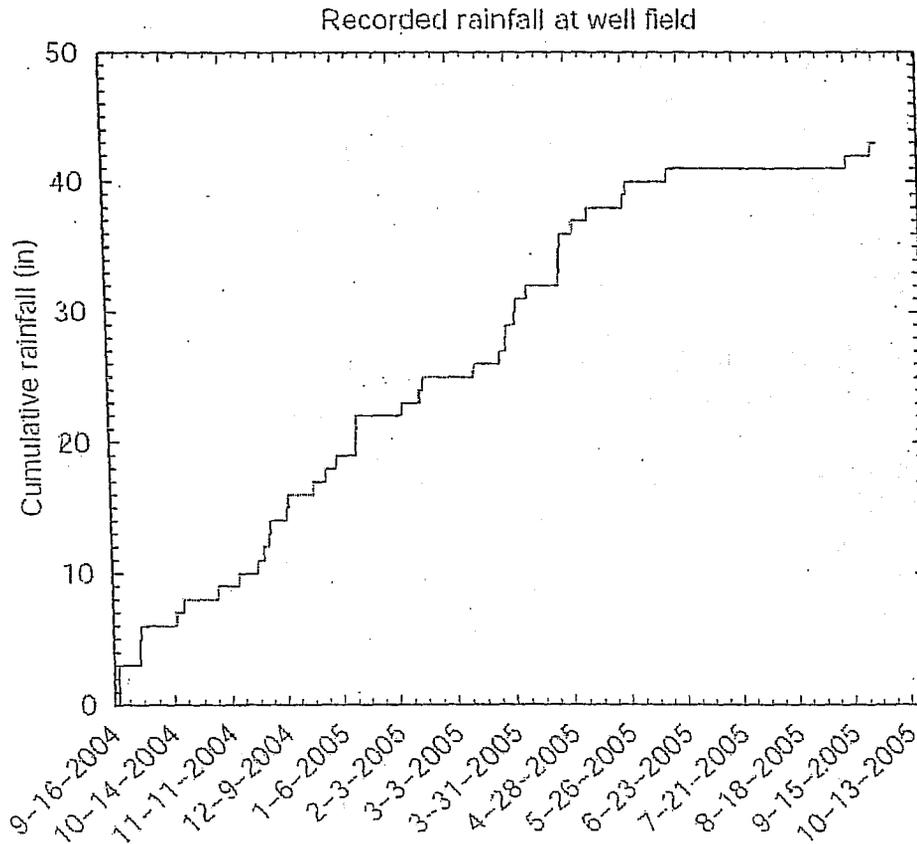


Figure 1.3. Cumulative Rainfall (inches) Near Well A, 16 September, 2004- 22 September, 2005.

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.

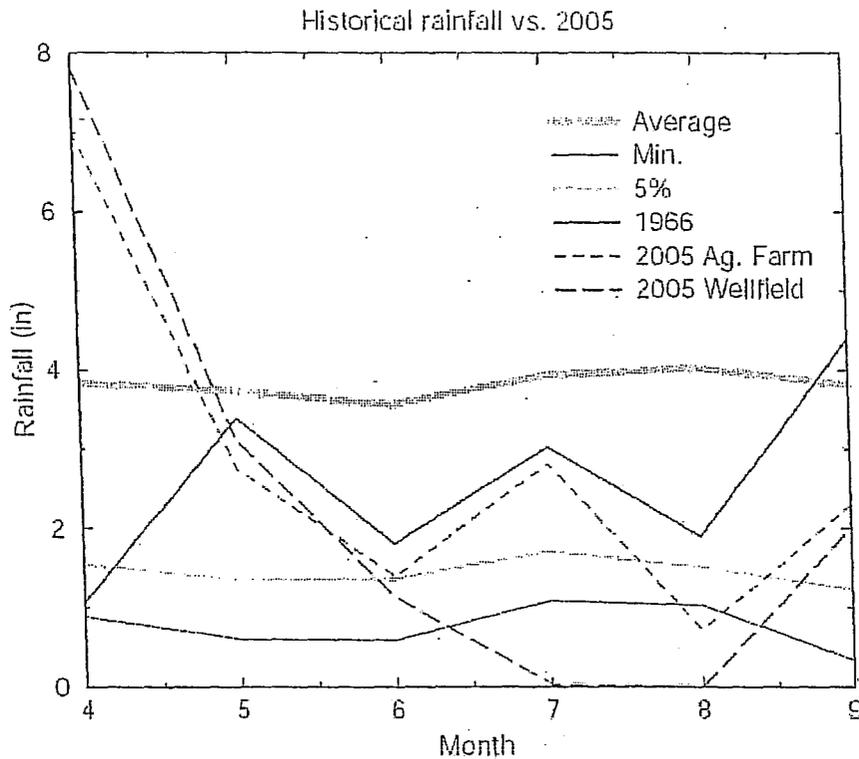


Figure 1.4. Comparison of Summer 2005 Rainfall vs. Climatological Values and 1966 Rainfall.

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.

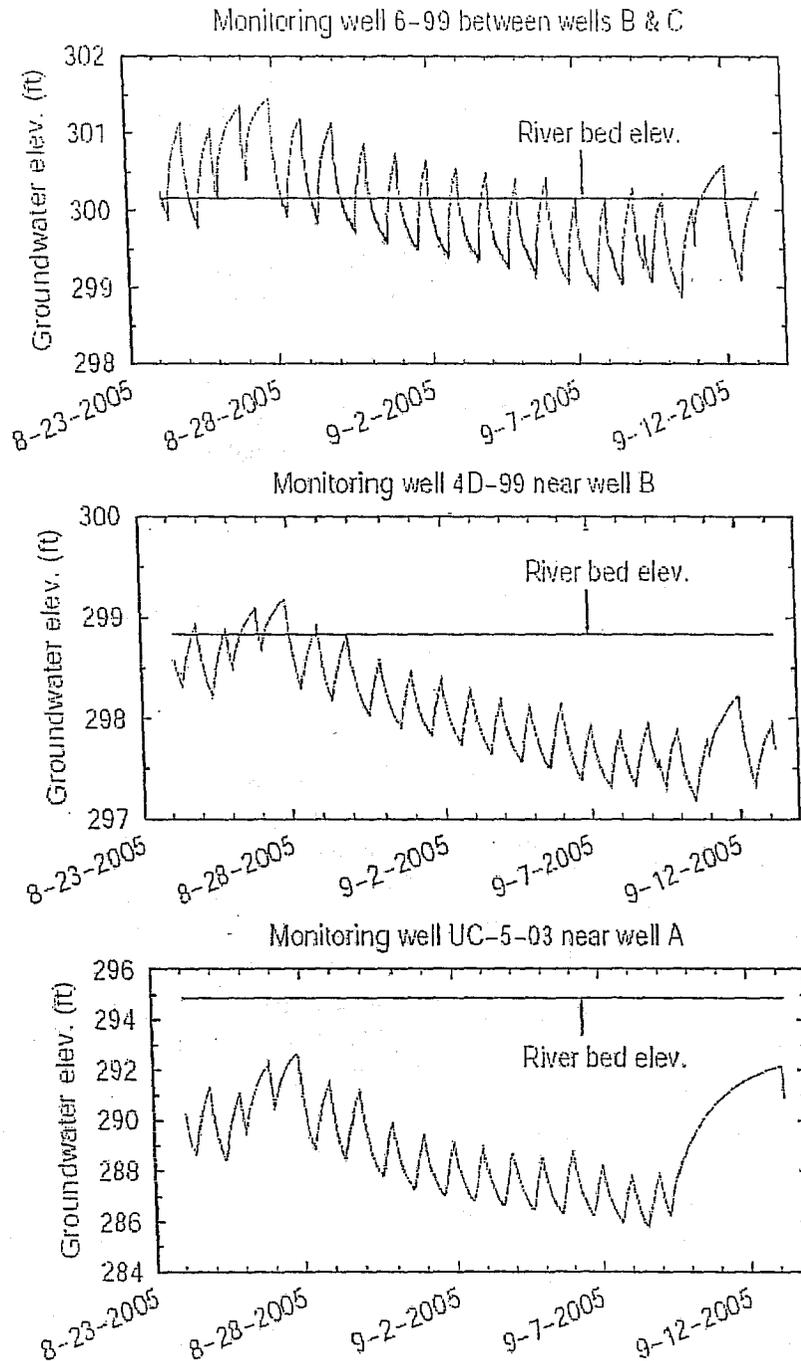


Figure 1.5. Groundwater Levels Near Fenton River During Time when River was dry.

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.

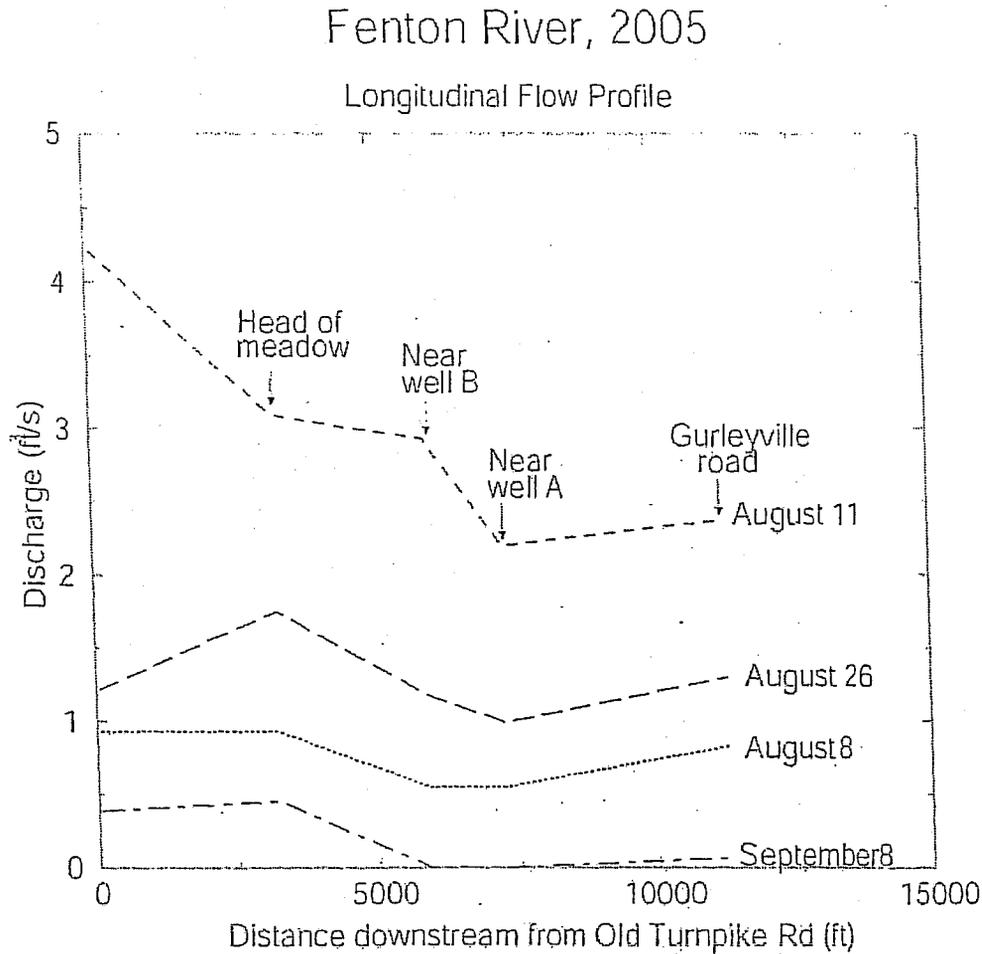


Figure 1.6 Longitudinal Profiles of Discharge in the Fenton River on Different Dates during the Summer of 2005.

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 120505

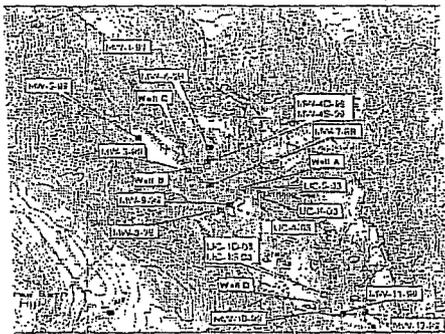
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Agenda

- 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 120505

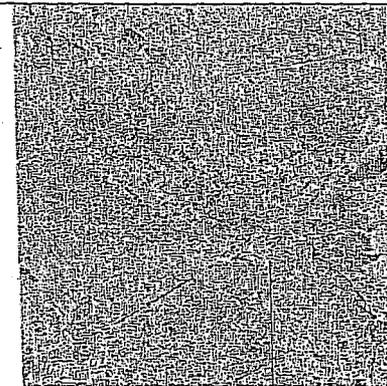
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Study Area

Fenton River TAG Meeting 120505

3



Legend
○ Monitoring Well
● Recession Well

0 1000
Scale in Feet

4

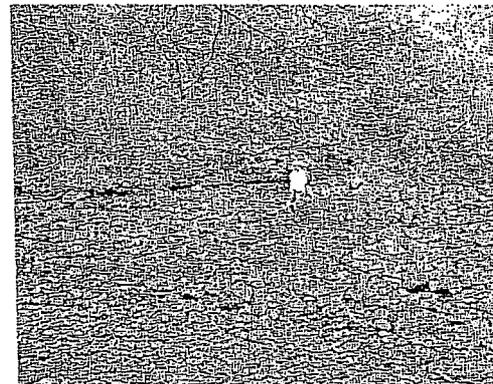
Summer 2005 Investigations and Results or "Why the River went dry"

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

Fenton River TAG Meeting 120505

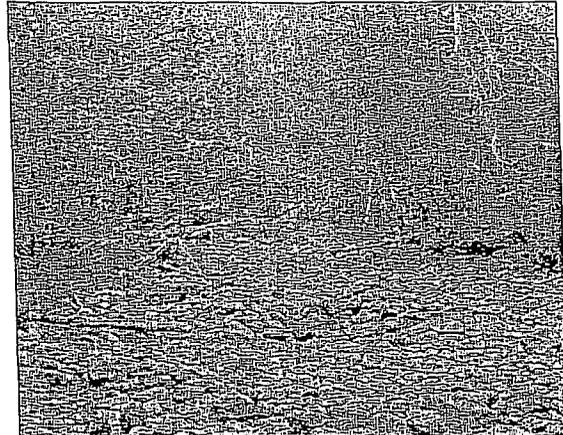
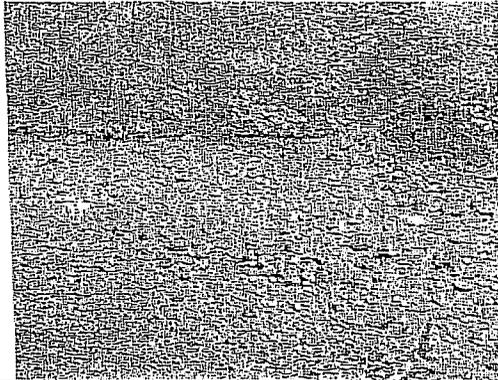
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Fenton River near Well A, August 28, 2005

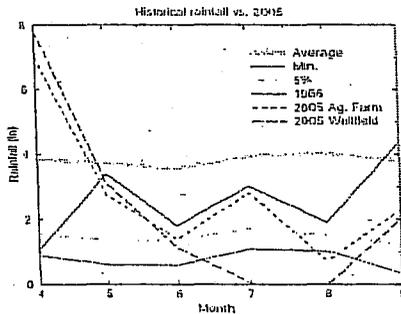


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Fenton River near Well A; September 8, 2005

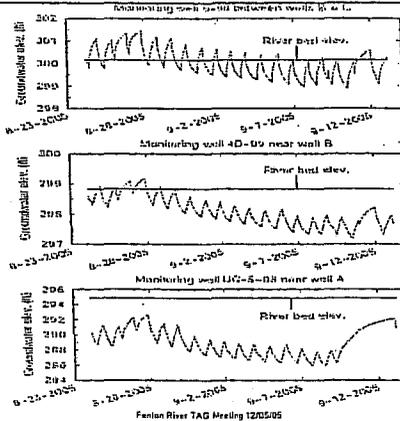


Historical and 2005 Rainfall



Fenton River TAG Meeting 12/05/05

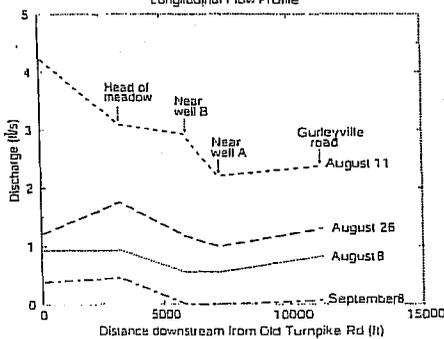
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Fenton River TAG Meeting 12/05/05

10

Fenton River, 2005



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

12

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

Fenton River TAG Meeting 12/05/05

13

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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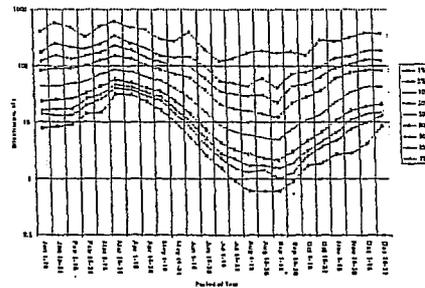
Updated Hydrologic Assessment

- Review of frequency statistics
- Development of Recession Curves

Fenton River TAG Meeting 12/05/05

15

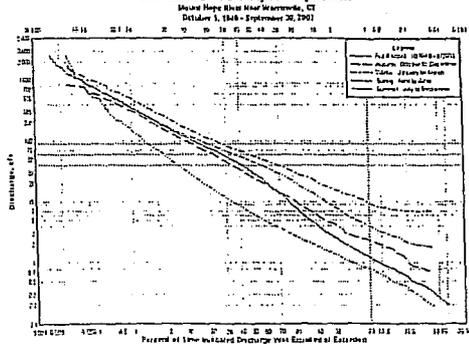
Percent of Time Inflow Discharge Was Equalled or Exceeded by Semi-Monthly Periods
South Hope River near Westmore, CT, Winter 1, 1966 - September 30, 2001



Fenton River TAG Meeting 12/05/05

16

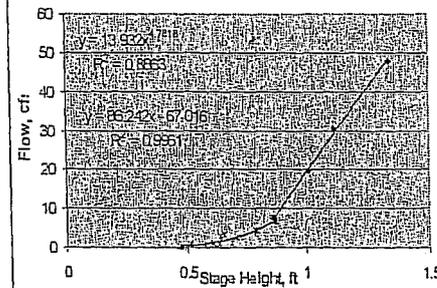
Duration Curve of Daily Flow by Season



Fenton River TAG Meeting 12/05/05

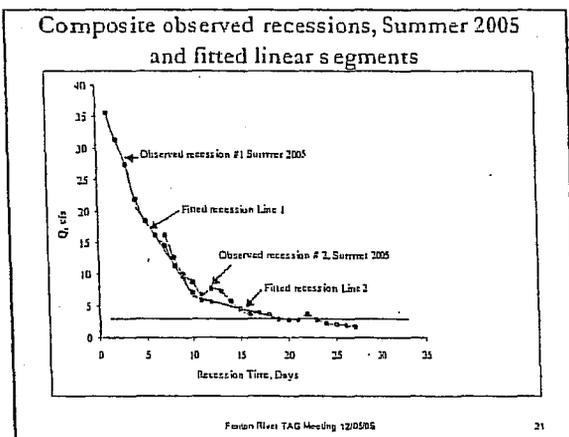
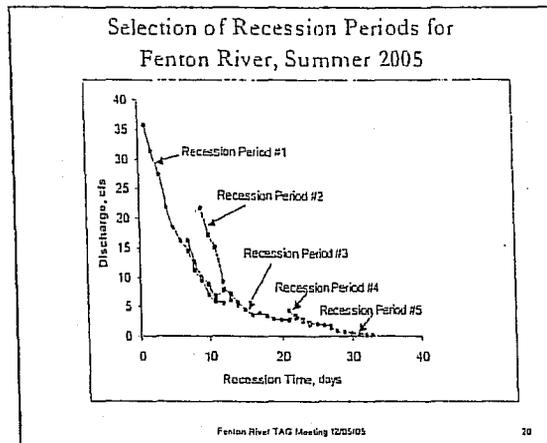
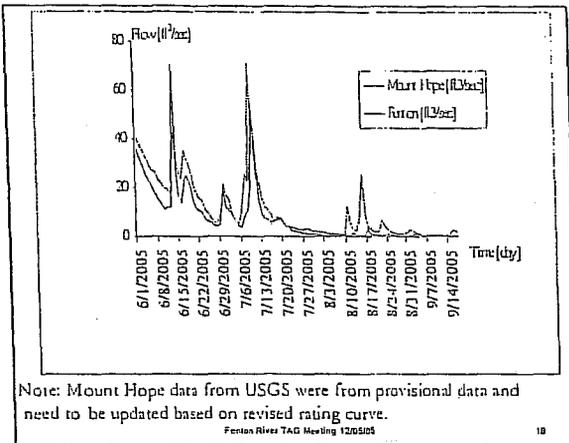
17

Old Turnpike Rating Curve for 2005



Fenton River TAG Meeting 12/05/05

18



- ### 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

- ### 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

- ### 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.
- Fenton River TAG Meeting 12/05/05

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

25

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 Dilij (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 Fitting (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
From: Matt Hart, Assistant Town Manager *MH*
CC: Martin Berliner, Town Manager
Date: January 6, 2006
Re: Campus/Community Relations

Subject Matter/Background

Staff wishes to present the following status report regarding its recent work concerning campus/community relations:

- Action plan – staff has prepared a draft action plan that details how we hope to accomplish the goals and objectives outlined by the council's committee on community quality of life, and other entities. We plan to review the plan with our counterparts at the university, and then submit the draft to the town council for its review and comment.
- Off-campus services – in consultation with town staff, the university is in the process of identifying options to enhance the services it provides to students living off-campus. These services would potentially include assistance with identifying rental properties, providing resources concerning landlord-tenant relations and serving as a liaison to town, state and university police departments. Town and university staff plan to meet in January/February 2006 to review this concept in more detail.
- Draft housing code – staff has prepared a draft code for review by the town attorney. The code references the 2003 edition of the International Property Maintenance Code, and is designed to regulate and govern the conditions and maintenance of residential rental property. As drafted, with respect to complaints the code would apply to all residential rental properties in town, with the exception of properties belonging to the State of Connecticut. We have also incorporated a special rental certification overlay zone in the draft, which would apply to all residential rental properties in the zone except for dwellings that are age restricted to persons aged 55 and older, or owned by the Mansfield Housing Authority or the State of Connecticut. The overlay zone is defined as roughly the greater Storrs area of town, and owners of properties within the zone would be required to obtain a rental certificate of compliance for each separate dwelling unit. The certificate would be issued by a housing inspector if the property meets the criteria of the code following an inspection, and would be good for a two-year period. Staff plans to present the draft code to the town council for review and consideration as part of the FY 2006/07 budget process.

- Mansfield Community-Campus Partnership – the community-campus partnership, co-chaired by Mayor Paterson and Associate Dean of Students Julie Bell-Elkins, continues to meet on a regular basis. The partnership recently established four sub-committees - legislative, outreach on alcohol and other drug issues, partnership promotion and recommendations – designed work on various issues. Among town staff, I have been assigned to co-chair the recommendations group and Director of Social Services Kevin Grunwald is co-chairing the legislative initiatives sub-committee. In addition, Resident State Trooper Supervisor Sean Cox will work with the outreach on alcohol and other drug issues subcommittee.
- Town University Relations Committee – the committee continues to meet on a monthly basis to discuss matters of mutual concern and interest.
- University Spring Weekend 2006 – the town's emergency management advisory council, chaired by Mayor Paterson, has recently met to begin planning for this year's spring weekend.

Please let us know what questions or concerns you might have concerning this subject.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager; Jeffrey Smith, Director of Finance
Date: January 9, 2006
Re: Comprehensive Annual Financial Report Year Ended June 30, 2005

Subject Matter/Background

Attached please find the Comprehensive Annual Financial Report for the Year Ended June 30, 2005.

Recommendation

In keeping with our customary procedure, staff recommends that the town council refer this item to the finance committee.

The following motion is suggested:

Move, effective January 9, 2006, to refer the Comprehensive Annual Financial Report Year Ended June 30, 2005 to the finance committee.

Attachments

- 1) Town of Mansfield, Comprehensive Annual Financial Report Year Ended June 30, 2005 (hard copy only)

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MH*
CC: Martin Berliner, Town Manager; Gregory Padick, Director of Planning;
Jennifer Kaufman, Parks Coordinator
Date: January 9, 2006
Re: Natchaug River Greenway Designation

Subject Matter/Background

The Nature Conservancy is coordinating an effort to seek state "greenway" status for the Natchaug River, which flows through seven area towns. At its December 21, 2005 meeting the Mansfield Conservation Commission endorsed this effort.

Recommendation

Staff is still reviewing this matter but expects to have a recommendation for action for the planning and zoning commission meeting on January 17, 2006 and the town council meeting on January 23, 2006.

Attachments

- 1) December 21, 2005 Natchaug River Greenway Designation narrative prepared by the Nature Conservancy
- 2) Information from DEP Greenways web site (Criteria for Designation of Connecticut Greenways and benefits of trails and greenways)
- 3) December 21, 2005 Conservation Commission minutes

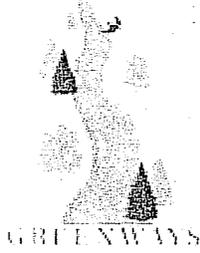
The Natchaug River Greenway Designation- Draft 12/21/05

The Natchaug River System is recognized by federal, state, local and private agencies as a benchmark stream for water quality containing a rich diversity of aquatic and terrestrial plants and animals. The Natchaug provides, trophy trout fishing, paddling, hiking, history and beauty to area residents and visitor's as well as supplying drinking water for the City of Willimantic. Much of the land within the watershed is held by the State of Connecticut, US Army Corp of Engineers, private land trusts and large land owners. Two State Designated Greenways, the Nipmuck and the Natchaug Trails, pass through the watershed and follow the river corridor. The Willimantic River Greenway and the Airline Trail intersect with the Natchaug River as well. The natural, historic and recreational resources enjoyed by communities within the watershed are dependent upon the continued high quality condition of the system

The *goal* of the Natchaug River Greenway proposal is *natural resource protection on both sides of the Natchaug River and its major tributaries Bigelow Brook, Still River, Bungee Brook, Stonehouse Brook, their headwater streams, and water bodies*. The participating communities in The Natchaug River Greenway will work *to preserve the high-quality waters of the system as well as the terrestrial and aquatic habitat within the watershed through community education and promotion of the natural, historic and recreational resources of the river corridor*.

Each community will commit to a project to further the goal of the greenway including:

- monitoring, maintaining and improving surface and groundwater quality
- developing and enacting best management practices for road and storm drain maintenance
- filling in gaps in protected open space areas
- community conservation education and promotion of greenway resources
- linking and extending existing trails



[Greenways Home](#)

[Benefits of Trails and Greenways](#)

[Criteria for Greenways](#)

[Official Connecticut Greenways](#)

[Sources of Funding](#)

[Greenways License Plate](#)

[Connecticut Greenways Council](#)

[Additional Links](#)

[Connecticut's State Parks & Forests](#)

Criteria for the Designation of Connecticut Greenways

In 1995 the Connecticut General Assembly acted upon the recommendations of the Governor's Greenways Committee and passed Public Act 95-335, which institutionalized Connecticut's greenways program. A highlight of this legislation was the establishment of the Connecticut Greenways Council. One of the Council's duties is the development of criteria for the designation of greenways around the state.

The Public Act defines greenway as a "corridor of open space" that:

1. may protect natural resources, preserve scenic landscapes and historical resources or offer opportunities for recreation or non-motorized transportation;
2. may connect existing protected areas and provide access to the outdoors;
3. may be located along a defining natural feature, such as a waterway, along a man-made corridor, including an unused right of way, traditional trail routes or historic barge canals; or
4. may be a green space along a highway or around a village.

In order to meet the criteria for official designation as a greenway, open spaces and/or pathways must fit at least one aspect of this definition. The critical element, however, is connectivity. While a loop trail in a public park may fit many recreational and open space needs, if it offers no opportunities for connecting to a greater system it does not qualify as a greenway. Conversely, a short segment of open space along a ridgeline or waterway may be deemed part of a greenway if future plans include its linkage to a larger system.

The process of greenway designation will require not only the involvement of the Greenways Council. It will also mean that there is a commitment on the local level to a project's long-term success as well. Officially designated recreational greenways will receive special signs to post at trailheads and road crossings; those that serve a resource protection function may also post these signs where appropriate. All of the designated greenways will be forwarded to the Office of Policy and Management for inclusion in future revisions of the State Plan of Conservation and Development, and will also be incorporated into any greenway plans developed by the Department of Environmental Protection.

Greenways can be much more than linear open spaces. They can be the links from city to country, from village to village, from state to state. They can reconnect people to their communities, to rivers, fields, and hillsides, enhancing the sense of place that helps define the quality of life in Connecticut. It has been said that greenways connect the places we live with the places we love. It is the hope of the Connecticut Greenways Council that the designation process will help in the development, enhancement, and preservation of those places.

The following are the suggested criteria for the designation of greenways in Connecticut. The Greenways Council and the Department of Environmental

Protection may designate such areas as they deem fit these criteria. Municipalities, non-profits, or other sponsoring agencies may submit projects to the Greenways Council for designation.

Criteria for the Designation of Greenways in Connecticut

In order to be considered for official greenway designation, a project must meet at least one of the following criteria:

1. The corridor connects existing open space, trail segments, historical/cultural assets; provides alternative transportation opportunity; may be of varying lengths, but connects neighborhoods to schools, town centers, parks and recreation areas, transportation centers, or open spaces.
2. If the greenway is a municipal project, it must be included in local plan of Conservation and Development (or in the next revision thereof), and must be endorsed by the local government through a municipal resolution or compact;
3. If the greenway is a regional project, it must be included in plans of relevant Regional Planning Agency, or Council of Governments, with endorsements by the affected municipalities; or, an inter-municipal compact may be developed between towns;
4. If the greenway is a non-governmental project, it must be sponsored by organization with proven record of land use protection/recreational use, or with proven resources needed for project success; licensing, easements, or other agreements for use of state, municipal, or private land must be on file; it must be endorsed by the local government through a municipal resolution or compact;
5. The segment submitted for designation may be a key link in an emerging greenway, either for conservation or recreation purposes;
6. Once designated, such greenway shall be reflected in the State Plan of Conservation and Development as revised by the Office of Policy and Management and in any state-wide greenway plan developed by the Department of Environmental Protection.
7. Greenway designation may be revoked for non-performance or for development of the property for uses other than those defined for greenways in state statute.

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Benefits of Trails and Greenways

Why Establish Trails and Greenways?

Trails and greenways positively impact individuals and improve communities by providing not only recreation and transportation opportunities, but also by influencing economic and community development. Some of the many trails and greenways benefits include:

- making communities better places to live by preserving and creating open spaces;
- encouraging physical fitness and healthy lifestyles;
- creating new opportunities for outdoor recreation and non-motorized transportation;
- strengthening local economies;
- protecting the environment; and
- preserving culturally and historically valuable areas.

Trails and Greenways Support Economic Development

Trails and greenways provide countless opportunities for economic renewal and growth. Increased property values and tourism and recreation-related spending on items such as bicycles, in-line skates and lodging are just a few of the ways trails and greenways positively impact community economies.

- In a 1992 study, the National Park Service estimated the average economic activity associated with three multi-purpose trails in Florida, California and Iowa was \$1.5 million annually.¹
- According to a study conducted by the U.S. Fish and Wildlife Service, birdwatchers spend over \$5.2 billion annually.²

Promoting Healthy Living

Many people realize exercise is important for maintaining good health in all stages of life; however many do not regularly exercise. The U.S. Surgeon General estimates that 60% of American adults are not regularly active and another 25% are not active at all.³ In communities across the country, people do not have access to trails, parks, or other recreation areas close to their homes. Trails and greenways provide a safe, inexpensive avenue for regular exercise for people living in rural, urban and suburban areas.

Environmental Benefits

Greenways protect important habitat and provide corridors for people and wildlife. They also help improve air and water quality. For example, communities with trails provide enjoyable and safe options for transportation, which reduces air pollution. By protecting land along rivers and streams, greenways prevent soil erosion and filter pollution caused by agricultural and road runoff. Greenways can serve as natural floodplains. According to the Federal Emergency Management Agency, flooding

causes over \$1 billion in property damages every year. By restoring developed floodplains to their natural state, many riverside communities are preventing potential flood damage.

Finally, trails and greenways are hands-on environmental classrooms. People of all ages can see for themselves the precious and intriguing natural world from which they often feel so far removed.

Preserving our History and Culture

Trails and greenways have the power to connect us to our heritage by preserving historic places and by providing access to them. They can give people a sense of place and an understanding of the enormity of past events, such as Native American trails and vast battlefields. Trails and greenways draw the public to historic sites. Other trails preserve transportation corridors. Rail-trails along historic rail corridors provide a glance at the importance of this mode of transportation. Many canal paths, preserved for their historic importance as a transportation route before the advent of railroads, are now used by thousands of people each year for bicycling, running, hiking and strolling. Many historic structures along canal towpaths, such as taverns and locks, have been preserved.

Create Greenways and Trails; Build a Better Life

Open spaces have disappeared at an alarming rate to make room for new development. People spend far too much time in traffic, detracting from time that could be better spent with their families and friends.

Despite a weak economy, American voters have shown overwhelming support for conservation-related ballot measures in 2003. Overall, 99 measures in 23 states have been approved by voters, creating \$1.8 billion in new conservation-related funding. This includes more than \$1.3 billion specifically dedicated for land conservation. The passage rate for these measures is 77 percent, an improvement upon the historical 70 percent passage rate from 1998 - 2002.

The approval rate was particularly high on November 4, 2003, when 64 of 77 state and local ballot measures were successful -- a success rate of 83 percent.

Trails and greenways provide what many Americans seek — close to-home recreational areas, community meeting places, historic preservation, educational experiences, natural landscapes and beautification. Both trails and greenways help communities build pride by ensuring that their neighborhoods are good places to live, so that children can safely walk or bike to a park, school, or to a neighbor's home. Trails and greenways help make communities more attractive and friendly places to live.

1. *The Impacts of Rail-Trails, A Study of Users and Nearby Property Owners from Three Trails*, National Park Service, Rivers, Trails and Conservation Assistance Program, 1992.
2. *Economic Impacts of Protecting Rivers, Trails and Greenways Corridors*, National Park Service, Rivers, Trails and Conservation Assistance Program, 4th edition, 1995.
3. *Physical Activity and Health: A Report of the Surgeon General*, U.S. Department of Health and Human Services, 1996.

TOWN OF MANSFIELD
CONSERVATION COMMISSION
Minutes of the December 21, 2005 Meeting
Conference Room B, Audrey P. Beck Building

Present: Robert Dahn (chair), Jennifer Kaufman, Quentin Kessel, Scott Lehmann,
John Silander and Frank Trainor

1. The meeting was called to order at 7:34 PM.
2. Ms. Holly Drinkuth, the Quinebaug Highlands Project Director Land Conservation Coordinator made a presentation on the Natchaug River Greenway Project. The CC unanimously endorsed the goals of this project with a motion that also requested Kaufman to work with Director of Planning Greg Padick in an effort to support the Natchaug River Greenway designation and to draft a resolution for possible endorsement by the Town Council. It was noted that in Mansfield, the Fenton and Mount Hope Rivers contribute significantly to this natural resource.
3. Membership: Kessel agreed to invite to the next meeting the potential member (Peter Drzewiecki, Environmental Earth Sciences at Eastern Connecticut State University) suggested by former CC member Sherman Clebник, to see if he would be interested in joining the CC.
4. Long-Term Impact Analysis of the University of Connecticut's Fenton River Water Supply Wells on the Habitat of the Fenton River. This report was discussed and Kessel circulated a draft memo of comments for transmission to the Town Council. Suggestions were made and the draft was unanimously approved, subject to final review of the document by members via email.
5. On a motion by Kessel and seconded by Trainor, it was voted unanimously to support the 11/30/05 proposed revisions to the Mansfield Zoning Regulations.
6. IWA Referrals.
 - IWA 1333 - Kolodziejczak - Road. Map date: 11/29/05 revision. This application is for a shed to be placed within a regulated area. Kaufman moved, and Trainor seconded, that there should be no significant negative effect on the wetlands from this project as long as appropriate erosion and sedimentation are in place during the construction and removed after the site is stabilized. The motion passed unanimously.
 - IWA 1334 - Nichols - 491 Wormwood Hill Map Date 9/27/05. This is an application for a single family house within the 150 foot regulated area. The CC discussed the site plan and concluded that the site is marginal for a house and that, as proposed, nearly all the construction would take place in the regulated area. Kessel moved, and Silander seconded, that in the event a house is to be sited on this lot, consideration be given to moving the house and septic system in the easterly direction in order to minimize the potential damage to the wetlands. Included in the motion was that consideration also be given to ways of minimizing the damage to the stone walls on the property such as utilizing the abandoned Town road as the entrance. The motion passed unanimously.

7. Silander led a discussion on ways for the Town to maximize its partnership involvement on projects such as the one discussed in item two. This might include a Town committee to coordinate increased cooperation and, when appropriate, joint support of projects with groups such as Joshua's Trust, the Nature Conservancy, and the Quinebaug Highlands organization.

8. There were no official minutes from the November meeting to be approved. Kaufman moved, and Lehmann seconded, approval of the minutes from the October 19, 2005 meeting. The motion passed unanimously.

9. The meeting adjourned at 9:10 P.M.

Respectfully submitted,
Quentin Kessel
Secretary



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MH*
CC: Martin Berliner, Town Manager
Date: January 9, 2006
Re: US Postal Service Designation of Storrs-Mansfield, Connecticut

Subject Matter/Background

Attached for discussion purposes please find a request from Mr. Benjamin Sachs concerning the post office's designation of the Storrs-Mansfield area.

Attachments

- 1) B. Sachs re: Storrs-Mansfield, Connecticut

Where in the World is "Storrs Mansfield, CT"?

To: Town Manager Berliner and Members of the Town Council
From: Benjamin Sachs, 304 Gurleyville Road, Mansfield CT 06268; 429-6838
Subject: Mansfield Town Name(s)

Summary:

The U.S. Postal Service (USPS) has designated our town "Storrs Mansfield." The Town Council should act to change that designation, which is already used by government offices, on maps, and in internet sources of information.

I recommend that "Mansfield" be the name for the 06268 ZIP code, and that "Storrs" be restricted to the 06269 ZIP code.

History:

Because of its peculiar history, and perhaps unique to Connecticut towns, the Town of Mansfield does not have a village by that name. It has Mansfield Center, Mansfield Depot, Merrow, Gurleyville, Chaffeeville, Eagleville and several other villages, but no Mansfield.

UConn is said to be located in Storrs, and this name has also been used for the area around UConn, including the campus shopping district on CT-195. However, the planned development in that area is referred to as the Mansfield Downtown Partnership.

Postal Address:

Many of us in town say that we live in Storrs, though strictly speaking none of us do, or perhaps only those who actually reside on campus. Because the former U.S. Post Office on Dog Lane served both the campus and the town of Mansfield from the same 06268 Zip Code, it was referred to as the Storrs post office, and many of continue to give our address as Storrs, CT 06268. Others use Mansfield, CT 06268.

To assure that residents would properly get their mail with either designation, J.C. Martin proposed several years ago that the Town Council ask the USPS to accept both designations, which they agreed to do. The post office sign at the corner of Storrs Road and N. Eagleville Ext. reads "Storrs-Mansfield." At about the time that the post office was moved to that location, a separate ZIP code, 06269, was adopted for UConn mail.

However, the name for the 06268 ZIP code has morphed. If one searches the USPS website (http://zip4.usps.com/zip4/citytown_zip.jsp), for a list of cities that are in the 06268 ZIP code this is the result:

Actual City name in 06268
STORRS MANSFIELD, CT

Acceptable City names in 06268
STORRS MANFLD, CT

Not Acceptable
GURLEYVILLE, CT
MANSFIELD, CT
STORRS, CT
STORRS/MANSFIELD, CT

Thus, according to the USPS, we live neither in Storrs nor in Mansfield. We all now live in Storrs Mansfield. I doubt that that was the intention when the Town Council embraced Mr. Martin's proposal and presented it to the Postmaster. But, surprisingly, even Mansfield's official website (<http://www.mansfieldct.org/town/other/directions/>) gives the address of the Audrey P. Beck Municipal Building as

4 South Eagleville Road (Route 275)
Storrs-Mansfield Connecticut 06268

Mapping services such as AAA, Mapquest and Yahoo Maps apparently take their lead from the USPS and also identify the area as Storrs Mansfield.

Possible Solutions:

1. **Do nothing.** But then Storrs Mansfield is increasingly likely to become the name of our town/village/area on maps and government sources. Winston Salem, NC and Wilkes-Barre, PA have compound names, but each of them are self-named and have a long history. Storrs Mansfield is an accidental name, assigned by the USPS, whose history should be curtailed.

2. **Change acceptable USPS designations.** Ask the USPS to allow either Storrs or Mansfield for the 06268 zip code, but not Storrs Mansfield. I believe that that was Mr. Martin's and the Town Council's original intent. But this solution creates ambiguity for mapping organizations and government sources that rely on USPS designations.

3. **Embrace Mansfield (06268), relegate Storrs (06269) to the UConn campus.** The model for this nomenclature is the location of Pennsylvania State University. The campus is in (that is, gets its mail at) University Park, PA. The adjoining town, with a different ZIP code, is State College, PA. A different model, one that I consider inappropriate here, is the University of Illinois at Urbana-Champaign (its official name), whose campus is partly in Urbana (61801) and partly in Champaign (61820) and has mailing addresses in both cities.

One advantage of Option 3 is that it clearly distinguishes Storrs as the UConn campus, Mansfield as the adjoining town center. For the many Mansfield residents who have grown accustomed to speaking of themselves as living in Storrs, no real problem arises. For purposes of communication with other Connecticut residents, speaking of living in Storrs may simplify things.

Another advantage of Option 3 is that it is consistent with the designation of the planned development as Mansfield Downtown (though we might want to call it Downtown Mansfield).

Thank you for your attention to this concern. I would be happy to attend a meeting of the Council to discuss my proposal.

Sincerely yours,

Beck 12.7.2005



Mr. Benjamin Sachs
304 Gurleyville Rd.
Storrs Manfld, CT 06268

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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										778	672
road calls	21	33	22										76	30
dog calls	43	47	39										129	207
cat calls	29	32	23										84	167
wildlife calls	9	9	3										21	27
Notices to license issued	4	12	11										27	22
Warnings issued	6	4	6										16	13
Warning letters issued	2	1	56										59	6
Infractions issued	1	0	1										2	3
Misdemeanors issued	0	0	0										0	1
Dog bite quarantines	0	0	1										1	0
Dog strict confinement	0	0	0										0	0
Cat bite quarantines	2	2	0										4	3
Cat strict confinement	0	0	0										0	0
Dogs on hand at start of month	8	7	6										21	14
Cats on hand at start of month	6	9	18										33	65
Impoundments	33	45	36										114	108
Dispositions:														
Owner redeemed	5	5	3										13	19
Sold as pets-dogs	10	10	12										32	19
Sold as pets-cats	12	16	30										58	65
Sold as pets-other	0	0	0										0	0
Total destroyed	4	6	1										11	18
Road kills taken for incineration	1	0	1										2	4
Euthanized as sick/unplaceable	3	6	0										9	14
Total dispositions	31	37	46										114	122
Dogs on hand at end of month	7	6	3										16	12
Cats on hand at end of month	9	18	11										38	53
Total fees collected	1,225	1,299	1,882										\$ 4,406	\$ 4,266

P.105

Scotland dogs FY 05/06 to date 3

Hampton dogs FY 05/06 to date 1

Total

4

TOWN OF MANSFIELD
OFFICE OF THE BUILDING OFFICIAL



Michael E. Nintean, Building Official

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

Quarterly Report

July 1, 2005- September 30, 2005

A) Activity:

- The department continued to issue permits for building activities. A total of 253 permits were issued in the first quarter. During the first quarter of last fiscal year 201 permits were issued. This indicates a 25.8% increase in the number of permits issued compared to the same quarter last fiscal year. Issued permit fees this quarter totaled \$74,700.00 compared to \$46,761.16 for the same period last fiscal year, which indicates a 59.7% increase. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 728 inspections were conducted during 457 site visits. This reflects an increase of 19.1% and 35.2% respectively from the same quarter last year. These numbers reflect the inspections of the Building Official and Assistant Building Official. (Please see enclosed reports for detailed information.)
- The department issued sixty-eight certificates of occupancy or approval for various types of completed projects. This reflects a 61.9% increase from the same quarter last year. This increase is a result of the implemented policy of closing or revoking all open permits. We sent out forty-one follow-up letters for dormant open permits and as a result revoked two and closed most of the remainder. The permits not closed or revoked have had additional time added until expiration pursuant to the Building code.
- Both inspectors continued to attend educational training. Training became mandatory as of July 1, 2005 for the Assistant Building Official requiring ninety hours of training every three years.
- We have completed organization of the plan vault in the basement. It is understood that this area has been determined to be inadequate for record storage by the records management consultant, however, when a new location is found for the records they will be organized and easily relocated.
- I continued to work with the town manager's office on the proposed housing code.
- The Building Official obtained "International Code Council" national certification as a commercial electrical inspector.

B) Plans For Next Quarter

- Continue normal building department permitting and inspection activities.
- Obtain “International Code Council” national commercial mechanical inspector certification for the Building Official.
- Continue to work with the Town Manager to establish a housing code for the town.
- Begin to prepare for new commercial building code to be adopted on or about December 31, 2005.
- Implement the requirements of Public Act 05-161 requiring carbon monoxide detectors in all new homes permitted after October 1, 2005.
- Implement the requirements of Public Act 05-227 with regard to Outdoor Wood Burning Furnaces.

C) Open Projects:

- There are twenty-eight single-family homes presently under construction. This is a 6.7% decrease from the same quarter last year. The Kohl’s store is complete and the certificate of occupancy has been issued. Two 3500 square foot commercial buildings are under construction as well as the fire renovation of twelve apartments at Juniper Village. A large self-storage facility is due to begin construction shortly. The condominiums at Freedom Green currently have eleven units under construction. This is an 83.3% increase from the same quarter last year. Residential remodeling activity remains steady. We currently have twelve projects of various types in the plan review stage.

D) Other Issues:

- The department has been increasingly busy. The implementation of the permit closing procedure has increased our inspection workload and clerical requirements. At this time present staff is able to handle the volume however, it is my belief that we are at or near capacity with current staffing levels. The addition of extended training requirements for the Assistant Building Official, the possibility of adding the administration of the housing code to my workload, and the normal day-to-day department activity may require the request of reinstating the Assistant Building Official to full time status, which was eliminated in February 2003.

QUARTERLY NUMBER

FEESMONTH ** PRINTED 11-Oct-200

TOWN OF MANSFIELD
BUILDING DEPARTMENT
TOTAL FEES FROM 01-jul-2005 TO 30-sep-2005

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL

Cooking Appliance Permits						

One or Two Family Dwellings						
Heating Appliance	7	18,056.00	252.00	3.36	.00	255.36
Total Heating Appliance Permits	7	18,056.00	252.00	3.36	.00	255.36

Building Permits						

Residential						
New	1	8,000.00	96.00	1.28	.00	97.28
Commercial						
Alteration	6	178,175.00	2,506.00	28.64	.00	2,534.64
Deck	1	10,500.00	154.00	1.76	.00	155.76
Siding	1	15,000.00	210.00	2.40	.00	212.40
Total Commercial	8	203,675.00	2,870.00	32.80	.00	2,902.80

Condominium						
Foundation Only	4	62,600.00	768.00	10.24	.00	778.24
Garage						
New	4	108,000.00	1,296.00	17.28	.00	1,313.28
One or Two Family Dwellings						
Addition	6	347,700.00	4,176.00	55.68	.00	4,231.68
Alteration	33	375,834.00	4,596.00	61.28	.00	4,657.28
Deck	13	52,450.00	660.00	8.80	.00	668.80
New	13	4,305,881.00	51,732.00	689.76	.00	52,421.76
Repair	2	5,000.00	60.00	.80	.00	60.80
Re-roof	28	192,948.00	2,380.00	31.68	.00	2,411.68
Siding	4	29,600.00	372.00	4.96	.00	376.96
Total One or Two Family Dwelli	99	5,309,413.00	63,976.00	852.96	.00	64,828.96

Detached Utility Shed						
New	10	24,049.00	336.00	4.48	.00	340.48
Sign						
New	1	5,000.00	70.00	.80	.00	70.80
Hot Tub						
New	1	9,900.00	120.00	1.60	.00	121.60

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-jul-2005 TO 30-sep-2005

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Total Building Permits	128	5,730,637.00	69,532.00	921.44	.00	70,453.44
INSPECTION Permits						

One or Two Family Dwellings						
Heating Appliance	1	.00	25.00	.00	.00	25.00
INSPECTION	1	.00	25.00	.00	.00	25.00
Total One or Two Family Dwelli	2	.00	50.00	.00	.00	50.00
Total INSPECTION Permits	2	.00	50.00	.00	.00	50.00
Electrical Permits						

Commercial						
Alteration	9	31,100.00	460.00	5.28	.00	465.28
One or Two Family Dwellings						
Alteration	34	46,011.00	660.00	8.80	.00	668.80
New	4	2,000.00	24.00	.32	.00	24.32
Total One or Two Family Dwelli	38	48,011.00	684.00	9.12	.00	693.12
School						
Alteration	1	48,000.00	.00	7.68	.00	7.68
Hot Tub						
Alteration	1	1,455.00	24.00	.32	.00	24.32
Total Electrical Permits	49	128,566.00	1,168.00	22.40	.00	1,190.40
Heating & Plumbing Permits						

Commercial						
Alteration	1	76,000.00	1,064.00	12.16	.00	1,076.16
One or Two Family Dwellings						
New	4	.00	.00	.00	.00	.00
Total Heating & Plumbing Permits	5	76,000.00	1,064.00	12.16	.00	1,076.16

TOWN OF MANSFIELD
BUILDING DEPARTMENT
TOTAL FEES FROM 01-jul-2005 TO 30-sep-2005

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
Heating And Cooling Permits						

Commercial						
Alteration	4	67,400.00	966.00	11.04	.00	977.04
Condominium						
Alteration	1	1,600.00	24.00	.32	.00	24.32
One or Two Family Dwellings						
Alteration	39	99,827.00	1,432.00	19.04	.00	1,451.04
Deck	1	1,500.00	24.00	.32	.00	24.32
New	6	790.00	12.00	.16	.00	12.16
Total One or Two Family Dwelli	46	102,117.00	1,468.00	19.52	.00	1,487.52
Total Heating And Cooling Permits	51	171,117.00	2,458.00	30.88	.00	2,488.88
Plumbing Permits						

Commercial						
Alteration	1	1,800.00	28.00	.32	.00	28.32
Condominium						
New	5	.00	.00	.00	.00	.00
One or Two Family Dwellings						
Alteration	2	5,000.00	72.00	.96	.00	72.96
New	1	.00	.00	.00	.00	.00
Total One or Two Family Dwelli	3	5,000.00	72.00	.96	.00	72.96
Total Plumbing Permits	9	6,800.00	100.00	1.28	.00	101.28
Pool Permits						

Swimming Pool						
New	1	3,500.00	48.00	.64	.00	48.64
Total Pool Permits	1	3,500.00	48.00	.64	.00	48.64
Commercial Signs Permits						

Sign						
New	1		28.00	.32	.00	28.32

TOWN OF MANSFIELD
 BUILDING DEPARTMENT
 TOTAL FEES FROM 01-jul-2005 TO 30-sep-2005

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
total Commercial Signs Permits	1	1,500.00	28.00	.32	.00	28.32
AND TOTAL OF FEES & PENALTIES:	253	6,136,176.00	74,700.00	992.48	.00	75,692.48
TOTAL FOR SAME PERIOD LAST YEAR:	0	.00	.00	.00	.00	.00

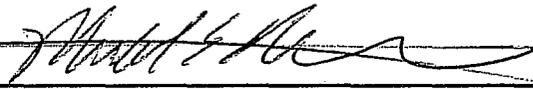
Monthly Inspection Report

July 2005

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	116	87	87	107
Electrical Inspections	80	55	55	68
Plumbing Inspections	48	43	43	39
Heating Inspections	40	27	27	29
Miscellaneous	4	8	8	11
Total Inspections	288	220	220	254

Note: Totals with (2) inspectors

Submitted By: _____



Michael E. Nintean

Monthly Inspection Report

August 2005

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	87	96	183	95
Electrical Inspections	55	77	132	62
Plumbing Inspections	43	43	86	35
Heating Inspections	27	43	70	26
Miscellaneous	8	5	13	7
Total Inspections	220	264	484	225

Note: Totals with (2) inspectors

Submitted By: 

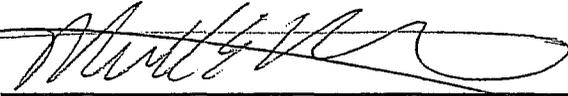
Michael E. Nintean

Monthly Inspection Report

September 2005

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	96	104	287	54
Electrical Inspections	77	60	192	37
Plumbing Inspections	43	41	127	18
Heating Inspections	43	36	106	14
Miscellaneous	5	3	16	9
Total Inspections	264	244	728	132

Note: Totals with (2) inspectors

Submitted By: 

Michael E. Nintean



William D. Hammon, Building Maintenance Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3326 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Report

July 1, 2005 ~ September 30, 2005

A. Activities:

1. Senior Center boiler replacement bid has been awarded.
2. Drilling of water wells for schools has been awarded.
3. All custodians have access to computers for individual e-mail.
4. Team building for summer cleaning has been started. For the first try it was successful and we will continue to refine the concept.
5. Purchased new cleaning equipment to make labor more cost effective.
6. The computer generated attendance system is 95% workable.
7. We are continuing to reduce the number of work orders by being pro-active in our approach to doing jobs.

B. Plans for Next Quarter:

1. Hiring a maintenance electrician.
2. Purchasing a new work van.
3. Re-building our list of substitute custodians.
4. Work on computer controlled energy systems town wide.
5. Increase security at all our schools.
6. Increase training/awareness of new techniques used in building maintenance.

William D. Hammon
Director

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Town of Mansfield

Fire and Emergency Services

To: Martin Berliner, Town Manger
From: David J. Dagon, Fire Chief
Date: October 5, 2005
Subject: Quarterly Report – 1st Quarter '05

Fire and Emergency Services Management

- The first career fire chief of the Town of Mansfield Division of Fire and Emergency Services was appointed effective July 1, 2005. On June 13, 2005 the Town Council established the composition of the Division of Fire and Emergency Services to include career and volunteer personnel.
- The office of the Fire Marshal has been incorporated into the Town of Mansfield Division of Fire and Emergency Services.
- Two Emergency Services Management meetings were held. Development of a Transition Plan has been a recent focus of the group. A Transition Plan will identify the steps and timelines that lead to the consolidation of the volunteer fire departments and provision of fire protection and EMS by the Town of Mansfield Division of Fire and Emergency Services.
- The fire chiefs and presidents of the two volunteer departments and the Town fire chief have had several workshops to identify issues, concerns, and options so as to develop a comprehensive and detailed Transition Plan.
- On September 6, 2005 the Eagleville Fire Department (EFD) by a vote of its membership present at a regular monthly meeting committed the EFD to pursuing consolidation with the Mansfield Volunteer Fire Company.
- On September 10, 2005 the Mansfield Volunteer Fire Company (MVFC) by a vote of its membership present at the company's annual meeting committed the MVFC to pursuing consolidation with the Eagleville Fire Department.
- On September 15, 2005 members of the Eagleville Fire Department and the Mansfield Volunteer Fire Company conducted the first meeting of the new consolidated organization. By vote of the new organization interim administrative officers have been selected, a name for the organization agreed upon; TEAM Fire Association, and a single call sign designation was recommended to the fire chief of the Town of Mansfield Division of Fire and Emergency Services.

- The law firm of Updike, Kelly, and Spellacy has provided TEAM Fire Association with an outline of the process to create a new organization and will continue to provide support to the new organization as it forms.
- On July 10, 2005 a new work schedule for the full and part time career firefighters was implemented. In addition to the schedule change each career firefighter has been cross trained and is now qualified to operate all apparatus and equipment of both volunteer fire departments.
- Research is ongoing to establish the fire department's wellness program. The program was agreed to during negotiations with the Mansfield Career Firefighters Association, Local 4120.

2003 FEMA grant

- The grant awarded to the Eagleville Fire Department is now closed all equipment has been received.

2005 FEMA Grant Applications

- No update as to the status of the Grant applications has been received to date.

Capital Improvements

- The Eagleville Fire Department has selected the make and model to replace the department's Rescue Airbags.
- ET307 has received a factory-rebuilt engine as part of the refurbishment project. Quotes are being requested for the installation of a new water tank and body work.
- Meetings attended:
 - Statewide EMS Advisory Board meeting (2)
 - Connecticut Fire Chiefs Association (1)
 - MVFC – Monthly Business (3)
 - EFD – Monthly Business (3)

INTER

OFFICE

MEMO

TOWN OF MANSFIELD, FINANCE DEPARTMENT

To: Martin H. Berliner, Town Manager
From: Jeffrey H. Smith, Director of Finance
Subject: First Quarter Narrative Report (September 30, 2005)
Date: October 17, 2005

I. ACCOUNTING, FINANCIAL REPORTING & BUDGETING

1. Accomplishments

- a. Completed all quarterly payroll tax reports for the second quarter of calendar year 2005.
- b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19.
- c. Completed quarterly financial reporting for the EHHD's Bioterrorism & Cardiovascular health grants and MDP's STEAP and RBEG grants, including payment requests.
- d. Completed the final financial reports for the 2002 Small Cities Community Development Block grant.
- e. Completed yearend adjusting journal entries and calculated yearend legal transfers for FY 04/05. Completed Legal/GAAP reporting for 04/05.
- f. Hosted the annual audit with Kostin, Ruffkess & Co. Provided various schedules and analysis for the Comprehensive Annual Financial Report for the Town, Region and Eastern Highlands Health District, including all fixed asset schedules.
- g. Prepared ED001's, ED141's and all other annual reports to the State Dept of Education for Mansfield Board of Education and Region Board of Education.
- h. Continued task force meetings to review the progress and establish the next steps to fully implement the Novatime System as a time management system, including paid time off, out of class hours and paid off accruals.

- i. Continued entry of "controllable" assets for the Town and Region in the Creative Solutions fixed asset system.
 - j. Completed conversion of depreciable assets for the Management Services Fund to Creative Solutions Software in compliance with GASB34.
2. Outstanding Problems:
None at this time.
3. Plans for the next quarter:
- a. Issue all internal and external quarterly reports.
 - b. Prepare all quarterly payroll tax reports.
 - c. Prepare quarterly financial reports for EHHD Bioterrorism & Cardiovascular health grants and for MDP's STEAP and RBEG grants, including payment requests as necessary.
 - d. Train (3) new employees on the financial management systems.
 - e. Complete entry of "controllable" assets for the Town and Region in the Creative Solutions fixed asset system.
 - f. Prepare remaining schedules, tables and narratives for the 2004/2005 Comprehensive Annual Financial Reports for the Town, Region & EHHD.
 - g. Complete the annual audit with Kostin, Ruffkess & Co.
 - h. Issue Employee Benefit Statements.
 - i. Continue the expansion of the Novatime System, including accrual calculations for some employees.
 - j. Assist with the implementation & use of SmartMailer to reduce bulk mailing costs.
 - k. Complete IRS Form 990 for the Discovery Depot.
 - l. Begin personal services budgeting for fiscal year 06/07 for the Town, Board and Region.
 - m. Prepare Position Control for the Town, Board and Region for salary adjustments for fiscal year 05/06.

- n. Calculate yearend payroll adjustments for auto usage and for Group Term Life insurance in excess of \$50,000 for calendar year 2005.
- o. Begin preparation of the 2006/07 budget.

ASSESSOR'S OFFICE

1. 2005/2006 First Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering July 1, 2005 through September 30, 2005. There were 149 sales documents reviewed. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2005 Grand List file.
- b. Completed all sales analysis for the period covering July 1st through September 30th. There were 103 sales in the first quarter. These sales are catalogued for use by the public.
- c. The Assessors Office completed the finalized grant request for the Additional Veterans Exemptions. The report was due to OPM by August 1, 2005.
- d. The Assessors Office prepared and mailed out approximately 830 Personal Property Declaration forms for the October 1, 2005 Grand List. Included in this list were forms for Unregistered Motor Vehicles.
- e. Quadrennial reports were mailed out to all tax exempt organizations (approximately 40) in Mansfield and are due back November 1st.
- f. The Assessor's Office completed and mailed the Elderly Reduction forms to OPM for October 3rd. Only one account was reduced this year.
- g. Field inspections resumed for permit work and completed new construction. There were approximately 65 pro-rates for new construction as of October 1, 2004. After the new construction inspections are completed for the October 1, 2005 Grand List, we will focus on all other building permits, i.e. decks, sheds, finished bsmts., garages, additions, etc. The plan is to have all inspections completed by the end of November.
- h. All new subdivisions, property splits and transfers since October 2, 2004 have been completed for the 2005 Grand List.
- i. The Assessor Office assisted the Collector of Revenue with questions and problems that resulted from the October 1, 2004 Grand List. Motor Vehicles were the primary source for these questions.

- j. The Board of Assessment Appeals met on September 24th to hear motor vehicle appeals. They reduced assessments in the amount of \$27,848. This equates to \$612.93 in lost tax revenue.

2. 2005/2006 Second Quarter Plans

- b. The Assessor's Office will process the latest Personal Property Audits received for the October 1, 2004 Grand List.
- c. The Assessor's Office will process all Personal Property Declarations made by businesses for the October 1, 2005 Grand List. Declarations are due by November 1st each year.
- d. The Assessor's Office will process the 2004 Supplemental Motor Vehicle list once it is received from the DMV for billing the end of December.
- e. The Assessor's Office will begin processing the October 1, 2005 Regular Motor Vehicle list once the Supplemental list is done.
- f. The Assessor's Office will resume listing and valuing new construction at UConn.

3. Problems

- a. None to report.

III. REVENUE COLLECTORS OFFICE

1. Accomplishments:

Parking Tickets

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

Refuse/Miscellaneous/Sewer Bills

- b. Billed and collected refuse accounts for the July 2005 quarter refuse bills. We were able to use the laser printer in the Town Clerk's office to print the refuse bills.
- c. Entered and balanced monthly revenues. Processed quarterly billings for the Data Processing, Eastern Highland Health District, Vo-Ag and Special Education accounts. Processed all miscellaneous billing requests as received. Processed bills for brochure advertisements and annual contributors for the Mansfield Community Center.

- d. Billed and collected the self-pay retiree medical life insurance billings monthly.
- e. Billed and collected the sewer usage bills for the February through July 2005 usage.
- f. Sent delinquent reminder notices and shut off notices for delinquent refuse accounts. Rebilled delinquent miscellaneous accounts.
- g. Posted new liens and released liens for accounts paid.
- h. Contracted with Pitney Bowes to begin using PBFIRST product to enable mailing refuse bills using the first class presort permit. The refuse bills are the first mailing creating using the new software. The October 1st bills will be the first mailing. Estimated savings at \$200 per mailing.

Taxes

- i. Processed all payments, certificate of corrections, refunds and printed daily and monthly balancing reports for these activities. Certificates of Correction are entered by Assessor's office now. Balancing of such certificates is done in tax office.
- j. Sent delinquent reminder notices to all real estate, motor vehicle and personal property accounts.
- k. Collected back taxes from longest outstanding real estate taxpayer. Individual is now paid through 1992. The outstanding balance is approximately \$11K.
- l. Purged files with the Department of Motor Vehicles and update all outstanding motor vehicle delinquents with them for restriction of registration renewal utilizing their new Tumbleweed System.
- m. Released liens for accounts fully satisfied.
- n. Updated monthly tax comparison reports for review by the Director of Finance and Town Manager.
- o. Received the 2003 posted rate book. Received 2004-counter book.
- p. Prepared and sent payment vouchers for refunds from July collections and certificates of corrections. Some remaining to process.
- q. Began review of new records retention schedule and began segregating records for disposal.
- r. Filed all reports for audit of the 2004 FY – Suspense, Delinquent listing etc. with Town Clerk.

General office

- s. Finance Clerk cross-trained in the refuse and miscellaneous billing. Finance clerk moved in back room to work on these and other as needed tasks.
 - t. Assistant Tax Collector moved to the center of the collection office for better customer relations.
 - u. Ordered collectors office furniture. Delivery & Installation date November 10th. Office to be painted and cleaned prior to this date.
 - v. Tax Collector attended First-Time Supervisor's Training.
 - w. Moved counter equipment around to create a more efficient work-area. Moved monitor to top of counter in order to enable taxpayer view, if necessary.
 - x. Streamline and tighten refund process. Process is still cumbersome to manage
 - y. Organize bankruptcies so that accounts can be easily followed and responded to. These files were located in three different sections. Consolidating files so that a taxpayer will have a file, if anything exists on their accounts.
2. Outstanding Problems:
- a. None at this time.

3. Plans for the Next Quarter:

Parking Tickets

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

Refuse/Miscellaneous/Sewer Bills

- b. Bill and collect single family refuse accounts for the September 2005 quarter. Process the multi family billings based on the number of cubic yard containers used.
- c. Enter and Balance monthly revenues. Process quarterly billings for Eastern Highland Health District and other related departments. Process miscellaneous billing requests when received. Process bills for the Mansfield Community Center for brochure advertisements.

- d. Process and collect the self-pay retiree medical and life insurance billings monthly.
- e. Send delinquent reminder, shut off and lien notices for unpaid refuse accounts. Rebill delinquent miscellaneous accounts.
- f. Tax Collector to cross-train in refuse and miscellaneous billing.

Taxes

- g. Process all payments, certificate of corrections, refunds and print daily and monthly balancing reports for these activities.
- h. Send reminder notices for January installment.
- i. Prepare and send Supplemental Motor Vehicle tax bills.
- j. Send delinquent billing for remaining open accounts. Send demand letters for accounts from fiscal years prior to 2004. Submit warrants for accounts from prior fiscal years.
- k. Continue to assess delinquency status, bankruptcy status, familiarize special arrangements, and build relations with taxpayers and fellow tax collectors.
- l. Cross Train Assistant Tax Collector to do daily balancing of tax receipts, including daily reports of collections, daily excel sheet updating.
- m. Begin Tax Sale Proceedings against Madison Enterprises (Wormwood Hill Rd.) and Susan V. Carter (32 Hillyndale Rd). Rule out ability to hold a foreclosure procedure for Susan V. Carter.
- n. Purge several years of tax receipts per record retention schedule and procedure.
- o. Attend first Tax Certification Courses running Wednesday's mornings October 12th through December November 30th.

2. DATA PROCESSING Alpha – ADMINS

- a. Assessor – Assist in exporting print files to send to company for printing grand lists.
- b. Animal Control – exported database and matched to CAMA system to provide ACO with a door-to-door listing for annual survey
- c. GIS – created command to run daily for export of CAMA data for importing into GIS system when needed.

- d. MBOE – created file exports for various types of mailing labels for summer mailings

3. LAN/WAN

- a. EHHD - provided approx. 15 hours technical support
- b. Reg 19 – provided approx 30 hours technical support.
- c. Mansfield Public Library – provided approx 5 hours technical support.
- d. Continued working with departments to train on the new automated time clock system. It is the goal of the IT department to integrate the new system with the existing payroll system at some time in the future.
- e. Completed work on the new Exchange server. Configured SPAM e-mail filtering capabilities within Exchange 2003. Further testing of 2 other products will be completed during the next quarter.
- f. Server Crashes – The Elementary Schools experienced server crashes at all 3 schools during the summer which took IT staff hours to trouble shoot and repair, since the School IT staff are 10 month employees and not available during the summer months. Town IT resolved the issues which also delayed the installation of our mail server. Crashes were primarily due to the high temperatures in the server rooms of these schools. We have asked Maintenance to provide air conditioning in these rooms to prevent future crashes.
- g. Laptops – performed quarterly updates to operating and application software on the Town laptops.
- h. Support Calls:

	Oct – Dec 2005	Apr – June 2005	Jan – Mar 2005	Oct – Dec 2004	July – Sept 2004
ADMINS related	24	4	14	10	15
Hardware	39	17	36	44	28
Software	78	55	43	67	40
General Support	45	46	37	42	42
System Admin	164*	78	93	121	95
Total Support Calls:	350	200	223	284	220
* Increase due to installation of the new Exchange Server					

4. Other

- a. Analyzed expenditures for the Information Technology 833 and General Fund budgets.
- b. During the quarter ending Sept 2005, IT staff posted 61 agendas or minutes for various Boards, Agencies and Commissions to the Town’s web site.

- c. During this reporting quarter, staff responded to 159 requests for use of the meeting rooms at Town Hall from members of the public and Town staff.
- d. Completed working with Charter Communication on the installation of fiber to connect the Town buildings to the WAN via fiber just in time for the beginning of the new school year. Also contracted with Charter Communication to install fiber between the Vinton Elementary School and the Annex Building which is now being reused.
- e. Installed a new printer/copier at the Mansfield Public Library. This was the first installation from the new copier vendor.
- f. IT staff assisted the Mansfield Senior Center Association in re-imaging their 8 PCs in the computer lab at the MSC. This was done gratis due to the increase number of support calls that IT was answering for them. The Association will continue to maintain and support their PCs, but the IT staff felt it necessary to assist them in getting the machines stable for support to become much easier for MSCA members.
- g. Worked with Pitney Bowes in creating the Quarterly Refuse Bills within the new software purchased in order to obtain 1st class presort discount.

5. Plans for the Next Quarter

- a. Complete the installation of the Gates Foundation “content server” for Mansfield Public Library. This has been a long overdue project. The content server cannot be used in the manner in which the Library would like it to be used, but we will meet with Library staff to determine the best use for this additional server; also,
- b. Complete the installation of the MPL Internet Server as planned last fall.
- c. Install new copiers as network printers as the Finance Dept purchases them.
- d. Work with Regional School District 19 to begin implementing Strategic Technology Plan recommendations. Review proposals for an SMS server at the High School.
- e. Review specs to purchase a new Alpha to replace the machine which runs our ADMINS applications.
- f. Work with the Customer Service Team to develop web-based suggestion and complaint application for internal and external use.
- g. Perform quarterly operating/application software upgrades to all laptops. Mansfield currently has 24 laptops in its inventory. Most of these laptops are used as second PCs to employees whom have desktop units.
- h. Complete list of PCs to be replaced during 2005/06 FY. Order, image and deploy same.
- i. Order/install file server for Public Works Garage for use with new radio tracking system.

- j. Work with various departments and the Collector of Revenue in cleansing the addresses of departmental databases in order to obtain discounted postage rates.



Town of Mansfield

To: Martin H. Berliner, Town Manager

From: John Jackman, Fire Marshal/Director of Emergency Management/Voice Communications Manager *John Jackman*

Date: Monday, October 24, 2005

Re: Quarterly Report: July 1 through September 30, 2005

I. Accomplishments.

1. Assisted with the fire works display at Mansfield Hollow State Park.
2. Attended several meetings and seminars on the 2004 and 2005 Homeland Security Grants.
3. Continued to provide assistance to the Eastern Highlands Health District with planning for the Post Event Mass Vaccination Clinic (Small Pox), SARS and Bio-Terrorism.
4. Continued to meet with the Customer Service Team.
5. Installed and tested the emergency generator for the communications equipment at the Clover Mill Road cell tower.
6. Continued to work with the State Fire Marshal's Fire Prevention Code Advisory Committee.
7. Met with representatives from CNG in regard to emergency planning and the high-pressure gas line supplying UConn's cogeneration facility.
8. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
9. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
10. Attended several Safety and Wellness Committee meetings.
11. Prepared for Fire Prevention and Safety Education Programs to be delivered to the schools and to the public.
12. Participated in the State of Connecticut, Department of Emergency Management and Homeland Security state wide hurricane drill.
13. Participated in several teleconferences in regard to Hurricane Katrina.

14. Continued to develop plans and specifications for the Town's communications equipment at the cell towers at the School Bus Garage and the Town Public Works Garage.
15. Installed an update to the Fire Service Management Software.
16. Continued to assist users with the Fire Service Management Software.
17. Attended the following in-service training programs: Code Issues Involving Operating Features; Fire Rated Assemblies and Construction in Accordance with the 2003 IBC; and Inspections for Existing Apartments.
18. Contracted with TelPro to assist with the long range planning for telephone systems and equipment in all town buildings and Region 19, including VoIP (Voice over Internet Protocol).
19. Continued to work with WINCOG and the WINCOG Emergency Planning Workgroup to develop a consensus for a regional interoperable communications system.

II. Outstanding Problems.

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

III. Exception Report.

1. None.

IV. Plans for the Next Quarter.

1. Plan and prepare for Fire Prevention education program.
2. Place a high priority on new construction inspections.
3. Continue to monitor the computerized fire and emergency medical services incident reporting system.
4. Finalize plans and specifications for oil/water separators and holding tanks at both Eagleville Fire Stations.
5. Finalize plans and specifications for the Town's (includes DPW and Emergency Management) communications equipment for the Clover Mill Road Cell Tower.

V. Staff Changes.

1. None.

VI. Statistical Reports.

1. Fire Marshal Reports (Attached).
2. Issued 18 Open Burning Permits.
3. No new underground storage tanks were registered.

MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

JULY 2005

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	58	83	103	58	103
FIRE INVESTIGATIONS & EMERGENCY CALLS	4	8	3	4	3
FIRE HAZARD COMPLAINTS	1	4	2	1	2
ABATEMENT ORDER ISSUED	1	1	2	1	2
DAY CARE SCHOOL INSPECTION	1	1	1	1	1
SCHOOL INSPECTION	0	0	0	0	0
LIQUOR CONTROL COMMISSION INSPECTION	0	0	0	0	0
ISSUE BLASTING PERMITS	2	0	0	2	0
PUBLIC HEALTH HOSPITAL INSPECTION	0	0	0	0	0
MEETINGS ATTENDED IN TOWN	3	5	6	3	6
SCHOOL ATTENDED NIGHTS	1	2	0	1	0
PLAN REVIEW	14	12	11	14	11

SUBMITTED BY:

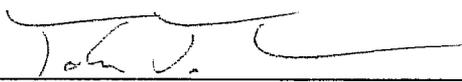
John J. [Signature]

MONTHLY REPORT

DEPARTMENT FIRE MARSHAL

REPORT PERIOD ENDING AUGUST 2005

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	107	58	98	205	201
FIRE INVESTIGATIONS & EMERGENCY CALLS	3	4	5	7	8
FIRE HAZARD COMPLAINTS	4	1	1	5	3
ABATEMENT ORDER ISSUED	5	1	3	6	5
DAY CARE SCHOOL INSPECTION	4	1	4	5	5
SCHOOL INSPECTION	6	0	6	6	6
LIQUOR CONTROL COMMISSION INSPECTION	2	0	2	2	2
ISSUE BLASTING PERMITS	0	2	0	2	0
PUBLIC HEALTH HOSPITAL INSPECTION	1	0	1	1	1
MEETINGS ATTENDED IN TOWN	2	3	4	5	10
SCHOOL ATTENDED NIGHTS	0	1	1	1	1
PLAN REVIEW	11	14	8	25	19

SUBMITTED BY: 

MONTHLY REPORT

DEPARTMENT

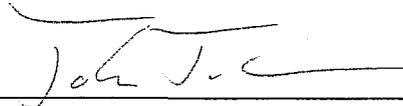
FIRE MARSHAL

REPORT PERIOD ENDING

SEPTEMBER 2005

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	84	107	73	289	274
FIRE INVESTIGATIONS & EMERGENCY CALLS	2	3	3	9	11
FIRE HAZARD COMPLAINTS	1	4	2	6	5
ABATEMENT ORDER ISSUED	2	5	0	8	5
DAY CARE SCHOOL INSPECTION	2	4	2	7	7
SCHOOL INSPECTION	0	6	0	6	6
LIQUOR CONTROL COMMISSION INSPECTION	4	2	4	6	6
ISSUE BLASTING PERMITS	2	0	0	4	0
PUBLIC HEALTH HOSPITAL INSPECTION	0	1	0	1	1
MEETINGS ATTENDED IN TOWN	4	2	4	7	14
SCHOOL ATTENDED NIGHTS	2	0	3	3	4
PLAN REVIEW	9	11	11	34	30

SUBMITTED BY:



MANSFIELD PUBLIC LIBRARY
QUARTERLY REPORT: JULY, AUGUST AND SEPTEMBER 2005

I. Summary of Major Activities and/or Highlights

- ❖ Completed inventory of all collections (over 80,000 items); 1% were discovered "missing"/stolen.
- ❖ Completed 2005 Summer Reading Programs for children and teens: 600 children joined We Dig Summer Reading, and 145 teenagers participated in a summer reading program for that age group.
- ❖ Promoted public library services and card registration during community events: Open Houses at schools, Chinese Moon Festival, Know Your Town Fair, Festival on the Green.

II. Review of Quarterly Operations

A. Administrative

- Hosted tour and meeting with Library Services and Technology program officer and the State Library to demonstrate the impact of grant awards on the Mansfield community; "...was very impressed with your programs and services, especially your work with Mansfield's Chinese community."
- Accepted \$2950 grant award from Charter Communications, pursuant to a settlement with the CT Department of Public Utility Control.
- Attended Advisory Council for Library Planning and Development meeting (8/17).

Boards

- Participated in a Mansfield Public Library Advisory Board meeting (9/27):
 - September outreach activities
 - Summer reading and program statistics
 - LSTA Planning Grant application
 - Senior Outreach Services grant award plans
- Participated in a Friends of Mansfield Library meeting (9/6):
 - Discussed plans and changes to the setup for the annual dinner.
 - Provided information about book discussion groups, reader's advisory booklists.

Productivity

- Created a report using Dynix Horizon's Web Reporter module that listed each item funded by the Friends of Mansfield Library; produced a thank you flyer for the annual dinner listing books we could not have purchased without the support of the Mansfield Friends of Mansfield Library (see attached).
- Developed templates for booklists of different sizes and styles.
- Scheduled orientation and training on new equipment (networked copier/printer/scanner) to improve efficiency in document production.
- Analyzed inventory results:
 - Reduced the number of collection codes 30%, hopefully resulting in fewer errors by circulation staff when 'fast adding' and making our online catalog easier to understand by our patrons.
 - Almost 2,000 items were not really missing: items were misshelved, labels fell off, mistakes were made by new staff during the scanning of the collection, etc. We scanned over 80,000 barcodes, and the scanning error rate was a small 3%.
 - Improved accuracy in the bibliographic database by correcting the records of almost 2,000 items.
 - Changed procedures for moving items from the 'new' shelves to avoid repeating errors discovered during this inventory.
 - For the next inventory, we'll try to take more time to train and prepare the scanning staff and will not conduct the inventory during the summer when staff uses vacation leave.

Personnel

- Public Services Librarian presented mini effective reference interview techniques workshop for LA II's and full time LA I (7/27/05) and "Reader's Advisory on the Web" for LA II's and children's librarian. (9/27/05).
- School/Public Librarian provided training for LA II's in Excel and PowerPoint.
- Completed 2 work performance reviews and discussions; discussed goals and objectives with librarians (7/25, 7/28, 7/29).
- Conducted meetings with librarians (7/22, 9/1, 9/20), library staff (7/27, 8/10, 9/14, 9/20) re:
 - file organization and cleanup
 - inventory progress

- circulation decline, and ways to increase circulation
- fire evacuation procedures

B. Circulation

1st Quarter 05-06 Circulation by Format					% of Total Circulation
	Adult	Teen	Children	Total	
Books	17,400	2,926	21,406	41,732	64%
Videos	6,808	n/a	3,789	10,597	16%
Audio Books	2,571	12	687	3,270	5%
Music CD's	1,470	531	337	2,338	4%
Magazines	1,232	250	210	1,692	3%
Misc.	2,302	n/a	897	3,199	5%
Chinese Language	1,949	n/a	185	2,134	3%
Downloadable Books				224	0%
TOTAL	33,732	3,719	27,511	65,186	100%

C. Collection

Children's

- Updated the starting school booklist.
- Completed analysis and collection maintenance of J 400 and most of the 500s, the J reference collection.
- Displays to promote circulation of children's books: ***Dinosaurs, Knight and Castles, Pets and Pet care, Ancient Egypt, Art and Drawing, Exotic Animals, Hot Weather, Fruits and Veggies, Starting School, Classics.***
- The Peabody Museum pass made some changes and is no longer free as of Oct 1; we are waiting for a decision from the Southeast PTA about renewal.

Adult

- Resolved problems with downloading audiobooks from library computers, coordinating information between Net Library, OCLC, Bibliomation and Recorded Books.
- Completed analysis and collection maintenance of approximately 2000 titles in nonfiction 362.72-373.12 and 940 - 970.
- Displays to promote circulation of library materials: ***Grilling and BBQ, Boating/Kayaking, Beach Reads, Under the Sea, Preserving the Harvest, Fiction for Animal Lovers of all Ages.***

Teen

- Completed analysis and collection maintenance of TEEN paperbacks, fiction and magazines.

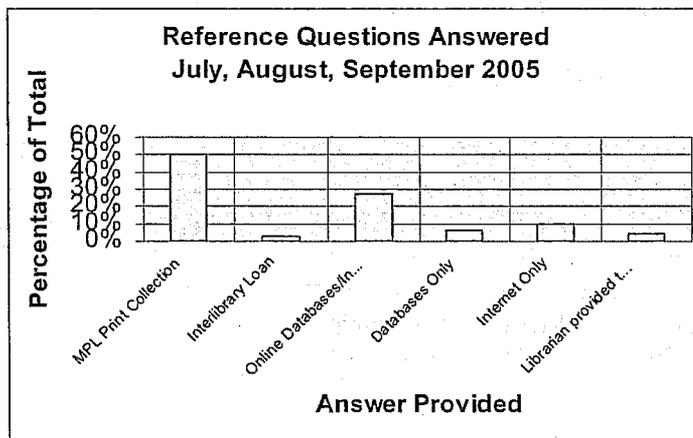
D. Cooperative Services and Activities

- Promoted public library services and card registration at Open Houses at each elementary school and the middle school in September 2005.
- Promoted public library services and card registration at the Know Your Town Fair, Festival on the Green, and the Chinese Moon Festival at Mansfield Hollow State Park.
- Meeting with Jeff Smith: continued communication issues between the Mansfield Library and Town IT, and clarification of CEN issues (8/31/05).
- Meeting with Roger Corriveau from Recorded Books regarding downloadable audiobooks and available large print material and videos for SOS grant purchase consideration. (8/23/05)
- Provided programs for the Mansfield summer school twice (Attendance: 117).
- Contacted and received donations for the Tween/Teen Summer Reading Program: The Hoot,

Blimpie's, Husky Bean Café, Willington Pizza, Domino's, Big Y, and Papa Gino's.

E. Information Services

- Assembled and edited September newsletters, including articles on "FirstGov", new databases and "New Reference Titles for September 2005".
- Publicized the availability of downloadable audiobooks and MP3 players to library patrons of Mansfield.
- Created signage for time sensitive material in the reference area.
- Updated online Calendar of Events..
- Shifted Special Collection maps to improve visibility and increase use.
- Conducted 267 reference interviews: 67% of the questions answered required librarian research.



- Updated library's web site to feature special programs, keep all information current.
- Developed community questionnaires for Senior Outreach Services grant, and brochures for homebound delivery service. Began distribution to community organizations and began purchasing materials.
- Updated Family Fun in Mansfield on library's website.
- Developed booklists and displays to enhance reader's advisory services: historical fiction, Third Wednesday Friends Book Discussion bookmarks, Beach Reads, Recent and Recommended Science titles, Award Winners (Booker, Nobel, Pulitzer, and National). As one example, 10 of the 21 historical fiction titles displayed (out of a total of 21 titles) were checked out during the first week.

F. Programs

Target Age	Attendance	Programs
0 - 2 years	645	9
3 - 5 years	468	16
6 -13 years	697	21
Teens	261	8
Adults	211	12
All Ages	505	4
TOTALS	2787	70

Children's

- "Blast from the Past" crafts included Dino Day (65), Cave Painting (70) and Ancient Egypt Day (80).
- Performers included Pumpernickel Puppets (105), Storyteller John Porcino (75) and Wildlife Adventures (200).

- The annual Ice Cream Party drew 150 people, and once again we were lucky with sunny weather.
- Summer session of Preschool Story time had an attendance of 97.
- Conducted storytelling programs for the Parks Department's **Camp Mansfield** once a week for 6 weeks in the summer, with at least 3 groups at each visit.
- Organized and prepared tasks for Junior Volunteers; we had a great group of Junior Volunteers this summer. Most of them were genuinely helpful, and really contributed to keeping our summer programs on track.
- Completed preliminary planning for fall programs (third graders, Halloween, Book Week).

Teen

- Planned and implemented 7 Teen/Tween programs with total participation of 249.

Adult

- The annual fall plant swap drew 15 participants; reference books were available for plant identification and a cart of books was also available for check out. Reference books were used extensively to identify the flowers and to answer questions about particular plants.
- Mansfield Center for Nursing and Rehabilitation: Where History Lives (White House), Story of a Butterfly (butterflies common to this area, plants to attract butterflies), Western Ghost Towns.
- Juniper Hill: Where History Lives, Story of a Butterfly, Louisiana (travelogue).

G. Staff Development/Participation in Professional Meetings

➤ **Meetings/Workshops:**

- Bailey: Customer Service (7/13, 8/10).
- Bailey and Frank attended Bibliomation's "Emerging Technologies" at Middlebury Public Library (7/7/05).
- Frank attended Federal Websites (7/13/05), "Blood Born Pathogens" (8/30/05), Services to Older Adults "Adaptive Technology" (9/13/05), "Reader's Advisory on the Web" (9/15/05).
- Evans attended "Introduction to Excel" (7/25) and "PowerPoint Presentations" (9/19).

➤ **Bibliomation Meetings/Workshops:**

- Frank: Downloadable Audiobooks (9/14/05).
- Bailey: Network Services (7/21, 9/28).

III. Outstanding Issues/Major Issues

- The security camera remains uninstalled and outside lighting is inadequate due to burned out sensors/other problems. Patrons have complained, and staff has repeatedly asked the Maintenance Department to correct the problems.
- Fines/damaged materials/"Flamingo This" donation money was stolen week of July 24, 2005.

IV. Plans for Next Quarter

- Complete work performance reviews for six Library Pages, three Library Assistant I's, and one Library Assistant II.
- Plan and conduct monthly "techno tips" for paraprofessional staff on Microsoft excel and word
- Plan and implement training for Librarians on using Microsoft PowerPoint.
- Revise the library's web site, utilizing features from Dreamweaver software, to improve accessibility and increase use.
- Move the library's Long Range Planning process forward in coordination with the Town's strategic planning process.
- Coordinate with the Friends of Mansfield Library to revise procedures for the annual dinner.
- Complete LSTA grant application for "Library Planning for Results" by October 7.
- Complete annual report for the State Library of Connecticut.
- **Children's Services and Programs:**

- Plan, prepare and present major programs: Halloween Party, Third Grade visits, Children's Book Week, and December vacation week.
- Continue collection maintenance of children's nonfiction collection.
- Continue and complete the re-organization of the children's audio collection.

➤ **Adult Services and Programs:**

- Install and implement print and computer time management software on the computers used by adult public; document procedures and train staff in using the software.
- Develop signage to inform public and ease the transition to limits on public computers.
- Update Community Organizations information on our web site.
- Present Medicare program in cooperation with Patti Hope, Mansfield Senior Center.
- Present gingerbread tree / box craft program with Marion Beausoleil.
- Schedule and coordinate newsletter publication training for new equipment.

IV. Statistical Reports and Charts

<u>1st Quarter 05-06 Work Measurements</u>	THIS FY	LAST FY	%
	TO DATE	TO DATE	CHANGE
HOURS OF SERVICE	689	665	4%
TOTAL NUMBER OF PROGRAMS PROVIDED	75	87	-14%
TOTAL ATTENDANCE AT PROGRAMS	3,392	3,238	5%
QUESTIONS ANSWERED	1,041	922	13%
COLLECTION SIZE	80,924	77,007	5%
TOTAL NUMBER OF LIBRARY CARDHOLDERS	12,385	9,679	28%
PEOPLE COUNTER (# OF VISITS INTO LIBRARY; DOESN'T COUNT EXIT)	25,744	n/a	n/a
VOLUNTEER HOURS	284	271	5%
<u>TOTAL CIRCULATION</u>	THIS FY	LAST FY	% OF
	TO DATE	TO DATE	TOTAL CIRCULATION
NUMBER OF ITEMS CIRCULATED FROM ADULT COLLECTIONS	33,732	35,930	50%
NUMBER OF ITEMS CIRCULATED FROM TEEN COLLECTIONS	3,719	1,818	5%
NUMBER OF ITEMS CIRCULATED FROM CHILDREN'S COLLECTIONS	27,511	26,969	41%
NUMBER OF ITEMS CIRCULATED IN-HOUSE	2,667	1,340	4%
			% CHANGE
TOTAL CIRCULATED	67,629	66,057	2%
LOANS TO NON-RESIDENTS	15,330	14,851	3%
INTER-LIBRARY LOANS	1,940	223	770%
From other libraries	1,327	100	1227%
To other libraries	613	123	398%

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QUARTERLY REPORT – DIRECTOR OF PLANNING

July 1, 2005 – September 30, 2005

Accomplishments

- Assisted the PZC with its review of pending applications and other land use issues. During this quarter, the Director of Planning helped the PZC review four (4) special permit applications, six (6) subdivision applications, involving seventy-three (73) lots, and nine (9) modification or bonding issues.
- During this period the PZC approved four (4) subdivisions (27 new lots), an arts and crafts commercial use on the Button Box site on Gurleyville Rd., an efficiency unit and a gravel removal renewal.
- Assisted other Town officials with the Downtown Partnership project and ongoing work associated with the preparation and implementation of a Municipal Development Plan for the Storrs Downtown project.
- Working with the PZC and WINCOG planning staff, the Planner continued work on the Plan of Conservation and Development Update. During this period a finalized draft Plan and associated mapping were completed and an official public hearing was scheduled for October 5th.
- During this quarter, the Planner spent considerable time working on various UConn development projects and studies, UConn student housing and water supply and sewer system issues, the local implementation of the state's Aquifer Protection Program, a potential municipal housing code and assisted living issues. The Director of Planning also assisted with Mansfield's Open Space Acquisition and Management programs.

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

Exceptions – No new budgetary exceptions arose during this period.

Plans for Next Quarter Include:

- Coordinating and assisting the Planning and Zoning Commission with the ongoing efforts to update Mansfield's Plan of Conservation and Development.
- Assisting the Town Manager and other Town officials with various ongoing Town projects and consultant studies, including the Downtown project and associated zone change, permit processes and design guidelines, student housing and housing code issues, assisted living issues and the ongoing consultant study on age restricted housing, and various elements of Mansfield's Open Space Acquisition and Management program.
- Assisting Town officials with the review of water supply and sewer system issues and an ongoing Fenton River study and the implementation of the state's Aquifer Protection Program.

Staff Changes – None

Statistical Report – During this period, the Town Planner attended eight (8) meetings with Town boards, commissions and subcommittees.

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TOWN OF MANSFIELD
MEMORANDUM
11/2/05

TO: Martin H. Berliner, Town Manager
FROM: Lon R. Hultgren, Director of Public Works 
RE: **DPW Quarterly Report: July, August, September, 2005**

I. ACCOMPLISHMENTS

A. Administrative

1. Continued scoping of four corners sewer study (study is expected to begin in the fourth quarter).
2. Rebid the Clover Mill loop reclamation project - - obtained additional state funds for the project and awarded the contract.
3. Began work on the three conditions given by DEP for the transfer station permit (walls on oil shelter, tire enclosure and paved CFC-appliance storage area); requested a 60 day extension to complete these projects.
4. Continued coordination for Maple Road reconstruction and Separatist Road bikeway projects; redesigned bikeway retaining wall and prepared contract for bidding.
5. Completed road and parking lot striping program
6. Prepared presentation on the fare-free bus system to be given this fall
7. Prepared contract documents for Community Center--new Downtown connecting plaza.
8. Physically inventoried Town streetlights/poles to verify billing
9. Assisted with waste planning and management for the downtown festival
10. Coordinated Town's recycling program - - worked on school composters; litter enforcement; Connecticut ReConstruction Center and E.O. Smith student recycling project.
11. Drafted bikeway ordinance for review by Town Attorney

B. Operations

1. Cleared and rough-graded new parking lot adjacent to the Community Center
2. Began final phase of Maple Road drainage project
3. Paved and leveled for the annual chipseal program; swept up stones from completed roads.
4. Completed shoulder paving/regrading for a small ice problem on Hillyndale Road.
5. Continued roadside mowing and sightline trimming
6. Graded dirt roads
7. Cleaned waterways, culverts and catch basins
8. Repaired curbing
9. Screened loam
10. Repaired and installed signs and guide posts.
11. Removed trees from roads; hauled away wood from downed trees.
12. Constructed small parking lot for park area off White Oak Road
13. Repaired drainage at the rear of the Station 207 fire house
14. Completed OSHA-required modifications to the Town garage (per recent invited inspection)
15. Continued construction of Separatist Road bikeway
16. Continued excavation/gravel removal at 4th Lions club field
17. Cleaned silt from pond on Mt. Hope Road downstream of the culvert installed in 2003 (part of our construction easement agreement).
18. Completed parking area modifications at Southeast fields.
19. Installed batting cage at Southeast Fields; repaired bleachers

20. Mowed all turf areas; striped athletic fields
21. Mowed open space areas (under parks coordinator supervision)
22. Maintained Town flower beds
23. Inspected and maintained playscapes; maintained Bicentennial Pond; removed trash from barrels in public recreation areas; maintained trails
24. Reconstructed stairs to the MMS tennis courts
25. Assisted with set-up/trash removal during Mansfield weekend
26. Constructed generator pad at Garage cell tower
27. Repaired and serviced all Town vehicles and equipment
28. Operated transfer station; constructed three walls on oil recycling area

C. Engineering

1. Quarterly sampling of ground and surface waters at Town landfill
2. Administrative close-out for Route 44 bikeway, Mansfield Center walkway (with DOT)
3. Design oversight and stake-out - - Separatist Road bikeway and Community Center parking lot
4. Staff support for the PZC, IWA, Conservation Commission, Solid Waste Advisory Committee, Transportation Advisory Committee and the Traffic Authority; new road inspections for Chatham Hill, Wild Rose and Pine Grove subdivisions; utility inspections for Kohl's
5. Prepared septic system plans for the proposed restroom building at Southeast fields
6. Investigated Town street line questions; tree ownership; issued road permits.
7. Continued mapping assistance for Assessor's map questions, park boundaries and trails
8. Calculated sewer billings for Southerly sewer system (based on water use figures)
9. Inspected Town sidewalks
10. Assisted with design of Plains Road canoe launch area
11. Began inventory of scenic road roadside trees (DEP grant)

II. OUTSTANDING PROBLEMS/EVENTS

- A. Clean-up and restoration activities in connection with the 7/24/05 fuel oil overflow at the Town Garage were completed.
- B. During the quarter signatures on a petition to make Stone Mill Road a scenic Town Road were obtained. The application has been submitted to PZC.
- C. During the construction of the retaining wall along the high bank on Separatist Road, access through the construction area will not be possible as there will be a large crane in the road. One lane will remain during nights and weekends for a period of up to four to six weeks.
- D. Needed maintenance work on the Juniper Lane and Gurleyville Road bridges was completed prior to the October floods!
- E. Due to Federal Clean Water Grant budget cuts, reimbursement for sewer planning may be delayed. We are due to get an authorization "we will pay you later" letter from DEP soon.

- F. Because of the delay in moving the utility poles and lines along Maple Road by the Senior Center, the contractor will not be able to complete the Maple Road reconstruction project this year.

III. PLANS FOR NEXT QUARTER

- A. Build Separatist Road bikeway retaining wall
- B. Complete Maple Road drainage
- C. Reclaim Clover Mill Road loop
- D. Complete Community Center parking lot (except for final paving)
- E. Prepare for winter operations
- F. Begin sewer maintenance work (larger leak repairs)
- G. Hire designer to complete the design of the Stone Mill Road bridge
- H. Prepare report on transfer station use study
- I. Authorize four corners sewer study to proceed

IV. REPORTS

- A. Work Activity Totals – 3rd Quarter 2005
- B. Service Requests completed

cc: Mark Kiefer, Superintendent of Public Works
Grant Meitzler, Assistant Town Engineer
Tim Veillette, Project Engineer
Ken Such, Engineering Technician
Virginia Walton, Refuse/Recycling Coordinator
file

Mansfield DPW -- Work Activity Totals for 3rd Quarter 2005							
Work Code	Description	Labor hrs	Labor Cost	Equip hrs	Equip Cost	Matl Cost	Total Cost
101	PATCHING	49.0	\$866	24.0	\$384	\$150	\$1,399
102	LEVELING	584.0	\$10,873	448.0	\$9,556	\$1,802	\$22,232
103	PAVING	111.0	\$1,791	99.0	\$1,200	\$301	\$3,292
104	SWEEPING OF ROADS	149.5	\$2,480	149.5	\$2,697		\$5,176
105	HAULING SWEEPING'S	102.0	\$1,038	102.0	\$1,179	\$0	\$2,217
110	GRADE DIRT ROADS	4.0	\$90	4.0	\$102		\$192
111	PAVING PREP WORK	31.0	\$670	29.0	\$639		\$1,309
112	SHOULDER WORK	18.0	\$225	10.0	\$166	\$70	\$461
113	SIGN WORK	107.5	\$2,087	35.0	\$453	\$456	\$2,996
114	DRAINAGE PIPE INSTALL	42.0	\$405	34.0	\$18	\$228	\$651
115	WATERWAYS CK & CLEAR	87.0	\$1,915	87.0	\$2,044	\$0	\$3,959
116	ROAD KILL	11.0	\$256	6.0	\$104		\$360
117	ROADSIDE LITTER	2.0	\$49	2.0	\$50		\$99
118	TRAFFIC CONTROL	334.0	\$5,037	161.0	\$482		\$5,520
119	TREE REMOVAL	131.0	\$2,807	128.0	\$2,214		\$5,022
120	TREE TRIMMING	31.0	\$577	16.0	\$220		\$797
121	TREE TRIMMING& CHIPPING	30.0	\$551	28.0	\$533		\$1,083
122	CURBING INSTALL	91.0	\$1,452	82.0	\$655	\$120	\$2,227
123	MOWING ROADSIDE	335.3	\$4,401	320.3	\$1,731		\$6,132
124	GUIDE POSTS	8.0	\$148	4.0	\$36		\$184
132	BRIDGE WASHING	93.0	\$1,581	41.0	\$993		\$2,573
137	SCREEN LOAM	31.0	\$715	51.0	\$731	\$11,278	\$12,723
140	ROAD INSPECTION	4.0	\$98	4.0	\$36		\$133
143	FLUSH SEWER LINES	40.0	\$698	24.0	\$600		\$1,298
145	PAINT/ STRAIN	6.0	\$122				\$122
146	TEST PITS/ MISC ASSIGN.	1178.0	\$24,881	1440.5	\$9,127	\$3,430	\$37,438
147	MISC. MATERIAL HAULING	2277.5	\$34,908	2324.5	\$25,091	\$125,810	\$185,808
150	CLEAN YARD MISC.	45.0	\$858	7.0	\$112		\$969
	subtotals, roads:	5932.8	\$101,578	5660.8	\$61,151	\$143,643	\$306,372
157	FIELD CONST. GRADING	388.3	\$9,707	392.3	\$8,901	\$2,520	\$21,128
201	SPECIAL GRNDS PROJ	193.0	\$3,824	171.0	\$1,751		\$5,575
202	BUILDING CLEANUP	22.0	\$293				\$293
203	BUILDING REPAIRS	129.0	\$2,571	63.0	\$941	\$90	\$3,601
204	CARPENTRY SHOP	62.0	\$1,314	43.0	\$318		\$1,632
205	MOWING	915.0	\$13,323	555.0	\$2,068		\$15,392
208	WEED, MULCH, ETC.	104.0	\$1,144	72.0	\$913		\$2,057
209	FENCE/GATE WORK	54.0	\$1,069	16.0	\$213		\$1,283
210	TRANSPORT REC EQUIP	23.0	\$394	15.0	\$190		\$585
212	INSTALL/ REMOVE EQUIP	79.0	\$1,680	33.0	\$287		\$1,967
213	REPAIR REC EQUIP	23.0	\$483	24.0	\$299		\$781
214	PAINT FIELD LINES	146.0	\$3,057	122.0	\$428	\$735	\$4,220
215	BASEBALL FIELD PREP	32.0	\$722	27.0	\$133		\$855
219	TRASH RUNS	112.0	\$1,285	56.0	\$726		\$2,010
223	PARK/REC SIGNS	7.0	\$140	3.0	\$1		\$141
224	TURF REPAIRS	6.0	\$147	6.0	\$150		\$297
226	BEACH MAINT	8.0	\$189	8.0	\$71		\$261
227	PLAYSCAPES	8.0	\$161	3.0	\$1		\$162
	subtotals, grounds:	2311.3	\$41,501	1609.3	\$17,393	\$3,345	\$62,239
311	SERVICE/REPAIR EQ.	1088.0	\$25,242	48.0	\$817		\$26,060
312	TRANSPORT EQ.	34.0	\$758	38.0	\$1,026		\$1,784

314	PARTS INVENTORY	2.0	\$43				\$43
315	CLEAN SHOP	90.0	\$1,893	4.0	\$48		\$1,941
316	PARTS RUN	46.5	\$1,034	11.5	\$80		\$1,114
317	WASH EQUIPMENT	33.5	\$662	32.0	\$399		\$1,061
318	PUMP STATION	15.0	\$351	6.0	\$92		\$443
319	TALK TIME	2.0	\$43				\$43
	subtotals, equipment:	1311.0	\$30,026	139.5	\$2,462	\$0	\$32,489
410	CASHIER/ GARAGE IN	254.0	\$5,485	10.0	\$100		\$5,585
412	LOADING MATERIAL	8.0	\$179	8.0	\$200		\$379
413	T.V./COMP PREP.	47.0	\$904	18.0	\$104		\$1,008
414	REFRIG. PREP	10.0	\$203				\$203
415	CARD BOARD	57.0	\$1,256	51.0	\$1,000		\$2,256
416	CLEAN SWAP SHOP	27.0	\$520	4.0	\$0		\$520
417	CLEAN RECYCLING BLG.	55.0	\$1,069				\$1,069
418	COMPACT RUBBISH	72.0	\$1,545				\$1,545
419	CHIP BRUSH	142.0	\$3,309	318.0	\$5,662		\$8,971
420	BALLAST/ CAP WORK	51.0	\$1,026				\$1,026
421	HAZARDOUS WASTE WORK	25.0	\$504				\$504
422	MISC GROUNDS REPAIR	52.0	\$1,025				\$1,025
423	LEAF COMPOSTING	6.0	\$142	6.0	\$150		\$292
432	COMPACT BULKY	84.0	\$1,893	82.0	\$1,300		\$3,193
433	BATTERIES	30.0	\$560				\$560
	subtotals, waste mgmnt:	920.0	\$19,619	497.0	\$8,516	\$0	\$28,135
XXX	ADMIN WORK \ PAPERWORK	264.5	\$6,354				
ZZZ	TIME NOT WORKED	2324.3	\$49,098				
	grand totals:	13063.8	\$248,176	7906.5	\$89,522	\$146,988	\$429,235

**Mansfield Dept of Public Works
Request work completed in Quarter
3rd Quarter 2005**

Tracking No.	Rec'd Date	Work Code	Type of Request	Address	Completion Date	Reviewed By
0200921	7/26/2005	113	SIGN WORK	350 Hunting Lodge Road	8/3/2005	KIEFER
0200922	8/1/2005	125	GUARD RAIL	19 Eastwood Road	7/29/2005	KIEFER
0200937	8/19/2005	113	SIGN WORK	2 Lynwood Road	9/1/2005	KIEFER
0200939	8/22/2005	115	WATERWAYS CK & CLEAR	7 Westwood Road	9/16/2005	KIEFER
0200940	8/29/2005	120	TREE TRIMMING	310 Mansfield City Road	8/29/2005	KIEFER
0200946	8/30/2005	119	TREE REMOVAL	45 Wormwood Hill Road	8/30/2005	KIEFER
0200963	9/28/2005	101	PATCHING		9/30/2005	KIEFER

note: Many complaints received during this quarter were tree and gravel road related, but most of these were not resolved until October.



Mansfield
Community
Center

Town of Mansfield
Parks and Recreation
Department



Curt A. Vincente, Director

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

TO: Martin H. Berliner, Town Manager
FROM: Curt A. Vincente, Director of Parks & Recreation *CA*
DATE: November 18, 2005
SUBJECT: Quarterly Report (July – September 2005)

ACCOMPLISHMENTS

Administration – (Director, Assistant Director, and Admin. Office Supervisor)

MARKETING & MEMBERSHIP MANAGEMENT

1. Supervised marketing consultant, reviewed and approved marketing production pieces, implemented marketing plan.
2. Continued development of a new facility tour packet and initiated follow-up communications to facility tour visitors.
3. Initiated planning for member appreciation week held October 31-November 4.
4. Oversaw development, design, preparation, printing and distribution of the Fall 2005 program brochure.
5. Implemented elements of the member retention program.
6. Developed, prepared, printed, and distributed the Summer Community Center member newsletter.
7. Continued a monthly review of member attrition to accurately track how many members end their memberships each month and for what reasons.
8. Conducted a focus group meeting of former members to gain valuable information on member related services.
9. Continued to implement the on-going member feedback program using the questions and responses as a way to build loyalty and involvement in the center.

10. Prepared the fall print and radio advertising campaign for implementation in October. The program will include small space print ads, internal promotion and radio spots.
11. Planned for the annual Charter Member Reception which was held on November 15.
12. Began development of a Community Center Annual Report to be distributed to Charter Members, the general membership and the public.
13. Hosted a booth at the Festival on the Green and provided information on Community Center and department services.
14. Began planning for the second anniversary celebration, which included some modest activities in the Center as well as a promotion of a community free day at the Center to encourage non-members to visit. The celebration was held on November 1.
15. Updated the membership management action plan, which has a mission of enhancing member services through retention, recruitment, and communication.
16. Assisted with community center and department wide marketing; including season brochure preparation, special events, and region wide distribution of brochures and "take ones" to local businesses.
17. Attended school open house events to promote Parks and Recreation services and Community Center memberships.

PERSONNEL & TRAINING

18. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.
19. Directly supervised 2 full time maintainers, 1 full time Aquatics Director, 1 full time Health and Fitness Director, 1 full time Recreation Supervisor and 3 part time custodians, volunteers, locker room attendants, and gym supervisors.
20. Directly supervised 3 full-time Receptionists, 10 part-time Reception staff and 2 part-time office assistants.
21. Completed and maintained work schedules for part time reception and custodial staff and locker room attendants.
22. Completed annual evaluations for full time Aquatic Director, Health & Fitness Director, and Recreation Supervisor.
23. Addressed part time personnel problems; including verbal and written discipline.
24. Formalized hiring procedure for parks and recreation part-time employees.
25. Completed general orientation and training for 12 new part time employees.

26. Conducted monthly maintainers meetings.
27. Conducted monthly programming staff meetings.
28. Conducted monthly supervision meeting with Aquatics Director.
29. Conducted monthly supervision meetings with Health and Fitness Director.
30. Conducted monthly supervision meetings with Recreation Supervisor.
31. Conducted bi-monthly meetings with full-time reception staff.
32. Conducted monthly meetings with part-time reception staff.
33. Completed and maintained part time gym supervisor work schedules.
34. Supervised gym staff.
35. Supervised 2 part time community center volunteers.
36. Processed and maintained all employment paperwork and payroll for approximately 100 part time employees.
37. Maintained documentation of department wide employee training.
38. Completed advertisement, screening, interviewing, hiring and training for new part time gym and teen center supervisors.
39. Coordinated Manager On Duty (MOD) scheduling and training with Health and Fitness Director.
40. Coordinated CPR/AED training with Health & Fitness Director.
41. Conducted review of Community Center Emergency Action Plan (EAP).
42. Provided NYSCA training for youth football and cheerleading coaches.
43. Implemented phase-in of new time management system for personnel payroll.

FINANCIAL MANAGEMENT

44. Collected and deposited over \$209,533.00 worth of daily deposits (checks, cash and credit cards)
45. Sold over 400 Community Center memberships in this quarter and maintained and managed over 2,355 total memberships.
46. Processed and managed all purchase orders, payment vouchers and credit card transactions for the Parks & Recreation Department and Community Center operating budgets.

47. Managed and maintained petty cash account for the Community Center and Parks & Recreation Department staff.
48. Managed and maintained approximately 900 auto debit accounts through credit cards, checking and savings accounts and payroll deductions.
49. Managed and maintained over 100 fee waiver accounts.
50. Monitored facility attendance and tracked revenues and expenditures.
51. Monitored revenues and expenditures in childcare and gym areas.

MISCELLANEOUS

52. Continued oversight of Community Center construction related issues and necessary follow-up with Construction Manager.
53. Coordinated, planned and supervised priority maintenance projects for the Community Center annual facility shut down.
54. Director coordinated installation of Phase II of the Southeast School playscape project.
55. Indirectly supervised department wide programs and events.
56. Coordinated and advised Recreation Supervisor and intern on summer sports camp programming and supervision.
57. Implemented plan of action for conducting background checks on all youth sports coaches.
58. Assisted Mansfield Little League with portable fence removal.
59. Reviewed daily building maintenance issues associated with the Community Center facility, prioritized needs, and assigned tasks.
60. Served as Manager on Duty for extend hours beyond normal work schedule.
61. Provided tours, registration information and responses to questions from potential community center members.
62. Served as a major link to customer service issues, including direct contacts with patrons, full time and part-time staff.
63. Received, prioritized and responded to a significant amount of phone calls, emails and walk-in questions regarding numerous Parks and Recreation services. A high percentage of time was associated with the Community Center operation.
64. Registered and managed facility rentals for Community Center.

65. Met regularly with the Town Manager, Assistant Town Manager, and Director of Finance to review Community Center operations.
66. Recruited coaches and conducted organizational meetings for youth basketball program.
67. Processed numerous membership cancellations, changes, and transfers.
68. Director served on an interview panel for colleagues at Winding Trails Recreation Area in Farmington in their recruitment of a full-time Recreation Coordinator.
69. Assisted with the Bill Rosen Teen Center dedication ceremony.
70. Participated with the Downtown Partnership events planning committee.
71. Worked with Public Works Engineering staff to plan parking improvements at Community Center site.
72. Director continues to serve as Co-Chair of the Connecticut Recreation and Parks Association Certification Board.
73. Prepared and distributed committee packets for assigned Town committees.
74. Developed and maintained comprehensive gym schedule, including posting information on the Town's website.
75. Assisted League of Women Voters with "Know Your Town Fair" planning. Director participated with the League of Women Voters on an event promotion at WILI Radio.
76. Director attended the following meetings above and beyond normal operational meetings:
 - Recreation Advisory Committee.....Aug. 24, Sept. 28
 - Mansfield Little League.....July 25, Aug. 1, 22, Sept. 19
 - Know Your Town Fair Committee..... Aug. 31, Sept. 9, 10
 - Town Council.....Aug. 8, Sept. 12

Aquatics

1. Recruited, hired, and trained all aquatic summer semester and summer staff.
2. Aquatic Director conducted the MCC general orientation/customer service training session for all community center staff July 6th.
3. Completed any additional aquatic purchases and equipment orders for the Mansfield Community Center indoor pools and BCP.
4. Continued the new format for staff weekly update as a means of communicating issues, changes, or upcoming events.

5. Revised and reformatted the part time staff schedule for summer season in order to accommodate facility needs, an increase in public swim usage, and the increase in our programmed pool classes and activities, and the scheduling of BCP.
6. Increased aquatic program marketing with informational flyers, posters, signs, and bulletin boards.
7. Completed 35 part time staff evaluations for all Lifeguards, Senior Guards, and Swim Lesson Instructors.
8. Revised the pool weekly block schedules in a timely manner for distribution to our facility members and guests highlighting changes and updates.
9. Followed standards for American Red Cross Learn to Swim Program conducting 59 individual classes with a total of 352 enrolled participants in the program, with revenue totaling \$20,058.
10. Full time aquatic staff conducted monthly in-service trainings for aquatic staff in July and August including 500 yard swim fitness component. (Approximately 2-4 hours of training per month for each staff member highlighting rescue and fitness skills.)
11. Planned and finalized aquatic programming and classes for fall 2005 Brochure.
12. Aquatic Director compiled and organized information and photos for production of the fourth edition of the Member Newsletter for distribution in July/August.
13. Created and distributed program evaluations for all summer aquatic activities and classes to obtain feedback, monitor progress, and identify any need for program changes. Summarized all program evaluation results from returned evaluations.
14. Continued with the implementation summer aquatic programs (summer beginning in June) under the supervision of full time aquatic staff.
15. Set up information table for National Aquatics week, July 18 – 22, including ordering give-aways for National Parks and Recreation Month.
16. Revised and reprinted Aquatic Staff Manual with updates and changes for summer staff training.
17. Followed aquatic administrative timeline as a guide to stay on task during the summer for BCP.
18. Head Lifeguard judged Connecticut Recreation and Parks Association Lifeguard Olympics, held on July 25 in Bristol, CT.
19. Implemented aquatic staff needs for camp swimming lessons, free swim, and canoeing with Recreation Coordinator, provided over 600 children/campers with swimming lessons.
20. Recruited, hired, and trained 11 new staff starting at the beginning of the fall semester.
21. Hired and trained 5 new part time staff for the MCC childcare facility.
22. Aquatic Director continues to oversee the MCC childcare area and supervise part time childcare staff. Monitored new snack policies and summer hours.

23. Aquatic Director Attended the Following:

- Weekly staff meetings
- Bi-weekly aquatic staff meetings
- Monthly programming/aquatics meetings with supervisor
- Weekly/Monthly Marketing Meetings
- CRPA Aquatic Section Meetings

Fitness

1. Continued to oversee general operations of the Fitness Center and all fitness programs and staff.
2. Supervised Fitness staff including; 9 part time Fitness Assistants, 18 part time fitness instructors, 5 contracted Personal Trainers and 2 contracted Massage Therapists.
3. The Health & Fitness Director now oversees all administrative and supervisory duties in the fitness area since June 2005 when the Health & Fitness Specialist position became vacant. Staff restructuring has now eliminated that position.
4. Coordinated and supervised a total of 20 different fitness classes, meeting 6 days throughout the week for a total of 236.25 paid instructor hours.
5. Fitness program registration totalled 235 participants enrolled in summer fitness programs.
6. The Health & Fitness Director instructed two classes per week throughout the summer and substituted as needed.
7. Solicited, hired and trained 5 additional new instructors for the fall session of fitness programs.
8. Assessed needs and began coordinating classes and programs for the fall session.
9. Evaluated staffing needs for fall and hired/trained 3 new part time Fitness Assistants to work at the fitness desk and provide fitness floor coverage.
10. The Health & Fitness Director covered various fitness floor hours as needed when staffing was limited.
11. Coordinated fitness needs for annual Shut Down week including maintenance of various equipment, painting, cleaning and staff assistance.
12. Upgraded the studio sound system improving the over all quality of sound and voice projection necessary for fitness classes. This was achieved entirely through donations of time, funds and equipment from local businesses.
13. Evaluated small equipment needs for fall, obtained quotes for various pieces. Equipment identified to be purchased in the early fall.
14. Updated all program and activity bulletin boards to convey educational and program information to members.

15. Total Personal Training visits was 65. Total fees collected for Personal Training was \$3,478.00
16. Total Massage therapy visits was 3. Massage fees paid total was \$110.
17. The Health & Fitness Director continues to work as part of the management team, covering evening and weekend MOD shifts and assisting with other facility events as necessary.
18. The Health & Fitness Director continues to teach CPR classes as needed for facility staff, instructed 2 classes this summer certifying 6 staff. Scheduled to teach 2 classes in the fall session.
19. Continued with the implementation and improvement of marketing tools for the personal training and massage programs. This includes additional bulletin board information, brochure, newsletter information and a "Meet the Trainers" session scheduled for the fall.
20. Continued to communicate with Windham Hospital personnel on future collaborative projects and current on-going programs.
21. Communicated with a UConn professor interested in pursuing some collaborative programming that would be mutually beneficial for the MCC and the UConn curriculum/research needs.
22. Evaluated staff shirt needs, selected new shirts and coordinated the ordering process for all the facility staff.
23. Continued to order facility signs as needed.
24. Health & Fitness Director Attended the Following:
 - a. Weekly staff meetings
 - b. Monthly meetings with supervisor
 - c. Bi-weekly programming meetings
 - d. Filled spot on Town Wellness Committee vacated by Health & Fitness Specialist and attended 2 meetings this summer.
 - e. Met twice with UConn staff to discuss collaborative projects
 - f. Conducted a part-time Fitness Staff meeting in July

Recreation & Adult Education

1. Special Events Held:

July Concerts in the Park

July 7—Sister Funk—350 participants

July 14—The Magic of Christopher—300 participants

July 21—Shaded Soul Band—400 participants

July 28—Kidsville Kuckoo Revue—450 participants

2. Staff coordinated the following trips with the Ashford, Coventry, & Tolland Recreation Departments:

James Taylor at Tanglewood—17 participants

Whale Watch—19 participants
Newport, Rhode Island—18 participants

3. Supervisor coordinated a series of Summer youth and adult programs.
4. Coordinated daily facility use of town buildings, courts, and fields for use for department programs that are held outside the Community Center.
5. Coordinator and staff supervised open Teen Center hours for middle school and high school students.
6. Supervisor, Recreation Coordinator, and Department staff developed a variety of Fall Programs and distributed the Fall Brochure.
7. Staff developed, planned, organized, and supervised a comprehensive series of Summer camps for children:
 - Camp Mansfield (pre-school-age 15)—961 participants in 4 sessions
 - Painting Camp—21 participants
 - Theatre Workshops and Camp—60 participants in 3 sessions
 - Dance Camp—12 participants
 - Photography Camp—10 participants
 - Science Camps—55 participants in 3 sessions
 - Teeny Tiny Town—11 participants
 - Trip Camp—51 participants in 5 sessions
 - Tennis Camp—14 participants
 - Baseball/softball Camp—85 participants
 - Pitching Clinic—16 participants
 - Hitting Clinics—23 participants in 2 sessions
 - Basketball Camp—85 participants
 - Power Plus Conditioning—52 participants in 7 sessions
8. Oversaw promotion and supervision of four summer concerts that were held at Bicentennial Pond.
9. Supervisor coordinated reservations for birthday parties in Community Room and Arts and Crafts Room.
10. Supervisor listed upcoming activities and events on Muni-vision.

Parks & Natural Areas

1. Attended and prepared minutes for Land Management Committee meeting.
2. Prepared packets for Conservation Commission and attended meetings.
3. Prepared packets for and attended Parks Advisory Committee Meetings.
4. Prepared packets for Agriculture Committee.

5. Prepared packets for Open Space Preservation Committee.
6. Coordinated Friends of Mansfield Parks Thursday Treks and Bugs shouldn't bug us program.
7. Coordinated and staffed summer Wednesday Workdays.
8. Coordinated Natural Areas Volunteers (NAV) Butterfly Monitoring Training.
9. Coordinated the Electronic Trail Guide project.
10. Reviewed land management plans with the Parks Advisory Committee and created land management schedules.
11. Coordinated Community Gardens program.
12. Coordinated park management efforts with Public Works, including working on site with two public works staff for a week at Schoolhouse Brook Park.
13. Conducted monthly meetings to review park management plans, park projects, and grant opportunities.
14. Proceeded with investigating the feasibility of establishing a nature center in Mansfield.
15. Completed draft Saw Mill Brook, Wolf Rock Access, and Crane Hill Field Management Plans for abutter review meetings.
16. Coordinated parking lot improvements at Southeast Park with the Public Works Department.
17. Oversaw field scheduling and coordinated field maintenance with the Public Works Department.
18. Met with representatives of the business community to discuss and plan for a proposed skate park.

OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

None

EXCEPTION REPORT

None

PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center facility operations
2. Supervise and evaluate Fall programs.
3. Develop Capital Improvement Program for fiscal years 2006-2011
4. Organize Youth Basketball Program
5. Develop Winter programs and produce program brochure.
6. Coordinate on-going and upcoming Capital Improvement Projects

7. Prepare preliminary budget for fiscal year 2006-07

STAFF CHANGES

Fall staff lists (see attachments)

STATISTICAL REPORT

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

**Mansfield Parks & Recreation
Part Time Staff List
Fall, 2005**

AQUATICS:

Nicolina Baxter
Bryan Bohn
Nicole Borrelli
Nick Canzellarini
Dan Cessario
Nora Claus
Chris Colon
Meredith Drum
Erin Gaucher
Susan Goddeau
Elinor Haplau
Kali Harnad
Sarah Jandreau
Amanda Jenkins
Carolyn Jenkins
David Leisten
Kat Matz
Shayne McAfee
Derek Michaels
Jane Moorhead
Jen Pearson
Chris Smith
Samantha Theodore
Sarah Willis
Eric Wong
Dan Yaffe

YOUTH & ADULT:

Eileen Melody
Mia Falco
Julia DeLapp
Dristin Vilardi
Sue Harrington
Margaret Thomas
Jerry Kleinman
David Kloss
Carolina Bravo
Bill Hall
Performing Arts Programs

Lisa Mikolinski
Kris Plimpton
Jeannette Tuvey
Vincent Rogers
Isabelle Lemaire
Xavier Mathews
Tim Allen
Arlene Albert
Deborah Pacik
Denise Chicoine
Shannon Haynes
Ariana Paasche
John Furlong
Andrew Ewalt

**AFTERSCHOOL, TEEN CTR. &
SPECIAL EVENTS:**

Dan Hespeler
Heather Kleinman
Jared Avery
Kim Lundy
Lindsey Hepple
Lindsey Tomko
Natalie Kodsy
Rob Gagnon
Laura Hettinger
Cait Sleight

RECEPTIONISTS:

Amanda Barry
Amy Bassett
Janet Avery
Kelly Bourquin
Lauren Evanovich
Liz Strauch-Lackman
Rachel Wawzyniecki
Seth Mastrocola
Stephanie Herzog

FITNESS:

Assistants:

Steven Briggs
Heather Kleinman
Mike Kochis
Natalie Kody
Marie-Lynn Piscitelli
Dan Sharma
Nikki Ribeiro
Sara Wilcox
Valerie Voorhees
Erin Gaucher

Instructors:

Paul Bushey
Sharon Coriaty
Krista Dalbec-Mraz
Todd Friedland
Therese John
Ron Manizza
Eileen Melody
Jen Polsky
Gail Rebello
Margherita Shaw
Nanette Tummers
Jodi Farno
George Hoffinan
Dorinda Miller
Kathleen O'Connor
Marie-Lynn Piscitelli
Pat Suprenant
Patty Vinsonhaler
Bessy Raymond
Jennifer Gross

Personal Trainers:

April Blevons
Tim Cauette
Gerry Klienman
Sharif Tabahh
Mike Irr
Nick Alteiri

Nutritionist:

Shannon Haynes

Massage Therapists:

Anne Buchalski
Lynn Castelli

CUSTODIAN/LOCKER ROOM:

Stacy Blair
Kim Blair
Fred Service

MANSFIELD PARKS and RECREATION DEPT.
Statistical Report
Summer Programs 2005
SUMMARY SHEET

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Community Center Programs						
General	2,810.00	330.00	1,587.00	198%	73	4
Swim Lessons Public	20,058.26	1,833.00	4,601.23	476%	352	59
Swim Lessons Private	3,720.00	0.00	1,310.00	284%	74	74
Fitness	13,023.72	170.00	4,787.77	276%	235	19
Pers.Training/Massage Ther.	3,588.00	0.00	2,182.00	164%	68	68
Child Care	4,283.90	0.00	4,864.74	88%	1,033	n/a
Speciality Camps	16,401.00	2,046.70	10,678.00	173%	149	9
Youth Programs						
General	2,031.00	89.30	1,556.00	136%	60	9
Camps	176,613.00	21,877.90	124,610.00	159%	1,327	82
Bicentennial Pond	2,746.75	0.00	15,359.39	18%	0	0
Adult Programs	500.00	85.50	455.00	129%	7	1
Trips	3,351.00	0.00	3,065.00	109%	54	3
Special Events	2,300.00	0.00	3,777.00	61%	1,600	4
TOTAL	251,426.63	26,432.40	178,833.13	155%	5,032	332
Notes:						
1) Community Center Child Care enrolled numbers are equivalent to hours purchased						
2) Community Center Membership Fee Waivers for this quarter - \$4,087.12						

P.165

Mansfield Community Center

July 2005 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Friday, July 01, 2005	427	0			14	13	454	
Saturday, July 02, 2005	270	3			21	11	305	
Sunday, July 03, 2005	192	0			5	7	204	
Monday, July 04, 2005	202	2			6	6	216	
Tuesday, July 05, 2005	506	66			12	40	624	
Wednesday, July 06, 2005	631	102	10		13	43	799	
Thursday, July 07, 2005	497	52	8		19	28	604	
Friday, July 08, 2005	509	73			46	33	661	
Saturday, July 09, 2005	342	52			9	17	420	Mansfield Free Day
Sunday, July 10, 2005	242	55			3	12	312	
Monday, July 11, 2005	553	107	10		15	21	706	
Tuesday, July 12, 2005	512	67			13	60	652	Red Cross Blood Drive
Wednesday, July 13, 2005	509	88	20		24	18	659	Natur. Medicine Lecture
Thursday, July 14, 2005	507	60	6		37	34	644	
Friday, July 15, 2005	416	34			22	12	484	
Saturday, July 16, 2005	268	30			21	8	327	
Sunday, July 17, 2005	277	64			15	12	368	
Monday, July 18, 2005	626	90	25		16	16	773	
Tuesday, July 19, 2005	541	55			15	14	625	
Wednesday, July 20, 2005	524	86			17	18	645	
Thursday, July 21, 2005	456	80			9	15	560	
Friday, July 22, 2005	451	5			17	9	482	
Saturday, July 23, 2005	303	0	30		17	12	362	
Sunday, July 24, 2005	233	3				86	322	Free Week
Monday, July 25, 2005	511	74				86	671	Free Week
Tuesday, July 26, 2005	525	74	25			109	733	Free Week
Wednesday, July 27, 2005	457	52	40			108	657	Free Week
Thursday, July 28, 2005	481	68	12			104	665	Free Week
Friday, July 29, 2005	395	3				136	534	Free Week
Saturday, July 30, 2005	276	2				123	401	Free Week
Sunday, July 31, 2005	245	4		15		105	369	Free Week
MONTHLY TOTAL	12,884	1,451	186	15	386	1,316	16,238	Free Week

P.166

Mansfield Community Center

August 2005 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Monday, August 01, 2005	514	73	42		15	18	662	
Tuesday, August 02, 2005	488	57			14	15	574	
Wednesday, August 03, 2005	545	98	8		21	20	692	
Thursday, August 04, 2005	435	57			9	13	514	
Friday, August 05, 2005	378	17			15	9	419	
Saturday, August 06, 2005	276	0			13	26	315	
Sunday, August 07, 2005	262	2			12	1	277	
Monday, August 08, 2005	510	39			17	12	578	
Tuesday, August 09, 2005	456	20	8		18	15	517	
Wednesday, August 10, 2005	472	17	2		12	21	524	
Thursday, August 11, 2005	431	15	18		11	10	485	
Friday, August 12, 2005	376	8			14	5	403	
Saturday, August 13, 2005	334	4			21	13	372	
Sunday, August 14, 2005	321	0			18	11	350	
Monday, August 15, 2003	519	8	35		19	24	605	
Tuesday, August 16, 2005	428	0	20		18	20	486	Doctor's Lecture
Wednesday, August 17, 2005	485	10			16	11	522	
Thursday, August 18, 2005	402	5			10	11	428	
Friday, August 19, 2005	354	7			19	8	388	
Saturday, August 20, 2005	313	3			7	13	336	
Sunday, August 21, 2005	377	4	5		20	12	418	
Monday, August 22, 2005	0	0			0	0	0	Shut Down Week
Tuesday, August 23, 2005	0	0			0	0	0	Shut Down Week
Wednesday, August 24, 2005	0	0			0	0	0	Shut Down Week
Thursday, August 25, 2005	0	0			0	0	0	Shut Down Week
Friday, August 26, 2005	0	0			0	0	0	Shut Down Week
Saturday, August 27, 2005	0	0			0	0	0	Shut Down Week
Sunday, August 28, 2005	0	0			0	0	0	Shut Down Week
Monday, August 29, 2005	544	6	30		22	73	675	EOS Swim Team Starts
Tuesday, August 30, 2005	486	9	8		10	66	579	
Wednesday, August 31, 2005	516	10			19	72	617	
MONTHLY TOTAL	10,222	469	176	0	370	499	11,736	

P.167

Mansfield Community Center

September 2005 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Thursday, September 01, 2005	414	1			5	75	495	
Friday, September 02, 2005	404	1			13	77	495	
Saturday, September 03, 2005	275	2			8	29	314	
Sunday, September 04, 2005	216	1			4	15	236	
Monday, September 05, 2005	231	2			9	34	276	
Tuesday, September 06, 2005	463	4	10		3	72	552	
Wednesday, Sept. 07, 2005	480	0	62		2	91	635	
Thursday, September 08, 2005	417	1	15		8	75	516	
Friday, September 09, 2005	381	3			7	84	475	
Saturday, September 10, 2005	238	13		44	15	1,280	1,590	Know Your Town Fair
Sunday, September 11, 2005	274	9		36	6	63	388	10-Free Mans. Day
Monday, September 12, 2005	542	19	8		3	33	605	
Tuesday, September 13, 2005	498	4			8	48	558	
Wednesday, Sept. 14, 2005	520	37	20		6	79	662	
Thursday, September 15, 2005	446	3	12		8	79	548	
Friday, September 16, 2005	445	2			12	84	543	
Saturday, September 17, 2005	344	29	19		11	26	429	Parents Night Out
Sunday, September 18, 2005	284	55	135		11	31	516	
Monday, September 19, 2005	581	47	8		10	85	731	Fall Classes Start
Tuesday, September 20, 2005	571	8	9		5	280	873	
Wednesday, Sept. 21, 2005	529	37	25		7	98	696	
Thursday, September 22, 2005	476	49			11	87	623	
Friday, September 23, 2005	418	14			7	76	515	
Saturday, September 24, 2005	347	80			9	23	459	Festival on the Green
Sunday, September 25, 2005	242	36	9		5	19	311	Festival on the Green
Monday, September 26, 2005	566	5			2	72	645	
Tuesday, September 27, 2005	556	7	7		6	85	661	
Wednesday, Sept. 28, 2005	564	60	8		7	78	717	
Thursday, September 29, 2005	464	35	8		10	89	606	
Friday, September 30, 2005	442	7			9	82	540	
MONTHLY TOTAL	12,628	571	355	80	227	3,349	17,210	

**TOWN OF MANSFIELD
DEPARTMENT OF SOCIAL SERVICES**

To: Martin Berliner
From: Kevin Grunwald, Director
Re: Department of Social Services; Quarterly report- 7/1/05-9/30/05
Date: October 17, 2005

I. ADMINISTRATIVE AND ADULT SERVICES

- A.** During this quarter the Director of Social Services was involved in the following activities:
- Continued to serve as a member of the Board of Directors of the Windham Region Community Council and the Dial-A-Ride advisory board.
 - Continued to work with the Customer Service committee to develop a draft policy and guidelines on Customer Service for municipal employees.
 - Attended the Connecticut Real Choice statewide conference on Community Inclusion for people with disabilities.
 - Continued to attend meetings of the Community/Campus partnership on substance abuse.
 - Submitted a grant to the National League of Cities for technical assistance on Wealth Building and Asset Accumulation.
 - Attended a meeting sponsored by the William Caspar Graustein Memorial Foundation on "The Role of the Collaborative Agent."
 - Attended the CT Elder Action Network's annual legislative wrap-up.
 - Participated in a presentation at the Senior Center on "Financing the Cost of Long-Term Care."
 - Participated in planning a Community Emergency Response Training (CERT) in Mansfield, and enrolled in the training program.
 - Served as a committee member for the Senior Center's 30th Anniversary Auction.
 - Participated in the League of Women Voters' "Know Your Town Fair."
 - Selected as a member of the advisory committee for Natchaug Hospital's Residential Treatment Center.

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

- Brief or longer-term counseling and/or referral services were provided to 60 unduplicated clients, through 230 contacts.
- Tax assistance was provided to 80 individuals through 110 contacts.

- Financial assistance was provided to 19 individuals through 23 separate contacts.
- Crisis response services were provided to 8 individuals through 16 separate contacts.

II. SENIOR SERVICES

A. Senior Center:

- 3836 members visited the Senior Center
- A total of 996 meals were served at the Center, and an additional 1125 meals were delivered through the Meals on Wheels program.
- Ongoing support groups are offered for Alzheimer's, Low Vision, Diabetes and Cancer.
- Special Events:
 - Monthly Birthday Luncheon Celebrations
 - "Stars and Stripes" 4th of July Celebration
 - Thank you reception and garden tours for Eagle Scout Chris Chasin
 - "A Day At the Races" and KFC Dinner
 - Presentation on the Creamery Brook senior residence
 - Senior Resources and Social Security presentation on Medicare Part D
 - Presentation by Attorney Sharon Pope on "Financing Long-Term Care"
 - Presentation by TVCCA on carbohydrates
 - Ballard Puppet Museum presentation
 - UConn Aural Clinic presentation on hearing aids
 - NAMI presentation: "In Your Own Voice"
 - "Brain Power" presentation by Dr. Quereshi
 - Presentation by Bill Woodbury on Veteran's benefits

B. Other Activities:

- Mansfield Senior Center's 30th Anniversary Lunch & Celebration
- Series on Mozart's operas offered by Dick Reynolds
- AARP's "55 Alive" Safe Driving Course
- New armchairs were purchased with assistance from a grant received from the Altrusa Foundation
- 30th Anniversary Senior Center Auction
- Open house for members of Senionet
- Participation in the League of Women Voters' "Know Your Town Fair"

C. Wellness Center Activities:

- 82 clients received services through 145 contacts.
- The following groups were offered: Skin & Colon Cancer Screening, Blood Pressure Screening, and Diabetes Education & Support.

- A presentation was done on Meditation.
- The VNA East provided services to seniors through 62 visits to the nurse.
- Podiatry services were provided to 85 individuals.
- The Osteoporosis Mobile Unit visited the Senior Center to offer bone mass testing.
- Reflexology services are offered for a reduced fee on a monthly basis.

III. Youth Services

A. Mansfield Advocates for Children:

- Participated in "Know Your Town Fair."
- Updated the Mansfield Childcare Directory.
- Participated in the "Mansfield Festival on the Green."
- Developed a new sub-committee for Parent Representation.
- Continued the work of the sub-committee on Needs Assessment and Resources.

B. School Readiness Program

- All 16 of the slots are presently filled and a waiting list of 13 families is being maintained.
- Continued updates and maintenance of School Readiness manuals for use with center directors.
- Maintained monthly monitoring visits with Center directors on school readiness updates and coordinated regular meetings of Center Directors on grant compliance.
- Attended a Coordinators' meeting at the State Department of Education in Hartford.

C. Discovery 2005 Grant

- Participated in two conference calls to share information about using Community Conversations to build community engagement.
- Met with the Director of EASTCONN to discuss the role of the Collaborative Agent.
- Prepared a grant proposal to Altrusa Foundation for book purchases for local physicians to distribute at 'well-child visits'.
- Worked with the Discovery Liaison to develop a new sub-committee on Parent Representation.
- Attended the Discovery Coordinator's meeting.

D. National League of Cities:

- The Coordinator participated in a quarterly conference call involving 12 cities and towns from around the country on existing efforts and accomplishments for early care and education issues.

- Prepared a press release about Full Day Kindergarten implementation in Mansfield for use by NLC.

E. Counseling/Psychiatric Services:

- A total of 231 youth, and 221 parents and grandparents received clinical (therapeutic) services for a total of 293 therapy sessions.
- A total of 51 youth received psychiatric services from the consulting psychiatrist.
- 21 clients received crisis management services.

F. Additional Activities:

- A cook-out was held for the Grandparents Group.
- 12 7th and 8th grade students participated in the writing, editing and filming of a 10 minute video on bullying entitled "The Secret Lives of Girls."
- 11 elementary and middle school age youth received camperships to attend the Rectory School Summer Camp.
- Camperships were also made available at Camp Courant, the 4-H Camp, Camp Connri, Camp Laurel and Camp Mansfield.

SOCIAL SERVICES' DEPARTMENT: QUARTERLY REPORT
July1-September 30, 2005

Service Type	Unduplicated Clients/Participants	Families (If applicable)	Total Contacts/Sessions
Counseling, Case Management and Referral	373	77	668
Financial Assistance	19	4	23
Holiday Assistance			
Crisis Management	29		37
Emergency Assistance			
Tax Assistance	80		110
Special Events			
Senior Center Attendees	3836		
Senior Center Meals	253- Windham Hosp. 743- TVCCA 1125- Meals On Wheels		
Wellness Visits			62
COPE Groups			
Psychiatric Consultations			51

Highlights: Successful completion of the 29th year of "Mansfield Challenge"; celebration of the 30th anniversary of the Senior Center.

Trends/Concerns: Continued concerns about increased costs for fuel and energy; increasing requests for services from lower and moderate-income families; developing trend of seniors outliving their assets; implementation of Medicare Part D; interest in bringing the services of a geriatrician to the Senior Center.

**PAGE
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TOWN MANAGER
QUARTERLY REPORT FOR JULY-SEPTEMBER 2005

Projects Completed During the Last Quarter

1. Bond Issue-in conjunction with the department of finance, prepared resolutions for three separate bond issues: a) \$1,000,000 Community Center Expansion Project; b) \$1,000,000 Land Acquisition Project; and \$650,000 MERS Deficit Funding Project. The council voted to approve these projects and to send the proposals to referendum. (At referendum, two of three proposals received support from the voters, but failed for lack of a sufficient turnout.)
2. FY 2004/05 Budget - amended the adopted FY 2004/05 budget by: 1) increasing revenues from the PILOT grant by \$340,659; and 2) increasing expenditures by \$340,659.
3. FY 2005/06 Budget – received council authorization to amend the FY 2005/06 General Fund Budget by: 1) increasing revenues from the PILOT Grant by \$230,500; and 2) increasing expenditures (Operating Transfers Out) to the CNR Fund by \$230,500.
4. Campus/Community Relations – continued work on recommendations outlined by the Special Committee on Community Quality of Life, including the development of a housing code and a center for off-campus services. Town staff continued to participate in the activities of the Mansfield Community-Campus Partnership, co-chaired by Mayor Paterson.
5. Capital Projects Fund – received council approval to adjust the capital projects fund, as recommended by the director of finance.
6. Clean Energy – conducted related research and worked with town council members to issue a resolution attesting to Mansfield’s commitment to Connecticut’s “20% by 2010 Clean Energy Campaign.”
7. Connecticut Coalition for Justice in Education Funding – recommended that the town council join the class action lawsuit filed by the Connecticut Coalition for Justice in Education Funding in order to make sure that the town’s interests are protected.
8. Connecticut Conference of Municipalities 2006 Legislative Program – worked with staff and town council to prepare proposed suggestions for inclusion within the Connecticut Conference of Municipalities 2006 Legislative Program.

9. Depot Road – the town council referred the issue of excessive speed on Depot Road to the public works director and the traffic authority, to review and report back to the town council.
10. Fee Waiver Report for FY 2004/05 – received council authorization to transfer \$27,649.16 from the general fund’s contingency account to the recreation program fund.
11. Fenton River – the portion of the Fenton River adjacent to the UConn wellfield suffered damage during the drought this past fall. The university, various state regulatory agencies and the town have been working to develop a plan, including infrastructure improvements and increased conservation measures, to address the situation.
12. Financial Performance goals - amended the town’s financial performance goals to include goals concerning fund balance and reserve performance.
13. Financial Statements Dated June 30, 2005 – presented the fourth quarter financial report for review and acceptance by the finance committee and town council.
14. Clover Mill Road Reclaim and Overlay Project – received council authorization to execute the First Supplemental Agreement to the Original Agreement between the State of Connecticut and the Town of Mansfield for the Construction, Inspection and Maintenance of the Clover Mill Road Reclaim and Overlay Project.
15. FY 2005/06 Wage Adjustment for Nonunion Personnel – received approval from the town council to increase the pay rates in the Town Administrators Pay Plan by three percent, retroactive to July 1, 2005. Management also instituted extensive changes to the health insurance package for nonunion employees, to help assist the town with the rising cost of health insurance.
16. Grant Administration – prepared and submitted the following grant applications to the town council for review and approval:
 - a. Agreement Between the State of CT and the Town of Mansfield for a Cash Grant Toward the Purchase of Alternative Fuel Vehicle(s) - for a cash grant toward the purchase of alternative fuel vehicle(s).
 - b. Child and Adult Care Food Program Application for Mansfield Discovery Depot - to help fund the food service operation at the Mansfield Discovery Depot, and to execute any related grant documents.

- c. National League of Cities Technical Assistance Grant- to receive a technical assistance grant under the National League of Cities' Cities Helping Families Build Assets Project.
 - d. Personal Service Agreement between the State of CT and the Town of Mansfield for An America the Beautiful Grant Award – for beautification purposes.
17. Laurel Lane Bridge Replacement Project, Commitment to Fund – received town council approval to accept the commitment to fund the Laurel Lane Bridge Replacement Project.
 18. Mansfield Community Center Fee Schedule – worked with the parks and recreation department to prepare the 2005/06 fee schedule for the Mansfield Community Center, which schedule was ultimately approved by the town council.
 19. MRRA-2006 Rate Increase for Single-family Collection & Transfer Station Fees – conducted a public hearing and received approval from the MRRA to increase fees for single-family collection and the transfer station, as recommended by the director of public works.
 20. Municipal Development Plan for the Storrs Center – worked with the Mansfield Downtown Partnership and staff to prepare the municipal development plan for review by the town council; conducted a public hearing regarding the plan.
 21. Negotiations with MBOE Administrators – assisted the town council and the personnel committee with discussions regarding collective bargaining between the Mansfield Board of Education and the Mansfield Board of Education Administrators. Council member Helen Koehn was appointed as the town council's representative to attend these negotiations.
 22. Open Space Acquisition-Ossen/McCoy Property – staff reported that there has been no answer from the owners regarding the purchase of this property located on the southeasterly side of Birchwood Heights Road.
 23. Ordinances and Regulations – presented the following amendments, new ordinances and regulations to the Council for review and approval:
 - a. Proposed Amendment to the Town of Mansfield Fee Waivers Ordinance – conducted a public hearing and received council approval to amend the Fee Waivers Ordinance to remove programs and services that the town no longer provides.
 24. Relief for Victims of Hurricane Katrina – presented the town council with a recommendation to pay the salary of those employees who volunteer for deployment with the Red Cross, for a period not to exceed three weeks in duration for each employee, and to appropriate a donation

of \$2,500 to the Connecticut Red Cross. The town council voted to increase the donation to \$5,000.

25. Skate Park Proposal – presented the town council with a recommendation to establish an informal committee of interested residents, members of the recreation advisory committee and staff to study a proposal to conduct a skate park adjacent to the community center.
26. Stone Mill Road Bridge Replacement Project, Commitment to Fund – presented the town council with a recommendation to accept the commitment to fund the Stone Mill Road Bridge Replacement Project. As the residents living on Stone Mill Road would like to keep the road unpaved, staff will help the neighborhood to apply for a scenic road designation.
27. Status Report on Pending Claims and Litigation – presented the town council with the quarterly status report regarding pending claims and litigation.
28. Town Council Policy – at the request of the town council, staff will now maintain a hard copy index to codify policy set by the town council. Staff will also research various electronic means to index this material.
29. UConn Landfill – provided the town council with an update regarding the latest developments concerning the UConn landfill. The DEP has issued the wetlands permit and plans are on schedule. The university will soon commence construction activities to remediate and close the landfill and former chemical pit areas in accordance with the plan approved by the DEP, with construction slated to begin in October 2005. The DEP has promised to send copies of all related reports to the town.
30. Weekend/Evening Facility Supervisor Positions – with approval from town council, staff established two part-time positions of weekend/evening facility supervisor for the Mansfield Community Center.

Plans for Next Quarter

1. Assisted Living Market Feasibility Study – provide assistance as necessary to Brecht Associates, the consultant retained to complete the market feasibility study concerning assisted living opportunities in Mansfield.
2. Campus/community Relations – continue work with Mansfield Community Campus Partnership, and pursue the recommendations outlined by the Committee on Community Quality of Life. Current initiatives include proposals to establish a center for off-campus services at the university, and to implement a housing code for the town.
3. Clean energy campaign – work with an ad hoc committee comprised of staff, town council members and residents to facilitate the town’s participation in the state’s clean energy campaign.
4. Committee on Committees – support the committee in its efforts to build a web page for town advisory boards and committees.
5. Community Center – continue work on action plan items related to the administration and the operation of the center.
6. Email Registration Service – the town’s information technology office (IT) has developed a demo email notification system for use by residents. Staff and the customer service team have reviewed the demo, and have suggested a few key improvements to IT.
7. Emergency Services Operations and Management Improvement Project – continue work with the emergency services management team, particularly with respect to reorganization/consolidation.
8. Employee Benefits Review – continue efforts of town and school management team to develop strategies to better manage the high cost of employee health insurance. With assistance from the town’s broker, staff has put the town’s medical insurance out to bid, realized significant savings via the Canadian mail order program for prescription drugs and implemented a number of plan design changes for medical insurance. The management team is also evaluating whether to purchase prescription drugs via a public sector consortium and is in the process of implementing an enhanced wellness program designed to provide employees with information and tools to improve their personal health and well-being

9. Eviction Policy – complete a comprehensive policy regarding the eviction of residential tenants in the town of Mansfield.
10. Labor Relations – conduct quarterly labor-management sessions with various employee bargaining units.
11. Mansfield Downtown Partnership – continue to assist the Partnership with the preparation of the municipal development plan for Storrs Center and related tasks.
12. Ordinance Regulating Bikeways – begin work to prepare an ordinance regulating the use and maintenance of town bikeways.
13. Personnel Rules and Human Resources Policies –continue work to update various human resources policies. Recently, the town manager has issued personnel policies regarding customer service, the use of cellular telephones and the prevention of violence in the workplace.
14. Preferred Provider Network for Workers’ Compensation – assist Regional School District Number 19 with the preparation of an application to establish a preferred provider network for workers’ compensation claims, designed to improve care and to better manage costs. The town implemented a similar program for July 1, 2005.
15. Public Safety Committee – work with the members of the public safety committee to evaluate a proposal to enhance security at the Bergin Correctional Institute.
16. Records Retention Project – continue work on this project, which is scheduled for completion in the latter part of the current fiscal year. As one of her assigned duties, the new town clerk will serve as the records administrator for the town.
17. Recruiting – conduct recruitment process to fill various vacant town positions.
18. Small Cities Housing Rehabilitation Program – continue work with town’s consultant to administer the current round of funding to support the town’s housing rehabilitation program, which provides low interest loans to help lower income homeowners to improve their properties.
19. Strategic Planning – convene a committee comprised of staff and town council members to select a facilitator/consultant to assist with a process to prepare a strategic plan for the organization.
20. UConn Landfill – continue staff oversight and monitoring of the landfill closure project.

TOWN OF MANSFIELD
CONSERVATION COMMISSION
Minutes of the December 21, 2005 Meeting
Conference Room B, Audrey P. Beck Building

Present: Robert Dahn (chair), Jennifer Kaufman, Quentin Kessel, Scott Lehmann,
John Silander and Frank Trainor

1. The meeting was called to order at 7:34 PM.
2. Ms. Holly Drinkuth, the Quinebaug Highlands Project Director Land Conservation Coordinator made a presentation on the Natchaug River Greenway Project. The CC unanimously endorsed the goals of this project with a motion that also requested Kaufman to work with Director of Planning Greg Padick in an effort to support the Natchaug River Greenway designation and to draft a resolution for possible endorsement by the Town Council. It was noted that in Mansfield, the Fenton and Mount Hope Rivers contribute significantly to this natural resource.
3. Membership: Kessel agreed to invite to the next meeting the potential member (Peter Drzewiecki, Environmental Earth Sciences at Eastern Connecticut State University) suggested by former CC member Sherman Clebник, to see if he would be interested in joining the CC.
4. Long-Term Impact Analysis of the University of Connecticut's Fenton River Water Supply Wells on the Habitat of the Fenton River. This report was discussed and Kessel circulated a draft memo of comments for transmission to the Town Council. Suggestions were made and the draft was unanimously approved, subject to final review of the document by members via email.
5. On a motion by Kessel and seconded by Trainor, it was voted unanimously to support the 11/30/05 proposed revisions to the Mansfield Zoning Regulations.

6. IWA Referrals.

IWA 1333 - Kolodziejczak - Road. Map date: 11/29/05 revision. This application is for a shed to be placed within a regulated area. Kaufman moved, and Trainor seconded, that there should be no significant negative effect on the wetlands from this project as long as appropriate erosion and sedimentation are in place during the construction and removed after the site is stabilized. The motion passed unanimously.

IWA 1334 - Nichols - 491 Wormwood Hill Map Date 9/27/05. This is an application for a single family house within the 150 foot regulated area. The CC discussed the site plan and concluded that the site is marginal for a house and that, as proposed, nearly all the construction would take place in the regulated area. Kessel moved, and Silander seconded, that in the event a house is to be sited on this lot, consideration be given to moving the house and septic system in the easterly direction in order to minimize the potential damage to the wetlands. Included in the motion was that consideration also be given to ways of minimizing the damage to the stone walls on the property such as utilizing the abandoned Town road as the entrance. The motion passed unanimously.

7. Silander led a discussion on ways for the Town to maximize its partnership involvement on projects such as the one discussed in item two. This might include a Town committee to coordinate increased cooperation and, when appropriate, joint support of projects with groups such as Joshua's Trust, the Nature Conservancy, and the Quinebaug Highlands organization.

8. There were no official minutes from the November meeting to be approved. Kaufman moved, and Lehmann seconded, approval of the minutes from the October 19, 2005 meeting. The motion passed unanimously.

9. The meeting adjourned at 9:10 P.M.

Respectfully submitted,
Quentin Kessel
Secretary



Mansfield Downtown Partnership

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

January 3, 2006

Board of Directors
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

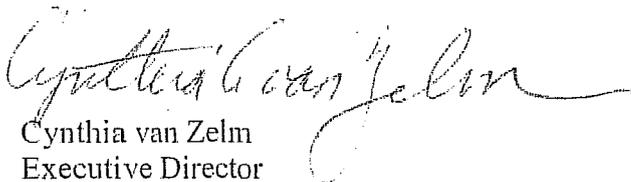
Dear Board members:

Attached please find the minutes for the Board meeting held on December 6, 2005.

The following motion would be in order:

Move, to approve the minutes of December 6, 2005.

Sincerely,


Cynthia van Zelm
Executive Director

Attach: (1)

MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
Tuesday, December 6, 2005

MINUTES

Present: Stephen Bacon, Martin Berliner, Tom Callahan, Bruce Clouette, Mike Gergler, Al Hawkins, Janet Jones, Philip Lodewick, Peter Nicholls, Dave Pepin, Steve Rogers, Phil Spak, Frank Vasington, David Woods

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

Howard Raphelson referred to the Storrs Center development noting that the proposed housing needs to reflect local incomes. A substantial amount of additional businesses need to be recruited from what is here now in Mansfield. Where will they come from? We will not be able to rely on the surrounding area. The primary additional revenue will need to come from housing.

He noted that the only type of housing that can be restrictive is senior housing. Mr. Raphelson is concerned that the addition of students living in the housing will deter seniors from living there. He is concerned about noise. Mr. Raphelson noted that seniors will be a large market for the housing and there needs to be care taken into how to maintain this attractiveness.

3. Approval of Minutes

Steve Rogers made a correction to the minutes to indicate that he was at the November meeting. David Woods made a motion to approve the November 1, 2005 minutes with this correction. Janet Jones seconded. The motion was approved unanimously.

4. Director's Report

Cynthia van Zelm referred to the memo from John Simone from the CT Main Street Program that had been e-mailed to the Board. Mr. Simone along with Dave Helmin had met with Ms. van Zelm, Frank Vasington, Planning and Design Committee member and business owner Neil Warren, and Mansfield Planning Director Greg Padick to provide input into the steps the Partnership has taken to develop Storrs Center (this is part of a service provided under the Partnership's affiliate membership in the CT Main Street Program). Mr. Simone was

complimentary of the steps the Partnership has taken, noting the need to continue to work with the Town and UConn; assist the businesses during construction (CT Main Street can help with this); attend the workshops that CT Main Street has to offer; and document the work that has taken place. Frank Vasington said Mr. Simone said a good partnership has been established and it is important to keep communicating.

With respect to the rest of her report, Ms. van Zelm noted that three packages had been sold for the Tony Bennett concert and one had been sold thus far for the Boston Pops concert, in conjunction with the Jorgensen 50th Anniversary.

The holiday lights were up on Town Hall and several of the business blocks.

Ms. van Zelm is also continuing to work on talking points for Board members as they continue to discuss the project with the public.

5. Update on Storrs Center Project and Next Steps

Tom Callahan said the UConn Board of Trustees met on November 15 and approved the Municipal Development Plan (MDP) for Storrs Center. Board members Philip Lodewick and Bruce Clouette along with Partnership Executive Director Cynthia van Zelm were in attendance. Mr. Callahan thanked Mr. Lodewick and Mr. Clouette for their words in support of the Storrs Center project.

All local approvals have been granted on the Municipal Development Plan.

Ms. van Zelm said the next step is to work with the Mansfield Planning and Zoning Commission on the special design district and related zoning regulation changes.

She expects to have an updated schedule for the Board to review at its next meeting.

6. Revision to Partnership Budget

Martin Berliner made a motion to accept \$30,000 from the Town of Mansfield, and reallocate \$20,000 from the Partnership's Fund Balance to assist with legal and relocation costs. Mr. Clouette seconded the motion.

Mr. Berliner said the Finance and Administration Committee had approved recommending this motion to the full Board. Mr. Berliner said that \$30,000 would be set aside for legal fees and \$20,000 for relocation costs. It is important to jumpstart Phil Michalowski's, the Partnership's relocation consultant, work with business owners.

The motion was approved unanimously.

7. Approval of Partnership Meeting Calendar for 2006

Mr. Lodewick made a motion to approve the Partnership calendar of Board meetings for 2006. Mr. Callahan seconded the motion. Steve Rogers said he thought a lot of people may be away during the July 4 week. Should we move or cancel the meeting? Dave Pepin thought a meeting in July would still be productive. Mr. Rogers suggested changing the meeting date to July 11, 2006 *(since changed to July 12 due to conflict with Town/Gown Committee; Board members notified by e-mail)*. The motion was approved unanimously with the date change.

8. Report from Committees

Advertising and Promotion

Dean Woods reported that the Committee discussed selling pavers/bricks as part of the new development to support the Partnership and provide community support. A subcommittee of the Committee was being formed and will report back to the full Committee.

He also said that the Committee was looking into taping/videotaping more of the Partnership events and meetings to provide a record of the steps taken on the Storrs Center project. Dean Woods suggested a few people for Ms. van Zelm to get in touch with to help with this project.

The Partnership newsletter will come out in the spring.

The Visitor and Information Guide will also need to be updated. There are almost no copies left. The Committee is looking into costs to reprint it.

Dean Woods said the Festival had been successful and the numbers were up from last year. The "M's" were wonderful. He said the Festival Committee did a great job.

Ms. van Zelm mentioned that the Committee was looking into signage that would indicate the "Future Home of Storrs Center Project." Mr. Callahan said that the former Basket Case or Bruce's Novelties storefronts could be used for this purpose.

Steve Bacon asked if there was any thought to the Dodd Center serving as an archivist for the project. **Dean Woods said this had not been discussed but that he would talk to Dodd Center Director Tom Wilsted and report back to the Board.**

Business Development and Retention

Mike Gergler said that Macon Toledano with Storrs Center Alliance brought the Committee up to date on the status of building 1A which is being proposed as the initial building for the project to house some of the current businesses that will be relocated.

Mr. Gergler said Mr. Toledano discussed the issue of percentage rent (a percentage of sales above a certain threshold is paid to the commercial management group) which is an approach that Live Work Learn Play has used in the past with its projects. Because of the concerns expressed about percentage rent from some business owners, Storrs Center Alliance said at the meeting that a flat rent will be used for the rent structure for Building 1A.

Mr. Gergler said that Phil Michalowski was also at the Committee meeting. He reiterated his process with respect to relocation and said he had completed most of his interviews.

Steve Bacon noted that in the report by John Simone of the CT Main Street program, it was noted that they may be able to provide small business technical assistance. Can Ms. van Zelm determine what this is and whether the Business Development and Retention Committee can be a liaison? Mr. Gergler said yes, and that he will also talk to Mr. Michalowski about this.

Ms. van Zelm said a follow-up meeting with all business owners is tentatively scheduled for January 18 at the Greek Center.

Mr. Callahan noted that the UConn relocations, Communications building, Nayden Health Clinic, and School of Fine Arts Design Center and Print Shop, are not part of the relocation process, but will require resources by the University to relocate these functions.

Finance and Administration

Mr. Callahan said the Finance and Administration Committee had a key role in overseeing the MDP. Steve Bacon's Planning and Design Committee's role will pick up with the work to be done with the Planning and Zoning Commission. Members of the Storrs Center Alliance team will be meeting with the Committee at its December 15 meeting to update the Committee on the progress of the Storrs Center project and their other projects.

Mr. Callahan noted that Mr. Berliner had brought the amendment on the Partnership budget to the Committee.

One of the key issues the Committee is looking at is funding for relocation – both for the relocation consultant and the actual relocation. The primary resource being looked at is an Urban Action Grant through the state of Connecticut.

Membership Development

Ms. van Zelm reported on the Membership Development Committee meeting in Chair Betsy Treiber's absence. She said the membership renewal letters had gone out and letters would be sent to prior members as well as people on the Partnership's interested parties list. Janet Jones suggested also soliciting membership from the people interested in housing in the project.

Dean Woods raised the issue of requiring a deposit at this point for housing. He said this had been done in a project associated at the University of Arizona where he used to work. Dave Pepin thought that more information on the housing would be needed before requiring a deposit especially in terms of the appearance of the housing.

Bruce Clouette asked if all members were being asked to renew their dues at the same time. Ms. van Zelm said that 80 percent of the members pay their dues in the fall. This year she did send letters to everyone at the same time. Mr. Lodewick suggested telling people that the Partnership has moved to a one time renewal period.

Planning and Design

Mr. Bacon said the Planning and Design Committee had received the DRAFT sustainability guidelines from Macon Toledano.

Mr. Bacon said that much of the discussion was around the role of the Committee with respect to monitoring the implementation of the design (including sustainability) guidelines. There is a legal limit to how much regulation the Planning and Zoning Commission can have with respect to the guidelines.

He said there had been some discussion about a 3 to 4 person subcommittee of the Planning and Design Committee making a recommendation on whether the guidelines are being followed. Mr. Bacon noted that the Partnership Board of Directors has a relationship with the developer Storrs Center Alliance through the development agreement.

Mr. Clouette asked why the Planning and Zoning Commission cannot play a larger role. Mr. Bacon said the zoning regulations that can be enforced by the Commission are limited. The Commission has a limited function under CT law.

Mr. Bacon said that the public will have an opinion about how the Storrs Center project will look. The design guidelines to an extent control appearance. It is

important that the guidelines are honored. He also emphasized that sustainability was important to many members of the community.

Mr. Lodewick asked if this subcommittee would be made up of people already on the Planning and Design Committee? Mr. Bacon said there could be an architect on the subcommittee that is not on the Committee.

Mr. Pepin noted his reticence in being qualified to monitor the design guidelines.

Steve Rogers said he is concerned about the process getting unwieldy. Specialists could have their own agendas. He said that Storrs Center Alliance was hired for their expertise so it is necessary to recognize this expertise. The community will flag issues if there are problems. He feels the Board needs to be an arbitrator and address issues on more of an ad hoc basis. Mr. Rogers did not recommend forming another subcommittee.

Mr. Callahan noted that the Planning and Design Committee has the most diverse membership in terms of point of view. He also recommended seeking experts if needed.

Mr. Bacon said that he made it clear to the Planning and Design Committee that they are advisory to the Board of Directors.

Ms. Jones thought the self certification process by the developer could be the report card. Wouldn't that be a way for the community to judge if the guidelines are being followed?

Mr. Bacon said there is some sensitivity around making sure the developer has the community's interest at heart. Self-certification could be viewed as the developer monitoring itself.

Mr. Bacon said he would report to the Committee the idea that the Committee do its own due diligence with respect to the monitoring of the guidelines, and then report findings to the full Board.

Lee Cole-Chu said the process may not prove to be as difficult as it seems. The issue of an expedited review of site plans has already been discussed with the Planning and Zoning Commission. The plans will be reviewed by the Partnership and the Town Planning Director. The Partnership then holds a public hearing on the site plans which builds in public input. The Planning and Design Committee can also provide input to the Board as part of the site plan review process.

Mr. Cole-Chu does not think professional expertise is required as part of the design guideline review process.

Ms. van Zelm noted that she and Mr. Cole-Chu would be putting together a memo recommending a process for review of the design guidelines. It still needs to be determined what pieces of the guidelines can be regulated by the Planning and Zoning Commission.

9. Adjourn

Bruce Clouette made a motion to adjourn at 5:15 pm. Mr. Berliner seconded the motion. The motion was approved unanimously.

Meeting notes taken by Cynthia van Zelm.

EASTERN HIGHLANDS HEALTH DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING
THURSDAY – August 18, 2005
COVENTRY TOWN HALL – BOARD ROOM B

Meeting was called to order at 4:30pm.

Present were: B Paterson, W Kennedy (arrived 4:55), J Elsesser, P Curry, J Stille (alternate seated), P Schur, C Johnson, M Kurland (arrived 4:50), R Skinner, T Tully

Absent were: M Berliner, J Devereaux, C Barnett, R Field, L Eldredge (alternate), Scotland representative (position vacant)

Staff present: R Miller

Welcome new town representatives, Robert Skinner of Columbia and Tierney Tully of Chaplin!

MINUTES (6/16/05)

A MOTION was made by J Elsesser, seconded by J Stille, to approve the minutes of the June 16, 2005 meeting as presented. THE MOTION PASSED unanimously.

PUBLIC COMMENTS

No public in attendance

OLD BUSINESS

None

NEW BUSINESS

Proposed FY 05/06 Budget Amendment re: BT Grant revenues

M Kurland arrived at 4:50.

W Kennedy arrived at 4:55.

J Elsesser questioned the expenditure side of the proposed motion presented. R Miller confirmed, after some discussion among the Board, the recommendation to amend only the revenue side of the budget. As part of the discussion, J Elsesser requested that clarification be provided from the financial agent on the Board's need to authorize any payments back to the grantor for any unspent grant funds. A MOTION was made by J Elsesser, seconded by J Stille, to amend the FY 2005/2006 budget by increasing revenues by \$8,316. THE MOTION PASSED unanimously.

Preventive Health Block Grant Application

A MOTION was made by J Stille, seconded by J Elsesser, to approve the Preventive Health Block Grant application for FY 2005/2006, Contract #2006-0108, as presented and authorize the Director to sign said application for submittal to the Connecticut Department of Public Health. THE MOTION PASSED unanimously.

Health Educator Salary Range

R Miller presented information on the current position. R Miller informed the Board that the position has existed for some time without an approved job description or adopted salary range. This was due, in part, to an informal agreement with the Town of Mansfield that the position be held by an existing Town employee, part-time. That relationship is being phased out, necessitating the formal establishment of a job description and salary range. The job description

has been administratively approved by the Director of Health. A MOTION was made by J Stille, seconded by J Elsesser, to approve an annual salary range of \$43,000 to \$53,000 for the Eastern Highlands Health District's Health Education Program Coordinator position with the position hours not to exceed 19.5 hours per week. A discussion ensued regarding the hours and benefits provided this position. THE MOTION PASSED unanimously.

CNR Fund Appropriation for Furniture and Computer Equipment

R Miller reminded the Board of the progressing renovation project at the main office in the Mansfield Town Hall. A MOTION was made by J Elsesser, seconded by J Stille, to approve an allocation of \$4,000 from the CNR Fund 635 to fund the purchase of furniture and computer accessories for three new workstations. A discussion ensued. J Elsesser asked if a needs assessment of resources at the new satellite work stations has been conducted. R Miller stated that such an assessment will occur. THE MOTION PASSED unanimously.

TOWN REPORTS

COVENTRY – Phase IV sewer bids opened. Final DEP approval expected end of month. Phase V design bid should be ready by fall. Phase III and pump station operational and tested. Waiting for DEP consent orders regarding school water systems. "Meet Me On Main" deli and Subway looking to open in town.

TOLLAND – A new Big Y is open. There are two new daycare centers in town, one open, one in the process. Tolland sewer project status updated. The Planning and Zoning regulations are being revised. A recent publication cited Tolland as being the 29th best place to live in the U.S.

WILLINGTON – Library project moving forward.

COLUMBIA – DPH water supply approval delayed the opening of Dunkin Donuts.

BOLTON – Georgina's renovation project ongoing. Sewer project referendum set for September 27.

ASHFORD – New Town Hall is open.

MANSFIELD – Uconn is completing the road connector between North Eagleville and Route 44. Downtown Partnership Project is progressing. CL&P broke a sewer line on North Eagleville Road.

DIRECTOR'S REPORT

R Miller presented quarterly reports. R Miller noted that approximately 540 subdivision lots were reviewed by the Health District during FY 04/05.

R Miller presented financial reports. R Miller noted for the Board a reported fund balance of \$215,348 as of June 30, 2005. J Stille inquired as to the purpose of \$2,615 "Due to Internal Service Fund." R Miller stated he would inquired with the Finance Department as to the purpose.

P Schur departed at 6:00.

R Miller presented EHHD's guide to "Opportunities for Physical Activity and Healthy Dining," a new, professionally designed map/brochure developed by the Health District. 11,000 copies were printed to be distributed District-wide.

M Kurland departed at 6:10.

R Miller discussed flu pandemic information. R Miller stated that a significant amount of planning, training and exercising was conducted in preparation for a public health emergency in the recent past. He commented further that such preparedness efforts are significantly lacking in the preparedness needed to control the effects of flu pandemic in the local community. J Elsesser suggested school superintendents be briefed on the prospect of closing school as a control mechanism in preparation for the possibility. By consensus, this issue was tabled to the next meeting to accommodate attendance by Dr Dardick.

R Miller notified the Board of John Valente's impending resignation from the Eastern Highlands Health District and acknowledged it as a surprise and disappointment in light of the new Town's expectation that he would be their lead sanitarian. R Skinner expressed concern with his departure and it's impact on services to Columbia. R Miller stated that he contacted leadership of each of the new towns to assure them that they would continue to receive the scope and quality of services they are accustomed to. R Miller stated that he plans to fill the vacancy with an existing qualified staff person.

R Miller briefed the Board of the full-functional Anthrax drill held June 23 at EO Smith High School. An after-action report was offered to Board members.

R Miller distributed updated Board of Director rosters, amended fiscal year 05/06 budget; organizational chart and provided reference manuals for the new towns.

CHAIR'S REPORT

A MOTION was made by J Elsesser, seconded by J Stille, to increase the Director of Health's salary effective July 1, 2005, by 2.75%. THE MOTION PASSED unanimously.

T Tully departed 6:20.

B Paterson reminded Board members to supply completed performance evaluation forms for the Director of Health to her as soon as possible.

COMMUNICATIONS

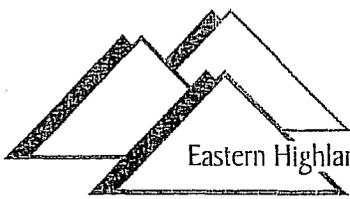
None discussed.

The meeting adjourned at 6:25pm.

Respectfully submitted,



Robert R Miller
Secretary



Eastern Highlands Health District

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

Quarterly Report July 1, 2005 – September 30, 2005

Accomplishments

- Recreational bathing water monitoring program completed in August. Three hundred twenty four (324) surface water samples were analyzed for 23 public bathing water locations during the 2005 bathing water season.
- Renovation of main office in Mansfield Town Hall has begun and is substantially complete.
- Provided expertise and training support to State Health Department sponsored on-site wastewater disposal site evaluation training program in September.
- Supporting Bolton, Mansfield, Tolland, and Coventry with respective sewer projects.
- Completion and distribution of Health District's FY04/05 Annual Report.
- **Public Health Preparedness Activities** during this quarter include Public Health Preparedness Region 3 planning committee monthly meetings; participation in Windham Hospitals Emergency Management work group; participation in the Wincog Regional Emergency Preparedness Planning Committee; staff training during this quarter occurred in the areas Smallpox vaccination and Emergency Preparedness "101"; updated smallpox plan to include new town information; continued planning for April state wide SNS drill; and continued support as Andover, Tolland and Bolton representatives to the CREPC ESF 8 subcommittee.
- **Health District Cardiovascular Health** program is continuing. The District wide restaurant nutrition certification program is progressing with 28 establishments participating to date. School wellness committees in Tolland and Coventry are active. As of this quarter, 4,720 copies of the "Opportunities for Physical Activity and Heart Healthy Dining" brochure are distributed to 15 area public health community partners.
- **Sun Safety Block Grant** program conducted three training sessions this quarter for area day care providers. Sun safety materials were distributed to 200 UConn

Students at a student health fair. Extended invitation to day care providers in new member towns to participate in program.

- Other Health Education activities during this quarter include participation in Mansfield's "Know your Town Fair", Participation in Region 2 Asthma Coalition advisory committee, and submission of articles in various local newsletters.

Plans for the Next Quarter

- Incorporate new member Towns into Health District Public Health Preparedness program.
- Incorporate new member Towns food establishments into Food Protection Program.
- Administer environmental health staff transition to accommodate new member Towns
- Hire new part-time secretary for front office.
- Develop proposed FY06/07 Health District operating budget.
- Revise Personnel Rules for EHHD.
- Improve infrastructure and operational protocols with addition of new towns.
- Development of EHHD website.
- Complete renovation of Main office to accommodate customer service.

Statistical Report

This quarters activity indicator figures are influenced by the addition of four new member towns. Please note that because of staff changes within the new towns, quarterly numbers for some activity indicators are not available.

Indicator figures in the soil testing and subdivision review activities are smaller then previous year to date figures due to subdivision moratoriums in effect within four (4) membership towns.

EASTERN HIGHLANDS HEALTH DISTRICT FIRST QUARTER FISCAL YEAR 2005-2006

July 1, 2005 -- September 30, 2005

ACTIVITY INDICATORS		MONTHS					
COMMUNITY HEALTH ACTIVITIES		July	Aug	Sept	Total	Year To Date	Previous Yr. To Date
<i>Communicable Disease Control</i>							
Case reports reviewed		75	69	96	240	240	139
Preliminary follow ups		7	4	7	18	18	7
Investigations		0	0	1	1	1	2
<i>Public Health Education</i>							
Programs		<i>See narrative for program descriptions</i>					
<i>Health/Support Service</i>							
Referrals		0	0	1	1	1	0
ENVIRONMENTAL HEALTH ACTIVITIES							
<i>Office Service</i>							
Consultations		983	932	811	2,726	2,726	3,210
Correspondence sent		353	205	181	739	739	886
<i>Complaints</i>							
Food protection		1	1	0	2	2	2
Housing		2	1	0	3	3	6
Refuse/garbage		0	0	0	0	0	1
Rodents/insects		0	0	0	0	0	1
Water quality		1	0	0	1	1	3
Air quality		0	0	0	0	0	0
Sewage disposal		0	0	0	0	0	1
Other		0	0	0	0	0	4
<i>Health Inspection</i>							
Group Homes		0	0	0	0	0	0
Day Care		0	1	0	1	1	4
Camps		0	0	0	0	0	0
Mobile Homes		0	0	0	0	0	0
Motels, rooming homes		0	0	0	0	0	0
Schools		0	0	0	0	0	0
Mortgage, FHA, VA		0	0	0	0	0	2
Public pools/bathing areas		0	0	0	0	0	10
Other		0	0	0	0	0	2
<i>On-site Sewage Disposal</i>							
Site inspection		161	166	152	479	479	737
Deep hole tests		197	227	129	553	553	630
Percolation tests		44	84	43	171	171	90
Permits issued, new		29	32	26	87	87	73
Permits issued, repair		12	14	18	44	44	54
Site Plans Reviewed		31	34	36	101	101	116
B100a Reviewed		80	87	62	229	229	237
<i>Wells</i>							
Well sites inspected		20	30	44	94	94	96
Well permits issued		22	31	51	104	104	76
<i>Laboratory Activities (samples taken)</i>							
Potable water		7	0	6	13	13	168
Surface water		77	96	1	174	174	152
Ground water		0	0	0	0	0	0
Rabies		0	0	0	0	0	0
Lead		0	1	0	1	1	0

ANDOVER QUARTERLY REPORT

July 1, 2005 -- September 30, 2005

ACTIVITY INDICATORS

	July	August	September	Total	District Total
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	1	0	1	2	2,726
Correspondence sent	n/a	n/a	n/a	n/a	739
<i>Complaints</i>					
Food protection	0	0	0	0	2
Housing	0	0	0	0	3
Refuse/garbage	0	0	0	0	0
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	0
Other	0	0	0	0	0
<i>Health Inspection</i>					
Group homes	0	0	0	0	0
Day Care	0	0	0	0	1
Camps	n/a	n/a	n/a	n/a	0
Mobile homes	n/a	n/a	n/a	n/a	0
Motels, rooming homes	n/a	n/a	n/a	n/a	0
Schools	n/a	n/a	n/a	n/a	0
Mortgage, FHA, VA	0	0	0	0	0
Public pools/bathing areas	n/a	n/a	n/a	n/a	0
Other	n/a	n/a	n/a	n/a	0
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	0	0	0	0	479
Deep hole tests -- number of holes	1	4	0	5	553
Percolation tests -- number of holes	2	11	0	13	171
Permits issued, new	1	4	2	7	87
Permits issued, repair	0	0	0	0	44
Site plans reviewed	1	1	0	2	101
B100a reviews	1	6	7	14	229
<i>Wells</i>					
Well sites inspected	n/a	n/a	n/a	n/a	94
Well permits issued	2	1	8	11	104
<i>Laboratory Activities (samples taken)</i>					
Potable water	n/a	n/a	n/a	n/a	13
Surface water	3	4	0	11	178
Ground water	n/a	n/a	n/a	n/a	0
Rabies	n/a	n/a	n/a	n/a	0
Lead	n/a	n/a	n/a	n/a	1
Other (birds, etc)	n/a	n/a	n/a	n/a	7
<i>Food Protection</i>					
Inspections	0	0	0	0	82
Reinspections	0	0	0	0	7
Temporary licenses issued	0	0	0	0	54
Plan reviews	0	0	0	0	10
Site construction inspections	0	0	0	0	4

<u>Compliance</u>						
	Food protection	0	0	0	0	2
	Housing	0	0	0	0	3
	Refuse/garbage	0	0	0	0	0
	Rodents/insects	0	0	0	0	0
	Water quality	0	0	0	0	1
	Air quality	0	0	0	0	0
	Sewage disposal	0	0	0	0	0
	Other	0	0	0	0	0
<u>Health Inspection</u>						
	Group homes	0	0	0	0	0
	Day Care	0	0	0	0	1
	Camps	0	0	0	0	0
	Mobile homes	0	0	0	0	0
	Motels, rooming homes	0	0	0	0	0
	Schools	0	0	0	0	0
	Mortgage, FHA, VA	0	0	0	0	0
	Public pools/bathing areas	0	0	0	0	0
	Other	0	0	0	0	0
<u>On-site Sewage Disposal</u>						
	Site inspection -- all site visits	26	24	22	72	479
	Deep hole tests -- number of holes	17	47	7	71	553
	Percolation tests -- number of holes	13	34	15	62	171
	Permits issued, new	0	1	3	4	87
	Permits issued, repair	2	0	2	4	44
	Site plans reviewed	3	3	4	10	101
	B100a reviews	9	3	7	19	229
<u>Wells</u>						
	Well sites inspected	3	4	2	9	94
	Well permits issued	3	2	1	6	104
<u>Laboratory Activities (samples taken)</u>						
	Potable water	0	0	0	0	13
	Surface water	4	5	0	9	178
	Ground water	0	0	0	0	0
	Rabies	0	0	0	0	0
	Lead	0	0	0	0	1
	Other (birds, etc)	0	0	0	0	7
<u>Food Protection</u>						
	Inspections	0	3	0	3	82
	Reinspections	0	0	0	0	7
	Temporary licenses issued	1	3	2	6	54
	Plan reviews	1	0	0	1	10
	Site construction inspections	0	0	0	0	1
<u>Lead Activities</u>						
	Housing inspection	0	0	0	0	0
	Abate plan reviewed	0	0	0	0	0
<u>MISCELLANEOUS ACTIVITIES</u>						
	Planning and Zoning referrals	3	0	2	5	36
	Subdivision reviewed (per lot)	20	0	8	28	109
	Meetings	3	6	1	10	70
	Conferences / seminars	0	0	0	0	4

BOLTON QUARTERLY REPORT

July 1, 2005 -- September 30, 2005

ACTIVITY INDICATORS

	July	August	September	Total	District Total
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	30	18	19	67	2,726
Correspondence sent	12	10	5	27	739
<i>Complaints</i>					
Food protection	0	0	0	0	2
Housing	0	0	0	0	3
Refuse/garbage	0	0	0	0	0
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	0
Other	0	0	0	0	0
<i>Health Inspection</i>					
Group homes	0	0	0	0	0
Day Care	0	0	0	0	1
Camps	0	0	0	0	0
Mobile homes	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0
Schools	0	0	0	0	0
Mortgage, FHA, VA	0	0	0	0	0
Public pools/bathing areas	0	0	0	0	0
Other	0	0	0	0	0
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	12	11	12	35	479
Deep hole tests -- number of holes	51	20	21	92	553
Percolation tests -- number of holes	2	4	2	8	171
Permits issued, new	1	0	2	3	87
Permits issued, repair	1	1	2	4	44
Site plans reviewed	2	2	2	6	101
B100a reviews	5	4	3	12	229
<i>Wells</i>					
Well sites inspected	0	1	1	2	94
Well permits issued	0	1	1	2	104
<i>Laboratory Activities (samples taken)</i>					
Potable water	0	0	0	0	13
Surface water	8	9	0	17	178
Ground water	0	0	0	0	0
Rabies	0	0	0	0	0
Lead	0	0	0	0	1
Other (birds, etc)	0	0	0	0	7
<i>Food Protection</i>					
Inspections	4	1	1	6	82
Reinspections	0	0	0	0	7
Temporary licenses issued	2	0	3	5	54
Plan reviews	0	1	1	2	10
Site construction inspections	0	0	0	0	1

Complaints

Food protection	0	0	0	0	2
Housing	0	0	0	0	3
Refuse/garbage	0	0	0	0	0
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	0
Other	0	0	0	0	0

Health Inspection

Group homes	0	0	0	0	0
Day Care	0	0	0	0	1
Camps	n/a	n/a	n/a	n/a	0
Mobile homes	n/a	n/a	n/a	n/a	0
Motels, rooming homes	n/a	n/a	n/a	n/a	0
Schools	n/a	n/a	n/a	n/a	0
Mortgage, FHA, VA	0	0	0	0	0
Public pools/bathing areas	n/a	n/a	n/a	n/a	0
Other	n/a	n/a	n/a	n/a	0

On-site Sewage Disposal

Site inspection -- all site visits	n/a	n/a	n/a	n/a	479
Deep hole tests -- number of holes	0	4	2	6	553
Percolation tests -- number of holes	0	10	4	14	171
Permits issued, new	1	3	0	4	87
Permits issued, repair	0	0	0	0	44
Site plans reviewed	0	0	0	0	101
B100a reviews	1	4	1	6	229

Wells

Well sites inspected	0	0	0	0	94
Well permits issued	0	5	2	7	104

Laboratory Activities (samples taken)

Potable water	n/a	n/a	n/a	n/a	13
Surface water	n/a	n/a	n/a	n/a	178
Ground water	n/a	n/a	n/a	n/a	0
Rabies	n/a	n/a	n/a	n/a	0
Lead	n/a	n/a	n/a	n/a	1
Other (birds, etc)	n/a	n/a	n/a	n/a	7

Food Protection

Inspections	0	0	0	0	82
Reinspections	0	0	0	0	7
Temporary licenses issued	0	0	0	0	54
Plan reviews	0	0	0	0	10
Site construction inspections	0	0	0	0	1

Lead Activities

Housing inspection	n/a	n/a	n/a	n/a	0
Abate plan reviewed	n/a	n/a	n/a	n/a	0

MISCELLANEOUS ACTIVITIES

Planning and Zoning referrals	n/a	n/a	n/a	n/a	36
Subdivision reviewed (per lot)	0	0	0	0	109
Meetings	n/a	n/a	n/a	n/a	70
Conferences / seminars	n/a	n/a	n/a	n/a	4

COLUMBIA QUARTERLY REPORT

July 1, 2005 -- September 30, 2005

ACTIVITY INDICATORS

	July	August	September	Total	District Total
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	n/a	n/a	n/a	n/a	2,726
Correspondence sent	n/a	n/a	n/a	n/a	739
<i>Complaints</i>					
Food protection	0	0	0	0	2
Housing	0	0	0	0	3
Refuse/garbage	0	0	0	0	0
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	0
Other	0	0	0	0	0
<i>Health Inspection</i>					
Group homes	0	0	0	0	0
Day Care	0	0	0	0	1
Camps	n/a	n/a	n/a	n/a	0
Mobile homes	n/a	n/a	n/a	n/a	0
Motels, rooming homes	n/a	n/a	n/a	n/a	0
Schools	n/a	n/a	n/a	n/a	0
Mortgage, FHA, VA	0	0	0	0	0
Public pools/bathing areas	n/a	n/a	n/a	n/a	0
Other	n/a	n/a	n/a	n/a	0
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	n/a	n/a	n/a	n/a	479
Deep hole tests -- number of holes	2	0	5	7	553
Percolation tests -- number of holes	4	6	8	18	171
Permits issued, new	2	10	4	16	87
Permits issued, repair	0	0	0	0	44
Site plans reviewed	0	1	3	4	101
B100a reviews	2	0	0	2	229
<i>Wells</i>					
Well sites inspected	n/a	n/a	n/a	n/a	94
Well permits issued	0	0	2	2	104
<i>Laboratory Activities (samples taken)</i>					
Potable water	n/a	n/a	n/a	n/a	13
Surface water	4	5	0	9	178
Ground water	n/a	n/a	n/a	n/a	0
Rabies	n/a	n/a	n/a	n/a	0
Lead	n/a	n/a	n/a	n/a	1
Other (birds, etc)	n/a	n/a	n/a	n/a	7
<i>Food Protection</i>					
Inspections	0	0	0	0	82
Reinspections	0	0	0	0	7
Temporary licenses issued	0	0	0	0	10
Plan reviews	0	0	0	0	10
Site construction inspections	0	0	0	0	1

<i>Complaints</i>						
	Food protection	0	0	0	0	2
	Housing	1	0	0	1	3
	Refuse/garbage	0	0	0	0	0
	Rodents/insects	0	0	0	0	0
	Water quality	0	0	0	0	1
	Air quality	0	0	0	0	0
	Sewage disposal	0	0	0	0	0
	Other	0	0	0	0	0
<i>Health Inspection</i>						
	Group homes	0	0	0	0	0
	Day Care	0	0	0	0	1
	Camps	0	0	0	0	0
	Mobile homes	0	0	0	0	0
	Motels, rooming homes	0	0	0	0	0
	Schools	0	0	0	0	0
	Mortgage, FHA, VA	0	0	0	0	0
	Public pools/bathing areas	0	0	0	0	0
	Other	0	0	0	0	0
<i>On-site Sewage Disposal</i>						
	Site inspection -- all site visits	34	49	35	118	479
	Deep hole tests -- number of holes	61	45	27	133	553
	Percolation tests -- number of holes	2	0	0	2	171
	Permits issued, new	8	6	6	20	87
	Permits issued, repair	3	6	3	12	44
	Site plans reviewed	11	14	8	33	101
	B100a reviews	23	23	13	59	229
<i>Wells</i>						
	Well sites inspected	8	7	22	37	94
	Well permits issued	8	4	15	27	104
<i>Laboratory Activities (samples taken)</i>						
	Potable water	4	0	0	4	13
	Surface water	37	47	1	85	178
	Ground water	0	0	0	0	0
	Rabies	0	0	0	0	0
	Lead	0	1	0	1	1
	Other (birds, etc)	1	0	0	1	7
<i>Food Protection</i>						
	Inspections	1	6	10	17	82
	Reinspections	0	1	0	1	7
	Temporary licenses issued	2	2	3	7	54
	Plan reviews	0	0	1	1	10
	Site construction inspections	0	1	0	1	1
<i>Lead Activities</i>						
	Housing inspection	0	0	0	0	0
	Abate plan reviewed	0	0	0	0	0
MISCELLANEOUS ACTIVITIES						
	Planning and Zoning referrals	1	5	4	10	36
	Subdivision reviewed (per lot)	7	2	3	12	109
	Meetings	3	10	7	20	70
	Conferences / seminars	0	0	1	1	4

MANSFIELD QUARTERLY REPORT

July 1, 2005 -- September 30, 2005

ACTIVITY INDICATORS

	July	August	September	Total	District Total
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	598	505	463	1566	2,726
Correspondence sent	285	104	119	508	739
<i>Complaints</i>					
Food protection	1	0	0	1	2
Housing	1	1	0	2	3
Refuse/garbage	0	0	0	0	0
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	0
Other	0	0	0	0	0
<i>Health Inspection</i>					
Group homes	0	0	0	0	0
Day Care	0	1	0	1	1
Camps	0	0	0	0	0
Mobile homes	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0
Schools	0	0	0	0	0
Mortgage, FHA, VA	0	0	0	0	0
Public pools/bathing areas	0	0	0	0	0
Other	0	0	0	0	0
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	48	45	35	128	479
Deep hole tests -- number of holes	22	47	14	83	553
Percolation tests -- number of holes	11	10	7	28	171
Permits issued, new	8	2	1	11	87
Permits issued, repair	2	4	5	11	44
Site plans reviewed	6	4	8	18	101
B100a reviews	3	7	9	19	229
<i>Wells</i>					
Well sites inspected	6	8	10	24	94
Well permits issued	3	8	13	24	104
<i>Laboratory Activities (samples taken)</i>					
Potable water	0	0	6	6	13
Surface water	4	5	0	9	178
Ground water	0	0	0	0	0
Rabies	0	0	0	0	0
Lead	0	0	0	0	1
Other (birds, etc)	1	0	1	2	7
<i>Food Protection</i>					
Inspections	9	20	14	43	82
Reinspections	1	2	2	5	7
Temporary licenses issued	3	1	16	20	54
Plan reviews	1	1	4	6	10
Site construction inspections	0	0	0	0	1

<i>Complaints</i>						
Food protection	0	0	0	0	2	
Housing	0	0	0	0	3	
Refuse/garbage	0	0	0	0	0	
Rodents/insects	0	0	0	0	0	
Water quality	0	0	0	0	1	
Air quality	0	0	0	0	0	
Sewage disposal	0	0	0	0	0	
Other	0	0	0	0	0	
<i>Health Inspection</i>						
Group homes	0	0	0	0	0	
Day Care	0	0	0	0	1	
Camps	n/a	n/a	n/a	n/a	0	
Mobile homes	n/a	n/a	n/a	n/a	0	
Motels, rooming homes	n/a	n/a	n/a	n/a	0	
Schools	n/a	n/a	n/a	n/a	0	
Mortgage, FHA, VA	0	0	0	0	0	
Public pools/bathing areas	n/a	n/a	n/a	n/a	0	
Other	n/a	n/a	n/a	n/a	0	
<i>On-site Sewage Disposal</i>						
Site inspection -- all site visits	n/a	n/a	n/a	n/a	479	
Deep hole tests -- number of holes	3	2	1	6	553	
Percolation tests -- number of holes	6	2	2	10	171	
Permits issued, new	1	1	1	3	87	
Permits issued, repair	0	0	0	0	44	
Site plans reviewed	1	0	0	1	101	
B100a reviews	0	2	0	2	229	
<i>Wells</i>						
Well sites inspected	n/a	n/a	n/a	n/a	94	
Well permits issued	3	0	0	3	104	
<i>Laboratory Activities (samples taken)</i>						
Potable water	n/a	n/a	n/a	n/a	13	
Surface water	n/a	n/a	n/a	n/a	178	
Ground water	n/a	n/a	n/a	n/a	0	
Rabies	n/a	n/a	n/a	n/a	0	
Lead	n/a	n/a	n/a	n/a	1	
Other (birds, etc)	n/a	n/a	n/a	n/a	7	
<i>Food Protection</i>						
Inspections	0	0	0	0	82	
Reinspections	0	0	0	0	7	
Temporary licenses issued	0	0	0	0	54	
Plan reviews	0	0	0	0	10	
Site construction inspections	0	0	0	0	1	
<i>Lead Activities</i>						
Housing inspection	n/a	n/a	n/a	n/a	0	
Abate plan reviewed	n/a	n/a	n/a	n/a	0	
MISCELLANEOUS ACTIVITIES						
Planning and Zoning referrals	n/a	n/a	n/a	n/a	36	
Subdivision reviewed (per lot)	0	0	0	0	109	
Meetings	n/a	n/a	n/a	n/a	70	
Conferences / seminars	n/a	n/a	n/a	n/a	4	

TOLLAND QUARTERLY REPORT

July 1, 2005 -- September 30, 2005

ACTIVITY INDICATORS

	July	August	September	Total	District Total
ENVIRONMENTAL HEALTH ACTIVITIES					
<i>Office Service</i>					
Consultations	93	123	110	326	2,726
Correspondence sent	8	22	18	48	739
<i>Complaints</i>					
Food protection	0	1	0	1	2
Housing	0	0	0	0	3
Refuse/garbage	0	0	0	0	0
Rodents/insects	0	0	0	0	0
Water quality	0	0	0	0	1
Air quality	0	0	0	0	0
Sewage disposal	0	0	0	0	0
Other	0	0	0	0	0
<i>Health Inspection</i>					
Group homes	0	0	0	0	0
Day Care	0	0	0	0	1
Camps	0	0	0	0	0
Mobile homes	0	0	0	0	0
Motels, rooming homes	0	0	0	0	0
Schools	0	0	0	0	0
Mortgage, FHA, VA	0	0	0	0	0
Public pools/bathing areas	0	0	0	0	0
Other	0	0	0	0	0
<i>On-site Sewage Disposal</i>					
Site inspection -- all site visits	33	31	37	101	479
Deep hole tests -- number of holes	19	29	31	79	553
Percolation tests -- number of holes	2	5	4	11	171
Permits issued, new	5	3	5	13	87
Permits issued, repair	4	1	6	11	44
Site plans reviewed	4	5	9	18	101
B100a reviews	29	32	18	79	229
<i>Wells</i>					
Well sites inspected	3	9	5	17	94
Well permits issued	3	9	5	17	104
<i>Laboratory Activities (samples taken)</i>					
Potable water	3	0	0	3	13
Surface water	9	11	0	20	178
Ground water	0	0	0	0	0
Rabies	0	0	0	0	0
Lead	0	0	0	0	1
Other (birds, etc)	4	0	0	4	7
<i>Food Protection</i>					
Inspections	3	2	4	9	82
Reinspections	1	0	0	1	7
Temporary licenses issued	4	2	2	8	54
Plan reviews	0	0	0	0	10
Site construction inspections	0	0	0	0	1

<i>Complaints</i>						
Food protection	0	0	0	0	2	
Housing	0	0	0	0	3	
Refuse/garbage	0	0	0	0	0	
Rodents/insects	0	0	0	0	0	
Water quality	1	0	0	1	1	
Air quality	0	0	0	0	0	
Sewage disposal	0	0	0	0	0	
Other	0	0	0	0	0	
<i>Health Inspection</i>						
Group homes	0	0	0	0	0	
Day Care	0	0	0	0	1	
Camps	0	0	0	0	0	
Mobile homes	0	0	0	0	0	
Motels, rooming homes	0	0	0	0	0	
Schools	0	0	0	0	0	
Mortgage, FHA, VA	0	0	0	0	0	
Public pools/bathing areas	0	0	0	0	0	
Other	0	0	0	0	0	
<i>On-site Sewage Disposal</i>						
Site inspection -- all site visits	8	6	11	25	479	
Deep hole tests -- number of holes	21	29	21	71	553	
Percolation tests -- number of holes	2	2	1	5	171	
Permits issued, new	2	2	2	6	87	
Permits issued, repair	0	2	0	2	44	
Site plans reviewed	3	4	2	9	101	
B100a reviews	7	6	4	17	229	
<i>Wells</i>						
Weil sites inspected	0	1	4	5	94	
Well permits issued	0	1	4	5	104	
<i>Laboratory Activities (samples taken)</i>						
Potable water	0	0	0	0	13	
Surface water	8	10	0	18	178	
Ground water	0	0	0	0	0	
Rabies	0	0	0	0	0	
Lead	0	0	0	0	1	
Other (birds, etc)	0	0	0	0	7	
<i>Food Protection</i>						
Inspections	2	1	1	4	82	
Reinspections	0	0	0	0	7	
Temporary licenses issued	4	2	2	8	54	
Plan reviews	0	0	0	0	10	
Site construction inspections	0	0	0	0	1	
<i>Lead Activities</i>						
Housing inspection	0	0	0	0	0	
Abate plan reviewed	0	0	0	0	0	
MISCELLANEOUS ACTIVITIES						
Planning and Zoning referrals	2	1	1	4	36	
Subdivision reviewed (per lot)	0	0	0	0	109	
Meetings	0	0	1	1	70	
Conferences / seminars	0	0	0	0	4	

Town of Mansfield
Open Space Preservation Committee
Minutes of the November 15, 2005 meeting

Members present: Evangeline Abbott, Ken Feathers, Steve Lowrey, Jim Morrow, David Silsbee and Vicky Wetherell.

1. Meeting called to order at 7:35.
2. Minutes of the October 18, 2005 meeting were approved on a motion by Lowrey/Feathers.
3. Report from Town Staff: Jennifer Kaufman was present. Boundaries and survey of the Sawmill Brook Preserve were discussed.
4. Open Space Bonding Referendum results: There was discussion of what went down and why. Consideration was given to how our proposals should be framed and whether or not we should be more vocal – possibly writing letters to the editor or sending out informative mailings. Discussion ensued concerning making proactive proposals in spite of the failure to pass the bond. Questions were raised related to bringing up historical perspective and proposing more overall objective based initiatives rather than parcel based.
5. Field Trips and recommendations to Town Council: none.
6. Management Schedule Review: Comments ranged from acknowledgment of the good intentions of the schedule and the fact that it is making progress compared to the past. There was discussion of the need to prioritize actions (and the criteria for setting those priorities) and the need to identify on-going projects as opposed to “one shot” activities. David Silsbee suggested that it might be beneficial to look at how the methods compare to the stated objectives.
7. Future Agendas: Joshua’s Trust and forest management plan.
8. Meeting adjourned at 9:24.

Respectfully submitted
Evangeline Abbott

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, December 5, 2005

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:25 p.m. , appointing Alternate Stearns to act in place of Mrs. Ryan, and Alternate Kusmer to act case of member disqualifications.

Election of officers: Holt MOVED, Plante seconded the nomination of Favretti as Chairman; MOTION PASSED unanimously. Holt MOVED, Gardner seconded the nomination of Goodwin as Vice-Chairman; MOTION PASSED unanimously. Favretti MOVED, Zimmer seconded the nomination of Holt as Secretary; MOTION PASSED unanimously. No other names had been proposed for any office.

Committee appointments

Regulatory Review Committee – Chairman, Gardner, members, Favretti and Plante. All members were strongly invited to attend the meetings.

Traffic Advisory Committee – Hall and Zimmer will continue as PZC representatives.

Town/University Relations Committee – Zimmer to continue as PZC representative, along with Favretti.

Correctional Liaison Committee – Stearns to become PZC representative.

WINCOG Regional Planning Commission – Holt and Gardner to continue as PZC representatives.

By-laws – Holt MOVED, Hall seconded to approve the By-laws as submitted to the Commission, to become effective on January 1, 2006, effective for two years. MOTION PASSED unanimously.

11/21/05 Minutes: Hall MOVED, Holt seconding, to approve the Minutes as submitted; MOTION CARRIED, all in favor except Plante and Kusmer (both disqualified).

Zoning Agent's Report – The November Activity Update was noted. Mr. Padick stated that he would investigate whether the owners of the new restaurant at the Rosal's site, scheduled to open soon, would be required to repave the parking lot.

Old Business

Sawmill Valley estates special permit fill application and subdivision application, Lot 4, Crane Hill Rd., file 1228-2 – Mr. Hall had disqualified himself on these applications and was replaced by Mr. Kusmer. After Mrs. Holt spoke regarding the motion and Mr. Padick outlined the open space/conservation easement issue, Holt MOVED, Gardner seconded, to approve with conditions the special permit application (file 1228-2) of Equity Associates, LLC for proposed fill activity associated with proposed Lot 4 in the Sawmill Valley Estates subdivision, on property located on Crane Hill Road, in an RAR-40 zone, as submitted to the Commission and shown on plans dated 8/3/05 revised through 11/4/05 and presented at a 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, Article X, Section H, and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. No fill activity shall take place until a Zoning Permit has been issued and the applicant has posted a \$5,000 cash site development bond. A bond agreement, which shall be approved by the PZC Chairman, with staff assistance, shall require the bond to remain in place until all driveway and drainage work has been completed and all disturbed areas are fully stabilized. This bond is considered necessary due to slope and wetland characteristics, the nature of proposed driveway and drainage work and expressed plans to construct the access drive during the winter season;
2. Final plans shall include anticipated start and completion dates for proposed site work, and shall address all requirements cited in the Inland Wetland Agency's 10/4/05 license approval motion;

3. This authorization is for a one-year period, and if the fill activity has not been completed by December 5, 2006, a permit renewal shall be required;
4. Filling and truck-hauling activities shall occur only between 7:00 a.m. and 7:00 p.m., Monday through Friday;
5. This permit shall not become valid until the applicant obtains the permit form from the Planning Office and files it on the Land Records.

MOTION PASSED unanimously.

After Mrs. Holt explained that the term “reservation,” in the context of the following motion, refers to the PZC’s ability to require an additional open space dedication when a portion of a previously-approved subdivision is subdivided, she MOVED, Stearns seconding, to approve with conditions the one-lot subdivision of Equity Associates, LLC for property located along the westerly side of Crane Hill Road in an RAR-40 zone, as submitted to the Commission and shown on plans dated 8/3/05 as revised to 11/4/05. 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 shall be signed and sealed by the responsible surveyor, engineer, soil scientist and landscape architect;
2. Pursuant to subdivision regulations, this action specifically approves the depicted Building Area Envelopes. 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;
3. Pursuant to the open space provisions of Section 13, this approval accepts the use of conservation easement areas to address open space dedication requirements. Based on a 6/6/05 reservation that was made when the initial three lots in this subdivision were approved and due to a desire to help protect a large central wetland area proximate to Sawmill Brook, the plans shall be revised to incorporate more land into conservation easement areas. More specifically, the easement area depicted on current plans shall be extended southerly and easterly to include all areas north of a depicted stone wall bordering the larger wetland system, as well as areas within 50 feet of portions of this wetland area having a width of 50 feet or more. This required conservation easement area expansion is approximately 3.5 acres in size. Additionally, a second conservation easement area shall be established in northeasterly portions of Lot 4. This second area shall include areas near Crane Hill Road that are not in the Town right-of-way or drainage easement area, areas north of a depicted stone wall that is north of a planned new twin 24” RCP wetland crossing and a portion of the wetland area between the stone wall and Crane Hill Road. This second area is approximately .75 acres in size. These revised easement areas shall be depicted on final plans and approved by the PZC Chairman, with staff assistance.

A conservation easement document shall be approved by the Director of Planning and Town Attorney and filed on the Land Records in association with final plans. The easement shall utilize the town’s model format and shall require that the easement area be maintained in a natural state.

Pursuant to Section 13.1.1, the PZC reserves the right to require an additional open space dedication in the event Lot 4 is resubdivided in the future. This reservation shall be noted on the final plans.

4. 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 or one hundred and eighty-day filing extension has been granted);
 - A. All final maps, including submittal in digital format, a right-of-way deed along Crane Hill Road, a drainage easement and right-to-drain, a conservation easement, and a Notice on the Land Records to address condition 2, 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 (including delineation of the conservation easement with iron pins and the town’s official markers every 50 to 100 feet on perimeter trees or cedar posts), with Surveyor’s Certificate, shall be completed or bonded pursuant to the Commission’s approval action and Section 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant.

MOTION PASSED unanimously.

Hodrinsky 2-lot subdivision application, Mulberry Rd./Rt. 89, file 1237 – Written comments were noted from the Dir. of Planning and Ass’t. Town Engineer (both 12/1/05). The project had received IWA approval earlier in the evening. It was clarified for the applicant’s daughter, who was present to represent the applicant, that abutters

across both roads must be notified by certified mail. Final determination of BAEs and DAEs was discussed in connection with the existing tree-line and potential identification of any specimen trees, and it was suggested that the applicant confer with staff regarding these issues. The question of the need for an open space dedication was also discussed. Mr. Zimmer asked if the applicant would consider a conservation easement open space dedication, and, if so, suggested the staff address the possibility of a trail connection near the adjacent lots in the Boulder Lane area, and was told that the applicant would consider such a dedication. Further discussion will take place at the next PZC meeting.

Chairman's Report – Mr. Favretti reported that he has spoken with C. Stites, who recently wrote to inquire when the issue of political signs on private property in Mansfield would be discussed by the PZC. Mr. Favretti had informed Ms. Stites that, owing to the timing requirements related to the Plan of Conservation & Development 2005 update, this issue was one of a number that would be reviewed in its turn by the Regulatory Review Committee.

Tabled items:

Awaiting 12/19/05 Public Hearings:

- A. Proposed Aquifer Protection Area regulations and associated Zoning Map revision
- B. Proposed special permit for single-family residence w/efficiency unit, 310 S. Eagleville Rd., M. and P. Taylor, applicants

Awaiting Town Council action:

- A. Site modification request, proposed skate park west of Mansfield Community Center
- B. Plan of Conservation & Development, 2005 update

Proposed PZC fee revisions

Public Hearing, proposed designation of Stone Mill Road as a Town Scenic Road, file 1010-7 - The Public Hearing was called to order at 8:00 p.m. Members and alternates present were Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Plante, Zimmer, Kusmer, Pociask and Stearns. The legal notice was read and the following communications noted: Dir. of Planning (12/1/05); Traffic Advisory Committee (11/14/05); letter, J. Moskowitz (11/14/05), and a petition signed by approximately a dozen residents. Lon Hultgren, Director of Public Works, explained the town's request for designation of the road as a Town Scenic Road, noting that its historical buildings, as well as its scenic beauty and staff's opinion that it is in compliance with the criteria of the Ordinance. He informed the Commission that the town has received a \$906,000 Federal grant to rebuild the Stone Mill Road bridge, which the town feels has been in need of repair for some time. He passed around a sketch of the proposed bridge design. The grant also requires that the new bridge be at least 18 feet wide; therefore, Stone Mill Rd. will have to be widened by 3 feet, but the road will remain unpaved. The Town feels that the Scenic Road designation would protect the road from further widening in the future, in addition to other protections. Mr. Hultgren stated that the total cost of the bridge/road reconstruction is estimated at about 1.2 million dollars, and is expected to be budgeted over the next two years. No comments have been received in opposition to the proposal, nor were there any comments from the public at this time. The Public Hearing was closed at 8:11 p.m. Holt then MOVED, Hall seconding, that the proposed Scenic Road designation of Stone Mill Road be approved, pursuant to Mansfield's Scenic Road Ordinance. MOTION PASSED unanimously.

Public Hearing, PZC-proposed revision of Article VIII, Section B.1.d of the Zoning Regulations, setbacks for storage sheds on lots approved after 2/20/02, file 907-26 – The Public Hearing was called to order at 8:18 p.m. Members and alternates present were Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Plante, Zimmer, Kusmer, Pociask and Stearns. The legal notice was read and the following communications noted: Dir. of Planning (12/1/05); Town Attorney (11/28/05); WINCOG Regional Planning Commission (12/5/05, read aloud). Mr. Padick explained that the proposed amendment to the Regulations would provide, in the interest of fairness, a process for authorizing smaller storage sheds (with certain conditions) within 10 feet of a side or rear lot line on lots approved after 2/02, when the regulation establishing building area envelopes for subdivision lots was approved. It was emphasized that the proposed revision would only grant approval on a case-by-case basis after PZC review. The Town Attorney's opinion is that the revision is legally sound. Audience participation was then invited.

James Wilson, 192 Bone Mill Road, spoke in favor of the revision, noting that his previous application for a storage shed under the above conditions was denied. He was told that if this proposal is adopted, he could resubmit an application for the shed. The Public Hearing was closed at 8:28 p.m. Afterwards, members discussed the

proposed revision, including the pros and cons of a suggestion that the Town notify abutters when such an application is made, and another suggestion that a "window of time" be incorporated into the revision. Discussion will continue at the next meeting.

Review of moratorium issues – Mr. Padick's 11/20/05 memo explains that time constraints related to completion of the adoption process for the 2005 update of the town's Plan of Conservation & Development and attendant regulatory revisions would not allow sufficient time for processing certain applications. This proposal to revise Article III of the Zoning Regulations would extend the moratorium for certain subdivisions until June 1, 2006.

A related proposal would impose a moratorium on applications for Design Multiple Residence, Planned Residence or Age-Restricted Housing zone changes in the area south of Pleasant Valley Rd. which are currently zoned Professional Office-3 or Industrial Park. This moratorium would be in effect until September 1, 2006.

After discussion, Goodwin MOVED, Gardner seconded, that the Planning and Zoning Commission schedule a Public Hearing for Tuesday, January 17, 2006, on 11/30/05 draft revisions to Article III of the Zoning Regulations, and that the proposed revisions be referred to the staff, Town Attorney and WINCOG Regional Planning Commission for review and comment. The proposed revisions would extend an existing subdivision moratorium until June 1, 2006, and would establish a new moratorium until September 1, 2006 on applications to create Design Multiple Residence, Planned Residence or Age-Restricted Housing zones on property south of Pleasant Valley Road currently zoned either Professional Office-3 or Industrial Park. MOTION PASSED unanimously.

New Business

Fellows Estates subdivision, request to use Letter of Credit, file 1230 – Mr. Padick's 11/29/05 memo was noted. Holt MOVED, Hall seconding, that the PZC Chairman, with staff assistance, be authorized to accept a Letter of Credit from New Alliance Bank for the Fellows 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.

Review of status of required subdivision improvements and associated bonding and consideration of acceptance of new Town roads – A. Pine Grove Estates: Extension of Adeline Place, file; B. Chatham Hill Estates, Sec. 2: Scottron and Sheffield Drives; and C. Windswept Manor: Windswept Lane. Memos were noted from the Planning Dir. (12/1 and 12/5/05) and Ass't. Town Eng'r. (11/29/05 and 12/5/05), as well as a 12/5/05 letter from developer M. Dilaj requesting Town acceptance of Scottron and Sheffield Drives, in the Chatham Hill, Sec. 2 subdivision. No information was received regarding the Windswept Manor road, and staff are not yet ready to recommend acceptance of the Pine Grove roads. The remaining request, for town acceptance of the two Chatham Hill, Sec. 2 roads, generated discussion among members, including the fact that required work still needs to be completed. After discussion, Goodwin MOVED, Holt seconded that the Planning and Zoning Commission, pursuant to Section 8-24 of the State Statutes, report to the Town Council that it has no objection to the town's acceptance of Sheffield and Scottron Drives as Town roads, subject to the appropriate filing of all completion certifications and all associated deeds and easements. Furthermore, that, upon Town Council acceptance of these roads, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond, pursuant to regulatory requirements. Said bond shall specifically reference the need to complete remaining subdivision work during the spring of 2006. MOTION FAILED, with all members voting in opposition. No further action was taken.

Communications and Bills – As listed on the agenda. With reference to item #3, it was suggested that the town consider provisions within the Zoning Regulations to address age-restricted housing units when the unit-owners die.

Regarding item #4, planned Rt. 195/Chaffeeville/Clover Mill Rds. improvements, it was suggested that consideration be given to construction of a bicycle path to provide a bicycle corridor in that area of town.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

MINUTES

Draft

MANSFIELD PLANNING AND ZONING COMMISSION/AQUIFER PROTECTION AGENCY

Regular Meeting, Monday, December 19, 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: C. Kusmer, Pociask, V. Stearns
Staff present: G. Padick (Director of Planning), Curt Hirsch (Zoning Agent)

Chairman Favretti called the meeting to order at 7:05 p.m., appointing Alternate Kusmer to act in place of Mr. Plante, and Alternate Pociask to act case of member disqualifications.

12/05/05 Minutes: Hall MOVED, Holt seconding, to approve the Minutes as submitted; MOTION CARRIED, all in favor except Ryan (disqualified).

Zoning Agent's Report – The November Enforcement Activity Update was noted. Mr. Hirsch stated that he was awaiting a written response regarding site improvements from the owners of the new restaurant at the Rosal's site. It was noted that few of the onsite lights are working.

Old Business

1. **Hodrinsky 2-lot subdivision application, Mulberry Rd./Rt. 89, file 1237** Mr. Padick related that he had distributed this evening mapping depicting lot lines, preserved open space areas, wetlands and topography for properties proximate to the subject subdivision. This information, particularly wetland mapping, indicates that open space connections from this site to other existing or potential open space are unlikely, and staff does not feel an open space dedication to the town is necessary. He noted that a conservation easement could be required to provide further protection for onsite wetlands. It was noted that the PZC's action deadline is in early January and that the applicant must demonstrate that abutter notification requirements have been met. After a brief discussion, Mrs. Gardner volunteered to work with Mr. Padick on a draft motion for potential action on January 3rd.

2. **PZC-proposed revision of Article VIII, Section B.1.d of the Zoning Regulations, setbacks for storage sheds on lots approved after 2/20/02**, file 907-26 - After a brief discussion, Hall MOVED and Holt seconded, to approve, effective January 3, 2006, a revision to Article VIII, Section B.1.d of the Zoning Regulations. The revision, which shall be attached to the Minutes of this meeting, was presented as a 10/14/05 draft at a Public Hearing held on December 5, 2005.

The approved revision to the Zoning Regulations incorporates provisions to authorize, on a case-by-case basis on lots approved after February, 2002, certain accessory storage sheds outside of PZC-approved building area envelopes.

This revision is adopted pursuant to the provisions and authority contained in the CT General Statutes, including Section 8-2, which grants the PZC the following:

- the authority to regulate the location and use of buildings, structures and land for trade, industry, residence or other purposes;
- the mandate to promote health, public safety and the general welfare, to provide adequate light and air, and to prevent the overcrowding of land.

This revision to the Zoning Regulations is adopted for the following reasons:

- to ensure appropriate land use options and appropriate development flexibility for all existing lots in the town of Mansfield and to regulate land uses in a manner best suited to carry out the purposes of Title 8, Chapter 124 of the CT State Statutes;
- to promote consistency with existing provisions for accessory storage sheds on lots in existence prior to February, 2002 in a manner that protects and enhances special features of existing neighborhoods, promotes harmonious character in developing areas, protects and enhances the value of properties in the neighborhood of

a subject site, and protects and enhances natural and manmade features and scenic views and vistas on and adjacent to a subject site;

- The proposed regulation revision has been found legally acceptable by the Town Attorney and is not in conflict with any provisions of Mansfield's Plan of Conservation & Development, the State's Policies Plan for Conservation & Development, or the Windham Region Land Use Plan. MOTION UNANIMOUSLY APPROVED.

3. Proposed Revisions to Article III of the Zoning Regulations regarding an extension of the existing subdivision moratorium and consideration of a new moratorium for certain multi-family development in southern Mansfield south of Pleasant Valley Rd. (Public Hearing scheduled for 1-17-06) This item was not discussed.

4.A Site Modification Request, proposed Skate Park west of Mansfield Community Center - Mr. Padick related that the Town Council had not yet acted on this proposal and that it may be considered in association with the entire 2006/7 capital budget. If this becomes the case, it will be taken off the PZC agenda.

4B. Plan of Conservation and Development 2005 update - Mr. Padick related that he and Chairman Favretti discussed the draft Plan at the Town Council's 12-12-05 meeting and that the Town Council was expected to act at its 1-09-06 meeting. No significant recommendations for change are expected, but some additional language is being considered for the Plan references to the Downtown project and other planned developments.

5. Proposed PZC Fee Revisions - This item was tabled without discussion.

New Business

1. 8-24 Referral: Proposed town acceptance of Scottron and Sheffield Drives. A 12-15-05 report from the Director of Planning and various documents submitted by subdivider M. Dilaj to the Town Council were noted. Mr. Dilaj presented information to the PZC regarding completed work and those items that cannot be completed until spring. He emphasized that all remaining work is minor, has been mulched to help prevent erosion, and does not present any safety issues. In response to a question from Mr. Kochenburger, Mr. Padick stated that the remaining work would not affect the cost to the town or the town's ability to maintain the two roads. After further discussion, Holt MOVED and Hall seconded, that, pursuant to Section 8-24 of the State Statutes, the Planning and Zoning Commission report to the Town Council that, although the Commission is disappointed that all work was not completed earlier in 2005, all applicable regulatory provisions appear to be met, and therefore, based on the Public Works Department's recommendation, the Commission does not object to the town's acceptance of Sheffield and Scottron Drives as town roads. Furthermore, that, upon Town Council acceptance of these roads, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond, pursuant to regulatory requirements. Said bond shall specifically reference the need to complete remaining roadside grading and seeding and driveway aprons. THE MOTION WAS UNANIMOUSLY APPROVED

2. Review of Fenton River Aquatic Habitat Study - Mr. Padick related that a memo he prepared and an associated executive summary of this draft report had mistakenly not been included in the packet distribution and would be mailed out later in the week. After briefly summarizing the draft recommendations and relating that this report is also being reviewed by the Conservation Commission and Town Council, Mr. Padick said that any Town comments would likely need to be finalized by mid-January. Following past practice, a joint letter from the PZC and Town Council is the recommended course of action. Members were advised to review the executive summary and be prepared to act at the 1-3-06 meeting. Mr. Padick noted that he would include his review comments in the 1-3-06 packet.

3. Request for approval of letter of Credit for Aurora Estates Subdivision, file 1230 – Mr. Padick related that additional information needs to be submitted. No action was taken.

4. 2006-07 budget - Members briefly discussed the current budget and expenditures to date. Mr. Padick will present a recommendation in the next packet. No action was taken.

Communications and Bills – As listed on the agenda. There was no discussion on this item.

Public Hearing: Proposed Aquifer Protection Area regulations and associated Zoning Map revision, file 907-26 (PZC acting as the town's Aquifer Protection Agency) - Chairman Favretti opened the Hearing at 8:10; members and alternates present were Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Ryan, Zimmer, Kusmer, Pociask and Stearns. Mr. Padick read the legal notice and referenced reports from himself, the Town Attorney, and the CT Department of Environmental Protection (DEP). He briefly summarized the proposed regulations, which utilize model regulations prepared by DEP and add aquifer mapping on the town's Zoning Map. The regulations would be independent of the Zoning or Subdivision Regulations, as the PZC would be acting as the town's Aquifer Protection Agency. After a brief discussion, the public was invited to comment.

James Severson, Chaffeeville Rd., provided numerous comments and concerns for the Agency's consideration. He related that he is concerned about jurisdictional issues involving the University of Connecticut, and encouraged the town to dispute the State's claim to exempt State land and uses from town jurisdiction. Mr. Severson recommended consideration of the following revisions to the draft regulations:

- change references in sections 9B and 10C from water companies to public water suppliers;
- incorporate Public Hearing criteria in section 10A
- consider changing penalty references from "persons" to facilitate potential enforcement against *agencies*, such as UConn.
- revise de-icing chemicals definition to include potassium chloride
- Revise section 3C to eliminate the provision that prevents a person from challenging Level A boundaries.

Mr. Severson closed his comments by relating that he does not feel UConn does an adequate job protecting the town's aquifers and that many areas of high-yield aquifers are not addressed by the proposed regulations.

Mr. Padick noted that the revised draft Plan of Conservation and Development has a recommendation that aquifer areas outside of those addressed by the State's program need to be protected, and that this issue has been presented to the PZC by the Conservation Commission.

After noting that no one else wished to comment on the draft regulations, Holt MOVED and Gardiner seconded that the Hearing be closed. THE MOTION WAS UNANIMOUSLY APPROVED, and the Hearing was closed at 8:25.

Public Hearing: Proposed special permit for single-family residence with efficiency unit, 310 S. Eagleville Rd., M. & P. Taylor, o/a, file 1238 - Chairman Favretti opened the hearing at 8:25; members and alternates present were Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Ryan, Zimmer, Kusmer, Pociask and Stearns. Mr. Padick read the legal notice and referenced reports from himself and Eastern Highlands Health District. Mr. and Mrs. Taylor explained their efficiency unit proposal and addressed a few questions from Commission members about the total number of bedrooms (3) and interior and exterior access. No one in the public wished to speak. The Hearing was closed at 8:35PM.

Chairman Favretti noted that it had been anticipated that this application could be acted upon this evening and Mr. Padick had prepared a draft motion. After discussion, Holt MOVED and Gardiner seconded to approve with conditions the special permit application (file 1238) of M. and P. Taylor for an efficiency apartment on property located at 310 South Eagleville Road, in an R-40 zone, as submitted to the Commission and shown on a site plan dated 6/03/05, floor plans dated 11/01/05, and other applicant submissions, and as presented at Public Hearing on 12/19/05. This approval is granted because the application as hereby approved is considered to be in compliance with Article X, Section M, Article V, Section B and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. This approval is granted for a one-bedroom efficiency unit in association with an existing single-family home having up to two additional bedrooms. Any increase in the number of bedrooms on this property shall necessitate subsequent review and approval from Eastern Highlands Health District and the Planning and Zoning Commission;
2. This approval is conditioned upon continued compliance with Mansfield's zoning regulations for efficiency units, which include owner-occupancy requirements and limitations on the number of residents in an efficiency unit;
3. This special permit shall not become valid until filed upon the Land Records by the applicant.

THE MOTION WAS UNANIMOUSLY APPROVED

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

Respectfully submitted,
Katherine K. Holt, Secretary

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: December 12, 2005

CHA

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

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	13	20	18	88	92
Certificates of Compliance issued	22	9	13	81	86
Site inspections	71	52	44	318	334
Complaints received from the Public	7	3	6	23	26
Complaints requiring inspection	4	2	5	13	21
Potential/Actual violations found	2	2	2	13	17
Enforcement letters	17	11	7	68	43
Notices to issue ZBA forms	1	0	0	8	2
Notices of Zoning Violations issued	6	3	4	15	22
Zoning Citations issued	0	1	0	6	6

Zoning permits issued this month for single family homes = 3 multi-fm = 0
 2005/06 Fiscal year total: s-fm = 20, multi-fm = 4

**RECREATION ADVISORY COMMITTEE
MEETING MINUTES – September 28, 2005**

ATTENDING: Sheldon Dyer, Don Field, Frank Musiek, Howard Raphaelson
STAFF: Jay O'Keefe, Curt Vincente

- A. Call to Order – Chairman S. Dyer called the meeting to order at 7:39p.m.
- B. Approval of Minutes – H. Raphaelson moved and F. Musiek seconded that the of minutes of August 24, 2005 be approved. So passed unanimously.
- C. Co-Sponsorship Update – The review of the Mansfield Little League is progressing and B. Stern and J. O'Keefe should have a draft report done within a month.
- D. Old Business – C. Vincente gave a brief update on outstanding Community Center construction issues, noting that although some of final punch list have been complete, some outstanding issues still remain open. The current marketing conference report was reviewed and included discussion on focus groups, member appreciation week/anniversary celebration, virtual tour website update, member referral program, charter member reception and business solicitation. The current membership numbers were reviewed briefly. The August facility usage report was also reviewed. The Community Center referendum question was discussed and RAC members feedback was that most people seem to be in support of the project. C. Vincente noted some staff restructuring proposals due to current vacancies in full-time staff. The Town Council recently approved two new part-time Weekend/Evening Facility Supervisor positions and a Custodian position. The Southeast Park Restroom/Concession/Storage project was discussed and C. Vincente noted that the septic plan was approved, but the building permit cannot be issued until final building design revisions and required notes are submitted to the Building Department. A Skate Park proposal was presented to the Town Council at their last meeting. The project was brought to the forefront of consideration due to donations and construction commitments from local contractors and businesses. The Town Council tabled consideration and requested more information.
- E. Correspondence – None
- F. Director's Report – C. Vincente noted that most of his report was covered under Old Business or will be discussed under New Business items.
- G. New Business – C. Vincente briefly reviewed the Spring Quarterly Report. J. O'Keefe highlighted a number of summer programs. J. O'Keefe also gave a brief update on registration for fall programs. The next meeting is scheduled for October 26, but may be cancelled due to conflicts.

Having no other business, the meeting was adjourned at 8:53pm.

**TOWN/UNIVERSITY RELATIONS COMMITTEE
COMMITTEE MEETING
Tuesday, September 13, 2005
Audrey P. Beck Municipal Building
Council Chambers**

Minutes

Present: P. Barry, T. Callahan, B. Clouette, J. Jevitts, G. Krauss, R. Miller,
E. Paterson, W. Simpson, G. Zimmer

Staff: M. Berliner, C. van Zelm (MDP)

1. Opportunity for Public to Address the Committee

None.

2. June 14, 2005 Meeting Minutes

The committee accepted the minutes from the June 14, 2005 meeting.

**3. Town of Mansfield's 2005 Plan of Conservation and Development Update –
Presentation by Greg Padick**

Greg Padick distributed portions of the draft Plan of Conservation and Development as well as a notice for the public hearing on the Plan (to be held on October 5, 2005). Mr. Padick began his presentation with an overview of the process involved in creating and adopting the Plan of Conservation and Development and then went on to focus on the portions of the Plan that would be of interest to the Town/University Relations Committee.

After reviewing the four major policy goals, Mr. Padick discussed the related recommendations involving the University of Connecticut. The Committee was free to ask questions and the issue of building additional on-campus student housing and of improving off-campus student housing was discussed in further detail.

4. Update re: Mansfield Downtown Partnership

Elizabeth Paterson reported on behalf of Cynthia van Zelm.

DECD and OPM approved the Partnership's plan. MDP is now able to proceed with the local approval process, which requires WINCOG and PZC approval.

Ms. Paterson announced the *Fireworks in the Park* and *Festival on the Green* activities. A copy of the current Mansfield Downtown Partnership, Inc. newsletter was distributed. Finally, Ms. Paterson announced that the Jorgensen Center for the Performing Arts and the Mansfield Downtown Partnership, Inc., are offering two special weekend packages celebrating the Jorgensen's 50th anniversary. In conjunction with the Tony Bennett (Saturday, December 10) and the Boston Pops (Saturday, April 1) concerts, the Altnaveigh Inn and Restaurant, the Nathan Hale Inn and Conference Center, and the Fitch House Bed and Breakfast will be offering special dinner and hotel accommodations. The weekend packages can be booked through the Mansfield Downtown Partnership Office.

5. Community-Campus Partnership on Substance Abuse

Nothing to report at this time.

6. Community Quality of Life Issues/Spring Weekend

Bruce Clouette reported that the party season is already in full swing. Citizen concern has already been expressed and police actions have already been taken. A new party house has emerged on Hanks Hill Road and the Town is committed to taking steps to end the community disturbance as soon as possible. The landlord is currently unresponsive.

Martin Berliner detailed the new community policing program to begin this week and mentioned the need to begin meeting with landlords as well.

7. Other Business

An invitation was extended to the Assisted Living Market Feasibility Study orientation meeting on Thursday, September 15, 2005 at 9:00am in Council Chambers. Brecht Associates will be the firm conducting the study and the orientation meeting.

The committee meeting adjourned at 5:25 p.m.

Respectfully submitted,

Martin H. Berliner
Town Manager

**TOWN/UNIVERSITY RELATIONS COMMITTEE
COMMITTEE MEETING**

Tuesday, October 11, 2005

Audrey P. Beck Municipal Building
Council Chambers

Minutes

Present: P. Barry, T. Callahan, B. Clouette, AJ Pappanikou, E. Paterson,
G. Zimmer

Staff: J. Bell-Elkins, M. Berliner, SGT Cox, M. Hart, G. Padick, C. van Zelm

1. Opportunity for Public to Address the Committee

Ms. Lenore Grunko of Hanks Hill Road in Mansfield reported on a home in her neighborhood that appears to be associated with a university fraternity. She has a number of concerns regarding large parties and noise in general, and is wondering what the committee and the town can do to address the situation. Mayor Paterson and Mr. Clouette explained that the town and the university are working to address the impact of student rentals on neighborhoods, and that the committee would refer this address to the off-campus housing team comprised of town and university personnel. The team will pay a visit to the tenants at this residence to discuss the neighborhood's concerns.

2. September 13, 2005 Meeting Minutes

Town staff need to review the September 2005 minutes for accuracy, and will present them at the next meeting.

3. Update re: Mansfield Downtown Partnership

Cynthia van Zelm reported that this evening the town council will conduct a public hearing on the proposed municipal development plan for Storrs Center. Also, the partnership's festival on the green event went very well.

Mayor Paterson added that the partnership has been sensitive to the concerns raised by the current tenants of Storrs Center, and is working to refine the relocation plan.

Mr. Callahan stated that with respect to the municipal development plan, community consensus is important, as well as transparency. The process has been very open to date.

4. Community-Campus Partnership

Dr. Julie Bell-Elkins reported on the progress of the Mansfield Community-Campus Partnership. The partnership did meet during this past summer, and is working to develop a strategic plan. The group has also formed off-campus outreach teams comprised of town and university personnel to visit students living off-campus and to discuss neighborhood issues and concerns.

Mr. Callahan asked about the timeframe for the plan. Dr. Bell-Elkins explained that there is no timeframe yet, as the students on the committee are adding to the focus of the group at this point.

Dr. Pappanikou asked if the partnership had recruited any landlords to serve as members? Dr. Bell-Elkins replied that the partnership does not currently have any landlords, but would work to involve them in the future.

5. Community Quality of Life Issues/Spring Weekend

Mr. Hart presented the following report, which had previously been submitted to the town council:

- In conjunction with the state police, the Mansfield police department has worked hard since the beginning of the fall semester to patrol the neighborhoods adjacent to the university. Arrests for more violent offenses are down, which is positive. However, observed levels of substance abuse remain high, which continues as a concern.
- The Mansfield Community-Campus partnership continues to meet every few weeks. The group is now in the process of preparing an action plan to focus its efforts, and will shortly begin work to prepare a legislative program for the upcoming session of the Connecticut General assembly.
- In furtherance of the recommendations presented by the town council committee on community quality of life, a group of state police, and town and university staff has formed off-campus outreach teams. The teams have visited the neighborhoods adjacent to campus, and have met with the students living in those neighborhoods to discuss various quality of life issues, including large parties, underage drinking, litter, noise and the importance of being a good neighbor. The teams have been pleasantly surprised by the knowledge the off-campus students have regarding the town's ordinances and zoning regulations. The teams expect to conduct additional visits to the neighborhoods this fall, as well as next spring.
- Staff is continuing its work on the draft housing code, and plans to submit a proposal to the town council late this fall.
- The mayor and other council members have provided us with information regarding best practices and approaches used by other university communities.
- Town staff is meeting with university staff to develop a proposal regarding a center for off-campus services.

- The assistant town manager recently participated in a panel discussion regarding town and university relations at the annual conference of the International City/County Management Association (ICMA). A number of universities nationwide, particularly large public universities, are dealing with similar quality of life issues. ICMA has formed a consortium for staff working in universities communities, and the consortium should prove useful for sharing information and promoting best practices. The city of Clemson, South Carolina and Clemson University plan to host a conference regarding town/university relations in November 2006.

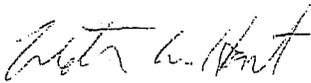
SGT Cox also reported that the police are making progress this year, as the level of violence appears down. The police have been accused of dispersing large parties without a reasonable justification. That allegation is false, as the police do not disperse the crowds until various trigger mechanisms have occurred. Students should be complimented on their cooperation.

6. Other Business

None.

The committee meeting adjourned at 5:20 p.m.

Respectfully submitted,



Matthew W. Hart
Assistant Town Manager

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**TOWN OF MANSFIELD
PLANNING AND ZONING COMMISSION**

AUDREY P. BECK BUILDING
4 SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3330

Memo to: Mansfield Town Clerk
From: Mansfield Planning and Zoning Commission
Rudy J. Favretti, Chairman

Rudy J. Favretti/jerr

Date: 12/30/05

Re: Revision to Article VIII, Sec. B.1.d of the Zoning Regulations, to authorize, in specific cases, accessory sheds outside of PZC-approved building area envelopes (PZC file 907-26)

At a meeting held on December 19, 2005, the Mansfield Planning and Zoning Commission unanimously approved the following motion:

“to approve, effective January 3, 2006, a revision to Article VIII, Section B.1.d of the Zoning Regulations. The revision, which shall be attached to the Minutes of this meeting, was presented as a 10/14/05 draft at a Public Hearing held on December 5, 2005.

The approved revision to the Zoning Regulations incorporates provisions to authorize, on a case-by-case basis on lots approved after February, 2002, certain accessory storage sheds outside of PZC-approved building area envelopes.

This revision is adopted pursuant to the provisions and authority contained in the CT General Statutes, including Section 8-2, which grants the PZC the following:

- the authority to regulate the location and use of buildings, structures and land for trade, industry, residence or other purposes;
- the mandate to promote health, public safety and the general welfare, to provide adequate light and air, and to prevent the overcrowding of land.

The legal notice published in the Willimantic Chronicle on 11/18/02 and a copy of the text of the addition, along with revised pages to be inserted into the Town Clerk’s copy of the current Zoning Regulations, are enclosed with this memorandum. Any questions may be addressed to the Planning Office.

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Item #14



TOWN OF MANSFIELD

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

Press Release

On this Holiday weekend, the Mansfield Resident Troopers' Office reminds everyone to have a safe and sober celebration. Thanks to a generous grant from the Connecticut Department of Transportation additional patrols have been scheduled to target aggressive and intoxicated motorists.

Thus far, Troopers and Mansfield Officers assigned to this grant initiative have arrested six intoxicated motorist, made two narcotics arrests for (crack cocaine), and issued eighty-one motor vehicle violations.

POC: Sgt Sean Cox

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TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

Item #15

GREGORY J. PADICK, DIRECTOR OF PLANNING

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



Re: Proposed age-restricted housing zoning regulations, file 1235

In response to the PZC's 10/17/05 request, I have obtained information for two age-restricted housing developments: Glen Ridge Cooperatives, in Mansfield, and The Villages, in north-central Florida. These projects are significantly different in size, scale and development orientation, but do provide some relevant information to consider with respect to the pending proposed zoning regulation amendments:

- The 51-unit Glen Ridge Cooperative project was approved by the PZC in the early 1980's and developed by a non-profit organization. Based on file data, occupancy provisions require at least one individual to be aged 55 years or older or handicapped. All surviving household members may retain occupancy. Unit sizes are approximately 850 sq. ft. for one-bedroom units and 1,200 sq. ft. for 2-bedroom units. There are three or four units per building. This project was recently completed.
- The Villages is a rapidly-expanding retirement community with a total population of 9,000 or more persons. Based on 2000 Census data, The Villages has over 5,000 dwelling units, which is about the same number as Mansfield, excluding group quarters units. The project is under the control of one private for-profit developer. (A fact sheet on The Villages is attached.)

The Villages restricts occupancy to individuals 19 years of age or older, with provisions for 30 days per year visitor privileges for individuals 18 or under in age (see fact sheet for 2000 Census age data). Unit sizes range from 1,100 sq. ft. to 6,000 sq. ft., with units of similar size in distinct neighborhoods. Unit types range from multi-family units to single-family units on individual lots.

(over)

The Villages, Florida

From Wikipedia, the free encyclopedia.

The Villages is an unincorporated community and a census-designated place, the largest such location by population in Sumter County, Florida. As of the 2000 census, the CDP had a total population of 8,333. It is the central location of The Villages, Florida, Micropolitan Statistical Area, which consists of Sumter County.

Geography

*North Central Florida
NW of Orlando
S of Ocala*

The Villages is located at 28°56′16″ North, 81°58′16″ West﻿ (28.937803, -81.971220)¹.

According to the United States Census Bureau, the CDP has a total area of 14.5 km² (5.6 mi²). 13.4 km² (5.2 mi²) of it is land and 1.0 km² (0.4 mi²) of it is water. The total area is 6.99% water.

Demographics

As of the census² of 2000, there are 8,333 people, 4,392 households, and 3,583 families residing in the CDP. The population density is 619.9/km² (1,605.5/mi²). There are 5,065 housing units at an average density of 376.8/km² (975.9/mi²). The racial makeup of the CDP is 98.42% White, 0.52% African American, 0.10% Native American, 0.53% Asian, 0.01% Pacific Islander, 0.06% from other races, and 0.37% from two or more races. 1.30% of the population are Hispanic or Latino of any race.

There are 4,392 households out of which 0.3% have children under the age of 18 living with them, 80.1% are married couples living together, 1.2% have a female householder with no husband present, and 18.4% are non-families. 15.6% of all households are made up of individuals and 11.1% have someone living alone who is 65 years of age or older. The average household size is 1.89 and the average family size is 2.05.

In the CDP the population is spread out with 0.3% under the age of 18, 0.3% from 18 to 24, 1.5% from 25 to 44, 40.4% from 45 to 64, and 57.5% who are 65 years of age or older. The median age is 66 years. For every 100 females there are 91.0 males. For every 100 females age 18 and over, there are 90.9 males.

The median income for a household in the CDP is \$42,542, and the median income for a family is \$45,078. Males have a median income of \$58,173 versus \$26,176 for females. The per capita income for the CDP is \$28,343. 3.7% of the population and 2.8% of families are below the poverty line. Out of the total population, 0.0% of those under the age of 18 and 2.8% of those 65 and older are living below the poverty line.

On June 8, 2005, the Zoning Board of Appeals voted to require the posting of a PUBLIC NOTICE on property for which an application is to be heard. The Notice shall be posted in a prominent location on the property, 10 days prior to the hearing and removed immediately following the close of the hearing. The Notice shall include the time, date and location of the hearing. This requirement shall become effective for applications received after January 1, 2006.

Dated October 12, 2005

Carol Pellegrine
Chairman

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: Oct. 14, 2005



Re: Proposed revisions to the Zoning Regulations regarding age-restricted housing, file 1235

Pursuant to discussion at the last meeting, I have obtained copies of a number of age-restricted housing regulations for Connecticut municipalities. Attached please find regulations from Somers, South Windsor, Hebron, Farmington, Canton and Granby. These regulations are considered representative of recently-enacted provisions from somewhat similar municipalities.

The PZC was particularly interested in how other towns addressed unit size and occupancy criteria. Of the towns surveyed, only South Windsor has a specific square footage limitation (2,000 sq. ft./unit, maximum size; no more than 30% of units greater than 1,800 sq. ft.; at least 30% of units 1,400 sq.ft. or smaller). A number of towns limit the number of bedrooms to 3.

With respect to occupancy restrictions, most of the towns have provisions similar to the pending application, but there are some differences. The pending proposal allows children 18 years or older to live with a qualified occupant. A number of towns (Somers, Farmington, Granby) use 21 as the minimum restrictive age. Hebron, South Windsor and Canton do not appear to have a minimum age requirement, as long as the primary occupancies are age-restricted. Canton appears to simply require 80% of the units to be occupied by individuals 55 years or older.

As previously reported, the PZC has the right to modify and approve changes to the Zoning Regulations. While some fine-tuning may be appropriate, a major overhaul of a proposed regulation would not be considered appropriate. It is noted that many of the other towns surveyed have more specific provisions for site and building improvements associated with an age-restricted housing development. It also is important to note that, due to public sewer and water limitations in Mansfield, the applicability of the proposed regulation is limited and the subject areas with sewer and water currently are eligible for rezoning to a Design Multiple Residence zone.



TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

Gregory J. Padick, Town Planner

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3330 TELEPHONE
(860) 429-6863 FACSIMILE

Memo to: Planning and Zoning Commission
From: Gregory J. Padick, Director of Planning
Date: September 16, 2005
RE: *Proposed revisions to the Zoning Regulations to create provisions for a new "Age-Restricted Housing" zone*
M. Dilaj, applicant, file #1235

General

The following comments regarding the proposed revisions to the Regulations are based on the applicant's submission, a review of existing zoning provisions and the Town's Plan of C & D, and personal conclusions regarding the merits of the proposal. My comments must be reviewed with respect to testimony and information presented at the 9/19/05 Public Hearing and the Commission's collective knowledge of the Town's needs and desires. No new information should be received from the applicant or the public after the close of the Public Hearing. It is important to note that the Commission must make a decision on this application within 65 days of the close of the Public Hearing. Collective reasons for the Commission's decision should be clearly documented.

As with any zone or regulation amendment, the PZC must weigh anticipated public and private benefits versus anticipated public and private costs. All regulations should be designed to serve a community need while protecting the "public's health, safety, convenience and property values". The Commission has the legislative discretion to determine what is best for the community as a whole, and regulations can and should be modified to meet changing circumstances or to address a recognized public need. Section 8-2 of the Connecticut General Statutes and Article I of the Zoning Regulations provide information on the legislative framework within which PZC decisions must be made. Based on current State Statutes, the PZC has the right to approve with amendments the subject application.

Applicant's Proposal

The subject application seeks approval to revise numerous provisions of the zoning regulations to incorporate provisions for a new "Age Restricted Housing Zone". The following Zoning Sections would be revised: Article II, subsections A and B; Article VII, Article VIII, Schedule of Dimensional Requirements and Subsection C.1.c; Article X, Subsections A.1, A.2.c, A.4.h. and A.5. Most of the revised sections are to reference

the proposed new zone classification. The two primary amendments are to Article VII where the proposed new zone classification is incorporated into the permitted use provisions and where it is referenced that all housing projects within this zone require special permit approval and to Article X, where specialized approval standards are incorporated. It is important to note that the applicant has not proposed a specific location or locations for the new zone classification. The proposal utilizes the same regulatory approach as the existing Design Multiple Residence Zone (DMR) which is a floating zone that can not be approved unless a special permit for a specific project is concurrently approved. Similar to the existing DMR any age restricted housing project must be served by public water and sewer.

The proposed regulatory intent for this new zone is contained within the applicant-proposed new Article VII, Subsection J. In summary, the proposal is designed to provide a specific land use option for higher density multi-family housing for residents who are aged 55 years or older. As with any regulation amendment application, the burden is on the applicant to demonstrate that the proposal is acceptable and in the best interests of the Town.

Analysis

- The proposed revisions are considered administratively consistent and suitably coordinated with existing zoning provisions. The proposal has been found legal acceptable by the Town Attorney subject to correcting proposed Article VII, Section J.1.a. to read, "residents who are aged 55 years or older" (see 9/15/05 letter from Attorney O'Brien). It is important to note that the Town Attorney has reported that a specific land use devoted to those 55 years old or older is supported by both State and Federal law.
- The proposal was referred to the WINCOG Regional Planning Commission due to the fact that the proposal could affect property within 500 feet of abutting town in the WINCOG region. In its 9/8/05 report, the regional planning commission reported that Age Restricted Housing would be supported provided new sites are in designated "Central Areas with public utilities" as depicted on the regional land use plan that are served by sewer and water systems having adequate capacity. This WINCOG locational recommendation would need to be reconsidered at the time an actual application for rezoning is submitted for PZC approval.
- The applicant's proposal incorporates minimum lot size, frontage and setback provisions for the new zone that are similar but not exactly the same as provisions for the existing DMR zone classification. The applicant has proposed a minimum zone size of 5 acres which is the same as the DMR classification but has proposed that the new zone have a minimum lot frontage of 50 feet and have a minimum setback for the front lot line of 50 feet. The DMR zone has a minimum frontage of 300 feet and a minimum front line setback of 100 feet. The rationale for the proposed deviations for the DMR zone should be reviewed with the applicant.

My review indicates that the applicant's proposal may provide greater flexibility for qualifying a potential site for an Age-Restricted Housing (ARH) zone but the reduced frontage and setbacks could increase the potential of neighborhood impact. It also is noted that neighborhood impact issues will need to be addressed in association with a special permit application which, consistent with existing DMR provisions, will need to be approved in conjunction with the creation of a new ARH zone (see proposed Article X, A.2.c.).

- The proposed ARH zone would be a “design development district” and would be subject to existing special provisions for Architectural Plans, road and infrastructure improvements, landscaping and buffering, special dimensional exceptions, special reports, private/common interest ownership facilities and other existing provisions of Article X, Section A.4.
- The applicant's proposal (see proposed Article X, Section A.5) includes special provisions for the ARH zone that are similar but not exactly the same as currently exists for the DMR zone. The following proposed differences are noted:
 1. The proposed ARH zone would permit the following densities: 10,000 sq. ft./single-family units, 20,000 sq. ft./two-family units; 5,000 sq. ft. for multi-family units. The existing DMR has the same maximum density for multi-family units but requires 20,000/single-family units and 40,000 for two-family units. The applicant's proposal would allow greater opportunity for more single-family or two-family units but would not increase over DMR standards the overall maximum potential density. This reviewer has no objection to the applicant's proposal.
 2. With respect to location, the proposed ARH zone would have to be on or within 300 feet of an Arterial or Collector Street, which also is required for DMR zones. The proposed ARH locational provision does not include a preferable site statement that is contained in the existing DMR provision. This is not considered a significant deviation.
 3. The proposed ARH regulation does not contain any minimum floor area provisions, which appears to be inconsistent with the proposed dimensional reference revisions for Article VIII, Section C.1.c.. While floor area provisions are considered adequately addressed in the building code, this apparent inconsistency should be reviewed with the applicant.
 4. The applicant's proposal includes a minimum of 600 square feet of open space or recreational space per dwelling unit that is the same ratio as existing DMR provisions. The applicant's proposal does not include an existing DMR provision that states, “All multi-family developments shall provide suitable open space and recreational facilities for children and adults”. This issue should be reviewed with the applicant. It is important that any age-restricted development in Mansfield provides suitable open space and recreational facilities. Inclusion of a similar intent sentence should be considered in proposed Article X, Section A.5.g.

- The need for a variety of housing types is well documented in both the 1993 and draft 2005 Plans of Conservation and Development. The applicant's proposal to incorporate specific provisions for age-restricted housing within areas with sewer and water service is considered to be consistent with Plan of Conservation and Development goals and objectives.

Summary

The proposed amendments presents a policy issue for the Commission's legislative discretion. The PZC must determine that the proposal has been adequately supported and that adoption is in the public's best interest. Based on the information reviewed to date, the applicant's proposal has overall merit and subject to resolution of issues raised in this report, is supported by this reviewer. Issues to be reviewed and resolved include:

1. Minor wording revisions in Section J.1.a.;
2. The appropriateness of the applicant's proposed 50 foot minimum frontage and front line setbacks for the new zone;
3. The appropriateneses of the applicant's density provisions, lack of specific floor area requirements and provisions for open space and recreational facilities.

O'Brien and Johnson

Attorneys at Law

120 Bolivia Street, Willimantic, Connecticut 06226

Tel (860) 423-2860

Fax (860) 423-1533

Attorney Dennis O'Brien
dennis@OBrienJohnsonLaw.com

September 15, 2005

Attorney Susan Johnson
susan@OBrienJohnsonLaw.com

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

**Re: Proposed Zoning Regulations revisions regarding age-restricted housing
Michael Dilaj, applicant
PZC file #1235**

Dear Greg:

Per your request dated August 18, 2005, I have reviewed the above-referenced proposal in light of state and federal law, especially Connecticut General Statutes section 8-2, the Town of Mansfield Zoning Regulations, including Article XIII regarding "Amendments to the Zoning Regulations . . .," and the federal fair Housing Act, in particular 42 U.S. Code section 3607(b)(2)(C)(i).

The proposed regulations provide for the possibility of an "age restricted housing zone" in the Town of Mansfield where, under ordinary circumstances, "each dwelling unit shall be restricted to . . . [a]t least one individual who is age 55 years or older." This would constitute blatant age discrimination were it not for special exemptions in Connecticut General Statutes sections 46a-64c(b)(3) and 46a-64b(6). The Supreme Court of our state has held that these statutory exemptions are grounded upon certain federal law and that the federal law is therefore controlling.

The prevailing federal law is 42 U.S. Code section 3607(b)(2)(C)(i). That law provides, in pertinent part, that a community can qualify for a "housing for older persons" exemption from state and federal laws against age discrimination in housing as long as "at least 80 percent of the units are occupied by at least one person who is 55 years of age or older." As Mr. Dilaj's proposal potentially creates an "age restricted housing zone" that would mandate at least at the start that "each dwelling unit shall be restricted to . . . [a]t least one individual who is age 55 years or older," it clearly passes muster under state and federal anti-discrimination law.

As you know, the Commission, of course, has broad discretion in determining whether to change the zoning regulations and, even if the members ultimately support the general concept of what the applicant has proposed, they may of course enact a substantially modified version of his detailed proposal. Even if the Commission decides

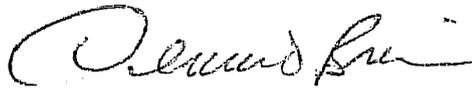
Gregory Padick
Town Planner
Town of Mansfield
September 16, 2005

to approve the proposal as written, it should definitely make at least one change, and that is to substitute "residents" for "residences," in the second line of section 3.J.1.a., on page 1 of the proposed revisions.

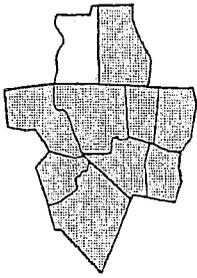
As you know, as town counsel, it is not my responsibility to comment on the advisability of proposed regulations, only whether they are consistent with governing law, and therefore legal. In conclusion, for all of the foregoing reasons, I have determined that the applicant's proposal to amend the Zoning Regulations to potentially create an "age restricted housing zone" is legally sound, both procedurally and substantively, and that it is within the legal authority of the Planning and Zoning Commission to enact and enforce the proposal if the members decide to do so.

Please let me know if there are any questions.

Very truly yours,



Dennis O'Brien
Attorney at Law



WINDHAM REGION COUNCIL OF GOVERNMENTS

968 Main Street Willimantic, CT 06226 Phone: (860) 456-2221 FAX: (860) 456-1235

ashford chaplin columbia coventry hampton lebanon mansfield scotland windham

REGIONAL PLANNING COMMISSION

Date: September 8, 2005
Referral #: 05-08-19-CY
Report on: **Zoning**

MANSFIELD

Age-Restricted Housing

To: Town of Mansfield Planning & Zoning Commission
C/o: Greg Padick, Planning Director

Commissioners;

This referral involves: A proposal to allow age-restricted housing in areas served by public sewer and water systems (Art. VII Sec. J.1.a-e. of the Mansfield Zoning Regulations).

Receipt is hereby acknowledged of the above referral. Notice of this proposal was transmitted to the Windham Region Council of Governments under the provisions of Section 8-3b of the Connecticut General Statutes, as amended.

Comments for Inclusion in the Public Record: At their September 7, 2005 meeting, the Regional Planning Commission of the Windham Region Council of Governments (WINCOG) reviewed Mansfield's proposed zoning regulation change. The Regional Planning Commission offers recommendations on how zoning proposals can better meet the goals and vision of the Windham Region Land Use Plan, WINCOG's regional guide for conservation and development. The recommendations of the Regional Planning Commission are purely advisory.

- The proposal to allow age-restricted housing in areas already served by public water and sewer is supported by the Windham Region Land Use Plan provided the existing water and sewer facilities can accommodate additional users. Infill areas that are surrounded by public water and sewer areas would also be supported by the regional plan as appropriate locations for higher density residential development with the same provision.
- Proposals to extend sewer and water service areas beyond the Central Areas with Public Utilities as depicted in the Windham Region Land Use Plan would not be supported. Extensions of service areas are only recommended by the plan after infill capacity is maximized.

Questions concerning this referral should be directed to Jana Butts at the Windham Region Council of Governments.

Sincerely,

Claire Lary, Secretary
WINCOG RPC

MANSFIELD PLANNING AND ZONING COMMISSION
APPLICATION TO AMEND THE ZONING REGULATIONS
(SEE ARTICLE XIII OF THE ZONING REGULATIONS)

FILE NO. 1235
DATE FILED 7/28/05

1. APPLICANT MICHAEL DILAJ / Michael Dilaj
NAME SIGNATURE
132 CONANTVILLE RD. / 860-456-1357
ADDRESS TELEPHONE
MANSFIELD CTR, CT. 06250

2. AGENT WHO MAY BE DIRECTLY CONTACTED REGARDING THIS APPLICATION (IF ANY)
N/A
NAME ADDRESS
TELEPHONE

3. LIST ARTICLE(S) / SECTION(S) OF ZONING REGULATIONS TO BE AMENDED:
(CONSIDERATION SHOULD BE GIVEN TO INTERRELATED SECTIONS THAT MUST ALSO BE MODIFIED
TO ENSURE CONSISTENCY WITH THE REGULATIONS)
SEE ATTACHED PAGES 1 THROUGH 3.

4. EXACT WORDING OF PROPOSED AMENDMENTS (USE SEPARATE SHEET AS NECESSARY)
SEE ATTACHED PAGES 1 THROUGH 3.

5. STATEMENT OF JUSTIFICATION ADDRESSING APPROVAL CONSIDERATIONS OF ARTICLE XIII, SECTION C, AND SUBSTANTIATING THE PROPOSALS COMPATIBILITY WITH THE MANSFIELD PLAN OF DEVELOPMENT; THE REASONS FOR THE PROPOSED AMENDMENT (INCLUDING ANY CIRCUMSTANCES OR CHANGED CONDITIONS THAT JUSTIFY THE PROPOSAL AND HOW THE AMENDMENT WILL CLARIFY OR IMPROVE THE ZONING REGULATIONS); AND THE EFFECT THE CHANGE WOULD HAVE ON THE HEALTH, SAFETY, WELFARE AND PROPERTY VALUES OF MANSFIELD RESIDENTS. (USE SEPARATE SHEET AS NECESSARY)

THE JUSTIFICATION FOR THE REGULATION CHANGE TO ALLOW "AGE RESTRICTED HOUSING" IS WITHIN THE BODY OF THE REGULATION CHANGE ARTICLE VII J. 1. a THROUGH e.

6. THE FOLLOWING ITEMS HAVE BEEN SUBMITTED AS PART OF THIS APPLICATION:

APPLICATION FEE

N/A REPORTS OR OTHER INFORMATION SUPPORTING THE PROPOSED AMENDMENT (LIST OR EXPLAIN)

END OF APPLICANT SECTION

FOR OFFICE USE ONLY

DATE OF APPLICATION RECEIVED BY PZC _____ FEE SUBMITTED _____

DATE OF PUBLIC HEARING _____ DATE OF PZC ACTION _____

ACTION _____ APPROVED EFFECTIVE DATE _____

_____ DENIED

COMMENTS: _____

SIGNED _____ / _____ DATE

CHAIRMAN
MANSFIELD PLANNING AND ZONING COMMISSION

PROPOSED REVISIONS TO THE MANSFIELD ZONING REGULATIONS
REGARDING
AGE RESTRICTED HOUSING

1. **REVISE ARTICLE II A.** After RAR-90 add:

“ARH Age Restricted Housing Zone”

2. **REVISE ARTICLE II B.** Before DMR add:

“ARH - Age Restricted Housing Zone”

3. **REVISE ARTICLE VII** to add a new subsection J and re-letter existing subsections J through Y as K through Z. The new Article VII, subsection J to read as follows:

J. Uses Permitted in Age Restricted Housing Zone

1. Intent

The zoning district has been established:

- a. To increase the types of available housing with emphasis on common interest communities that would primarily serve residences who are age 55 years or older.
- b. To provide landowners with a land use option on suitably located land with necessary utilities, access, and other important attributes.
- c. To create high-quality developments capable of sustaining long-term value.
- d. To promote project designs that enhance and protect open spaces, natural resources, natural features and other elements of the Town's rural character.
- e. To achieve the goals and objectives of the Town's Plan of Conservation and Development.

2. General

The uses listed below are permitted in the Age Restricted Housing Zones, provided the site is developed and retained under single or common interest ownership, provided special permit approval is obtained in accordance with the provisions of Article V, Section B and provided the provisions of Article X, Section A are met:

- A. One-family, two-family and multi-family dwellings wherein each dwelling unit shall be restricted to:
 1. At least one individual who is age 55 years or older.

2. A spouse or other occupant who must be age 18 or older.
3. Any occupant pursuant to Subsection 2.A.2 above who has survived the individual in Subsection 2.A.1 above.
4. Any occupant pursuant to Subsection 2.A.2 above where the individual in Subsection 2.A.1 above has entered into a long-term continuing care facility.
5. One child 18 years or older may reside with his or her parent(s).

3. REVISE ARTICLE VIII, SCHEDULE OF DIMENSIONAL REQUIREMENTS. Add the following to the table:

Zone: "ARH: See Note (1)"
 Lot Area: "5 Acres"
 Lot Frontage: "50"
 Setback Front Lot Line: "50"
 Setback Side Lot Line: "50"
 Setback Rear Lot Line: "50"
 Maximum Height: "40"
 Maximum Ground Floor Building Coverage: "25%"

4. REVISE ARTICLE VIII C.c. After "for" and before "DMR" add "ARH".

5. REVISE ARTICLE X A.1. Add "ARH Age Restricted Housing Zone" before DMR.

6. REVISE ARTICLE X A.2.c.

In the last sentence of first paragraph add "Age Restricted Housing," after "the" and before "Designed Multiple Residence" and add "ARH," after "a" and before "DMR"

In the second sentence of the second paragraph add "Age Restricted Housing Zone," after "a" and before "Designed Multiple Residence Zone"

In the last sentence of second paragraph add "Age Restricted Housing," after "a" and before "Design Multiple Residence"

7. REVISE ARTICLE X A.4.h. Add "ARH – 5 acres;" before "DMR – 5 acres;"

8. REVISE ARTICLE X A.5 to add a new subsection 5 and re-number existing subsections 5 through 7 as 6 through 8. The new Article X subsection A.5 to read as follows:

5. Special Provisions for the Age Restricted Housing (ARH) Zone

a. Water and Sewer Facilities

All proposed developments in the ARH Zone must be served by public water and sewer facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.

b. Density Requirements

The proposed ARH site shall contain at least 10,000 square feet for each single-family dwelling, at least 20,000 square feet for each two-family dwelling and at least 5,000 square feet for each dwelling unit in multi-family residences.

c. Location

No site location for multi-family residences shall be approved unless it is on or within 300 feet of an arterial or collector street as set forth in these Zoning Regulations.

d. Building Height

No building shall exceed three stories or a height of 40 feet.

e. Distance Between Structures

The distance between any two structures shall be no less than the average height of both, but in no case, less than 30 feet. The Commission may vary this spacing requirement when it determines that such variations will enhance the design of the project without detrimentally affecting emergency access.

f. Parking

Required parking spaces shall not be allowed on any street or internal roadway and shall be setback a minimum of 10 feet from principal buildings. All spaces shall comply with the parking provisions of Article X, Section D. and other dimensional requirements of these Regulations.

g. Open Space/Recreational Facilities

At least 600 square feet of open space and/or recreational area shall be required for each dwelling unit in the proposed development. Detailed plans and specifications for open space and recreational improvements shall be required with all applications in an ARH Zone. Wherever possible any appropriate active recreational facilities shall be screened from residences, driveways, streets and parking areas.

h. Court Yards

Unless specific designs acceptable to the Mansfield Fire Marshal are approved by the Commission, courts enclosed on all sides shall not be permitted and no open court shall in the least dimension be less than 40 feet.

PROPOSED REVISIONS TO THE MANSFIELD ZONING REGULATIONS
REGARDING
AGE RESTRICTED HOUSING
AMENDED SEPTEMBER 19, 2005

1. REVISE ARTICLE II A. After RAR-90 add:

"ARH Age Restricted Housing Zone"

2. REVISE ARTICLE II B. Before DMR add:

"ARH - Age Restricted Housing Zone"

3. REVISE ARTICLE VII to add a new subsection J and re-letter existing subsections J through Y as K through Z. The new Article VII, subsection J to read as follows:

J. Uses Permitted in Age Restricted Housing Zone

1. Intent

The zoning district has been established:

- a. To increase the types of available housing with emphasis on common interest communities that would primarily serve ~~residencees~~ *residents* who are age 55 years or older.
- b. To provide landowners with a land use option on suitably located land with necessary utilities, access, and other important attributes.
- c. To create high-quality developments capable of sustaining long-term value.
- d. To promote project designs that enhance and protect open spaces, natural resources, natural features and other elements of the Town's rural character.
- e. To achieve the goals and objectives of the Town's Plan of Conservation and Development.

2. General

The uses listed below are permitted in the Age Restricted Housing Zones, provided the site is developed and retained under single or common interest ownership, provided special permit approval is obtained in accordance with the provisions of Article V, Section B and provided the provisions of Article X, Section A are met:

- A. One-family, two-family and multi-family dwellings wherein each dwelling unit shall be restricted to:

Submitted by applicant at 9/19/05 Public Hearing

1. At least one individual who is age 55 years or older.
2. A spouse or other occupant who must be age 18 or older.
3. Any occupant pursuant to Subsection 2.A.2 above who has survived the individual in Subsection 2.A.1 above.
4. Any occupant pursuant to Subsection 2.A.2 above where the individual in Subsection 2.A.1 above has entered into a long-term continuing care facility.
5. One child 18 years or older may reside with his or her parent(s).

3. REVISE ARTICLE VIII, SCHEDULE OF DIMENSIONAL REQUIREMENTS. Add the following to the table:

Zone: "ARH: See Note (1)"

Lot Area: "5 Acres"

Lot Frontage: "50"

Setback Front Lot Line: "50"

Setback Side Lot Line: "50"

Setback Rear Lot Line: "50"

Maximum Height: "40"

Maximum Ground Floor Building Coverage: "25%"

4. REVISE ARTICLE VIII C.c. After "for" and before "DMR" add "ARH".
5. REVISE ARTICLE X A.1. Add "ARH Age Restricted Housing Zone" before DMR.
6. REVISE ARTICLE X A.2.c.

In the last sentence of first paragraph add "Age Restricted Housing," after "the" and before "Designed Multiple Residence" and add "ARH," after "a" and before "DMR"

In the second sentence of the second paragraph add "Age Restricted Housing Zone," after "a" and before "Designed Multiple Residence Zone"

In the last sentence of second paragraph add "Age Restricted Housing," after "a" and before "Design Multiple Residence"

7. REVISE ARTICLE X A.4.h. Add "ARH – 5 acres;" before "DMR – 5 acres;"
8. REVISE ARTICLE X A.5 to add a new subsection 5 and re-number existing subsections 5 through 7 as 6 through 8. The new Article X subsection A.5 to read as follows:
 5. Special Provisions for the Age Restricted Housing (ARH) Zone

a. Water and Sewer Facilities

All proposed developments in the ARH Zone must be served by public water and sewer facilities or must be readily connected to such services. "Readily connected" is defined as that point in time when contracts have been let for construction of public sewer and water facilities requested for connection. A Certificate of Compliance shall not be issued until the site is connected to public water and sewer facilities.

b. Density Requirements

The proposed ARH site shall contain at least 10,000 square feet for each single-family dwelling, at least 20,000 square feet for each two-family dwelling and at least 5,000 square feet for each dwelling unit in multi-family residences.

c. Location

No site location for multi-family residences shall be approved unless it is on or within 300 feet of an arterial or collector street as set forth in these Zoning Regulations.

d. Building Height

No building shall exceed three stories or a height of 40 feet.

e. Distance Between Structures

The distance between any two structures shall be no less than the average height of both, but in no case, less than 30 feet. The Commission may vary this spacing requirement when it determines that such variations will enhance the design of the project without detrimentally affecting emergency access.

f. Parking

Required parking spaces shall not be allowed on any street or internal roadway and shall be setback a minimum of 10 feet from principal buildings. All spaces shall comply with the parking provisions of Article X, Section D. and other dimensional requirements of these Regulations.

g. Open Space/Recreational Facilities

All multi-family developments shall provide suitable open space and recreation facilities for adults <and children>. At least 600 square feet of open space and/or recreational area shall be required for each dwelling unit in the proposed development. Detailed plans and specifications for open space and recreational improvements shall be required with all applications in an ARH Zone. Wherever possible any appropriate active recreational facilities shall be screened from residences, driveways, streets and parking areas.

h. Court Yards

Unless specific designs acceptable to the Mansfield Fire Marshal are approved by the Commission, courts enclosed on all sides shall not be permitted and no open court shall in the least dimension be less than 40 feet.

i. Floor Area

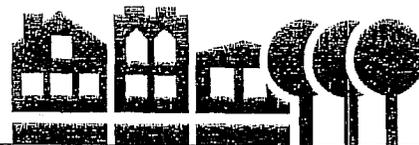
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No dwelling unit shall contain less than the following minimum livable floor area:

(1) Single-family Dwellings – 800 square feet

(2) Two-family Dwellings – 800 square feet

(3) Multi-family Units – 800 square feet



Mansfield Downtown Partnership
Helping to Build Mansfield's Future

December 22, 2005

David Savin
Wings Over Storrs
77 Sterling Road
E. Hartford, CT 06108

Dear Mr. Savin:

Thank you for working with us over the last few months on the next steps for the creation of the commercial village of Storrs Center. We hope that the meetings with Phil Michalowski from Harrall-Michalowski Associates and Lisa Israelovitch from Live Work Learn Play have provided a better explanation of the options and opportunities associated with the relocation and casting processes.

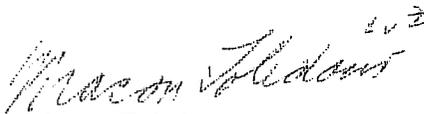
We would like to invite you to an update of the relocation and casting process on Wednesday, January 18 at 5:30 pm at the Center for Hellenic Studies Paideia at 28 Dog Lane. The meeting will proceed in a similar fashion to the meeting in October. Phil Michalowski will begin with an update on the relocation process, including the status of the Phase 1A building. Those interested in the casting process may stay after Mr. Michalowski's presentation for an update by Lisa Israelovitch.

Our goal is to provide you with enough information to decide which opportunities and options within the casting and relocation process are suitable to your individual needs. We encourage you to call Lisa and Phil directly if you have further questions about the casting, and relocation processes respectively. Lisa can be reached at 514-287-1555, ext. 235 or by e-mail at lisai@lwlpl.net. Phil can be reached at 203-248-6309.

We look forward to seeing you in January. In the meantime, if you have any general questions, please contact Cynthia at 860-429-2740. Have a wonderful holiday season!

Sincerely,


Cynthia van Zelm
Executive Director
Mansfield Downtown Partnership


Macon Toledano
Vice President
Planning and Development
Storrs Center Alliance

cc: Phil Michalowski
Lisa Israelovitch

**PAGE
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CC Review



Item #17

Carol Kraus
Chair, Board of Directors

Peter S. DeBiasi
Executive Director

Programs and Services:

- Case Management
- Energy Assistance
- Emergency Food Banks
- Emergency Shelter
- Hawkins House Group Home
- Supportive Housing for Families
- CACFP - Child & Adult Care Food Program
- WIC - Women, Infants & Children Nutrition Program
- Energy Conservation Services
- LEAP - Lead Elimination Action Program
- Low-Income Housing Rehabilitation
- Family Asset Development:
 - IDAs - Individual Development Accounts
 - VITA - Volunteer Income Tax Assistance
 - Financial Literacy
- Workforce Development
- Willington Youth, Family and Social Services
- One-on-One Mentoring

TO: Community Partners

FROM: Peter DeBiasi 

DATE: December 15, 2005

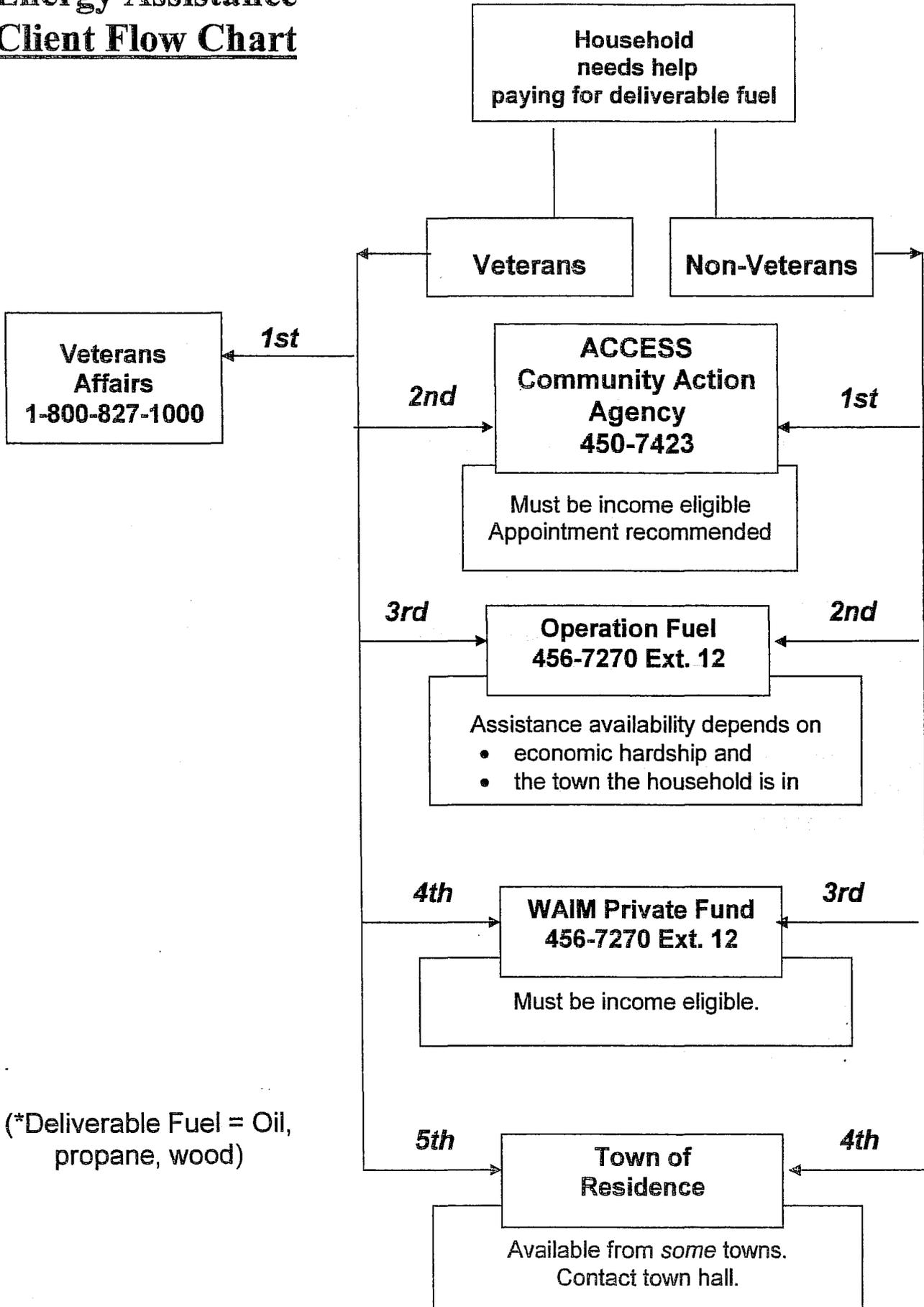
RE: Regional Energy Summit Follow-Up

Enclosed is the information the ACCESS Community Action Agency prepared following the Regional Energy Information Summit held on Wednesday, November 30th.

If you have any questions, please contact Jane Korb at 860-450-7157 or email her at jane.korb@accessagency.org.

Enc. Energy Assistance Client Flow Chart
Where to Get Help to Pay for your Heat

Energy Assistance Client Flow Chart



(*Deliverable Fuel = Oil, propane, wood)

Where to Get Help to Pay for your Heat

The first place to look for help to pay for your heating fuel (unless you're a veteran*) is your local Community Action Agency. For Windham and Tolland Counties, the ACCESS Community Action Agency administers the CT Energy Assistance Program (CEAP) and the CT Contingency Heating Assistance Program (CHAP), funded by the federal government and the State of CT. (*Veterans should contact the Veteran's Administration before contacting ACCESS.)

➤ **TO GET HELP from ACCESS:**

1. **You must be income eligible and meet the asset requirements.** Read the charts below to find out if you qualify.

Household Size: →	1	2	3	4	5	6 or more
Income: →	up to \$26,832	up to \$35,089	up to 43,345	up to \$51,601	up to \$59,857	(Call for more info)
	Homeowners ▼			Renters ▼		
Liquid Assets: →	Less than \$10,000			Less than \$7,000		

2. **If you qualify based upon your income *and* assets, CALL the appropriate number below**

Where you live	Where to go or call	Phone
Andover, Ashford, Bolton, Chaplin, Canterbury, Columbia, Eastford, Hampton, Mansfield/Storrs, Scotland, Union, Willington, Windham/Willimantic	ACCESS Community Action Agency	450-7423
Canterbury, Coventry, Ellington, Somers, Tolland, Vernon	Your Town Hall	
Hebron	Hebron Senior Center or Hebron Interfaith Service	228-1700 228-1161
Stafford	Stafford Family Services	684-4239
Thompson (Senior Citizens)	TEEG	923-3458

3. **When you go to get energy assistance, you must bring with you documents that verify the following information:**

- Social Security Numbers
- Birth Dates
- Previous 4 weeks income (Gross)
- Unemployment Compensation
- SS, SSI, DSS Benefits (Monthly)
- Pensions, VA Benefits, Bank Interest (CD, IRA)
- Child Support, Alimony, Food Stamps, Cash Assistance
- Rent receipt or lease, mortgage or tax bill
- CL&P, YES bills
- Landlord name, Address, phone
- All bank statements (checking or savings account)

- **If you DO NOT QUALIFY for help from ACCESS, contact OPERATION FUEL.**

Where you live	Where to call	Phone
Ashford, Canterbury, Chaplin, Eastford, Hampton, Mansfield/Storrs, Scotland, Willington, Windham/Willimantic	WAIM	456-7270, ext 12
Andover, Columbia, Hebron	Interfaith Human Service	228-1681
Coventry, Lebanon	Town Hall	

➤ **If you DO NOT QUALIFY for help from ACCESS and Operation Fuel, contact the following organizations. They may be able to help.**

<u>Where you live</u>	<u>Where to call</u>	<u>Phone</u>
Coventry, Andover, Columbia, Hebron	WAIM	456-7270, ext 12
Bolton, Coventry, Ellington, Mansfield/Storrs, Scotland, Somers, Tolland, Vernon, Willington, Windham/Willimantic	Town Hall – Social Services	

Other Ways to Save Money on Fuel:

Conservation:

Services to help you save money by making your home more energy efficient are also available.

<i>Program Name</i>	<i>Services Available</i>	<i>Where to Call</i>	<i>Phone Number</i>
Weatherization	Insulation, windows, heating, repairs, energy audits, and more	ACCESS Community Action Agency	860-450-7439
WRAP	Energy conservation work, refrigerator replacement, insulation, heating repairs	ACCESS Community Action Agency	860-450-7439
HEARTH	Tune-ups, water heater blankets, window film, programmable thermostats	State of CT Office of Policy and Management	1-800-286-2214
Low Interest Loans	Energy efficient improvements	CHIF	1-800-992-3665

Did you know that you can save up to 3% on your heating bill by simply turning your thermostat down 1 degree?

Sales Tax Exemption:

Conservation efforts are vitally important to both saving money and saving energy. Getting a furnace tune-up or installing energy efficient products such as programmable thermostats, insulation, and new windows can add up to significant cost-savings. With the passage of recent State of CT legislation, a sales tax holiday from November 25, 2005 to April 1, 2006 has been instituted on home weatherization products.

SAFETY Tips:

With higher energy costs this year, it might be tempting to disregard safety measures when heating your home. There are important safety guidelines to follow when you purchase, install, or use any heating device:

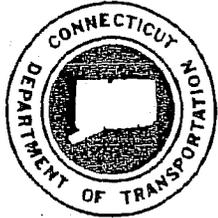
- Before you purchase or install a wood stove or fireplace, contact your local building inspector to make sure the unit complies with updated codes.
- Make sure you have your chimney inspected and cleaned regularly.
- When purchasing a space or kerosene heater, make sure it has safety devices such as an automatic tip-over shut-off. It is also important to inspect these devices for worn parts or frayed cords and wires.
- Under no circumstances should you ever use your oven to heat your home. This is extremely dangerous.

Please keep safety in mind this winter. Tragedies can easily occur when precautions are not taken – **SAFETY FIRST**. Contact your local fire official for more information.

OTHER SERVICES:

To find out about other services (like food pantries) that can help you stretch your money this winter, CALL 211.

Technology Transfer



U.S. Department of Transportation
Federal Highway Administration



Vol. 22 No. 4

Winter 2005

In this Issue

Parking: How Much Is Enough?

page 1

Congratulations Graduates of 2005!

page 2

ConnDOT Recognized for Excellence in Winter Materials Storage

page 3

Thomaston and Woodstock First Winners in Creative Solutions Award Program

page 6

Be Reasonable... Do It MY Way

page 7

By the Way

page 7

Parking: How Much is Enough?

by Norman W. Garrick and Wesley E. Marshall

Parking and the provision of parking is an often overlooked aspect of the transportation system. But parking plays a key role in the economic and social vitality of Connecticut cities, towns and commercial centers. The extent to which most towns address this issue is by ensuring that their zoning regulations mandate that an ample supply of parking accompanies any new development. There are sound reasons for this approach: the towns want to ensure that shoppers are not discouraged by a lack of parking and that spillover parking does not inundate neighborhoods. But when is enough parking too much of a good thing? In fact, can there be such a thing as too much parking?

A growing number of cities and towns around the country are answering yes to this last question. They are beginning to recognize that too much parking can be as bad as too little and are taking steps to regulate the demand and the supply of parking. Some cities now mandate a parking maximum and not a minimum as is the norm. They point out that the detrimental effects of too much parking are insidious and hard to measure but they are nonetheless quite real.

Clearly too much parking wastes land and carries with it a sizable economic penalty, especially in terms of wasted opportunities. But more

importantly, too much parking often saps the vitality of an area by creating large dead zones where people do not want to be. There is also a growing recognition that it is not just the amount of parking that is important. How it is arranged relative to the buildings, who owns it, and how it is operated, are all factors that affect the extent to which parking will have a positive or adverse effect on the surrounding land uses.

In order to get a better handle on some of these issues, in 2003 we started a two year long study of parking at six centers around New England. Our primary goal was to compare parking at mixed-use, walkable commercial centers to that at centers with more conventional development patterns. Since it was difficult to identify enough mixed-use centers of the appropriate size in Connecticut, we ended up selecting only one Connecticut site, West Hartford Center, and two from out of state, the downtown areas of Northampton and Brattleboro. The three conventional sites that were used as controls were Avon Center, Glastonbury Center, and Somerset Square in Glastonbury.

The three study sites, Brattleboro, Northampton, and West Hartford Center are all compact, mixed-use districts with significant amounts of

retail, entertainment, commercial and residential uses within the boundary of the site. Most of the parking at all three sites is owned and operated by the municipalities, which charge for parking in their facilities. The three study sites are also surrounded by residential districts and are connected to these districts by a dense network of streets with very good pedestrian facilities. Therefore, there is the potential for people from these surrounding districts to access these centers on foot or by bicycle.

In contrast, the three control sites, Avon Center, Glastonbury Center, and Somerset Square are generally less compact and more homogenous in terms of use. For example, Somerset Square has retail, entertainment and commercial uses but each use is generally set apart in its own individual pod, separated by areas of parking. Most of the parking at these three sites is owned by individual businesses and is provided free of charge. The two sites in Glastonbury are adjacent to fairly dense residential districts, but the pedestrian and bicycle connections to the sites from the surrounding districts are not very good (Glastonbury Center is better than Somerset Square). Avon Center is located in a very low-density suburban context with little viable pedestrian access. One final and interesting distinction between the study sites and the control sites is that all

three study sites had significant numbers of on-street parking spaces, while the control sites had little or none.

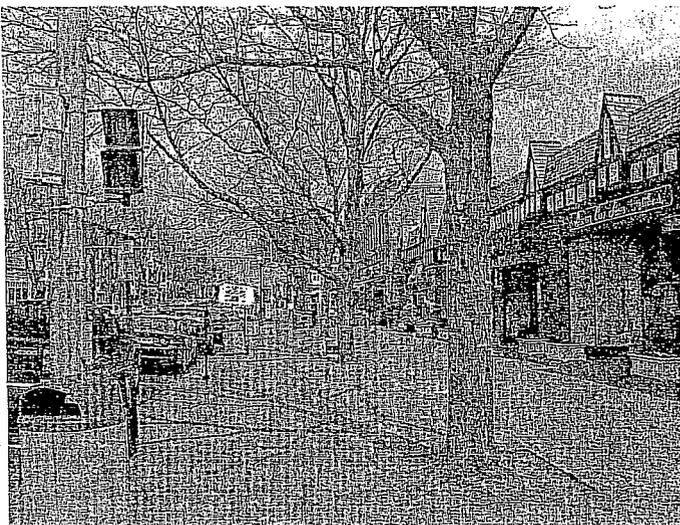
The results of our analysis show that the study sites use much less parking and use the parking more efficiently than did the control sites. On average, we found that the peak parking use (generally during the holiday shopping period) at the control sites was about 2.3 spaces per 1000 sq. ft. of building square footage. The mixed-use study site required only 1.8 spaces per 1000 sq. ft. or about 24% less than the conventional sites. This lower demand for parking is noteworthy when one considers the fact that the study sites were much more vibrant in terms of the number of people actually on site. The main factor accounting for this difference was the large number of people that access the mixed-use study site by foot, bicycle, and public transit.

In terms of efficiency of use, less than 50% of the parking spaces at the control sites were filled during the peak shopping period, versus 80% occupancy at the mixed-use study sites. In other words, the amount of parking provided at the control sites was more than twice that required even during the peak shopping period. This is a tremendous waste of land and is also environmentally unsound, as it means that a significant amount of unnecessary impervious surface is to be found at these developments. This amount of unused parking also serves to dampen the vibrancy of urban centers—it is

essentially a double whammy, since parking itself is a negative in terms of attracting human activity and, at the same time, parking takes up land that could be put to more productive use.

The study sites have a few advantages, which allow them to operate smoothly at a much higher occupancy level. One important difference is that the study sites have paid municipal lots and garages that serve the whole center and not individual businesses. This consolidation of parking affords a great deal of efficiency. For example, we found through surveys that the mixed-use study sites were 'park once' districts. People come to the area, park, and then patronize a number of businesses in the center. In contrast, most people at the conventional sites drive from one business to another at the center and thus end up using multiple parking spaces for each visit—this is a very inefficient use of parking.

There are a number of reasons why the mixed-use sites are "park once" districts. For one, the act of paying for parking cut down on the tendency to move the car once a person is in the district. These mixed-use districts are also much easier to walk in and provide a more pleasant and more interesting environment. Conversely, the conventional sites tend to have disconnected pedestrian paths and a generally unpleasant walking environment, since people would typically have to walk through parking lots to get from one type of business to another.



West Hartford Center



Avon Center

The study sites are much more heterogeneous in terms of the mix of land use. Since each category of business has a different demand cycle over the course of the day, parking is used much more efficiently. For example, in West Hartford, the consolidated parking is in demand constantly from early morning to well into the night with the type of users changing from shoppers in the day to diners at night. In contrast, at Somerset Square, where each lot is dedicated to a specific type of business, some lots are full during the day but empty in the evenings, while others have the opposite pattern. The end result is that many more spaces are needed to serve a given level of activity, and there are a large number of spaces that are used for just few hours each day—a very wasteful use of land, an increasingly scarce commodity.

Surprisingly, in spite of the differences in parking use at the six sites, the parking regulations for the five towns that host these sites all mandate about the same level of parking in their zoning regulations. The average requirement is about 5.5 spaces per 1000 sq. ft. of floor area. This is more than 2.5 times the amount of parking that is actually used even during peak shopping time. This is indicative of the overly cautious approach that Connecticut cities have adopted in providing for parking. Other studies have shown the same results—Connecticut towns are demanding far too much parking, thus wasting land, increasing development costs, deadening our urban centers, discouraging walking and riding, and adding to the runoff into our streams and rivers.

Based on this study we suggest the following strategies for reducing the negative impact of parking:

Reduce Minimum Parking Requirements: Most towns in the state have very conservative minimum parking requirements. The towns in our study mandate 2.5 times the amount of parking than is actually used during peak shopping time. This suggests that most towns could significantly reduce the minimum parking requirements without any noticeable adverse effect.

Most developments could get by with less than 3 spaces per square foot of building, depending on the level of activity expected. Even at this lower level, peak occupancy would still be only about 80%.

Encourage Connected, Mixed-Use Development: Our study suggests that mixed-use centers use fewer parking spaces and use the parking provided much more efficiently. We stress the point that these mixed-use places must be connected by walkable streets to residential areas in order to accrue the full advantage in terms of reducing parking demand. In Connecticut, we are beginning to see the development of 'life style' centers, such as Evergreen Walk in South Windsor, which are ostensibly mixed-use centers. The problem is that these centers are still isolated from the rest of the community and cannot be accessed without a car. Places like Evergreen Walk are unlikely to see reduced parking demand, but will use the parking provided more efficiently because of the mix of businesses sharing the same lot.

Re-instigate On-street Parking: Our study showed that on-street parking was the most valued by customers and often the most convenient. In addition, on-street parking cuts down on the size of the off-street lot that is needed, thus reducing the amount of impervious surface. However, in the interest of efficient traffic flow, many towns have eliminated on-street parking and do not provide on-street parking in new development. On-street parking brings other benefits in that it serves a traffic calming function, making a town center feel safer to pedestrians and more like a real center to drivers and pedestrians alike. On-street parking clearly delineates the street as a place rather than just somewhere to pass through.

Consider Shared Municipal Lots: Our study suggests that effectively run municipal parking systems provide many advantages in a commercial center. Lots shared between different types of businesses are used much

more efficiently and do not have as many hours where they sit empty. In addition, consolidated municipal parking promotes a 'park once' mindset, which benefits all the businesses in a center. Finally, the parking revenue from municipal parking systems can be used to landscape, beautify and maintain the streets and other public realms of the center. The issue of charging for parking is a contentious one, but our study and others suggest that customers are not resistant to paying a reasonable rate for parking.

Few cities and towns in Connecticut have a comprehensive plan for the provision of parking in their commercial centers. However, we believe many town centers in Connecticut could benefit immeasurably from having a considered and coordinated approach to managing parking demand. The current system of oversupplying parking appears to be wasteful of land and resources, is environmentally unsound, and dampens the economic and social vitality of commercial centers. The good news is that our study shows that relatively small changes (such as improving pedestrian connections) can go a long way in reducing the amount of resources that are devoted to parking and in creating more vibrant centers in our cities and towns.

For additional information, please contact the authors:

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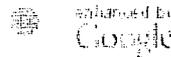
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CONNECTICUT NEWS

Unified Effort Spawns Storrs Center Project

December 26, 2005

By STEPHANIE SUMMERS, Courant Staff Writer

STORRS -- This will not be a story about a heartless big developer kicking out the little guy who has been there for decades. This will be a story about the big developer - and its local partners - getting it right.

Shopkeepers in construction's way for the new Storrs Center project in Mansfield at first worried about their fate when they saw a plan saying the Store24 plaza would be razed in June 2006. So, with Irene Schein, 30-year operator of Storrs Automotive, at the helm, the business owners raised a stink. "Relocation Means Eviction," their literature said. They wanted to be a part of the new downtown.

The \$165 million project's goal is to create a vibrant village with retail, office and green space and up to 800 residential units on 50 acres along Storrs Road. An unusual collaboration between the University of Connecticut, the town of Mansfield, the community and the developer, the idea is to create a large town square where the university and the town intersect.

After hearing the merchants' protests, the Mansfield Downtown Partnership appointed a relocation coordinator, Phillip Michalowski, a consultant in Hamden who has interviewed the owners of the 17 businesses about their needs and hopes for relocation.

Enter the landlord, UConn, whose trustees recently approved the development plan, as did the town of Mansfield. It offered to sell land adjacent to the development site for some of the strip mall businesses to move into; part of the agreement called for the developer to postpone tearing down the university-owned plaza at 1254 Storrs Road until the shopkeepers are in their new spaces.

And Schein? She will have her automotive shop, she hopes with an extra bay, on the back of the new building on the north side of Dog Lane near the Bishop Center, a permanent spot for her and many of her commercial neighbors.

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No family ever pays.
St. Jude for cancer treatment.

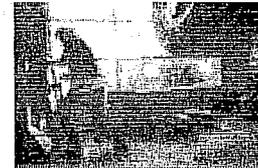
St. Jude Children's Research Hospital

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PHOTO



Irene Schein
(MARK MIRKO)

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"They addressed all our concerns," Schein said, commenting on the trustworthiness of Cynthia van Zelm, the executive director of the Mansfield Downtown Partnership, and Macon Toledano, project manager and vice president of planning and development for LeylandAlliance of Tuxedo, N.Y.

Schein, wearing a black, wool L.L. Bean cap backward, a red neckerchief and round tinted wire rims, describes herself as a skeptic. "I'm always looking behind me. ... What's the university doing? What's the developer doing? They're going to blow us out of the water."

She came to UConn from New York in the '70s to pursue a master's in sociology and fell in love with the area. She started working part time at a garage. After she got her degree, she bought out the owner and says she learned to be a mechanic by hiring "people who knew more than me." About 80 percent of Schein's customers are university staff and students.

In fact, she credits her customers with turning around the situation for her and other longtime businesses in the area. The businesses and the people working on the Storrs Center project know that the people of Mansfield want to retain a sense of their past as they move into the future.

"This is a huge community project," Rich Piscatelli, owner of Tequila Cove, formerly C.O. Jones, said. "If they didn't do what they're doing, it wouldn't really spell community."

Van Zelm concedes that the communication was off when the Municipal Development Plan went out for approval with the June demolition date for the plaza. "We ended up having discussions with business owners. In retrospect, we should have done that prior," she said, adding that the date was an early projection, not a formal deadline, and was selected as a good time of year for businesses to move.

The Mansfield Downtown Partnership she heads is "a three-legged stool" made up of representatives from the town, the university and the local business community. "And the community is always there," she said. A partnership between the university and the town "was a courageous thing to do," she said.

The business operators have been reconsidering their options with Michalowski, who thinks most of them will fit into the relocation site, which has been dubbed "Building 1A." "1A is clearly a permanent building, the first new building of the new downtown," he said.

Campus Florist owner Barbara Sunmark wants to end up in the new village and find a good spot on campus in the interim. Piscatelli's restaurant, too large for Building 1A, hopes a temporary spot on Route 195 will be found for his restaurant. Kathy LaJoie, co-owner of Campus Cuts, wants to go it alone in one of the new Student Union retail spots. And Holly Upton, who owns Skora's Barber Styling Shop, cuts Jim Calhoun's hair and claims, "I make the coaches look good," avidly plans to move to the new building permanently. "If there's going to be a building, we're going over there. That's it."

The relocation timeframe is tight, however. The new goal is for the plaza demolition to take place by the end of 2006. But first the university and Storrs Center Alliance, the project name for Leyland, have to agree on the price for the land, including the Building 1A site; the architect needs to finish the designs; and the town must adjust the zoning at the site.

Toledano says these steps would need to happen in the spring or early summer to leave time for putting up the building.

Van Zelm says they will just keep at it if the deadline is missed. "I think the

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businesses will stay where they are until we're at a point where the ones who can fit can move into the new building. We're trying to have only one move."

The university and developer are expected to seal the land sale for the whole development in the next several weeks, Tom Callahan, special assistant to the president, said. The UConn trustees recently approved the sale of the Building 1A site and a ground lease agreement for surrounding property north of Dog Lane for more retail and a parking structure in the future, Callahan said.

And Gregory Padick, director of planning for Mansfield, projected that the zoning district for the relocation site could be rezoned by spring. He said planning and zoning approval can be done quickly under existing zoning rules instead of having to wait for a Special Design District to be created.

Business people are mostly upbeat, eager to be in a commercial mix that seeks to emulate Northampton, with 80 percent independent businesses and 20 percent franchises, opposite the retail proportions of a big mall.

"If they came up with a location and your business would double and they're moving you for free, why would you reject it?" Piscatelli said.

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The New London Day - 11/6/05

Dispelling The Myths About The Fort Trumbull Project

The forces arrayed against the project use spin, not facts, to stir up public opposition.

By PETER L. COSTAS
Published on 11/6/2005

The current clamor for suspending the Fort Trumbull redevelopment project could, if successful, continue New London's financial and job losses. Moreover, any suspension and subsequent effort to redesign the project would damage the city's efforts to increase tourism and instill community pride in a new maritime center with public access to a riverfront walkway.

Until a series of press releases and stories stirred sympathy for the plaintiffs in the Kelo case after the final decision in the court battle, there was little opposition to the project. In fact, Gov. M. Jodi Rell on Oct. 23, 2004, urged New London to "recommit ourselves to fulfilling the vision that we outlined for the Fort Trumbull peninsula" and further stated:

"There's too much at stake to let this project stumble. Together we've invested far too much money and effort to see it fall apart now. With the help of our congressional delegation we won a major victory in becoming the home of the planned Coast Guard Museum, but unless we move forward we could lose that project, too."

Since then, nothing other than the public clamor has justified any effort to delay or modify the development plan adopted by the city, the state and the federal governments.

Unfortunately, the truth and fact have been buried in misplaced sympathy for the six remaining holdouts and no real attention has been given to the consequences of further delay. Certainly, the residents of New London have not been given the facts to understand the costs to them of the delay in going forward. I hope this article provides some balance.

Myth:The project is to benefit a private developer.

Fact:The developer is obligated to follow a municipal development plan to benefit all of the residents of the City of New London and the State of Connecticut and approved by the New London Development Corp., the New London City Council and the State of Connecticut with new roads, landscaping, public buildings including the National Coast Guard Museum and a Coast Guard Research Station, commercial and office buildings, a hotel, parking, and access to a walkway along the river, etc. The city will retain title to the land.

Myth: This area was a residential neighborhood with picturesque Victorian homes.

Fact: This area had been zoned commercial/industrial since 1929.

In 1998 there were 117 separate buildings or vacant parcels of land, of which 64 were residential parcels occupying 20 percent of the area, and 53 were non-residential parcels occupying 80 percent of the area volume.

and they rent two to four units. William Von Winkle owns three properties that are all rented to non-family members. Pataya Construction owns two properties, one of which is a building which has been gutted and one which has two rented units. Pasquale Cristofaro has a two-family house but does not live there; one unit is rented and the other may be occupied by a grandson. The building owned by Thelma Brelesky is apparently occupied by her son.

Thus, four of the Kelo plaintiffs are landlords and not residents; one is both a resident and landlord. Two may have family members living in the buildings, but the named plaintiffs are not residing in those properties. One of the plaintiffs has two possible places to be living and only recently registered to vote in New London.

Myth: The plaintiffs are being unfairly deprived of their homes.

Fact: NLDC has proceeded in accordance with the state law as clearly stated in the decisions of the Connecticut Superior Court, the Connecticut Supreme Court and the United States Supreme Court.

In the court action, NLDC agreed to allow the plaintiffs to reside in their properties during the appeal process by means of a pretrial agreement. This agreement required them to provide specific information including the amount of money received from tenants on the properties to the city and the NLDC, which was never done.

After four years, the litigation has cost New London dearly and plaintiffs have profited.

- The city has lost the annual tax revenues from the properties in the Fort Trumbull area — \$325,000 in 2000. The tax revenues following the completion of the development plan are estimated at \$680,000 to \$1,242,843.
- Moreover, the plaintiff landlords have been collecting rent from their tenants which is estimated as follows:

Von Winkle (13 Units) — \$400,000

Dery (5 Units; does not include 28 East Street in which son resides or the one to two unit(s) in which they reside) — \$175,000

Cristofaro (2 units; does not include unit in which grandson may reside) — \$45,000

Pataya Construction (2 Units) — \$90,000

- None of the plaintiffs has paid an occupancy fee to which the City of New London would be entitled.
- New London has continued to incur the costs of providing the plaintiffs and their tenants water and sewer service, garbage collection, street repair, street lighting, police and fire service. What other groups of New London taxpayers have enjoyed such benefits without paying taxes?
- In addition, while the plaintiffs have been provided free legal service by the Institute for Justice, the City of New London and NLDC have incurred legal costs to defend this litigation.

Add to the above, the rancor and diversion of time and resources of the City Council, and it will be readily appreciated that New London taxpayers are the truly aggrieved parties in this matter.

WILLIAM CASPAR GRAUSTEIN
M E M O R I A L F U N D

Item #21

December 22, 2005

Ms. Paula Colen
EASTCONN
376 Hartford Turnpike
Hampton, CT 06247

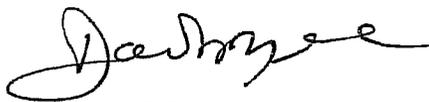
Dear Ms. Colen:

On behalf of the Trustees of the William Caspar Graustein Memorial Fund, I am pleased to inform you of their action on December 5, 2005 to approve an award in the amount of \$20,000 to EASTCONN. The grant is for the implementation of your Mansfield Discovery Action Plan. An official Memorandum of Agreement will be forwarded for review and signature.

Maria Mojica and I will be happy to meet with you and representatives of your community to answer any questions about the 2006 Memorandum of Agreement or related Discovery matters. Please call Joan Gourley at 203-230-3330, extension 20 to arrange a meeting.

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

Sincerely,



David M. Nee
Executive Director

CC: Ms. Sandra Baxter

Reference Number: 1798.02

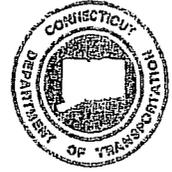


*The storyteller figure
symbolizes the values
of the Memorial
Fund—educating,
supporting and
inspiring our
children.*

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December 15, 2005 **REC'D DEC 21 2005**

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

Dear Mr. Berliner:

Subject: Federal Highway Safety Program
Federal Program Area Number : 06-157PT
State Project Number : 0186-6857

It is with great pleasure that I am writing to notify you of the approval of the Town of Mansfield's highway safety project application entitled "Speed Radar Display Sign" effective December 12, 2005 through September 30, 2006.

Federal funds in the amount of \$4,500.00 are obligated to this project in accordance with Connecticut's approved 2006 Fiscal Year Highway Safety Strategic Plan.

All costs incurred under this project must be in full compliance with both Federal and State regulations, policies, and procedures that govern the use of highway safety funds. Costs are subject to review by both Connecticut Department of Transportation Accounts Examiners and Federal Auditors.

Please note that deviations from the specifics of the proposed budget must be reviewed and approved by the Division of Highway Safety prior to their implementation in order for related costs to be eligible for reimbursement.

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**Monitoring and Analysis
of the
Willimantic Reservoir
and the
Mansfield Hollow Lake Watershed**

A Final Report Submitted to

The Willimantic Water Commission

Submitted by

Dr. George E. Hoag

Professor of Civil and Environmental Engineering

Dr. Fred Ogden

Associate Professor of Civil and Environmental Engineering

Dr. Glenn Warner

Associate Professor, Natural Resources Management and Engineering

Edited by

John C. Clausen

University of Connecticut Storrs

April 14, 2005

P.267

LIST OF FIGURES	5
LIST OF TABLES	7
EXECUTIVE SUMMARY	8
CHEMICAL ANALYSIS OF SURFACE WATER AND SEDIMENT	9
VOLATILE ORGANIC COMPOUNDS (VOCs).....	10
SEMI-VOLATILE ORGANIC COMPOUNDS (SVOCs).....	10
ORGANOCHLORINE PESTICIDES	11
PCBS.....	12
METALS.....	12
NUTRIENTS	12
INTRODUCTION.....	14
WATERSHED CHARACTERISTICS OF MANSFIELD HOLLOW LAKE AND THE WILLIMANTIC RESERVOIR.....	19
MANSFIELD HOLLOW LAKE AND WILLIMANTIC RESERVOIR WATER QUALITY CLASSIFICATION	21
LAND USE.....	21
CONNECTICUT GROUND WATER CLASSIFICATION	22
CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION REGULATION FOR SURFACE WATER PROTECTION CRITERIA	22
CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION REGULATION FOR SOIL MOBILITY CRITERIA	23
METHODS AND MATERIALS FOR SAMPLING OF CHEMICAL PARAMETERS	23
QUALITY CONTROL/QUALITY ASSURANCE	30
FIELD QUALITY CONTROL	30
<i>Field Blanks</i>	30
<i>Trip Blanks</i>	30
RESULTS AND DISCUSSION.....	31
GRAIN SIZE ANALYSIS.....	31
FLOW MEASUREMENTS AND MODELING IN THE MANSFIELD HOLLOW LAKE WATERSHED.....	34
<i>Data and Data Issues</i>	35
<i>Calibration of the SAC-SMA Model</i>	35
<i>Modeling Results</i>	38
<i>Flow Modeling Conclusions</i>	45
SURFACE AND SEDIMENT CHEMICAL ANALYSIS.....	46
VOLATILE ORGANIC COMPOUNDS.....	46
<i>Acetone (CH₃)₂CO</i>	46
DISCUSSION OF VOCs DETECTED IN AQUEOUS AND SEDIMENT SAMPLES	47
<i>Sediment Samples</i>	47

SEMI-VOLATILE ORGANIC COMPOUNDS	47
<i>Acenaphthylene</i> ($C_{12}H_{10}$)	47
<i>Phenanthrene</i> ($C_{14}H_{10}$)	48
<i>Anthracene</i> ($C_{14}H_{10}$)	48
<i>Di-n-butyl phthalate</i> ($C_{16}H_{22}O_4$)	49
<i>Fluoranthene</i> ($C_{16}H_{10}$)	49
<i>Pyrene</i> ($C_{16}H_{10}$)	50
<i>Benzo(a)anthracene</i> ($C_{18}H_{12}$)	50
<i>Chrysene</i> ($C_{18}H_{12}$)	51
<i>Benzo(b)fluoranthene</i> ($C_{20}H_{12}$)	51
<i>Benzo(k)fluoranthene</i> ($C_{20}H_{12}$)	52
<i>Benzo(a)pyrene</i> ($C_{20}H_{12}$)	52
<i>Indeno(123-cd)pyrene</i> ($C_{22}H_{12}$)	53
<i>Dibenzo(a,h)anthracene</i> ($C_{22}H_{14}$)	53
<i>Benzo(g,h,i)perylene</i> ($C_{22}H_{12}$)	54
<i>Diethyl Phthalate</i> [$C_6H_4(CO_2C_2H_5)_2$]	54
<i>Bis(2-ethylhexyl)phthalate</i> ($C_{24}H_{38}O_4$)	54
 DISCUSSION OF SEMI-VOLATILE ORGANIC COMPOUNDS DETECTED IN AQUEOUS AND SEDIMENT SAMPLES	55
<i>Aqueous Samples</i>	55
<i>Sediment Samples</i>	55
 ORGANOCHLORINE PESTICIDES	56
<i>DDT, DDE and DDD</i> ($C_{14}H_9Cl_5$)	56
<i>Dieldrin</i> ($C_{12}H_8Cl_6O$)	56
<i>Alpha-BHC, Beta-BHC, and Gamma-BHC</i> (Benzene Hexachloride ($C_6H_6Cl_6$))	57
<i>Endrin</i> ($C_{12}H_8Cl_6O$)	57
<i>Endrin Aldehyde</i> ($C_{12}H_8Cl_6O$)	57
 DISCUSSION OF ORGANOCHLORINE PESTICIDES DETECTED IN AQUEOUS AND SEDIMENT SAMPLES	58
PCBs	59
 METALS	59
<i>Calcium (Ca)</i>	59
<i>Magnesium (Mg)</i>	61
<i>Iron (Fe)</i>	61
<i>Manganese (Mn)</i>	61
<i>Sodium (Na)</i>	62
<i>Lead (Pb)</i>	62
<i>Mercury (Hg)</i>	62
 DISCUSSION ON TARGET METALS DETECTED IN THE AQUEOUS AND SEDIMENT SAMPLES	65
<i>Aqueous Samples</i>	66
<i>Sediment Samples</i>	70
 NUTRIENTS	72
DISCUSSION ON NUTRIENTS AND CHLOROPHYLL-A DETECTED IN AQUEOUS AND SEDIMENT SAMPLES	74
SOLIDS	79
CARBON	81
DISSOLVED OXYGEN, PH, AND TEMPERATURE PROFILES	81
ALKALINITY	85
CONDUCTIVITY	85
 SUMMARY AND CONCLUSIONS	87

CHEMICAL ANALYSIS OF SURFACE WATER AND SEDIMENT	89
VOLATILE ORGANIC COMPOUNDS (VOCs)	90
SEMI-VOLATILE ORGANIC COMPOUNDS (SVOCs).....	90
ORGANOCHLORINE PESTICIDES	91
PCBS	92
METALS.....	92
NUTRIENTS	93
REFERENCES.....	95

Appendix I.a.	VOC results
Appendix II.a.	First quarter semi-VOC results
II.b.	Second quarter semi-VOC results
II.c.	Third quarter semi-VOC results
II.d.	Fourth quarter semi-VOC results
Appendix III.a.	First quarter PCBs results
III.b.	Second quarter PCBs results
III.c.	Third quarter PCBs results
III.d.	Fourth quarter PCBs results
Appendix IV.a.	First quarter organochlorine pesticides results
IV.b.	Second quarter organochlorine pesticides results
IV.c.	Third quarter organochlorine pesticides results
IV.d.	Fourth quarter organochlorine pesticides results
Appendix V.a.	First quarter nutrient results
V.b.	Second quarter nutrient results
V.c.	Third quarter nutrient results
V.d.	Fourth quarter nutrient results
Appendix VI.a.	First quarter metals results
VI.b.	Second quarter metals results
VI.c.	Third quarter metals results
VI.d.	Fourth quarter metals results
Appendix VII.	Grain Size Analysis
Appendix VIII.	Analytical methods
Appendix IX.	Temperature, specific conductivity, pH, dissolved oxygen, ORP
Appendix X.	Water levels and retention times.

List of Figures

1. The Mansfield Hollow Lake Storage Capacity-Reservoir Stage Relationship
2. Sampling Locations along the Fenton River
3. Sampling Locations along the Mount Hope River
4. Sampling Locations along the Natchaug River
5. Sampling Locations in Mansfield Hollow Lake and the Willimantic Reservoir
6. Grain size analysis for (a) Fenton River, (b) Mount Hope River, (c) Natchaug River, (d) Willimantic Reservoir, and (e) Mansfield Hollow Lake.
7. The Sacramento Model Conceptual View
8. Locations of Basins used in Model Development
9. Parameter Optimization for Mount Hope River at Warrentown
10. Natchaug Basin at Ashford
11. Model Validation for Natchaug River at Ashford
12. Natchaug River at Bassett's Bridge Road
13. Model Validation of Natchaug River at Bassett's Bridge Road
14. Fenton River at Old Turnpike Road
15. Model Validation for Fenton River at Old Turnpike Road
16. Fenton River at Chaffeeville Road
17. Model Validation at Chaffeeville Road
18. Concentration of total mercury measured in sediment samples taken from the Fenton, Mount Hope and the Natchaug Rivers.
19. Concentration of total mercury measured in aqueous samples taken from the Natchaug River during four sampling quarters (No mercury was detected in the aqueous samples taken from the Fenton and Mount Hope Rivers).
20. Aqueous Calcium Concentrations
21. Aqueous Iron Concentrations
22. Aqueous Magnesium Concentrations
23. The spatial variation of total dissolved nitrogen concentrations during four sampling quarters in Fenton, Mount Hope and Natchaug Rivers.

24. The spatial variation of total dissolved phosphorous concentrations during four sampling quarters in Fenton, Mount Hope and Natchaug Rivers.
25. The temporal variation of total dissolved nitrogen concentrations during four sampling quarters in Fenton, Mount Hope and Natchaug Rivers.
26. The temporal variation of total dissolved phosphorous concentrations during four sampling quarters in Fenton, Mount Hope and Natchaug Rivers.
27. pH and dissolved oxygen profiles in (a) Mansfield hollow Lake and (b) Willimantic Reservoir
28. Temperature profile at three sampling locations (B2, C2 and D2) in MHL (Refer to Figure 6 for sampling locations)
29. Temperature profile at two sampling locations (F1, E4) in WR. (Refer to Figure 6 for sampling locations)

List of Tables

1. Epilimnetic Nutrient Concentrations – Mansfield Hollow Lake, sampling date: 8/22/95
2. Watershed Coverage by the Fenton, Mount Hope, and the Natchaug Rivers.
3. The Willimantic Reservoir Characteristics
4. River Sampling Matrix Willimantic Watershed Study
5. Reservoir Sampling Matrix Willimantic Watershed Study
6. Analytical Methodology
7. Summary of the total discharge over the study period
8. Summary Statistics for Organochlorine Pesticides in Aqueous and Sediment Samples
9. Summary Statistics of Target Metals in Aqueous Samples.
10. Water Hardness Classification.
11. Summary Statistics of Target Metals in Sediment Samples.
12. OECD (1982) Lake Trophic Status based on Total Phosphorous Concentration.
13. Lake Trophic Status based on Chlorophyll *a* Concentration.
14. Summary Statistics of Nutrients in Aqueous Samples.
15. Trophic Status of Lakes.
16. Summary Statistics of Solids in Aqueous Samples.
17. Summary Statistics of Dissolved Organic and Inorganic Carbon in Aqueous Samples.
18. Summary Statistics of chloride concentration and alkalinity in aqueous samples.

Executive Summary

The purpose of this work was to investigate surface water quality in the watershed that drains into Mansfield Hollow Lake (also known as Naubesatuck Lake) and subsequently, into the Willimantic Reservoir located in Tolland County in northeastern Connecticut in the Thames River basin. Building of the Mansfield Hollow flood control dam, by the U.S. Army Corps of Engineers in 1952, resulted in the formation of Mansfield Hollow Lake. The three main tributaries of Mansfield Hollow Lake are the Fenton, Natchaug and Mount Hope Rivers with a total watershed area of 159 square miles. Mansfield Hollow Lake discharges into the Willimantic Reservoir through a short spillway tunnel. The Windham Reservoir Dam and its corresponding pump house were constructed in 1885. The water treatment facility was built in 1936 and has seen many upgrades, the latest in 1997. This building contains all the chemical applications needed to provide potable drinking water. An average of 2.5 million gallons of water per day are treated at this facility and distributed as potable water to areas of Windham and Mansfield by the Willimantic Water Works (Town of Windham Connecticut, 2003).

The pool elevations of Mansfield Hollow Lake are managed to range from 210 feet in the winter to 213 feet in the summer, except during flood events. The areas of Mansfield Hollow Lake also range from 415 to 490 acres at those pool elevations (capacity 2,120 -3,480 ac-ft). The mean depth would range from 5.1 to 7.1 feet during those pool elevations reaching a maximum depth of approximately 16 feet. At the spillway crest height of 257 ft above NGVD, the area of Mansfield Hollow Lake is at its maximum size of 1,880 acres (~761 hectares and capacity of 49,200 ac-ft) (U.S. Army Corps of Engineers). The hydraulic residence time of Mansfield Hollow Lake varies with pool stage and gate management at the dam. During 2001-2002, average daily residence time was 20.9 days, but instantaneous residence times ranged from 1.1 to 188 days.

The surface area of the Willimantic Reservoir (WR) has been reported to be 115 acres with a mean depth of 7.8 feet to the dam crest. Therefore, the average hydraulic residence time of the WR for 2001-02 was calculated to be 12.6 days. The extraction of water from the Willimantic Reservoir by the Willimantic Water Works represents approximately 1.6 percent of the water leaving the reservoir.

Mansfield Hollow Lake did not exhibit either temperature or oxygen stratification September 17-18, 2001 but during August 22-23, 2002, bottom temperatures were colder than surface temperatures and at one transect, the bottom three feet was hypoxic (low in oxygen). The Willimantic Reservoir exhibited signs of thermal differences for the surface to the bottom in both 2001 and 2002. Bottom layers were hypoxic both years. The concentration of dissolved oxygen entering Mansfield Hollow Lake from each of the three rivers was excellent and usually near saturation. Similarly, the concentrations of dissolved oxygen in the upper six feet of Mansfield Hollow Lake and the Willimantic Reservoir were high, indicating a suitable habitat for fish in these warm water systems.

The Connecticut Department of Environmental Protection (CTDEP) has classified Mansfield Hollow Lake, the Willimantic Reservoir, and the three tributaries (Fenton, Mount Hope, and Natchaug Rivers) that discharge into these reservoirs as class B/AA within its water quality classification. Class B watercourses are surface waters designated for fish and other aquatic life and wildlife; recreation; navigation; industrial and agricultural water supply. B/AA classification implies that the water quality goal is achievement of Class AA (CTDEP, 2002). Class B surface waters may not be used as direct drinking water supplies, and for drinking purposes, they should be treated. Although water quality data for Mansfield Hollow Lake is historically sparse, the CTDEP has classified this lake as eutrophic.

Hydrologic modeling performed as part of this study, thus far indicates that accurate streamflow predictions are possible, particularly in the non-growing season, using the widely accepted Sacramento Soil Moisture Accounting (SAC-SMA) model. Uncertainties associated with actual evapotranspiration determinations are largely responsible for increased model errors during the growing season. SAC-SMA model parameters developed through calibration at one gaging station within the Mansfield Hollow watershed seem to be appropriate for use at other gaging stations as well. Further data collection, and elimination of data collection problems will allow improved model predictions over time. Nonetheless, the current parameter set works reasonably well at all points tested.

Chemical Analysis of Surface Water and Sediment

As a part of this study, surface water and sediment samples were taken in September 2001, December 2001, June 2002, and August 2002, at river sampling locations along the length

of the rivers at representative locations in the Fenton (7 locations), Mount Hope (7 locations), and Natchaug Rivers (9 locations) and analyzed for several organic compounds and nutrients. Also as part of this monitoring program, surface water and sediment samples were taken in Mansfield Hollow Lake (3 locations) and the Willimantic Reservoir (2 locations). Additional samples were taken in November, 2004.

Volatile Organic Compounds (VOCs)

Based on the 2004 sampling, the only volatile organic compounds (VOC) detected in sediment samples was acetone at low concentrations. Acetone was also detected in one of the trip blanks and was likely the result of normal laboratory or anthropogenic contamination. There was no detection of methylene chloride, 1,2-Dibromo-3-chloropropane, methyl ethyl ketone, toluene, chlorobenzene, 4-iso-propyltoluene, hexachlorobutadiene, MTBE, and dibromochloromethane.

Semi-Volatile Organic Compounds (SVOCs)

The concentrations of semi-VOCs in aqueous samples during this study were close to the method reporting limits and are not a concern and are below any regulatory criteria. Trace levels of acenaphthylene, diethyl phthalate, phenanthrene, anthracene, di-n-butyl phthalate, fluoranthene, pyrene, benzo(a)anthracene, chrysene, bis(2-ethylhexyl)phthalate, benzo(b)fluoranthene, benzo(k)fluoranthene, benzo(a)pyrene, indeno(123-cd)pyrene, dibenzo(a,h)anthracene, and benzo(ghi)perylene were detected in several sediment samples collected from the Mansfield Hollow Lake, the Willimantic Reservoir and the three rivers flowing into these reservoirs. The concentrations of the semi-VOCs noted above in the sediment samples taken from the Mansfield Hollow Lake, Fenton, Mount Hope and the Natchaug Rivers were slightly higher than the CTDEP soil pollutant mobility criteria and are not a concern with respect to drinking water quality, but should be assessed in the future with respect to potential chronic or sub-chronic benthic toxicity. One sediment sample taken from the Fenton River during the December sampling period had elevated concentrations of fluoranthene (13.07 mg/kg) and pyrene (16.19 mg/kg). The CTDEP soil mobility criteria in a GA/GAA area for fluoranthene and pyrene are 5.6 mg/kg and 4 mg/kg respectively. While these concentrations are

not of concern with respect to drinking water quality, this area should be assessed in the future with respect to potential chronic or sub-chronic benthic toxicity.

Organochlorine Pesticides

For 4,4'-DDT, the CTDEP GA/GAA groundwater protection criteria is 0.10 µg/L, the CTDEP aquatic life acute toxicity criteria is 0.55 µg/L and the chronic toxicity value is 0.001 µg/L. These CTDEP regulatory criteria were exceeded one sample from the Fenton River and two samples from the Natchaug River. One sample from the Natchaug River exceeded the CTDEP groundwater protection criteria of 0.01 µg/L. The observed concentration of DDT and DDE are likely associated with sediments suspended in the water column, as sampling was conducted during runoff events.

Endrin ketone was detected in two aqueous samples taken from the Mansfield Hollow Lake at 0.009 and 0.006 µg/L, respectively. There are no CTDEP GA/GAA groundwater protection, soil pollutant mobility criteria or aquatic life toxicity for endrin ketone. No organochlorine pesticides were detected in the aqueous samples taken from the Willimantic Reservoir. The concentration of organochlorine pesticides detected in the aqueous samples taken from the Mansfield Hollow Lake and the Fenton and Natchaug Rivers were low, close to the method detection limit and only very sporadically detected both spatially and temporally, during the testing. The presence of pesticides periodically detected in very low aqueous concentrations do not represent any threat to the raw potable water in the Willimantic Reservoir.

Dieldrin was detected in one sediment sample taken from the Fenton River at 2.5 µg/kg. The CTDEP soil pollutant mobility criteria for dieldrin is 7 µg/Kg, therefore not of concern. Endrin ketone was detected in two sediment samples taken from the Fenton River at 3.3 and 3.7 µg/kg. In two sediment samples taken from the Mount Hope River, 4,4'-DDT and beta-BHC were detected at 1.4 µg/kg and 2.23 µg/kg respectively. There are no CTDEP GA/GAA soil pollutant mobility criteria or aquatic life toxicity for beta-BHC or 4,4'-DDT. In two sediment samples taken from the Natchaug River α-BHC was detected at 1.2 and 1.28 µg/kg. There are no CTDEP GA/GAA soil pollutant mobility criteria or α-BHC. Lindane was detected in one sediment sample at 1.36 µg/kg and heptachlor was detected in one sediment sample at 1.48 µg/kg taken from the Natchaug River. The CTDEP soil pollutant mobility criteria for lindane is 20 µg/Kg, therefore not of concern. In two sediment samples from the Natchaug River 4,4'-

DDE was detected at 1.12 and 1.95 $\mu\text{g}/\text{kg}$ and in two other sediment samples from the Natchaug River 4,4'-DDT were detected at 1.29, and 3.87 $\mu\text{g}/\text{kg}$. Endrin was detected in one sediment sample taken from the Natchaug River at 3.1 $\mu\text{g}/\text{kg}$. In two sediment samples taken from the Willimantic Reservoir, 4,4'-DDD was detected at 4.7 and 12.5 $\mu\text{g}/\text{kg}$.

The concentrations of organochlorine pesticides detected in the sediment samples analyzed as part of this study were low, close to the method detection limits and only very sporadically detected both spatially and temporally, during the testing. The presence of pesticides periodically detected in very low sediment concentrations do not represent any threat to the raw potable water in the Willimantic Reservoir.

PCBs

No PCBs were detected in any of the aqueous or sediment samples analyzed as part of this study.

Metals

Low levels of the heavy metals mercury, lead and zinc were detected in some of the aqueous samples analyzed in this study. None of the detected concentrations exceeded any CTDEP regulatory criteria for these substances.

Nutrients

The distribution of total dissolved nitrogen along each of the Fenton, Mount Hope and Natchaug Rivers had no particular pattern with the exception of the September 2001 sampling period in which it can be seen that a spike of total dissolved nitrogen occurred at MH-5 (Rt. 89, at Mount Hope Bridge) and at NR-2 (Rt. 198, Bigelow Brook).

During the September 2001 sampling period spikes of total dissolved phosphorous occurred at FR-5 (Gurleyville Road on the Fenton River), MH-4 (Rt. 89, near Varga Road) and at NR-1 (Still River at Pifershire Road), NR-3 (Rt. 98, South of Campground) and NR-5 (Morey Road Bridge). The average total dissolved phosphorous concentrations in the Fenton, Mount Hope and Natchaug Rivers were calculated to be 0.066, 0.078 and 0.053 mg/L, respectively.

Mansfield Hollow Lake and the Willimantic Reservoir exhibit characteristics of both eutrophic and mesotrophic bodies of water based on the sampling done in this study. Total phosphorus concentrations from August 2002 indicate eutrophic conditions while those from 2001 indicate mesotrophic conditions. Total nitrogen and Chlorophyll 'a' concentrations suggest mesotrophic conditions. Additional sampling may be needed to further clarify the trophic status of these two bodies of water.

Recommendations

Windham Water Commission should adopt a long-term monitoring plan. Monitoring should include a preliminary analysis of Lake total phosphorus, chlorophyll 'a', and secchi disk transparency values. Secchi disk measurements may be sufficient for routine monitoring. Monitoring of algae types should also be conducted.

The Commission should conduct periodic (5 yr) metal, voc, and semi-vocs sampling and analyses of the sediment and water in the Lake, reservoir, and tributaries.

The Commission should consider modifying the intakes to be able to manage the temperature and oxygen content and depth of water collected.