

TOWN OF MANSFIELD

TOWN COUNCIL

NOTICE OF SPECIAL MEETING

TUESDAY, SEPTEMBER 5, 2006

7:00 PM

CONFERENCE ROOM C

[Revised] AGENDA

CALL TO ORDER

NEW BUSINESS

1. \$200,000 Community Center Gymnasium Air Conditioning Project
2. \$1,000,000 Land Acquisition Program
3. \$3,800,000 Middle School Electrical Heating System Conversion Project Special Appropriations and Bond Authorization
4. Classification of Assistant to Town Manager Position (Additional information to be distributed)

EXECUTIVE SESSION

5. Personnel

ADJOURNMENT

PAGE
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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Jeffrey Smith, Director of Finance; Matt Hart, Assistant Town Manager
Date: September 5, 2006
Re: Bond Issue - \$200,000 Community Center Gymnasium Air
Conditioning Project

Subject Matter/Background

As you know, staff has developed a proposal to install air conditioning in the Mansfield Community Center gymnasium.

Our plan is to finance the project via a bond issue not to exceed \$200,000. Although this appropriation would not exceed one percent of the town's annual budget and does not need to go to referendum, staff recommends that the Town Council send this proposal to the voters along with the other two projects.

If the Town Council supports this project and wishes to move it forward, staff recommends that you adopt the resolutions prepared by our bond counsel. The resolutions would accomplish the following:

- 1) Appropriate a sum of \$200,000 for the project, and authorize the issue of bonds and notes to finance the appropriation; and
- 2) Establish a referendum to be scheduled for the town's regular election on November 7, 2006.

Financial Impact

The financial impact of this proposal would consist of the cost to issue and pay back the bonds. The issue would be made via competitive sale.

The first full year's principal and interest payments for all three projects at five percent per year would total approximately \$215,000. This payment would result in an additional \$43 per year in taxes for a home with an assessed value of \$175,000 (\$250,000 full value). The annual payment would decline over a twenty-year period from \$215,000 per year to the final payment of \$122,000 in fiscal year 2024-25.

Legal Review

The town's bond counsel has reviewed the proposal in detail, and has prepared the resolutions listed below for adoption by the Town Council.

Recommendation

As you know, the Mansfield Community Center has proven very popular both within town and the region. While the center is economically viable, we believe that the addition of the air conditioning is necessary in order for the center to fully function during the warmer months of the year. Consequently, we recommend that the Council adopt the proposed resolutions necessary to move this important project forward.

If the Town Council supports this recommendation, the following resolutions are in order:

RESOLUTION APPROPRIATING \$200,000 FOR INSTALLATION OF AIR CONDITIONING IN THE MANSFIELD COMMUNITY CENTER GYMNASIUM, AND AUTHORIZING THE ISSUE OF BONDS, NOTES AND TEMPORARY NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION.

RESOLVED,

(a) That the Town of Mansfield appropriate TWO HUNDRED THOUSAND DOLLARS (\$200,000) for costs related to installation of air conditioning in the Mansfield Community Center gymnasium and to the financing thereof, and related building improvements. The appropriation may be spent for design, acquisition and installation costs, equipment, materials, consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project. The Town Council is authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified.

(b) That the Town issue its bonds or notes, in an amount not to exceed TWO HUNDRED THOUSAND DOLLARS (\$200,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED THOUSAND DOLLARS (\$200,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The

Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(d) The Town Manager, the Director of Finance and the Treasurer, or any two of them, shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day, Berry & Howard is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes to provide for the keeping of a record of the bonds, notes or temporary notes; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Town Manager, the Director of Finance, the Treasurer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes to finance the aforesaid appropriation.

RESOLUTION ESTABLISHING REFERENDUM ON INSTALLATION OF AIR CONDITIONING IN THE MANSFIELD COMMUNITY CENTER GYMNASIUM.

RESOLVED,

(a) That pursuant to Sections 406 and 407 of the Town Charter the resolution adopted by the Council under Item 1 of this meeting, appropriating \$200,000 for installation of air conditioning in the Mansfield Community Center Gymnasium and authorizing the issue of bonds and notes and temporary notes to finance the appropriation, shall be submitted to a Special Town Meeting to be held Thursday, October 26, 2006, which Town Meeting the Town Council hereby authorizes the Mayor to call. The Town Council hereby designates said resolution for submission to the voters at referendum in the manner provided by Section 7-7 of the General Statutes of Connecticut, Revision of 1958, as amended, to be held on Tuesday, November 7, 2006 in conjunction with the election to be held on that date, in the manner provided by said Charter and said Connecticut General Statutes including the procedures set out in Section 9-369d(b)(2) of said Statutes, and in accordance with "Ordinance Regarding the Right of Voters Who Are Not Electors to Vote at Referenda Held in Conjunction with an Election", adopted by the Mansfield Town Council on August 25, 1997. The resolution shall be placed upon the paper ballots or voting machines under the following heading:

"SHALL THE TOWN OF MANSFIELD APPROPRIATE \$200,000 FOR INSTALLATION OF AIR CONDITIONING IN THE MANSFIELD COMMUNITY CENTER GYMNASIUM, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO DEFRAY SAID APPROPRIATION?"

Voters approving the resolution will vote "Yes" and those opposing said resolution shall vote "No". The Town Clerk shall publish notice of such referendum votes as part of the notice of the Special Town Meeting to be held on October 26, 2006 and of the election to be held on November 7, 2006. Absentee ballots will be available from the Town Clerk's office.

(b) That, in their discretion, the Town Clerk is authorized to prepare a concise explanatory text regarding the resolution concerning the air conditioning in the Mansfield Community Center Gymnasium; and the Town Manager is authorized to prepare additional explanatory materials regarding the resolution, such text and explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
 Martin Berliner, Town Manager
CC: Jeffrey Smith, Director of Finance; Matt Hart, Assistant Town Manager
Date: September 5, 2006
Re: Bond Issue - \$1,000,000 Land Acquisition Project

Subject Matter/Background

As you know, the town's open space acquisition program has proven very successful, and we have been able to purchase hundreds of acres of land to preserve wildlife habitat, and to promote passive recreation and other important land use goals. During this year's budget process, staff proposed that the town issue a \$1,000,000 bond appropriation to purchase additional open space. This proposal results from the fact that the town's share of state gaming revenues has dwindled considerably, and is no longer sufficient to support the town's open space acquisition program.

Because this appropriation would exceed one percent of the town's annual budget, the proposal must be approved by consecutive actions of the Town Council and the voters at a referendum.

If the Town Council supports this initiative and wishes to move it forward, staff recommends that you adopt the resolutions prepared by our bond counsel. The resolutions would accomplish the following:

- 1) Appropriate a sum of \$1,000,000 for the project, and authorize the issue of bonds and notes to finance the appropriation; and
- 2) Establish a referendum to be scheduled for the town's regular election on November 7, 2006.

Financial Impact

The financial impact of this proposal would consist of the cost to issue and pay back the bonds. The issue would be made via competitive sale.

The first full year's principal and interest payments for all three projects at five percent per year would total approximately \$215,000. This payment would result in an additional \$43 per year in taxes for a home with an assessed value of \$175,000 (\$250,000 full value). The annual payment would decline over a

twenty-year period from \$215,000 per year to the final payment of \$122,000 in fiscal year 20024-25.

Legal Review

The town's bond counsel has reviewed the proposal in detail, and has prepared the resolutions listed below for adoption by the Town Council.

Recommendation

Due to the support of the Town Council and our voters, we are fortunate to have in Mansfield one of the most successful open space acquisition programs in the state. Because our current debt burden is manageable, staff recommends that we maintain our commitment to preserving land for future generations to enjoy by borrowing the funds necessary to purchase additional property. Consequently, we recommend that the Council adopt the proposed resolutions necessary to move this important project forward.

If the Town Council concurs with this recommendation, the following resolutions are in order:

RESOLUTION APPROPRIATING \$1,000,000 FOR ACQUISITION OF LAND OR INTERESTS THEREIN FOR OPEN SPACE, MUNICIPAL, OR PASSIVE OR ACTIVE RECREATIONAL USES, AND AUTHORIZING THE ISSUE OF BONDS, NOTES AND TEMPORARY NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION.

RESOLVED,

(a) That the Town of Mansfield appropriate ONE MILLION DOLLARS (\$1,000,000) for costs related to the acquisition by the Town of one or more parcels of land or interests therein for open space, municipal, or passive or active recreational uses, or any combination thereof, provided that no portion of the appropriation shall be expended for the acquisition of a particular parcel of land or interest related thereto, other than for costs preliminary to such acquisition, until such acquisition has been submitted to the Planning and Zoning Commission of the Town for review pursuant to Section 8-24 of the Connecticut General Statutes, Revision of 1958, as amended, and has been approved by the Town Council following a public hearing held on not less than five days' published notice. The appropriation may be spent for acquisition costs, costs preliminary thereto including without limitation survey fees, testing, engineering, feasibility and planning studies related to potential acquisitions, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing.

(b) That the Town issue its bonds or notes, in an amount not to exceed ONE MILLION DOLLARS (\$1,000,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project to the extent that

such grants are not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed ONE MILLION DOLLARS (\$1,000,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(d) The Town Manager, the Director of Finance and the Treasurer, or any two of them, shall sign any bonds, notes or temporary notes by their manual or facsimile signatures. The law firm of Day, Berry & Howard is designated as bond counsel to approve the legality of the bonds, notes or temporary notes. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds, notes or temporary notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds, notes or temporary notes to provide for the keeping of a record of the bonds, notes or temporary notes; to designate a financial advisor to the Town in connection with the sale of the bonds, notes or temporary notes; to sell the bonds, notes or temporary notes at public or private sale; to deliver the bonds, notes or temporary notes; and to perform all other acts which are necessary or appropriate to issue the bonds, notes or temporary notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or temporary notes authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(g) That the Town Manager, the Director of Finance, the Treasurer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes to finance the aforesaid appropriation.

RESOLUTION ESTABLISHING REFERENDUM ON ACQUISITION OF LAND FOR OPEN SPACE, MUNICIPAL, OR PASSIVE OR ACTIVE RECREATIONAL USES.

RESOLVED,

(a) That pursuant to Sections 406 and 407 of the Town Charter the resolution adopted by the Council under Item 2 of this meeting, appropriating \$1,000,000 for acquisition of land or interests therein for open space, municipal, or passive or active recreational uses and authorizing the issue of bonds and notes and temporary notes to finance the appropriation, shall be submitted to the voters at referendum to be held on Tuesday, November 7, 2006 in conjunction with the election to be held on that date, in the manner provided by said Charter and the Connecticut General Statutes, Revision of 1958, as amended, including the procedures set out in Section 9-369d(b)(2) of said Statutes, and in accordance with "Ordinance Regarding the Right of Voters Who Are Not Electors to Vote at Referenda Held in Conjunction with an Election", adopted by the Mansfield Town Council on August 25, 1997. The resolution shall be placed upon the paper ballots or voting machines under the following heading:

"SHALL THE TOWN OF MANSFIELD APPROPRIATE \$1,000,000 FOR ACQUISITION OF LAND OR INTERESTS THEREIN FOR OPEN SPACE, MUNICIPAL, OR PASSIVE OR ACTIVE RECREATIONAL USES, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO DEFRAY SAID APPROPRIATION?"

Voters approving a resolution will vote "Yes" and those opposing said resolution shall vote "No". The Town Clerk shall publish notice of such referendum votes as part of the notice of the election to be held on November 7, 2006. Absentee ballots will be available from the Town Clerk's office.

(b) That, in their discretion, the Town Clerk is authorized to prepare a concise explanatory text regarding the resolution concerning the

acquisition of land or interests therein for open space, municipal, or passive or active recreational uses; and the Town Manager is authorized to prepare additional explanatory materials regarding the resolution, such text and explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: *Martin Berliner*
Martin Berliner, Town Manager
CC: Jeffrey Smith, Director of Finance; Matt Hart, Assistant Town Manager
Date: September 5, 2006
Re: Bond Issue - \$3,800,000 Middle School Electrical Heating System Conversion

Subject Matter/Background

This project would fund the conversion of the electrical heating system at the Mansfield Middle School to an oil or gas system. The largest portion of the middle school is heated by electrical energy, which is substantially more expensive than using oil or natural gas. This is true because the overall efficiency of electric utility plants that burn fossil fuels (as most Connecticut power suppliers do) from generation to final delivery is approximately 30 percent, while the overall efficiency of burning oil or gas on site is approximately 75 percent.

Financial Impact

As you know, we have received federal and state funds to cover 73 percent of the cost of this project. The town's 27 percent share of the project would be \$1.025 million.

The results of the engineering study that we conducted as part of this project shows that the annual savings from converting from an electric to an oil or gas system would save about \$65,000 per year.

Legal Review

The town's bond counsel has reviewed the proposal in detail, and has prepared the resolutions listed below for adoption by the Town Council.

Recommendation

Staff recommends that the council adopt the proposed resolutions necessary to move this initiative forward.

If the Town Council concurs with this recommendation, the following resolutions are in order:

RESOLUTION APPROPRIATING \$3,800,000 FOR REPLACEMENT OF THE ELECTRICAL HEATING SYSTEM AT THE MANSFIELD MIDDLE SCHOOL WITH A FOSSIL-FUEL HEATING SYSTEM, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION.

RESOLVED,

(a) That the Town of Mansfield appropriate THREE MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$3,800,000) replacement of the electrical heating system at the Mansfield Middle School with a fossil-fuel heating system, including related renovations, improvements and other work. The appropriation may be spent for design, acquisition, installation and construction costs, equipment, materials, engineering and other consultant fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project. The Mansfield Middle School Heating System Conversion Committee is authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified. A portion of the appropriation in an amount not to exceed \$1,025,000 shall be applied to reimburse the Reserve Fund for Capital and Nonrecurring Expenditures for expenditures made pursuant to the appropriation for the project approved by the Town Council by resolution adopted at meeting held June 12, 2006. The Town anticipates receiving a grant commitment from the State of Connecticut Department of Education for approximately 73% of eligible project costs.

(b) That the Town issue its bonds or notes, in an amount not to exceed THREE MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$3,800,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THREE MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$3,800,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes

with respect to any notes that do not mature within the time permitted by said Section 7-378.

(d) The Town Manager, the Director of Finance and the Treasurer, or any two of them, shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day, Berry & Howard is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

(e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or other obligations authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(f) That the Town Manager, the Director of Finance and the Treasurer, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds, notes or other obligations authorized by this resolution to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or other obligations.

(g) That the Town Manager, the Director of Finance, the Treasurer, the Mansfield Middle School Heating System Conversion Committee and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations and to obtain grants to finance the aforesaid appropriation.

RESOLUTION ESTABLISHING REFERENDUM ON REPLACEMENT OF THE ELECTRICAL HEATING SYSTEM AT THE MANSFIELD MIDDLE SCHOOL WITH A FOSSIL-FUEL HEATING SYSTEM.

RESOLVED,

(a) That pursuant to Sections 406 and 407 of the Town Charter the resolution adopted by the Council under Item 3 of this meeting, appropriating \$3,800,000 for replacement of the electrical heating system at the Mansfield Middle School with a fossil-fuel heating system and authorizing the issue of bonds and notes and temporary notes to finance the appropriation, shall be submitted to the voters at referendum to be held on Tuesday, November 7, 2006 in conjunction with the election to be held on that date, in the manner provided by said Charter and the Connecticut General Statutes, Revision of 1958, as amended, including the procedures set out in Section 9-369d(b)(2) of said Statutes, and in accordance with "Ordinance Regarding the Right of Voters Who Are Not Electors to Vote at Referenda Held in Conjunction with an Election", adopted by the Mansfield Town Council on August 25, 1997. The resolution shall be placed upon the paper ballots or voting machines under the following heading:

"SHALL THE TOWN OF MANSFIELD APPROPRIATE \$3,800,000 FOR REPLACEMENT OF THE ELECTRICAL HEATING SYSTEM AT THE MANSFIELD MIDDLE SCHOOL WITH A FOSSIL-FUEL HEATING SYSTEM, AND AUTHORIZE BONDS AND NOTES IN THE SAME AMOUNT TO DEFRAY SAID APPROPRIATION?"

Voters approving a resolution will vote "Yes" and those opposing said resolution shall vote "No". The Town Clerk shall publish notice of such referendum votes as part of the notice of the election to be held on November 7, 2006. Absentee ballots will be available from the Town Clerk's office.

(b) That, in their discretion, the Town Clerk is authorized to prepare a concise explanatory text regarding the resolution concerning the replacement of the electrical heating system at the Mansfield Middle School; and the Town Manager is authorized to prepare additional explanatory materials regarding the resolution, such text and explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.

**TOWN OF MANSFIELD
POSITION DESCRIPTION**

Item #4

Class Title: Assistant to Town Manager
Group: Town Administrators
Pay Grade: Town Administrators Grade 22
FLSA: Exempt
Effective Date: September 1, 2006

General Description/Definition of Work

This position performs difficult professional and administrative work coordinating various administrative functions and assisting the Town Manager in a variety of assignments. Duties include significant responsibilities in the areas of human resources and labor relations, risk management, budgeting, and coordinating special projects. Work is performed under general supervision. Worker supervises other personnel as assigned; may serve as Acting Town Manager in the absence of the Town Manager. Position reports to the Town Manager.

Essential Job Functions/Typical Tasks

- Assists Town Manager with the coordination of the Town's human resources and labor relations programs; coordinates recruitment and selection of Town employees; drafts and administers personnel policies; serves as EEO and AA officer and ADA coordinator; investigates incidents and complaints of violation of Town's personnel policies; assists with the administration of employee discipline and counsels employees where appropriate.
- Serves as liaison with employee bargaining units; drafts and administers collective bargaining agreements, memorandums of agreement and other labor relations correspondence.
- Oversees administration of various payroll tasks; oversees administration of employee classification plan.
- Coordinates administration of employee benefits, including pension and deferred compensation plans, and medical, disability and life insurance; works with senior management, brokers and consultants to monitor benefit plans and to develop management strategies; oversees drug testing program.
- Oversees and coordinates municipal risk management program; coordinates activities of employee safety and wellness committee; investigates and reports workplace injuries, accidents and other incidents; monitors workers compensation absences.
- Investigates and reports liability, automobile and property insurance (LAP) claims; tracks and monitors claims and processes related correspondence.
- Serves as member of municipal budget team; performs budget analysis and drafts budget narratives; prepares budget for assigned areas of responsibility; assists with preparation and implementation of capital improvement program.
- Coordinates, conducts and oversees a variety of special projects as directed.
- Provides staff support to various boards, committees and commissions.
- Responds to Freedom of Information and other requests for information; resolves problems and complaints.
- Coordinates, assigns, reviews and oversees workload of assigned staff; motivates, evaluates, counsels and disciplines staff in accordance with union contract and personnel policies; directs training of assigned staff; ensures safe work practices.
- Performs related tasks as required.

Assistant to Town Manager (cont'd.)

Knowledge, Skills and Abilities:

- General knowledge of public management and organization theories, principles, practices and techniques; general knowledge of the theories, principles and practices of public personnel administration and labor relations; general knowledge of municipal finance and administration; general knowledge of risk management practices and techniques.
- Ability to analyze a variety of complex administrative problems, and to make sound recommendations for their solutions and to prepare working procedures; ability to analyze and develop budget estimates.
- Ability to communicate ideas effectively both orally and in writing; ability to hold information in confidence; ability to mediate and resolve workplace issues and problems; ability to establish and maintain effective working relationships with union representatives, fellow employees, senior management, elected and appointed officials, and the general public.

Education and Experience:

Graduation from an accredited college or university with a master's degree in public administration or a related field and considerable experience in public administration or non-profit management. Consideration may be given to equivalent experience and training.

Physical Demands and Work Environment:

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

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, standing, walking, grasping, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is not subject to adverse environmental conditions.

Special Requirements:

None.

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

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

Date: _____

Town of Mansfield

Classification and Pay Plan

Pay Grade for Assistant to Town Manager

Title	Skill	Training	Experience	Level	HR	Physical	Conditions	Independ	Impact	Supervision	Total	Grade
Assistant to Town Manager	5	80	80	80	50	0	0	80	80	10	460	TA 22

Benchmark positions

Assistant Director of Parks and Recreation	5	80	80	80	30	10	0	60	60	60	460	TA 21
Information Technology Manager	5	80	120	80	40	10	0	70	70	7	477	TA 21
Town Clerk	5	80	120	80	30	0	0	80	60	10	460	TA 22

Recommended salary grade: Town Administrators 22

Prepared by: M. Hart

Date: 9/1/2006

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