



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, November 13, 2006
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

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CALL TO ORDER	
ROLL CALL	
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REGULAR MEETING-MANSFIELD TOWN COUNCIL

October 23, 2006

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

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

II. APPROVAL OF MINUTES

A motion to approve the minutes of the October 10, 2006 meeting was made by Ms. Blair and seconded by Mr. Hawkins. Mayor Paterson noted that a motion to move out of Executive Session was improperly included in the minutes. The minutes as corrected were passed.

III. MOMENT OF SILENCE

Mayor Paterson requested a moment of silence in recognition of all troops serving here and abroad.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

None

Mr. Clouette moved and Ms. Blair seconded to move Item #4, Presentation by Open Space Preservation Committee, as the next item on the agenda.
Motion so passed.

Mr. Hawkins moved and Mr. Clouette seconded to add the letter from the Charter Revision Commission dated October 18, 2006 as an item for discussion.
Motion so passed.

V. OLD BUSINESS

1. Issues Regarding the UConn Landfill

Mr. Hawkins questioned the amount lead detected in some wells, as itemized on Page 19 of the interim monitoring report, noting that some of the levels were above the standards. Matt Hart, Town Manager, will investigate. Ms. Koehn requested that the staff review these reports and highlight the important points for the Council, noting what has changed

since previous reports. Mr. Hart will ask Mr. Miller of the Eastern Highlands Health District to comment.

2. Community Water and Wastewater Issues

The Town Manager outlined the corrective action taken by the University regarding the storm water-decanting incident. Council members questioned whether or not there were consequences to the contractor, JHA.

3. Community/Campus Relations and Birch Road Community Concerns

Matt Hart, joined by Sergeant Cox, reported that the last couple of weekends have been quieter around campus. Police overtime, ING's hiring of local officers for weekend security patrols, grants for DUI checkpoints and working with UConn are all contributing to the decrease in activity as are colder weekends and more school work. The Council complimented the Sergeant, officers, EMTs, and firefighters for their efforts this fall. Mr. Paulhus clarified that when a call goes out for service both UConn Police and State Trooper Patrols respond. Mayor Paterson itemized the town's and University's efforts and urged the students to get involved.

VI. NEW BUSINESS

4. Presentation by Open Space Preservation Committee

Jim Morrow, Chair of the Open Space Committee introduced the presenters and explained that the groups have been working on ways to implement the land preservation vision set forth in the Plan of Conservation and Development.

Al Cyr, a member of the Agricultural Committee, outlined the reasons and ways the community can protect farmland including outright purchase, the purchase of development rights and working with the state. The Agricultural Committee is planning to provide workshops for landowners and do an educational mailing. They would like to be prepared for when an opportunity arises.

Stephen Lowrey, a member of the Open Space Preservation Committee, addressed the Council on the importance of protecting large forested tracks in town. The promotion of biodiversity is one of the main benefits of protecting these large interior tracks. The Open Space Preservation Committee is planning to encourage protection by sending educational mailings to identified owners and then sponsoring workshops explaining stewardship opportunities and grants that may be available.

Quentin Kessell, a member of the Open Space Committee and the Conservation Committee, spoke about the importance of greenway protection. Protection of these areas along the rivers helps protect not only the rivers but also the aquifer area below them.

Ken Feathers, a member of the Open Space Committee, commented on the need for connections between the new and existing parcels. He stated that these greenbelt areas link habitats for animals, insure a comprehensive network of trails and connect people to nature without the need for cars.

Vicki Wethrell, a member of the Open Space Committee, summarized the group's approach to the project. Up until now these committees have been working independently, but now they must begin to look for partners and additional sources of money. They also plan to work more closely with property owners.

The Council thanked the Committee for all their knowledge and enthusiasm, noting that the standing committees in Mansfield are one of our most valuable resources.

5. Agreement between the Town of Mansfield and the Mansfield Firefighters Associations, Inc

Mr. Hawkins moved and Mr. Clouette seconded to authorize Town Manager, Matthew W. Hart to execute the proposed Agreement between the Town of Mansfield and the Mansfield Firefighters Association, Inc, which agreement is effective retroactive to September 25, 2006 and which purpose is to support the provision of fire protection and emergency services within the Town of Mansfield.

Chief Dagon explained to the Council that the agreement before them is very similar to previous agreements. The agreement is for one year and consolidates the two volunteer departments into one department. Matt Hart, Town Manager, thanked the Chief and all those involved in this transition.

Motion passed with Ms. Blair abstaining.

6. Open Space Acquisition Grant for Vernon Property

Mr. Clouette moved and Mr. Hawkins seconded to approve the following resolution.

RESOLVED, that Matthew W. Hart, Town Manager of the Town of Mansfield, be and hereby is authorized to execute on behalf of the Town of Mansfield a Grant Easement under the Open Space and Watershed

Land Acquisition Program with the State of Connecticut for financial assistance to acquire permanent interest in land known as Vernon Property, OSWA-149 and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.
Motion so passed.

7. CT Highway Safety Program Project Application for 2006

Mr. Paulhus moved, and Ms. Blair seconded, effective October 23, 2006, to authorize the Town Manager, Matthew W. Hart, to submit a grant application to the Connecticut Department of Transportation, Division of Highway Safety, for \$10,000 to be dedicated to police overtime for D.U.I. and related motor vehicle enforcement, and to process any related grant paperwork.
Motion so passed.

8. CT Highway Safety Program Project Application for FY 2006/2007
Expanded DUI Enforcement

Mr. Clouette moved and Mr. Paulhus seconded, effective October 23, 2006, authorize the Town Manager, Matthew W. Hart, to submit a grant application to the Connecticut Department of Transportation, Division of Highway Safety, for \$61,200 to be dedicated to police overtime for D.U.I. and related motor vehicle enforcement, and to process any related grant paperwork.
Motion so passed.

9. Strategic Planning Project

The Town Manager updated the Council on the progress of the Strategic Planning Committee. He commented that the Committee would like Council approval to begin preparing a request for qualifications to hire a consultant/facilitator to assist with the coordination of the project.

By consensus the Council approved the request.

9a. Charter Revision Request for Information

Mayor Paterson opened the discussion asking members if they had any particular ideas or comments regarding the questions forwarded to the Council by the Charter Revision Commission.

Mr. Hawkins noted that the questions from the Commission refer not to recommendations from the Council but rather to issues that have been brought to the Council's attention by citizens. Members commented that a number of questions dealt with the role of the Mayor. It was agreed that

while the role of the Mayor is ceremonial in many ways it behooves the town to have the title of Mayor as it engenders a higher level of respect from other organizations. Ms. Koehn said that she feels that the town needs a record of the policies that the Town Council enacts, a policy manual. Mr. Paulhus stated that he suggested the elimination of the position of constables, as it is strictly an honorary position with no function.

The joint meeting with the Charter Revision Commission will be held on October 24, 2006

VII. DEPARTMENTAL REPORTS

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Paulhus reported the Public Safety Committee has met and the razor ribbon has been installed at the facility. A test was done of the phone system and 160 calls were made in 30 minutes. Mr. Paulhus also informed the Council that the Mansfield facility is currently "in overflow".

Ms. Redding reported that the Committee on Committees requested that the formalization of the Community/Campus Partnership be added to a future agenda.

IX. REPORTS OF COUNCIL MEMBERS

X. TOWN MANAGER'S REPORT

Attached

XI. FUTURE AGENDAS

XII. PETITIONS, REQUEST AND COMMUNICATIONS

10. Appointments to Eastern Highlands Health District Board of Directors
11. Appointment to Mansfield Downtown Partnership
12. R. Bourque re: Mansfield Community Center
13. Charter Communications re: Charter Communications Public Access Department
14. Department of the Army re: University of Connecticut Veterans Day Ceremony
15. Q. Kessel re: Water/Wastewater Advisory Committee Meetings
16. Mansfield Downtown Partnership Joint Board of Directors and Planning and Design Committee Meeting Agenda

17. The Boston Globe UMass-Amherst, Community, Police Try to Put Lid on Party Life
18. Tolland County Street & Road Map
19. Fee Waiver Ordinance
20. VNA East re: Visit Statistics

XIII. EXECUTIVE SESSION

Mr. Paulhus moved and Ms. Blair seconded to move into Executive Session.
Motion so passed.

Present: Blair, Clouette, Hawkins, Koehn, Paterson, Paulhus, Redding
Also Present: Matt Hart

Personnel Issues

XIV. ADJOURNMENT

Mr. Paulhus moved and Ms. Blair seconded to adjourn the meeting.
Motion so passed.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

Memo

To: Town Council

From: Matt Hart, Town Manager

Matt

Date: October 10, 2006

Re: Town Manager's Report

Below please find a report regarding various items of interest to the Town Council:

- Charter Revision Commission – the commission has invited the Town Council and the finance staff to attend its meeting at 7:00 PM on October 24, 2006. In particular, the commission has various questions regarding some of the charter provisions related to finance, and is looking for feedback from the Finance Committee and the Council as a whole. I believe the commission may be looking for feedback regarding other charter provisions as well.
- Connecticut Strategic Prevention Framework – I am pleased to announce that we have been awarded \$50,000 under this program, which we will use to support various programs of the Mansfield Community Campus Partnership. I would like to recognize Kevin Grunwald, Director of Social Services, as well as Tom Szigethy at the university for their efforts in preparing the grant application.
- Mansfield Business and Professional Association – at the association's meeting tomorrow, October 11, 2006, Mike Nintean, Director of Building and Housing Inspection and I will be making a presentation regarding the town's new housing code. The meeting will be held at 8:00 AM in the community center.
- Mansfield Downtown Connector Pedestrian Walkway – on October 3, 2006, we conducted the groundbreaking ceremony for the walkway project. Attendance was good, and we had a number of town and state officials in attendance, as well as members of the downtown partnership. I would like to commend Cynthia van Zelm, Tricia Rogalski and Sara-Ann Chaine for their efforts in arranging the ceremony.
- Mansfield Downtown Partnership, Joint Board of Directors and Planning and Design Committee Meeting – on October 24, 2006, the partnership will hold a joint meeting of its board of directors and planning and design committee to provide an update

regarding the concept master plan for Storrs Center. I will send you an agenda once the meeting details have been finalized.

- Special Town Meeting and Public Information Sessions – the week of October 23rd will be a busy one, as we will also hold a special town meeting the night of October 26, 2006 to adjourn to referendum the \$200,000 bond issue for the community center gymnasium AC. On a related note, we are planning public information sessions for the three bond issues on the ballot. We have tentatively reserved the evenings of November 1 and 2 for presentations at the town hall, and are looking to hold one session at the senior center. We will advertise these sessions in various media.
- Strategic Plan – the strategic planning team met last Thursday, and we have reached consensus regarding a suggested planning process for the Town of Mansfield. At your next meeting, we will present you with a proposal as to how we wish to proceed.
- Town-University Relations Committee – the committee met today, and we discussed various items of mutual interest, including the housing code, the center for off-campus services and the master plan for UConn water and wastewater systems.
- Videotaping of Town Council Meetings – Sara-Ann Chaine and I have reviewed this issue with Charter Communications, and Charter has presented us with a list of equipment that the town could purchase to videotape council meetings. The Mayor and I have discussed this item, and we plan to invite Charter Communications to an upcoming Council meeting to discuss the issue in more detail.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Robert Miller, Director of Health
Date: November 13, 2006
Re: Issues Regarding the UConn Landfill

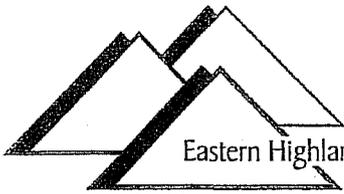
Subject Matter/Background

In response to some of the questions raised by the Town Council at the last meeting, I have asked the Director of Health to review the most recent landfill monitoring program report.

Attached please find a summary of the Director's findings. Please let me know if you have any additional questions at this time.

Attachments

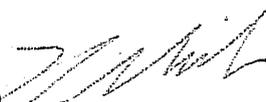
- 1) Memo from R. Miller to M. Hart



Eastern Highlands Health District

4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3321 • Web: www.EHHD.org

Memo

To: Matt Hart, Town Manager
From: Robert Miller, Director of Health 
Date: 10/31/2006
Re: Uconn Landfill Active Residential Well Monitoring Program, Report dated 9/29/06

Per your request, I have reviewed the above referenced report. As part of this review, I have consulted with the Connecticut Department of Environmental Protection and procured additional subject matter information from the University's consulting engineers, Haley & Aldrich, Inc.

Detailed in the report are exceedences in the Maximum Contaminate Level (MCL) for lead and antimony in area residential wells. Upon initial review, this was cause for concern. However, upon further review and investigation it is apparent that the MCL exceedences detected are likely due to either laboratory error and/or sampling anomaly. This position is supported by the fact that the metals in question (lead and antimony) were either not detected or detected in acceptable ranges in both previous and subsequent sampling rounds for the wells in question. (Of note, neither lead nor antimony are ground water contaminants known to be associated with the University landfill.)

Please feel free to contact me if you have any further questions.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Jeffrey Smith, Director of Finance
Date: November 13, 2006
Re: Retirement Agreement between the Town of Mansfield and Martin H. Berliner

Subject Matter/Background

Attached please find the proposed retirement agreement between the Town of Mansfield and Martin Berliner as reviewed by the Town Council in executive session on October 23, 2006.

Recommendation

If the Town Council wishes to execute the agreement, the following resolution is in order:

Resolved, to authorize Mayor Elizabeth C. Paterson to execute the proposed Retirement Agreement between the Town of Mansfield and Martin H. Berliner, the terms of which Agreement are retroactive to July 1, 2006.

Attachments

- 1) Retirement Agreement between the Town of Mansfield and Martin H. Berliner



RETIREMENT AGREEMENT BETWEEN

THE TOWN OF MANSFIELD

AND

MARTIN H. BERLINER

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**RETIREMENT AGREEMENT
BETWEEN
THE TOWN OF MANSFIELD, CONNECTICUT
AND
MARTIN H. BERLINER**

Introduction

This Agreement, made and entered into this ____ day of October, 2006, by and between the Town of Mansfield a municipal subdivision of the State of Connecticut, (hereinafter called "Employer") and Martin H. Berliner, (hereinafter called "Retiree") who served as Town Manager for the Employer from March 5, 1979, through October 3, 2006:

Section 1: Term

This term of this Agreement shall commence upon July 1, 2006 and shall expire upon the decease of Retiree and his spouse, or until such time as Retiree and his spouse cease to purchase post retirement benefits from Employer.

Section 2: Salary

Retroactive to July 1, 2006, Employer agrees to award Retiree an increase of 3.5 percent to his annual base salary for a revised annual salary of \$133,727.17. Said increased rate of pay shall apply to all payments of salary, and vacation and separation leave that Retiree receives from Employer for the period from July 1, 2006 through November 24, 2006.

Section 3: Leave and Retirement Health Savings Account

Retiree's last day of service as Town Manager for Employer shall be October 3, 2006. Subsequent to October 3, 2006, Retiree shall take seven (7) weeks and three days (3) of accrued vacation as separation leave. Pursuant to Retiree's irrevocable election, Employer shall contribute two additional weeks of accrued vacation to Retiree's retirement health savings account managed by the ICMA Retirement Corporation. Retiree's last day on Employer's payroll shall be Friday, November 24, 2006.

Section 4: Retirement Plan and Annuity

A. MERS. While Retiree is on separation leave, Employer shall continue Retiree's enrollment in the State of Connecticut Municipal Employees Retirement System (MERS) and to make all appropriate contributions required by the State of Connecticut, provided Retiree shall contribute to Employer through payroll deductions two and one-quarter percent (2.25%) of his base salary to defray the cost of MERS charges to Employer.

B. Annuity. Retroactive to July 1, 2006, Employer shall increase Retiree's annuity payment to a rate equivalent to thirty-four thousand dollars (\$34,000) per year, which Employer shall pay to Retiree in equal proportionate amounts each pay period until such time as Retiree's separation leave expires.

Section 5: Health and Life Insurance Benefits

A. Health Insurance. During the period from October 4, 2006 through December 31, 2006, Retiree shall continue to receive health insurance coverage from Employer as he would as an active employee. Effective January 1, 2007, Retiree shall have the right to purchase from Employer comprehensive medical benefits for himself and his spouse. Retiree's right to purchase said benefits is subject to compliance with any plan requirements established by Employer's insurance carrier and administrative policies set by Employer. In addition, Employer agrees to contribute a monthly payment towards the cost of the premium paid by Retiree, in accordance with the following schedule:

- January 1, 2007 through December 31, 2007: \$150 per month
- January 1, 2008 through December 31, 2008: \$200 per month
- January 1, 2009 through December 31, 2009: \$300 per month
- January 1, 2010 through the end of the term of the Agreement: \$350 per month

B. Life/AD&D Insurance. During the period from October 4, 2006 through November 24, 2006, Retiree shall continue to receive life insurance coverage from Employer as he would as an active employee. Effective November 25, 2006, Retiree shall have the option to purchase term life insurance from Employer. Retiree's right to purchase said benefits is subject to compliance with any plan requirements established by Employer's insurance carrier and administrative policies set by Employer. Retiree shall name the beneficiary of such insurance.

C. Spousal Benefits. In the event Retiree predeceases his spouse after he has attained retirement, Retiree's spouse shall be entitled to succeed him as an enrolled beneficiary of Employer's health insurance plan provided she makes the necessary premium contributions to Employer.

Section 6: Notices

Notice pursuant to this Agreement shall be given by depositing such notice in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) EMPLOYER: Town Manager, Town of Mansfield, Audrey P. Beck
Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268
- (2) RETIREE: Martin H. Berliner, 648 Storrs Road, Mansfield, CT 06268

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 7: General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between Employer and Retiree regarding Retiree's post retirement benefits from Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual

written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

B. Binding Effect. This Agreement shall be binding on Employer and Retiree as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Effective Date. This Agreement shall become effective on July 1, 2006.

D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expunging or judicial modification of **any** invalid provision.

IN WITNESS WHEREOF, the parties hereto have set their signatures this ____ day of October 2006.

TOWN OF MANSFIELD, EMPLOYER

MARTIN H. BERLINER, RETIREE

By Elizabeth C. Paterson,
Its Mayor, Duly Authorized

Martin H. Berliner



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Mary Stanton, Town Clerk; Dennis O'Brien, Town Attorney
Date: November 13, 2006
Re: Expansion of Membership to Conservation Commission

Subject Matter/Background

As you will recall, the Mansfield Conservation Commission requested that the Town Council consider expanding the size of the commission to include alternate members. The commission explained that its current members have many commitments, and that it is often difficult to obtain a quorum. The addition of alternate members would help to alleviate this problem. At its August 28, 2006 meeting, the Town Council referred this item to the Committee on Committees for review.

After conferring with the Town Attorney, the Committee on Committees has learned that the Connecticut General Statutes would permit this change, but the town would need to amend its code of ordinances to provide for the designation of alternate members. Consequently, the committee proposes to add the following second paragraph to Section 11-3 of the code:

The Commission shall also include two (2) alternate members who shall be appointed by the Town Manager. Of the two (2) alternate members first appointed to office, one (1) shall be appointed to serve for one (1) year, and one (1) shall be appointed to serve for two (2) years. There after, appointment of alternate members to the Commission shall be for terms of three (3) years.

Recommendation

In keeping with our customary procedure, staff recommends that the Town Council schedule a public hearing to solicit public comment regarding the proposed amendment to the code. If the Council concurs with this recommendation, the following motion is in order:

Move, effective November 13, 2006, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on November 27, 2006, to solicit public comment regarding the proposed amendment to Section 11-3 of the Mansfield Code of Ordinances (Mansfield Conservation Commission).

Attachments

1) Draft Amendment to Section 11-3

**Town of Mansfield
Code of Ordinances
“Amendment to Conservation Commission Ordinance”**

November 13, 2006 Draft

Section 11-3 of the Code of the Town of Mansfield is hereby amended to add a second paragraph as follows:

The Commission shall also include two (2) alternate members who shall be appointed by the Town Manager. Of the two (2) alternate members first appointed to office, one (1) shall be appointed to serve for one (1) year, and one (1) shall be appointed to serve for two (2) years. Thereafter, appointments of alternate members to the Commission shall be for terms of three (3) years.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Sara-Ann Chaine, Management Assistant
Date: November 13, 2006
Re: Videotaping and Broadcasting Town Council Meetings

Subject Matter/Background

A representative from Charter Communications will be present at the November 13, 2006 meeting to discuss how other area municipalities videotape and broadcast public meetings. I have attached a list of equipment that the town would need to purchase in order to tape and broadcast meetings on a very basic level. Charter can also give us an idea of the equipment we would need to provide a more enhanced service.

In addition, the Council had asked for the number of homes in Mansfield that subscribe to Charter. Charter has informed us that it has over 4,000 subscribing households in town that can view the Mansfield Government Access Channel. This figure represents about 70 percent of all households in town, exclusive of dormitories. (As you may know, Charter does not provide service to the UConn campus.)

Attachments

- 1) List of Supplemental Equipment Necessary to Videotape and Broadcast Public Meetings

QUOTE PRINT
 H.B. COMMUNICATIONS
 60 Dodge Avenue
 North Haven, CT 06473
 PH800-243-4414 FX203-234-2013
 (203) 234-9246

NO. 133066

Page 1

08/11/06

Ship-to: SAME
 CHARTER COMMUNICATIONS
 ACCOUNTS PAYABLE
 11 COMMERCE ROAD
 NEWTOWN, CT 06470

Bill-to: 5666
 CHARTER COMMUNICATIONS
 ACCOUNTS PAYABLE
 11 COMMERCE ROAD
 NEWTOWN, CT 06470

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
	NONE	416	NET 30	101	PREPAID	BEST WAY SP

QUOTED BY: DJA QUOTED TO: MIKE NELSON

ITEM	DESCRIPTION	QTY	UM	PRICE	UM	EXTENSION
SR-VS30U	DUAL RECORDER MINI-DV / SVHS JVC SR-VS30U	1	EA	895.00	EA	895.00
PRJVIR	PRO BUS CABLE FOR JVC SR3250U LEIGHTRONIX PRJVIR	2	EA	112.50	EA	225.00
13A26	13" TV RECEIVER TOSHIBA 13A26	1	EA	99.00	EA	99.00
AG-DVC7	MINI DV CAMCORDER PANASONIC AG-DVC7	1	EA	1080.00	EA	1080.00
3124	TRIPOD 3011 W/3126 HEAD BOGEN 3124	1	EA	180.00	EA	180.00
CGP-D28A/1B	DIGITAL CAMCORDER BATTERY PANASONIC CGP-D28A/1B	2	EA	76.95	EA	153.90
HR-J692U	HI-FI VCR JCV HR-J692U	1	EA	79.95	EA	79.95

MERCHANDISE	MISC	TAX	FREIGHT	TOTAL
2712.85	.00	.00	.00	2712.85

WE APPRECIATE YOUR BUSINESS.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Lon Hultgren, Director of Public Works
Date: November 13, 2006
Re: Traffic Concerns on Depot Road

Subject Matter/Background

A resident has requested that the town examine various traffic concerns on Depot Road, and a council member has asked that I add this item to the agenda. As you know, we have reviewed the situation many times in the past. For your reference, I have attached our most recent study document.

Recommendation

Staff recommends that the Town Council refer this item to the Traffic Authority for further review. We will also examine some innovative suggestions that have been proffered by council members.

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

Move, effective November 13, 2006, to refer the issue of traffic concerns on Depot Road to the Traffic Authority, which shall review the matter and report back to the Town Council.

Attachments

1) L. Hultgren re: Traffic Relief on Depot Road



**TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS**

Lon R. Hultgren, P.E., Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3331 TELEPHONE
(860) 429-6863 FACSIMILE

December 9, 2005

mailed
12-12-05

Residents of Depot Road
Depot Road
Mansfield Depot, CT 06251

Gentlemen/Women:

In response to the residents' petition and visit to the Mansfield Town Council in 2005 to ask for "traffic relief" on Depot Road, the Town's Department of Public Works has prepared a study document which discusses the traffic and possible Town courses of action. This report, a copy of which is enclosed, will be discussed by the Town's Traffic Authority at its February 9th meeting (10:30 a.m., Conference Room B in the Town Office building).

You may attend the meeting or provide comments to the Traffic Authority (care of the Town Manager) any time prior to the February 9th meeting, at which time the Traffic Authority will most likely discuss and make a recommendation on the matter.

Sincerely,

Lon R. Hultgren
Director of Public Works

Encl: 1

cc: Traffic Authority Members
file

TOWN OF MANSFIELD
MEMORANDUM
11/21/05

TO: Mansfield Traffic Authority
FROM: Lon R. Hultgren, Director of Public Works 
Tim Veillette, Project Engineer 

**RE: Request & Petition for further Town action
to limit traffic on Depot Road**

Background

Requests and petitions for traffic calming/Town action were received in the early 1990's. The ADT on Depot Road was then approximately 2,750 vehicles per day and the average and 85th percentile speeds were 37 and 44 mph respectively.

In 1996 the Town installed three speed humps. Since their installation the ADT has dropped to 2,350 (when UConn is in session) and the average and 85th percentile speeds (as measured several times, the latest in early November, 2005) have dropped to 27 and 32-33 mph as well.

The Current Request(s)

In 2005 the Council received several requests and a petition from the Depot Road residents again requesting Town action to limit the speed and volume of traffic on the road.

Data & Analysis

Table 1 summarizes the traffic characteristics on Depot Road (west of the railroad tracks) over the last ten years or so.

Accident data was requested from the DOT for Depot Road, its intersections with Routes 32/44 and the intersection of Route 32 and 44. These are summarized in Table 2.

Table 1 shows the speed of the traffic has been calmed - - so much so that it is now one of the slowest through roads in Mansfield. Volumes, although reduced from pre-hump levels, remain relatively high - - 2,300 or

more vehicles per day is typical of all the roads bordering the University (N. Eagleville, Separatist, Hunting Lodge, etc.).

Table 2 shows only two accidents attributed to turning conflicts at each end of Depot Road. This is well below actionable levels for changes to the intersections to reduce accidents. The signalized intersection at Routes 32/44 showed 12 accidents in the last three years ('02-'03-'04), most of them turning or rear-end which is typical for signalized intersections on Routes 195, 32 and 44 in Mansfield, and below actionable levels as well.

Discussion

With traffic speeds "calmed" to low average speeds (27 mph), it appears that the neighborhood concern is currently attributable to the volume of traffic. As this section of road is a major "back-door" route to UConn (along with North Eagleville, Separatist and Hunting Lodge Roads) its volume is higher than comparable older neighborhood roads (for example, Mansfield Hollow Road, Chaffeeville Road, Gurleyville Road - - all of which we also have had requests for Town Action to slow speeders as well!). The higher volume is a direct result of the road's location.

This leads us to consider what, if anything, the Town could or should do to reduce the volume of traffic on Depot and similar Town roads on the short-cut (non-State highway) route to UConn.

Several options can be considered:

1. Place speed humps on the remaining section of Depot Road so that it takes 30 to 40 seconds longer to take Depot Road instead of Routes 32/44. This might deflect another 400-500 vehicles per day (as did the original set of humps) off Depot Road onto the state highways. This would likely still leave 1,800 vehicles per day on Depot Road - - which although an improvement would probably not satisfy the neighborhood.

2. Post Depot Road for "No Through Traffic"

Although this simple measure sounds like a perfect solution, we think it would be very difficult (if not impossible) to enforce.

3. Construct a roundabout at the Day Care Center entrance. In 2006 the Town will install its first roundabout at the Birch/Hunting Lodge Road intersection. A roundabout would add more time to the Depot Road shortcut deflecting more

traffic to the state highways. This could be used in conjunction with additional speed humps as in 2) above. The result may or may not be "acceptable" to the neighborhood. The cost of a roundabout may be prohibitive.

4. Construct a diverter at one end of the road. If traffic was prohibited from entering either the Route 32 or Route 44 end, approximately half of the cut-through traffic would be eliminated. From an emergency access perspective it would probably be best to place such a diverter on the Route 44 (North) end so that fire and emergency vehicles traveling northbound on Route 32 could still directly access the road. The southbound lane of Depot Road at Route 44 would be blocked off so that eastbound traffic could not turn right onto Depot Road.

A diverter would need DOT approval since it would involve the use of the state highway right-of-way as well as advance signing on Route 44 (in both directions). The DOT may or may not be willing to allow this to take place.

In addition to DOT approval, placing a diverter to reduce the volume of traffic on a Town road would be precedent setting. Both speed and accidents on Depot Road are well below actionable levels. Placing a diverter to reduce neighborhood traffic only would place the Town in a position to implement similar measures to protect other neighborhood streets. In the area around the University, this would be very difficult and disruptive. While diverters were used in cities like Berkeley, CA in past years, due to their limitations they are not used any longer. Traffic circles are the "calming" measure of choice now.

5. Close the road making two short dead-end roads (one from Rt. 32 and one from Rt. 44). In this case turnarounds would have to be constructed and the connection either blocked off or gated. Traffic would have to use the Route 32/44 intersection. While this is clearly the best option from the neighborhood's perspective, one must consider this action in the context of all Town roads experiencing high traffic. Hunting Lodge and Cedar Swamp Roads between Routes 44 and 195 are almost identical in that they retain relatively high volumes of UConn-related traffic that is already "calmed" by the presence of speed humps. Constructing turnarounds and a mid-block barrier would turn both of those neighborhoods into quiet cul-de-sacs with

essentially no traffic. Other neighborhoods would likely request similar relief. A trend is likely. What this trend would do to general traffic and circulation in Mansfield is not clear....but it would most certainly be radical.

Conclusions & Recommendations

- Measurements indicate traffic speeds on the settled portion of Depot Road are below levels that trigger Town Traffic Authority action.
- Volume on Depot Road remains relatively high, although still less than other UConn area roads (Separatist, North Eagleville, Hunting Lodge, Birch).
- Traffic to and from the University will undergo considerable change when the extension of Hillside Road is constructed to Route 44 (now funded and scheduled for 2007). Traffic on Depot Road may well be affected.
- For all of the reasons discussed above, additional Town action is not recommended at this time.

Table 1
Depot Road Traffic Data

Date	5/13/96	10/18/96	11/21/96	3/7/97	9/9/97	9/27/01	10/31/03	7/25/05	11/4/05
Avg speed	37	26	27	26	25	25	28	28	27
85 th % speed	44				29	29	32.9	32.6	32.6
ADT	2,750				2,780		2,348	1,703	2,318

Table 2
 Depot Road Accident Data
 (DOT Data 2002, 2003, 2004)

<u>Accident Type</u>	<u>Location</u>	<u>Comment</u>
<i>Depot Rd. & end intersections</i>		
Fixed Object	*Depot Rd.	1 car off road hit tree
Fixed Object	*Depot/32	Hit pole not making turn
Fixed Object	Rt. 44 past Depot	Slippery surface-hit guardrail on 44
Backing	Depot/44	Vehicle backed into stopped vehicle at intersection
Turning	*Depot/44	Turning conflict-wet road (NB/EB)
Turning	*Depot/44	Turning conflict-(NB/EB)
Turning	*Depot/44	Turning conflict (NB/SB)
Rear-End	*Depot/32	EB at stop sign
*Depot Road totals:	6	
+Depot Rd. Intersection totals:	4	
<u>32/44 Intersection</u>		
Rear End	3 at 32/44	Various conditions & directions
Turning or Angle	9 at 32/44	Various conditions & directions
32/44 totals:	12	



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Lon Hultgren, Director of Public Works; Gregory Padick, Director of Planning
Date: November 11, 2006
Re: Acceptance of Various Town Roads

Subject Matter/Background

Attached please find requests from Ross L J & G Properties, and the Law Office of Samuel L. Schragger & Associates to accept Jackson Lane, Jonathan Lane and Monticello Road as part of the town's road system. These roads are part of Aurora Estates, Wild Rose Estates and Fellows Estates Subdivision, respectively.

Recommendation

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

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

Move, effective November 13, 2006, to refer the acceptance of Jackson Lane, Jonathan Lane and Monticello Road as town roads to the planning and zoning commission for review pursuant to section 8-24 of the Connecticut General Statutes.

Attachments

- 1) Ross L J & G, Properties re: Aurora Estates
- 2) The Law Office of Samuel L. Schragger & Associates re: Wild Rose Estates – Section 1
- 3) The Law Office of Samuel L. Schragger & Associates re: Fellows Estates Subdivision

Ross L J & G, Properties, LLC
18 Thomas Dr.
Storrs, CT 06268

October 23, 2006

Curt Hirsch
Zoning Agent
Town of Mansfield
4 South Eagleville Rd.
Storrs, CT 06268

Dear Mr. Hirsch,

I would like to formally ask the Town to accept the road that was built for Aurora Estates, Jackson La.

The improvements that were on the accepted subdivision plan have been met.

Please let me know when it is convenient for me to meet you at the site.

Sincerely,



Lawrence B. Ross, Manager
L J & G Properties, LLC

**THE LAW OFFICE OF
SAMUEL L. SCHRAGER & ASSOCIATES, LLC**

1733 Storrs Road, P.O. Box 534, Storrs, Connecticut 06268
860-487-0350 / FAX 860-487-0030

November 1, 2006

Mansfield Town Council
4 South Eagleville Road
Storrs, Connecticut 06268

Re: **Wild Rose Estates - Section 1**

Dear Commissioners:

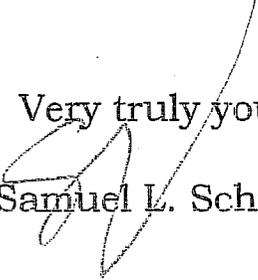
This office represents KMC, LLC of Mansfield in connection with the above referenced subdivision that was approved on June 21, 2004.

As of this date all improvements required by the subdivision plan have been constructed and installed.

This letter is to serve as a request for acceptance of the initial portion of Jonathan Lane within the subdivision.

Should you have any questions, please feel free to contact me.

Very truly yours,


Samuel L. Schrage

cc: KMC, LLC
Mansfield PZC

**THE LAW OFFICE OF
SAMUEL L. SCHRAGER & ASSOCIATES, LLC**

1733 Storrs Road, P.O. Box 534, Storrs, Connecticut 06268
860-487-0350 / FAX 860-487-0030

November 1, 2006

Mansfield Town Council
4 South Eagleville Road
Storrs, Connecticut 06268

Re: **Fellows Estates Subdivision**

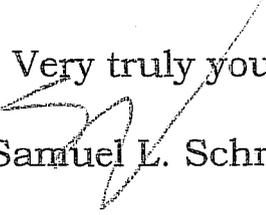
Dear Councilmembers:

This office represents KMC, LLC of Mansfield in connection with the above referenced subdivision that was approved on September 19, 2005.

As of this date all improvements required by the subdivision plan have been constructed and installed.

This letter is to serve as a request for acceptance of Monticello Road within the subdivision.

Should you have any questions, please feel free to contact me.

Very truly yours,

Samuel L. Schrage

cc: KMC, LLC
Mansfield PZC



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Jeffrey Smith, Director of Finance; Cherie Trahan, Controller/Treasurer
Date: November 13, 2006
Re: Financial Statements for the Period Ending September 30, 2006

Subject Matter/Background

Enclosed please find the first quarter financial report for the period ending September 30, 2006.

Recommendation

The Council should refer this item to the Finance Committee for review.

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

Move, effective November 13, 2006, to refer the Financial Statements Dated September 30, 2006 to the Finance Committee for review.

Attachments

1) Financial Statements for the Quarter Ending September 30, 2006

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*To: Mansfield Town Council
Mansfield Board of Education*

From: Jeffrey H. Smith, Director of Finance

Date: November 13, 2006

Subject: September 30, 2006 Quarterly Report

Attached please find the first quarter financial report for the quarter ending September 30, 2006.

JHS:cat

Attachment

OVERVIEW

GENERAL FUND BUDGET

REVENUES:

Tax Collections

The total collection rate through September 30, 2006 is 96.4% as compared to 96.1% at September 2005. Real estate collections, which account for approximately 85% of the levy, have remained at 97.9%. Collections in motor vehicles are at 88% as compared to 85.6% at September 2005.

Licenses and Permits

Conveyance taxes received for the period were \$117,339 or 48.9% of the annual budget. Building permits received were \$88,365 or 25.2% of the budget.

Federal Support for General Government

No change from the budget.

State Support for Education

The ECS Grant was budgeted at \$8,804,430. The Transportation Grant was budgeted at \$240,860. Current State estimates are not yet available..

State Support for General Government

The pilot grant is by far the largest single grant within this category. The grant payment by the State is \$7,620,956 or \$23,266 more than the original budget of \$7,597,690.

Charges for Services

Charges for services are primarily fixed by contract and will be received during the year. The primary exceptions are: Recording, where we have received \$22,680 or 26.1% of budget, and Police Services.

Fines and Forfeitures

No change from budget.

Miscellaneous

This area is primarily interest income and the telecommunications service payment. Total interest income through September 30, 2006 is \$159,713 as compared to \$103,568 for the same period last year. STIF interest rate for September 2006 was 5.375% as compared to 3.674% in September 2005. The amount of the telecommunications payment from the telephone company is not known at this point.

GENERAL FUND BUDGET - EXPENDITURES

Town Expenditures

Energy will continue to cause headaches during the current fiscal year. The spread between #2 and diesel has increased from a couple of cents to about \$0.40, primarily because of new low sulfur requirements and the states 6% gross receipts tax. Based on final expenditures for last year, I anticipate we will be short \$27,000. Also, based on last year's expenditures, I expect to be \$8,000 to \$10,000 short in the electrical account. On the other hand, it appears that heat energy (oil & gas) will be within budget. Salaries and benefits will be very tight.

Board Expenditures

The school budget will also experience energy driven over expenditures. I currently estimate diesel fuel will be over by approximately \$26,000, fuel oil by \$8,000, and electricity by nearly \$28,000. With that said, savings at the Middle School, based upon electrical rate changes instituted last year, could reduce this anticipated over-expenditure. Salaries are right on target and Special Education could be significantly less than budgeted. The one problem I anticipate is a number of long-term paid leaves for childbirth later this year, which could tilt the budget into the negative. Still, it is early in the fiscal year, and much can happen between now and June 30, 2007.

DAY CARE FUND

The Day Care Fund ended the period with expenditures exceeding revenues by \$25,453. Fund balance at July 1, 2006 of \$239,015 decreased to \$213,562. The UConn subsidy of \$78,500 has not been received to date.

CAFETERIA FUND

Expenditures exceeded revenues by \$31,820 for the period. Fund balance at July 1, 2006 decreased from \$76,187 to \$44,367 at September 30, 2006. The cost of food has increased substantially, while sales are off slightly.

RECREATION PROGRAM FUND

The Recreation Program Fund ended the period with expenditures exceeding revenues by \$22,816. Fund Balance decreased from \$81,844 to \$59,028. This does not include fee waiver revenue or Town subsidy for Bicentennial Pond and the Teen Center.

CAPITAL NONRECURRING FUND

The estimated Pequot/Mohegan Grant is \$388,428 less than budget.

DEBT SERVICE FUND

Fund Balance increased from \$71,079 on July 1, 2006 to \$706,079 at September 30, 2006. Based upon our current debt plan, Fund Balance will gradually decrease to \$3,860 in FY 2009/2010. This assumes that debt service contributions from the General Fund will not rise above \$400,000 per year through 2012/2013 and the CNR Fund will contribute another \$465,000 through FY 2009/2010. The plan does not take into consideration any additional debt offerings.

ENTERPRISE/INTERNAL SERVICE FUNDS

Solid Waste Fund

Retained Earnings has increased from \$179,716 at July 1, 2006 to \$180,197 at September 30, 2006. Income has increased slightly and collection fees from residents have also gone up.

Health Insurance Fund

Expenditures were more than revenues for the period by \$24,525. Retained Earnings decreased from \$1,106,054 at July 1, 2006 to \$1,081,529 at September 30, 2006. Our claim's experience for the past three months is an average of \$430,400 per month, up \$103,300 over the same period last year.

Worker's Compensation Fund

Operating revenues exceeded expenditures by \$284,865 for the first quarter. Retained Earnings increased from \$2,991 to \$287,856 at September 30, 2006. This will gradually decrease as premiums are paid throughout the year.

Management Services Fund

Management Services Fund revenues through September 30, 2006 exceeded expenditures by \$271,119. Fund Balance increased from \$1,564,638 at July 1, 2006 to \$1,835,757 at September 30, 2006. The Town has been involved in several technology initiatives. First, we expect to have a wireless program up and running before the new year. That program will include E.O. Smith High School, Town Hall, and the Community Center. In addition, we are actively working with our consultants to pick a VOIP system for use throughout all town and school buildings. Town Hall will roll out first, sometime early this winter. E.O. Smith will go on board this summer, and other town & school buildings will come on as their phone systems reach obsolescence.

CEMETERY FUND

Retained earnings in the Cemetery Fund decreased from \$348,190 at July 1, 2006 to \$342,372 at September 30, 2006. The primary reason for this is the cost of mowing services.

LONG TERM INVESTMENT POOL

The pool experienced an \$18,746 increase in the market value of its portfolio for the period July 1, 2006 to September 30, 2006.

EASTERN HIGHLANDS HEALTH DISTRICT

Operating expenditures exceeded revenues by \$74,896 through the first quarter. Fund Balance decreased from \$337,283 to \$262,387. A transfer to the EHHD CNR Fund of \$34,000 was made per Board motion.

MANSFIELD DOWNTOWN PARTNERSHIP

Operating revenues exceeded expenditures by \$3,274 through September 30, 2006, and Fund Balance increased from \$75,172 to \$78,446.

TOWN OF MANSFIELD
 TRIAL BALANCE - GAAP BASIS
 September 30, 2006

<u>GENERAL FUND</u>	<u>DEBIT</u>	<u>CREDIT</u>
Cash Equivalent Investments	\$ 6,047,528	
Working Cash Fund	4,150	
Accounts Receivable	35,144	
Taxes Receivable - Current	9,295,361	
Taxes Receivable - Delinquent	421,602	
Accounts and Other Payables		139,011
Refundable Deposits		494,439
Deferred Revenue - Taxes		9,595,764
Taxes Collected in Advance/Overcollected		
Encumbrances Payable - Prior Year		71,936
Liquidation - Prior Year Encumbrances	28,343	
Fund Balance - Undesignated		1,692,673
Actual Expenditures	7,615,690	
Actual Revenues		11,453,995
	\$ 23,447,818	\$ 23,447,818
	\$ 23,447,818	\$ 23,447,818

DAYCARE COMBINED PROGRAM
 COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES
 AND CHANGES IN FUND BALANCE
 FOR THE PERIOD ENDED SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	BUDGET	September 30,	
	2006/07	2006	2005
REVENUES:			
DSS Subsidies	\$ 16,000	\$ 8,811	\$ 7,316
Fees	675,770	167,741	151,775
UConn	78,500		39,375
Daycare Grant	244,350	67,351	48,719
School Readiness Program	77,900	16,425	-
Miscellaneous	26,000	5,229	6,943
Total Revenues	1,118,520	265,557	254,128
OPERATING TRANSFERS IN:			
CNR Fund	-		5,000
Total Revenues and Operating Transfers	1,118,520	265,557	259,128
EXPENDITURES:			
Administrative	212,740	61,780	52,157
Direct Program	786,590	173,584	164,333
Building	52,450	13,094	14,892
Food	30,900	9,073	4,524
Equipment	1,000	25,000	7,500
Miscellaneous	33,850	8,479	6,048
Total Expenditures	1,117,530	291,010	249,454
EXCESS/(DEFICIENCY)	990	(25,453)	9,674
FUND BALANCE, JULY 1	220,538	239,015	225,018
FUND BALANCE, END OF PERIOD	\$ 221,528	\$ 213,562	\$ 234,692

MANSFIELD BOARD OF EDUCATION
CAFETERIA FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2006
(with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
<u>Assets</u>		
Cash	\$ 36,640	\$ 61,482
Inventory	7,727	6,276
Total Assets	\$ 44,367	\$ 67,758
<u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	\$ 44,367	\$ 67,758
Total Fund Balance	44,367	67,758
Total Liabilities and Fund Balance	\$ 44,367	\$ 67,758

MANSFIELD BOARD OF EDUCATION
CAFETERIA FUND
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED SEPTEMBER 30, 2006
(with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
Operating Revenues:		
Intergovernmental	\$ 11,197	\$ (7,287)
Sales of Food	85,001	88,390
Other		800
Total Operating Revenues	96,198	81,903
Operating Expenditures:		
Salaries & Wages	96,439	91,145
Food & Supplies	29,079	22,669
Professional and Technical	2,500	2,500
Equipment Repairs & Contracts		3,958
Equipment - Other		245
Total Operating Expenditures	128,018	120,517
Excess/(Deficiency)	(31,820)	(38,614)
Fund Balance, July 1	76,187	106,372
Fund Balance, End of Period	\$ 44,367	\$ 67,758

FUND 260 - RECREATION PROGRAM
CONSOLIDATED
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ROLL FORWARD FOR 2006/07
AS OF SEPTEMBER 30, 2006

	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Budget	Sept. 30, 2006 Actual
REVENUES:						
Membership Fees	\$ -	\$ 857,008	\$ 909,202	\$ 935,336	\$ 900,000	\$ 214,770
Employee Wellness	-	-	6,000	2,250	5,000	-
Bicentennial Pond Fees	940	3,840	34	800	3,300	3,009
Sale of Food	-	2,984	2,929	4,177	4,500	10
Advertising Income	-	12,815	2,332	14,664	13,480	1,902
Program Fees	307,960	387,682	569,756	537,111	575,370	251,986
Daily Admission Fees	-	35,873	51,268	52,364	54,460	9,592
Fee Waivers	-	-	50,000	77,649	75,000	-
Sale of Merchandise	-	-	3,045	11,203	11,000	1,941
Rent	-	-	7,350	-	-	-
Rent - E.O. Smith	-	-	11,525	6,500	12,500	-
Rent - Facilities/Parties	-	8,960	14,760	24,410	15,000	4,714
Contributions	38,082	31,617	23,667	27,080	20,000	5,187
Other	-	691	1,767	243	-	4
Total Revenues	346,982	1,341,470	1,653,635	1,693,787	1,689,610	493,115
OPERATING TRANSFERS:						
General Fund - Bicent. Pond	72,500	64,500	25,000	25,000	21,200	21,200
General Fund - Teen Center	-	-	10,000	10,000	13,800	13,800
CNR Fund	65,000	119,130	80,000	40,000	-	5,000
Total Rev. & Op Trans	484,482	1,525,100	1,768,635	1,768,787	1,724,610	533,115
EXPENDITURES:						
Salaries & Wages	243,277	844,503	1,089,173	1,034,348	1,102,900	306,290
Benefits	5,330	8,152	165,914	146,107	146,640	21,455
Professional & Technical	59,016	74,002	111,776	118,381	86,170	30,364
Purchased Property Services	30,323	2,188	8,489	15,468	13,260	9,317
Repairs & Maintenance	-	6,300	9,377	16,119	15,000	17,583
Other Purchased Services/Rentals	51,420	193,649	166,864	201,664	195,550	90,844
Other Supplies	49,680	70,916	34,661	33,779	31,160	6,468
Energy	98	121,876	119,574	150,121	100,000	31,078
Building Supplies	-	24,388	50,333	46,269	46,500	28,789
Recreation Supplies	180	37,426	73,948	53,804	57,920	13,743
Capital Projects	-	-	10,000	-	-	-
Total Expenditures	439,324	1,383,400	1,840,109	1,816,060	1,795,100	555,931
EXCESS/DEFICIENCY	45,158	141,700	(71,474)	(47,273)	(70,490)	(22,816)
FUND BALANCE, JULY 1	13,733	58,891	200,591	129,117	81,844	81,844
FUND BALANCE, End of Period	\$ 58,891	\$ 200,591	\$ 129,117	\$ 81,844	\$ 11,354	\$ 59,028

FUND 260 - RECREATION PROGRAM
ACTIVITY 44102 - COMMUNITY CENTER
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ROLL FORWARD FOR 2006/07
AS OF SEPTEMBER 30, 2006

	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Budget	Sept. 30, 2006 Actual
REVENUES:						
Membership Fees	\$ -	\$ 857,008	\$ 909,202	\$ 935,336	\$ 900,000	\$ 214,770
Employee Wellness			6,000	2,250	5,000	-
Bicentennial Pond Fees						
Sale of Food		2,984	2,929	4,177	4,500	10
Advertising Income		7,533	836	14,241	11,980	779
Program Fees		112,759	208,507	284,504	285,960	123,470
Daily Admission Fees		35,873	49,901	50,142	51,440	9,592
Fee Waivers			50,000	54,219	51,340	-
Sale of Merchandise			3,045	5,522	5,000	1,941
Rent			7,350			
Rent - E.O. Smith			11,525	6,500	12,500	
Rent - Facilities/Parties		8,619	14,841	23,855	14,600	4,694
Contributions	27,956	28,653	13,247	25,127	14,850	4,707
Other		691	1,767	243		4
Total Revenues	27,956	1,054,120	1,279,150	1,406,116	1,357,170	359,967
OPERATING TRANSFERS:						
General Fund - Bicent. Pond						
General Fund - Teen Center			10,000	10,000	13,800	13,800
CNR Fund	65,000	119,130	80,000	40,000		5,000
Total Rev. & Op Trans	92,956	1,173,250	1,369,150	1,456,116	1,370,970	378,767
EXPENDITURES:						
Salaries & Wages	4,223	592,860	703,713	824,422	878,430	190,869
Benefits		6,152	137,756	112,988	113,660	21,330
Professional & Technical	25567	31,510	64,109	82,306	56,920	12,279
Purchased Property Services		2,188	8,489	15,468	13,260	9,317
Repairs & Maintenance		6,300	9,377	16,119	15,000	17,583
Other Purchased Services/Rentals	51,420	161,118	131,338	164,853	156,800	77,667
Other Supplies		15,912	32,207	25,558	19,350	5,876
Energy	98	121,876	119,574	150,121	100,000	31,078
Building Supplies		24,388	49,985	46,269	46,500	28,789
Recreation Supplies	180	37,426	20,972	17,455	25,250	7,144
Capital Projects			10,000			
Total Expenditures	81,488	999,730	1,287,520	1,455,559	1,425,170	401,932
EXCESS/DEFICIENCY	11,468	173,520	81,630	557	(54,200)	(23,165)
FUND BALANCE, JULY1		11,468	184,988	266,618	267,175	267,175
FUND BALANCE, End of Period	\$ 11,468	\$ 184,988	\$ 266,618	\$ 267,175	\$ 212,975	\$ 244,010

FUND 260 - RECREATION PROGRAM
 ALL OTHER ACTIVITIES
 REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 ROLL FORWARD FOR 2006/07
 AS OF SEPTEMBER 30, 2006

	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Budget	Sept. 30, 2006 Actual
REVENUES:						
Membership Fees						
Employee Wellness						
Bicentennial Pond Fees	\$ 940	\$ 3,840	\$ 34	\$ 800	\$ 3,300	\$ 3,009
Sale of Food						
Advertising Income		5,282	1,496	423	1,500	1,123
Program Fees	307,960	274,923	361,249	252,607	289,410	128,516
Daily Admission Fees			1,367	2,222	3,020	-
Fee Waivers				23,430	23,660	-
Sale of Merchandise				5,681	6,000	-
Rent						
Rent - E.O. Smith						
Rent - Facilities/Parties		341	(81)	555	400	20
Contributions	10,126	2,964	10,420	1,953	5,150	480
Other						
Total Revenues	319,026	287,350	374,485	287,671	332,440	133,148
OPERATING TRANSFERS:						
General Fund - Bicent. Pond	72,500	64,500	25,000	25,000	21,200	21,200
General Fund - Teen Center						
CNR Fund						
Total Rev. & Op Trans	391,526	351,850	399,485	312,671	353,640	154,348
EXPENDITURES:						
Salaries & Wages	239,054	251,643	385,460	209,926	224,470	115,421
Benefits	5,330	2,000	28,158	33,119	32,980	125
Professional & Technical	33,449	42,492	47,667	36,075	29,250	18,085
Purchased Property Services	30,323					
Repairs & Maintenance						
Other Purchased Services/Rentals		32,531	35,526	36,811	38,750	13,177
Other Supplies	49,680	55,004	2,454	8,221	11,810	592
Energy						
Building Supplies			348			
Recreation Supplies			52,976	36,349	32,670	6,599
Capital Projects						
Total Expenditures	357,836	383,670	552,589	360,501	369,930	153,999
EXCESS/DEFICIENCY	33,690	(31,820)	(153,104)	(47,830)	(16,290)	349
FUND BALANCE, JULY1	13,733	47,423	15,603	(137,501)	(185,331)	(185,331)
FUND BALANCE, End of Period	\$ 47,423	\$ 15,603	\$ (137,501)	\$ (185,331)	\$ (201,621)	\$ (184,982)

TOWN OF MANSFIELD
 CAPITAL AND NONRECURRING RESERVE FUND BUDGET
 ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 FISCAL YEAR 2006/07

	Actual 98/99	Actual 99/00	Actual 00/01	Actual 01/02	Actual 02/03	Adopted Budget 03/04	Actual 03/04	Actual 04/05	Actual 05/06	Projected 06/07	Projected 07/08	Projected 08/09	Projected 09/10
SOURCES:													
Revenues:													
General Fund Contribution										100,000			
Property Tax Relief										359,404			
State Revenue Sharing				\$472,523									
State Dept. of Education - MMS IRC/MMS Drainage					120,729		24,679						
Rural Development Grant - Downtown Revitalization							35,000						
Ambulance User Fees					253,312	235,000	179,317	216,712	222,724	240,000	245,000	245,000	250,000
Landfill Closing Grant - Inkind Reimbursement								109,470					
Insurance Settlement			100,524										
Interest Income	237,050	286,043	398,171					100,000	100,000	100,000	20,000	20,000	20,000
Other				23,486			380						
Sewer Assessments	2,800	3,600	4,000	8,069	4,296	3,000	4,000	4,400	9,600	3,000	3,000	3,000	3,000
Pequot Funds	2,809,905	2,929,286	2,950,637	3,075,000	2,128,664	1,361,183	1,714,079	1,339,206	1,435,767	868,130	1,200,000	1,200,000	1,200,000
Total Sources	3,049,755	3,218,929	3,453,332	3,579,078	2,507,001	1,599,183	1,957,455	1,769,788	1,768,091	1,670,534	1,468,000	1,468,000	1,473,000
USES:													
Operating Transfers Out:													
General Fund - One Time Costs/Fund Balance Plan			61,100	47,500	400,000	350,000	350,000	250,000	150,000	50,000	50,000		
General Fund - State Revenue Sharing					472,520								
Community Events					12,500								
Management Services Fund	205,000	160,000	200,000	200,000	206,000	212,000	212,000	200,000	225,000	200,000	239,000	246,000	253,380
Debt Service Sinking Fund	180,000		500,000	355,000	250,000	235,000	235,000	295,000	250,000	235,000	200,000	130,000	135,000
Retire Debt for Fire Truck								70,000	70,000	70,000	70,000	70,000	
New Financial Reporting Model (Statement 34)				25,000	25,000								
Property Tax Revaluation Fund	25,000	25,000	25,000			25,000	25,000		25,000	24,000	25,000	25,000	25,000
Capital Fund	3,591,529	3,289,200	2,572,660	3,161,682	1,488,916	560,650	618,034	762,137	1,046,109	1,102,664	3,197,940	2,251,940	1,324,800
Day Care Pension					20,000	15,000	15,000	10,000	5,000				
Town Manager Search										18,000			
Emergency Services Administration					25,070	75,000	75,000						
Community Center Operating Subsidy					65,000	119,125	119,130	80,000	40,000				
Parks & Recreation Operating Subsidy										40,000			
Health Insurance Fund								200,000					
Retiree Medical Insurance Fund										25,000	50,000	75,000	100,000
Compensated Absences Fund										25,000	50,000	75,000	100,000
Shared Projects with UConn	83,500	100,000	25,000										
Total Uses	4,085,029	3,574,200	3,383,760	3,789,182	2,965,006	1,591,775	1,649,164	1,867,137	1,811,109	1,789,664	3,881,940	2,872,940	1,938,180
Excess/(Deficiency)	(1,035,274)	(355,271)	69,572	(210,104)	(458,005)	7,408	308,291	(97,349)	(43,018)	(119,130)	(2,413,940)	(1,404,940)	(465,180)
Fund Balance/(Deficit) July 1	1,985,616	950,342	595,071	664,643	454,539		(3,466)	304,825	207,476	164,458	45,328	(2,368,612)	(3,773,552)
Fund Balance, June 30	\$950,342	\$595,071	\$664,643	\$454,539	(\$3,466)	\$7,408	\$304,825	\$207,476	\$164,458	\$45,328	(\$2,368,612)	(\$3,773,552)	(\$4,238,732)

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DEBT SERVICE FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2006
(with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
Assets:		
Cash and cash equivalents	\$ 706,079	\$ 786,939
Total Assets	\$ 706,079	\$ 786,939
 Fund Balance:		
Unreserved:		
Undesignated	\$ 706,079	\$ 786,939
Total Fund Balance	\$ 706,079	\$ 786,939

DEBT SERVICE FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE
 FOR THE PERIOD ENDED SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
Revenues:		
Intergovernmental	\$ -	\$ -
Other		
Total Revenues	-	-
Other Financing		
Operating Transfers In:		
CNR Fund	235,000	250,000
General Fund	400,000	400,000
Total Revenues and Other Financing Sources	635,000	650,000
Expenditures:		
Principal Payments		
Interest Payments		
Professional & Technical Services		
Total expenditures	-	-
Excess of revenues and other financing sources over expenditures	635,000	650,000
Fund balance, July 1	71,079	136,939
Fund balance, End of Period	\$ 706,079	\$ 786,939

TOWN OF MANSFIELD
DEBT SERVICE FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	01/02 ACTUAL	02/03 ACTUAL	03/04 ACTUAL	04/05 ACTUAL	05/06 ACTUAL	06/07 PROJECTED
REVENUES:						
Intergovernmental	\$440,668	\$420,364	\$385,697	\$366,387	\$330,378	\$295,463
State Revenue Sharing						
Other	37		87,850			
TOTAL REVENUES	440,705	420,364	473,547	366,387	330,378	295,463
Operating Transfers In - General Fund	500,000	400,000	400,000	400,000	400,000	400,000
Operating Transfers In - CNR Fund	355,000	250,000	235,000	295,000	250,000	235,000
TOTAL REVENUES AND OPERATING TRANSFERS IN	1,295,705	1,070,364	1,108,547	1,061,387	980,378	930,463
EXPENDITURES:						
Principal Retirement	865,000	950,000	1,065,000	980,000	830,000	805,000
Interest	447,352	398,975	284,440	261,506	216,239	176,482
Financial	15,428		8,000			
Professional/Technical	311		79,497	4,800		
TOTAL EXPENDITURES	1,328,091	1,348,975	1,436,937	1,246,306	1,046,239	981,482
REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENDITURES	(32,386)	(278,611)	(328,390)	(184,919)	(65,861)	(51,019)
FUND BALANCE, JULY 1	961,246	928,860	650,249	321,859	136,940	71,079
FUND BALANCE, JUNE 30	\$928,860	\$650,249	\$321,859	\$136,940	\$71,079	\$20,060

TOWN OF MANSFIELD
DEBT SERVICE FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	07/08 PROJECTED	08/09 PROJECTED	09/10 PROJECTED	10/11 PROJECTED	11/12 PROJECTED	12/13 PROJECTED	13/14 PROJECTED	14/15 PROJECTED	15/16 PROJECTED
	\$180,794	\$105,218							
	180,794	105,218							
	400,000	400,000	400,000	400,000	400,000	400,000	150,220	240,563	104,875
	200,000	130,000	135,000	120,000	105,000	85,900			
	780,794	635,218	535,000	520,000	505,000	485,900	150,220	240,563	104,875
P.51	660,000	530,000	455,000	455,000	460,000	460,000	145,000	225,000	100,000
	136,082	104,202	81,928	64,764	45,656	25,900	5,220	15,563	4,875
	796,082	634,202	536,928	519,764	505,656	485,900	150,220	240,563	104,875
	(15,288)	1,016	(1,928)	236	(656)				
	20,060	4,772	5,788	3,860	4,096	3,440	3,440	3,440	3,440
	\$4,772	\$5,788	\$3,860	\$4,096	\$3,440	\$3,440	\$3,440	\$3,440	\$3,440

SOLID WASTE DISPOSAL FUND
BALANCE SHEET
AS OF SEPTEMBER 30, 2006
(with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
<u>CURRENT ASSETS</u>		
Cash	\$ 71,363	\$ 51,185
Accounts Receivable (net of allow. for uncollectable accts)	48,568	23,968
Total Current Assets	119,931	75,153
<u>FIXED ASSETS</u>		
Land	8,500	8,500
Buildings & Equipment	660,857	540,857
Less: Accumulated Depreciation	(383,203)	(352,915)
Total Fixed Assets	286,154	196,442
TOTAL ASSETS	\$ 406,085	\$ 271,595
<u>LIABILITIES AND FUND EQUITY</u>		
<u>CURRENT LIABILITIES</u>		
Accounts Payable	\$ 57,721	\$ 3,317
Accrued Compensated Absences	36,917	27,992
Refundable Deposits	11,250	9,075
Total Current Liabilities	105,888	40,384
<u>LONG-TERM LIABILITIES</u>		
Landfill Postclosure Costs	120,000	
Total Long-Term Liabilities	120,000	
TOTAL LIABILITIES	225,888	40,384
<u>FUND EQUITY</u>		
Retained Earnings	180,197	231,211
Total Fund Equity	180,197	231,211
TOTAL LIABILITIES AND FUND EQUITY	\$ 406,085	\$ 271,595

SOLID WASTE DISPOSAL FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
Operating Revenues:		
Tipping Fees	\$ 11,085	\$ 2,321
Transfer Station Fees	26,183	25,708
Garbage Collection Fees	201,092	187,828
Sale of Recyclables	17,624	10,792
Other Revenues	2,169	1,736
Total Operating Revenues	258,153	228,385
Operating Expenses:		
Hauler's Tipping Fees	51,165	43,610
Mansfield Tipping Fees	16,565	18,074
Wage & Fringe Benefits	80,993	52,158
Computer Software	3,180	3,000
Trucking Fee	5,391	3,809
Recycling Cost	14,581	8,946
Contract Pickup	70,831	76,723
Supplies and Services	7,314	6,271
Depreciation Expense	8,000	8,000
Hazardous Waste		6,404
Equipment Parts/Other	(348)	704
LAN/WAN Expenditures		
Landfill Closing Costs		
Total Operating Expenses	257,672	227,699
NET INCOME (LOSS)	481	686
Retained Earnings, as restated, July 1	179,716	230,525
Retained Earnings, End of Period	\$ 180,197	\$ 231,211

HEALTH INSURANCE FUND
BALANCE SHEET
SEPTEMBER 30, 2006
(with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
<u>Assets</u>		
Cash and cash equivalents	\$ 1,561,529	\$ 949,662
Due from Other Funds		85,030
Total Assets	\$ 1,561,529	\$ 1,034,692
 <u>Liability and Fund Balance</u>		
Liabilities:		
Accrued Medical Claims	\$ 480,000	\$ 480,000
Due to General Fund		566
Total Liabilities	480,000	480,566
Retained Earnings:		
Net Contributed Capital	400,000	400,000
Retained Earnings	681,529	154,126
Total Retained Earnings	1,081,529	554,126
Total Liabilities and Retained Earnings	\$ 1,561,529	\$ 1,034,692

* Reserve for maximum claim liability corridor is estimated to be \$500,000.

HEALTH INSURANCE FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
Revenues:		
Premium income	\$ 1,398,779	\$ 1,374,227
Interest income	8,187	1,441
Total Revenues	1,406,966	1,375,668
Expenditures:		
Payroll	18,587	18,223
Administrative expenses	101,895	101,509
Medical claims	1,291,203	981,297
Employee Wellness Program	4,192	
Medical Supplies	15,614	8,915
LAN/WAN Expenditures		
Total Expenditures	1,431,491	1,109,944
Revenues and Other Financing Sources Over/ (Under) Expenditures		
	(24,525)	265,724
Contributed Capital		
	400,000	400,000
Retained Earnings, July 1		
	706,054	(111,598)
Retained Earnings, End of Period	\$ 1,081,529	\$ 554,126

**ANTHEM BLUE CROSS MONTHLY CLAIMS
ANNUAL BASIS**

MONTH	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
JANUARY	149,225	171,963	209,640	204,232	200,762	251,986	333,923	342,476	358,256	356,891
FEBRUARY	164,050	277,147	233,203	194,411	180,679	267,614	331,286	340,298	305,259	492,485
MARCH	151,871	145,687	234,516	211,199	200,818	237,003	358,881	386,649	409,245	392,138
APRIL	169,594	138,179	175,326	181,703	206,143	342,562	259,835	402,093	443,382	321,969
MAY	147,178	112,941	134,607	215,754	244,270	276,117	387,515	391,287	387,104	383,505
JUNE	216,457	172,776	198,927	193,546	251,842	251,747	347,060	357,517	399,827	386,641
JULY	181,392	186,650	170,907	216,792	216,195	231,239	353,025	332,653	368,941	409,635
AUGUST	153,700	179,486	146,139	215,571	247,118	247,238	296,808	327,584	323,401	499,754
SEPTEMBER	230,426	148,168	140,741	264,603	230,526	257,491	323,667	302,399	298,440	415,053
OCTOBER	209,526	161,036	108,729	180,875	240,996	262,401	312,245	275,610	351,888	
NOVEMBER	108,576	150,824	125,629	203,813	208,715	217,831	342,691	448,834	299,882	
DECEMBER	150,578	174,472	181,592	185,278	256,252	190,532	415,554	358,577	343,209	
ANNUAL TOTAL	2,032,573	2,019,327	2,059,957	2,467,777	2,684,315	3,033,761	4,062,490	4,265,977	4,288,835	3,658,070
MONTHLY AVG	169,381	168,277	171,663	205,648	223,693	252,813	338,541	355,498	357,403	406,452
% OF INCREASE	7.87%	-0.65%	2.01%	19.80%	8.77%	13.02%	33.91%	5.01%	0.54%	13.72%

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**NETWORK ACCESS FEE
ANNUAL BASIS
2006**

MONTH	NETWORK DISCOUNT	ACCESS FEE	SAVINGS	% of DISCOUNT
JANUARY	184,740	35,835	148,905	19.40%
FEBRUARY	241,729	37,639	204,091	15.57%
MARCH	329,861	54,217	275,644	16.44%
APRIL	206,401	41,280	165,121	20.00%
MAY	205,401	14,374	191,027	7.00%
JUNE	227,219	-	227,219	0.00%
JULY	251,911	-	251,911	0.00%
AUGUST	292,902	-	292,902	0.00%
SEPTEMBER	208,156	-	208,156	0.00%
OCTOBER			-	
NOVEMBER			-	
DECEMBER			-	
ANNUAL TOTAL	2,148,321	183,345	1,964,976	8.53%
MONTHLY AVERAGE	238,702	20,372	163,748	8.53%

WORKERS' COMPENSATION FUND
BALANCE SHEET
SEPTEMBER 30, 2006
(with comparative totals for September 30, 2005)

	<u>September 30,</u>	
	2006	2005
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 287,856	\$ 274,872
Total Assets	<u>\$ 287,856</u>	<u>\$ 274,872</u>

FUND BALANCE

Equity:		
Retained Earnings	\$ 287,856	\$ 274,872
Total Liabilities and Equity	<u>\$ 287,856</u>	<u>\$ 274,872</u>

WORKERS' COMPENSATION FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
<u>REVENUES:</u>		
Premium Income	\$ 378,160	\$ 362,080
Total Revenues	378,160	362,080
 <u>OPERATING EXPENSES:</u>		
Workers' Compensation Insurance	93,295	88,204
Total Operating Expenses	93,295	88,204
NET INCOME (LOSS)	284,865	273,876
Fund Balance, July 1	2,991	996
Fund Balance, End of Period	\$ 287,856	\$ 274,872

MANAGEMENT SERVICES FUND
ESTIMATED BALANCE SHEET
SEPTEMBER 30, 2006

	<u>Actual</u> <u>June 30, 2006</u>	<u>Actual</u> <u>Sept 30, 2006</u>
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 531,090	\$ 907,335
Due from General Fund	2,252	
Accounts Receivable	26,238	
Inventory	23,083	23,083
Total Current Assets	582,663	930,418
Fixed Assets:		
Construction in Progress		
Land	145,649	145,649
Buildings	178,016	178,016
Office Equipment	2,089,044	2,154,044
Construction in Progress	48,663	48,663
Accum. Depreciation	(1,419,145)	(1,463,195)
Net Fixed Assets	1,042,227	1,063,177
Total Assets	\$ 1,624,890	\$ 1,993,595
<u>LIABILITIES AND EQUITY</u>		
Liabilities:		
Accounts Payable	\$ 56,361	\$ 157,838
Due to Internal Service Fund	3,891	
Total Liabilities	60,252	157,838
Equity:		
Contributed Capital	146,000	146,000
Retained Earnings	1,418,638	1,689,757
Total Equity	1,564,638	1,835,757
Total Liabilities and Equity	\$ 1,624,890	\$ 1,993,595

MANAGEMENT SERVICES FUND
ESTIMATED STATEMENT OF CASH FLOWS
SEPTEMBER 30, 2006

	<u>Actual</u> <u>June 30, 2006</u>	<u>Actual</u> <u>Sept. 30, 2006</u>
CASH FROM OPERATING ACTIVITIES:		
Operating income	\$ 161,403	\$ 271,119
ADJUSTMENTS TO RECONCILE OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Depreciation Expense	169,299	44,050
(Increase) decrease in:		
Other Receivables	(28,490)	28,490
Inventory	(5,218)	
Increase (decrease) in:		
Accounts payable	37,861	97,586
Due to other funds		
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>334,855</u>	<u>441,245</u>
CASH FLOWS USED IN CAPITAL AND RELATED FINANCING ACTIVITIES:		
Purchase of fixed assets	(238,141)	(65,000)
NET INCREASE IN CASH AND CASH EQUIVALENTS	96,714	376,245
CASH AND CASH EQUIVALENTS - JULY 1	<u>434,376</u>	<u>531,090</u>
CASH AND CASH EQUIVALENTS - JUNE 30	<u>\$ 531,090</u>	<u>\$ 907,335</u>

MANAGEMENT SERVICES FUND
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED SEPTEMBER 30, 2006

	TOTAL MANAGEMENT SERVICES FUND		
	Budget 2006/07	Actual 2006/07	Variance Favorable (Unfavorable)
REVENUES:			
Mansfield Board of Education	\$ 56,930	\$ -	\$ (56,930)
Region 19	52,350		(52,350)
Town of Mansfield	61,200		(61,200)
Communication Service Fees	173,640	173,640	
Copier Service Fees	218,920	217,469	(1,451)
Rent	70,490	18,113	(52,377)
Rent - Telecom Tower	120,000	16,964	(103,036)
Sale of Supplies	20,000	1,126	(18,874)
CNR Fund	225,000	225,000	
Health Insurance Fund	10,000		(10,000)
Solid Waste Fund	10,000		(10,000)
Sewer Operating Fund	3,000		(3,000)
Local Support			
Postal Charges	78,205	92,070	13,865
Universal Services Fund	28,000	393	(27,607)
Total Revenues	<u>1,127,735</u>	<u>744,775</u>	<u>(382,960)</u>
EXPENDITURES:			
Salaries & Benefits	158,790	34,019	124,771
Training	6,900		6,900
Repairs & Maintenance	39,980	6,891	33,089
Professional & Technical	38,000	75,274	(37,274)
System Support	124,600	103,819	20,781
Copier Maintenance Fees	82,000	2,548	79,452
Communications	224,940	102,043	122,897
Supplies and Software Licensing	82,600	38,929	43,671
Equipment	297,350	69,914	227,436
Miscellaneous/Cost of Sales	107,400	61,169	46,231
Total Expenditures	<u>1,162,560</u>	<u>494,606</u>	<u>667,954</u>
Add:			
Depreciation	179,400	44,050	135,350
Less:			
Equipment Capitalized	(296,450)	(65,000)	(55,000)
Operating Expenditures	1,045,510	473,656	571,854
Net Income (Loss)	82,225	271,119	188,894
Total Equity & Contributed Capital, July 1	<u>1,564,638</u>	<u>1,564,638</u>	
Total Equity & Contributed Capital, End of Period	<u>\$ 1,646,863</u>	<u>\$ 1,835,757</u>	<u>\$ 188,894</u>

CEMETERY FUND
BALANCE SHEET
SEPTEMBER 30, 2006
(with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
<u>ASSETS</u>		
Cash and cash equivalents	\$ 30,198	\$ 53,047
Investments	312,174	310,106
Total Assets	\$ 342,372	\$ 363,153
<u>Fund Balance</u>		
Fund Balance		
Reserved for perpetual care	\$ 442,555	\$ 423,840
Reserved for nonexpendable trust	1,200	1,200
Unreserved, undesignated	(101,383)	(61,887)
Total Fund Balance	342,372	363,153
Total Liabilities and Fund Balance	\$ 342,372	\$ 363,153

CEMETERY FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
Operating Revenues:		
Sale of Plots	\$ 1,500	\$ 4,500
Total Operating Revenues	1,500	4,500
Operating Expenses:		
Salaries	577	346
Cemetery Maintenance	1,300	1,186
Mowing Service	5,441	7,693
Total Operating Expenses	7,318	9,225
Operating Income/(Loss)	(5,818)	(4,725)
Retained Earnings, July 1	348,190	367,878
Retained Earnings, End of Period	\$ 342,372	\$ 363,153

TOWN OF MANSFIELD
INVESTMENT POOL
AS OF SEPTEMBER 30, 2006

	MARKET VALUE JUL 01, 2006	MARKET VALUE SEP 30, 2006	FISCAL 06/07 CHANGE IN VALUE
<u>STOCK FUNDS:</u>			
<u>FIDELITY INVESTMENTS:</u>			
SELECT UTILITIES GROWTH	40,178.06	43,197.51	3,019.45
<u>BANK OF AMERICA</u>			
COLUMBIA LG CAP INDEX FUND	14,795.43	15,629.40	833.97
COLUMBIA MULTI-ADVISOR INTL EQUI	3,772.68	3,938.38	165.70
COLUMBIA MID CAP INDEX FUND	1,909.41	1,888.25	(21.16)
COLUMBIA SMALL CAP INDEX FUND	749.66	742.59	(7.07)
SUB-TOTAL BANK OF AMERICA	21,227.18	22,198.62	971.44
TOTAL STOCK FUNDS	61,405.24	65,396.13	3,990.89
<u>BOND FUNDS:</u>			
<u>WELLS FARGO ADVANTAGE</u>			
WELLS FARGO CORP. BOND FUND	44,884.27	46,808.01	1,923.74
<u>T. ROWE PRICE</u>			
U.S. TREASURY LONG	46,408.24	49,296.90	2,888.66
<u>U.S. SECURITIES</u>			
U.S. TREASURY NOTES	74,300.18	74,986.96	686.78
<u>BANK OF AMERICA</u>			
COLUMBIA INTERM CORE BOND FUN	9,690.38	9,902.92	212.54
COLUMBIA INTERM BOND FUND	5,732.72	5,872.54	139.82
COLUMBIA SHORT TERM BOND FUND	2,058.22	2,077.34	19.12
SUB-TOTAL BANK OF AMERICA	17,481.32	17,852.80	371.48
<u>VANGUARD INVESTMENTS</u>			
GNMA FUND	235,419.31	244,030.18	8,610.87
TOTAL BOND FUNDS	418,493.32	432,974.85	14,481.53
<u>CASH:</u>			
<u>BANK OF AMERICA</u>			
COLUMBIA MONEY MARKET FUND	4,886.69	5,161.11	274.42
TOTAL CASH	4,886.69	5,161.11	274.42
TOTAL INVESTMENTS	484,785.25	503,532.09	18,746.84

Town of Mansfield
Investment Pool
As of September 30, 2006

	Equity Percentage	Equity In Investments	Equity In Cash Equiv.	Total Equity
Cemetery Fund	65.050%	324,190.32	3,357.30	327,547.62
School Non-Expendable Trust Fund	0.092%	458.50	4.75	463.25
Compensated Absences Fund	34.858%	173,722.16	1,799.06	175,521.22
Total Equity by Fund	100.000%	498,370.98	5,161.11	503,532.09

Investments	Market Value
<u>Stock Funds:</u>	
Fidelity - Select Utilities Growth	43,197.51
Bank of America - Colombia Lg Cap Index	15,629.40
Bank of America - Columbia Multi-Adv Intl	3,938.38
Bank of America - Columbia Mid Cap Index	1,888.25
Bank of America - Columbia Small Cap Index	742.59
Sub-Total Stock Funds	<u>65,396.13</u>
<u>Bond Funds:</u>	
Wells Fargo Advantage Funds-Corp Bond Inv	46,808.01
T. Rowe Price - U. S. Treasury Long-Term	49,296.90
People's Securities, Inc. - U.S. Treasury Notes	74,986.96
Bank of America-Columbia Intertim Core Bond	9,902.92
Bank of America-Columbia Interm Bond	5,872.54
Bank of America-Columbia Short Term Bond	2,077.34
Vanguard - GNMA Fund	244,030.18
Sub-Total Bond Funds	<u>432,974.85</u>
<u>Cash Equivalents:</u>	
Columbia Money Market Fund - Trust	<u>5,161.11</u>
Total Investments	<u>503,532.09</u>

Allocation	Amount	Percentage
Stocks	65,396.13	12.99%
Bonds	432,974.85	85.99%
Cash Equivalents	5,161.11	1.02%
Total Investments	<u>503,532.09</u>	<u>100.00%</u>

EASTERN HIGHLANDS HEALTH DISTRICT
BALANCE SHEET
AS OF SEPTEMBER 30, 2006
(with comparative totals for September 30, 2005)

<u>Assets</u>	September 30,	
	2006	2005
Cash and cash equivalents	\$ 262,387	\$ 319,396
Total Assets	\$ 262,387	\$ 319,396
<u>Fund Balance</u>		
Fund Balance:		
Reserved for Prior Year Encumbrances	\$ 428	\$ 428
Unreserved, undesignated	261,959	318,968
Total Fund Balance	262,387	319,396
Total Fund Balance	\$ 262,387	\$ 319,396

EASTERN HIGHLANDS HEALTH DISTRICT
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	Budget 2006/07	September 30,	
		2006	2005
Operating Revenues:			
Member Town Contributions	\$ 322,670	\$ 79,155	\$ 78,862
State Grants	134,540		123,155
Septic Permits	57,000	12,190	13,240
Well Permits	19,670	4,870	5,470
Soil Testing Service	64,750	15,776	19,915
Food Protection Service	30,940	2,165	940
Health Inspection Services	72,240	13,835	13,299
Total Operating Revenues	701,810	127,991	254,881
Operating Expenditures:			
Salaries & Benefits	647,520	135,720	119,374
Insurance	9,590	3,136	2,262
Professional & Technical Services	24,800	23,652	
Other Purchased Services	11,800	4,630	23,705
Equipment - Minor	2,100	963	324
Other Supplies	6,000	786	5,170
Total Operating Expenditures	701,810	168,887	150,835
Transfers Out:			
Transfers to CNR	34,000	34,000	
Total Operating Expenditures & Transfers Out	735,810	202,887	150,835
Operating Income/(Loss)	(34,000)	(74,896)	104,046
Fund Balance, July 1	337,283	337,283	215,350
Fund Balance, End of Period	\$ 303,283	\$ 262,387	\$ 319,396

EASTERN HIGHLANDS HEALTH DISTRICT
 CAPITAL NONRECURRING FUND BALANCE SHEET
 AS OF SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
<u>Assets</u>		
Cash and cash equivalents	\$ 78,498	\$ 65,989
Total Assets	\$ 78,498	\$ 65,989
<u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	\$ 78,498	\$ 65,989
Total Fund Balance	\$ 78,498	\$ 65,989

EASTERN HIGHLANDS HEALTH DISTRICT
 CAPITAL NONRECURRING FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
Operating Revenues:		
Transfers In-G/F	\$ 34,000	\$ -
Total Operating Revenues	34,000	-
 Operating Expenditures:		
Vehicles		
Office Renovation		
Total Operating Expenditures	-	-
Operating Income/(Loss)	34,000	-
Fund Balance, July 1	44,498	65,989
Fund Balance, End of Period	\$ 78,498	\$ 65,989

MANSFIELD DOWNTOWN PARTNERSHIP
BALANCE SHEET
AS OF SEPTEMBER 30, 2006
 (with comparative totals for September 30, 2005)

	September 30,	
	2006	2005
<u>ASSETS</u>		
Cash & Cash Equivalents	\$ 77,546	\$ 78,497
Accounts Receivable	900	900
Total Assets	\$ 78,446	\$ 79,397

<u>FUND BALANCE</u>		
Fund Balance, Unreserved	78,446	79,397
Total Fund Balance	78,446	79,397
Total Liabilities and Fund Balance	\$ 78,446	\$ 79,397

**MANSFIELD DOWNTOWN PARTNERSHIP
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

	Actual 2000/01	Actual 2001/02	Actual 2002/03	Actual 2003/04	Actual 2004/05	Actual 2005/06	Budget 2006/07	Actual Sept. 30 2006/07
Revenues:								
Intergovernmental:								
Mansfield General Fund	\$ 32,500	\$ 20,000	\$ 30,000	\$ 41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$ 62,000
Uconn		32,500	45,000	46,500	60,000	62,000	62,000	
Mansfield Capital Projects						60,000		
Membership Fees			10,040	13,085	17,355	20,282	13,000	235
Local Support				1,500	1,500			
State Support						4,993		(165)
Contributions/Other					200	2,165		
Total Revenues	32,500	52,500	85,040	102,585	129,055	211,440	137,000	62,070
Operating Expenditures:								
Salaries and Benefits		15,531	71,378	73,007	83,974	92,800	105,260	25,745
Professional & Technical	930	9,519	7,386	5,406	8,397	63,068	7,000	22,197
Repairs & Maintenance								
Office Rental		3,600	11,000	11,800	13,181	13,775	16,300	5,576
Insurance			1,650	1,760	1,764	1,772	1,770	547
Purchased Services			8,029	5,005	6,092	9,065	6,800	4,349
Supplies & Services		3,980	4,704	2,837	2,463	4,075	2,780	382
Contingency								
Total Operating Expenditures	930	32,630	104,147	99,815	115,871	184,555	139,910	58,796
Operating Income/(Loss)	31,570	19,870	(19,107)	2,770	13,184	26,885	(2,910)	3,274
Fund Balance, July 1		31,570	51,440	32,333	35,103	48,287	75,172	75,172
Fund Balance, End of Period	\$ 31,570	\$ 51,440	\$ 32,333	\$ 35,103	\$ 48,287	\$ 75,172	\$ 72,262	\$ 78,446

	Actual 2000/01	Actual 2001/02	Actual 2002/03	Actual 2003/04	TOTAL ACTUAL	Actual 2005/06	Proposed 2006/07
Contribution Recap:							
Mansfield	\$ 32,500	\$ 20,000	\$ 30,000	\$ 41,500	\$ 124,000	\$ 62,000	\$ 62,000
UCONN		32,500	45,000	46,500	124,000	62,000	62,000
Total Contributions	\$ 32,500	\$ 52,500	\$ 75,000	\$ 88,000	\$ 248,000	\$ 124,000	\$ 124,000

TOWN OF MANSFIELD
DOWNTOWN REVITALIZATION & ENHANCEMENT PROJECT
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
AS OF SEPTEMBER 30, 2006

	Project Length	
	Budget	Actual
Operating Revenues:		
Intergovernmental Revenues -		
USDA Rural Development Grant	\$ 140,000	\$ 140,000
DECD STEAP Grant	1,000,000	188,879
Total Operating Revenues	1,140,000	328,879
Operating Expenditures:		
Downtown Revitalization & Enhancement:		
Legal Services	110,000	102,881
Legal Services - DECD Contract	5,000	
Architects & Engineers	370,000	228,076
Construction Costs	495,000	
Construction - Walkway	155,000	1,000
Other/Miscellaneous	5,000	890
Total Operating Expenditures	1,140,000	332,847
Operating Income/(Loss)		(3,968)
Fund Balance, July 1		
Fund Balance, June 30	\$ -	\$ (3,968)

**TOWN OF MANSFIELD
DOWNTOWN REVITALIZATION & ENHANCEMENT PROJECT**

PROJECT 84120 - BUDGET BREAKDOWN BY GRANT

USDA Grant #1	\$ 90,000	- Complete
USDA Grant #2	50,000	- Complete
STEAP Grant #1	500,000	
STEAP Grant #2	500,000	
Total Funding	<u>\$ 1,140,000</u>	

<u>Expenditure Budget Item</u>	<u>Funding Source</u>				<u>Total Budget</u>
	<u>USDA #1</u>	<u>USDA #2</u>	<u>STEAP #1</u>	<u>STEAP #2</u>	
Legal	\$ -	\$ -	\$ 110,000	\$ -	\$ 110,000
Legal - Reserved for DECD			5,000	5,000	10,000
Architects	90,000	50,000	230,000		370,000
Construction Costs				495,000	495,000
Construction - Walkway			155,000		155,000
Total	<u>\$ 90,000</u>	<u>\$ 50,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 1,140,000</u>

SCHOOLS AND TOWN
September 30, 2006

	Schools	Town	Total
Balance at July 1, 2006	\$1,510,000	\$2,460,000	\$3,970,000
Issued During Period			
Retired During Period			
Balance at 09/30/06	<u>\$1,510,000</u>	<u>\$2,460,000</u>	<u>\$3,970,000</u>

CHANGES IN BOND AND NOTES OUTSTANDING

	Serial Bonds	BAN's	Promissory Note	Total
Balance at July 1, 2006	\$3,970,000			\$3,970,000
Debt Issued				
Debt Retired				
Balance at 09/30/06	<u>\$3,970,000</u>			<u>\$3,970,000</u>

Description	Original Amount	Payment Date		Bonds	BAN's	Promissory Note	Total
		P & I	I				
1989 General Obligation	5,000,000	6/15	12/15	500,000			500,000
1990 General Obligation	2,525,000	6/15	12/15	300,000			300,000
1992 General Obligation	1,765,000	6/15	12/15				
2004 Town Taxable Gen. Obligation Bond	2,590,000	6/01	12/01	1,900,000			1,900,000
2004 School General Obligation Bond	940,000	6/01	12/01	715,000			715,000
2004 Town General Obligation Bond	725,000	6/01	12/01	555,000			555,000
	<u>\$13,545,000</u>			<u>\$3,970,000</u>			<u>\$3,970,000</u>

DETAIL OF DEBT OUTSTANDING
SCHOOLS AND TOWNS
September 30, 2006

	<u>Original Amount</u>	<u>Balance 09/30/06</u>
Schools		
Consists of -		
1989 General Obligation Bonds:		
Window Project/Sheds	250,000	10,150
Asbestos Removal	666,000	95,900
Code Compliance	729,000	102,580
Expansion & Renovation	3,130,000	286,370
1990 General Obligation Bonds:		
Schools Expansion	2,525,000	300,000
2004 General Obligation Bonds:		
MMS IRC	940,000	715,000
	\$8,240,000	\$1,510,000
Town		
Consists of -		
1989 General Obligation Bonds:		
Route 275 Sidewalk	\$225,000	\$5,000
1992 General Obligation Bonds:		
Day Care Center	765,000	
Open Space	1,000,000	
2004 Taxable GOB - Community Center	2,590,000	1,900,000
2004 General Obligation - Library	725,000	555,000
	\$5,305,000	\$2,460,000
Total Debt Outstanding	\$13,545,000	\$3,970,000

TOWN OF MANSFIELD
SUMMARY OF INVESTMENTS
September 30, 2006

ALL OTHER FUNDS:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 09/30/06
State Treasurer	10,128,791	5.375	Various	Various	56,138
Total Accrued Interest @ 09/30/06					56,138
Interest Received 7/1/06 - 09/30/06					103,575
Total Interest, General Fund, 09/30/06					<u>159,713</u>

CAPITAL FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 09/30/06
State Treasurer	1,082,161	5.375	Various	Various	
Total Accrued Interest @ 09/30/06					
Interest Received 7/1/06 - 09/30/06					
Total Interest, Capital Fund @ 09/30/06					<u> </u>

HEALTH INSURANCE FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 09/30/06
MBIA - Class	1,576,229	4.85	Various	Various	4,230
State Treasurer	117,304	5.375	Various	Various	525
Total Accrued Interest @ 09/30/06					4,755
Interest Received 7/1/06 - 09/30/06					8,187
Total Interest, Health Insurance Fund @ 09/30/06					<u>12,942</u>

**Town of Mansfield
Memo**

DATE October 2, 2006

To: Martin H. Berliner, Town Manager
Jeffrey Smith, Director of Finance

From: Christine Gamache, Collector of Revenue

Subject: Amounts and % of Collections for 7/1/06 to 9/30/06 comparable to 7/1/05 to 9/30/05

	GRAND LST 2005	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	DELINQUENT BALANCE	% DEL
RE 1st	8,935,756	16,496	8,952,252	8,762,736	97.9%	189,516	2.1%
PER 1st	374,993	452	375,444	362,625	96.6%	12,819	3.4%
MV	1,560,728	(30,925)	1,529,803	1,345,962	88.0%	183,841	12.0%
Due 7/1/05	10,871,476	(13,977)	10,857,499	10,471,324	96.4%	386,176	3.6%
RE 2nd	8,932,276	15,742	8,948,017	335,654	3.8%	8,612,364	96.2%
PER 2nd	369,608	488	370,096	73,274	19.8%	296,822	80.2%
Due 1/1/06	9,301,884	16,229	9,318,113	408,928	4.4%	8,909,186	95.6%
TOTAL	20,173,361	2,252	20,175,613	10,880,251	53.9%	9,295,361	46.1%

PRIOR YEARS COLLECTION

July 1, 2006 to September 30, 2006

Suspense Collections	1,856.24	Suspense Interest Less Fees	1,555.52
Prior Years Taxes	66,962.02	Interest and Lien Fees	45,082.05
	<u>68,818.26</u>		<u>46,637.57</u>

	GRAND LST 2004	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	DELINQUENT BALANCE	% DEL
RE 1st	8,468,732	(2,404)	8,466,328	8,290,033	97.9%	176,295	2.1%
PER 1st	351,260	325	351,585	327,776	93.2%	23,809	6.8%
MV	1,407,547	(26,374)	1,381,173	1,182,928	85.6%	198,245	14.4%
Due 7/1/05	10,227,538	(28,453)	10,199,085	9,800,737	96.1%	398,348	3.9%
RE 2nd	8,465,192	(5,512)	8,459,680	340,107	4.0%	8,119,573	96.0%
PER 2nd	345,186	615	345,801	70,383	20.4%	275,418	79.6%
Due 1/1/06	8,810,378	(4,897)	8,805,481	410,490	4.7%	8,394,991	95.3%
TOTAL	19,037,916	(33,349)	19,004,567	10,211,227	53.7%	8,793,340	46.3%

PRIOR YEARS COLLECTION

July 1, 2005 to September 30, 2005

Suspense Collections	1,681.00	Suspense Interest Less Fees	1,158.22
Prior Years Taxes	87,920.44	Interest and Lien Fees	44,778.94
	<u>89,601.44</u>		<u>45,937.16</u>

TOWN OF MANSFIELD
 BOARD OF EDUCATION
 RECAP OF SPECIAL EDUCATION REVENUES AND EXPENDITURES

As of September 30, 2006

REVENUE:

TUITION REVENUE:

RECEIVED TO DATE	0.00	
OUTSTANDING RECEIVABLE	24,000.00	
TOTAL TUITION REVENUE	24,000.00	

EXCESS COST & STATE AGENCY GRANT	25,000.00	
SERVICES FOR THE BLIND	0.00	
MEDICAID REIMBURSEMENT PROGRAM	6,462.50	

TOTAL REVENUES		55,462.50
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EXPENDITURES:

TUITION PAYMENTS (BALANCE):

PUBLIC	(63,939.00)	
PRIVATE	(74,573.44)	
STATE AGENCY/PUBLIC	25,392.00	
STATE AGENCY/PRIVATE	(11,266.00)	

TOTAL TUITION PAYMENTS UNDER (OVER) BUDGET	(124,386.44)	
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TUITION COST OF REGULAR EDUCATION STUDENT PLACED BY THE STATE	0.00	
		(none at this time)

OCCUPATIONAL & PHYS THERAPY - UNDER (OVER) BUDGET (A/C 112-62104-XXXXX-52)	81,224.64	
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TRANSPORTATION UNDER (OVER) BUDGET	89,673.80	
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TOTAL EXPENDITURES BALANCE - UNDER (OVER)		46,512.00
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TOTAL BALANCE UNDER (OVER) BUDGET		101,974.50
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CAPITAL PROJECTS - OPEN SPACE
STATUS REPORT THROUGH SEPTEMBER 30, 2006

Acreage	Total Budget	Expended Thru 6/30/2006	Current Year Expenditures	Estimated Unexpended Balance	Anticipated Grants
	\$4,143,855				
Expenditures Prior to 92/93		130,790			
<u>UNALLOCATED COSTS:</u>					
Appraisal Fees - Various		13,766			
Financial Fees		8,975			
Legal Fees		10,710			
Survey & Inspections		6,475			
Outdoor Maintenance		5,755	(8)		
Major Additions - Improvements		3,000			
Miscellaneous Costs		720	595		
Forest Stewardship-50' Cliff Preserve		3,852			
Parks Coordinator		103,154	450		
<u>PROPERTY PURCHASES:</u>					
Bassett's Bridge Rd Lots 1,2,3	8.23	128,439			
Baxter Property	25.80	163,330			
Bodwell Property	6.50	42,703			
Boettiger, Orr, Parish Property	106.00	101,579			
Dorwart Property		4,250			
Dunnack Property	32.00	35,161			
Eaton Property	8.60	162,236			
Ferguson Property	1.19	31,492			
Fesik Property	7.40	7,636			
Hatch/Skinner Property	35.33	291,780			
Hollinko Property	18.60	62,576			
Larkin Property	11.70	24,202			
McGregor Property	2.10	8,804			
McShea Property		1,500			
* Merrow Meadow Park Develop.	15.00				
Morneau Property		4,310			
Mullane Property (Joshua's Trust)	17.00	10,000			
Olsen Property	59.75	104,133			
Porter Property	6.70	135,466			
Reed Property	23.70	69,527			
Rich Property	102.00	283,322			
Sibley Property	50.57	90,734			
Swanson Property (Browns Rd)	29.00	64,423			
Thompson/Swaney Prop. (Bone Mill)		1,500			
Torrey Property	29.50	91,792			
Vernon Property	3.00	31,732			
Estate of Vernon - Property	68.41	257,996			110,000
Warren Property	6.80	24,638			
Watts Property	23.50	92,456			
	664.35	\$4,143,855	\$2,614,914	\$1,037	\$1,527,904
					\$110,000

Project Name	Amount	Breakdown of Expenditures of Prior to 92/93	Amount
85105 - Local Funds 94/95	\$250,000	White Cedar Swamp - Purchase	\$50,000
85105 - Local Funds 90/91	227,855	Appraisal Fees	250
85105 - Local Funds 97/98	250,000	Financial Fees	5,457
85105 - Local Funds 98/99	250,000	Miscellaneous Costs	605
85105 - Local Funds 99/00	250,000	Unidentifiable (Prior 89/90)	74,478
85105 - Local Funds 00/01	250,000		
85105 - Local Support June 15, 2001	5,000		\$130,790
85105 - Local Funds 01/02	250,000		
85105 - Local Funds 02/03	75,000		
85105 - Local Funds 03/04	100,000		
85105 - State Support - Rich Property	60,000		
85105 - State Support - Hatch/Skinner Property	126,000		
85105 - State Support - Olsen Property	50,000		
85105 - Proposed Bonding - 06/07	1,000,000		
85114 - Bonded Funds	1,000,000		
	\$4,143,855		

AWARD OF CONTRACTS BY OTHER THAN
 FORMAL COMPETITIVE BID
 FISCAL YEAR 06/07

Contractor	Project	Contract Date	Contract Amount	Other Solicited Vendors	Reason for not using Formal Bid Procedure
Morande Ford	Pool Car	7/19/2006	18,994.00	N/A	State Bid
Manchester Honda	Pool Car	7/27/2006	17,157.00	N/A	State Bid
Cromwell Concrete	Road Drainage	8/15/2006	12,384.00	N/A	State Bid
Hain Materials	Separatist Road Project	8/31/2006	12,879.16	N/A	State Bid

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**Maintenance Projects
Capital Account 86260**

11/9/2006

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PROJECTS IN PROGRESS:

	Project Description	Encumbered	Status*	Spent to Date	Balance
	Balance: (as of 6-30-05)				\$82,159.83
	Additional Town Funding: 7-1-05	\$25,000.00			\$107,159.83
1	Asst. projects at MMS (ceiling outlets; repairs & additions; etc.)	\$0.00	C/8-8-05	\$3,432.65	\$103,727.18
2	Install receptacles in computer lab (Goodwin, Vinton, SE schools)	\$0.00	C/8-8-05	\$973.24	\$102,753.94
3	Diagnose problem at Tn Garage - Make GFIR corrections and additions.	\$0.00	C/8-18-05	\$1,071.73	\$101,682.21
4	Auto Scrubber w/eqpt (Town Bldgs)	\$0.00	R/8-19-05	\$7,094.00	\$94,588.21
5	Floor Burnishers, Scrubber and Applicator (Town Bldgs.)	\$0.00	R/8-19-05	\$6,045.25	\$88,542.96
6	Floor at MMS	\$0.00	C/9-15-05	\$8,679.00	\$79,863.96
7	Service of Daycare A/C unit	\$0.00	C/9-15-05	\$5,639.89	\$74,224.07
8	Snow Blower (Senior Center)	\$0.00	R/10-20-05	\$1,849.00	\$72,375.07
9	Cost for battery operated and corded Pressing Tools (special tooling for leaky pipes at MMS)	\$0.00	C/10-21-05	\$2,573.55	\$69,801.52
10	Heat at Daycare	\$0.00	C/10-24-05	\$5,270.00	\$64,531.52
11	Boiler materials and installation - Senior Center.	\$0.00	C/10-24-05	\$11,400.00	\$53,131.52
12	EHHD Office Renovations - Balance of cost.	\$0.00	C/11-4-05	\$2,181.95	\$50,949.57
13	Electrical switching relay to rid mercury at MMS.	\$0.00	C/12-6-05	\$3,310.43	\$47,639.14
14	Ductwork for four economizers (SE - raising air intakes)	\$0.00	C/12-22-05	\$1,975.00	\$45,664.14
15	Dust Control Floor Burnisher (2)	\$0.00	R/10-22-05	\$0.00	\$45,664.14
16	Teacher's Work Room Ventilation (Vinton)	\$0.00	C/12-12-05	\$2,690.00	\$42,974.14
17	Auto Scrubber	\$0.00	R/10-14-05	\$7,244.00	\$35,730.14
18	Repair/Replace lights: Senior Center, Daycare, Goodwin, Southeast	\$0.00	C/1-27-06	\$1,058.84	\$34,671.30
19	Power-Mate Retractable Dolly for Library (Book Fair)	\$0.00	R/2-1-06	\$4,177.95	\$30,493.35
20	Heater for small gymnasium - MMS	\$0.00	CANCELLED	\$0.00	\$30,493.35
21	Floor Scrubbing Machine - Vinton	\$0.00	R/2-13-06	\$7,461.00	\$23,032.35
22	Install heater in Vinton back building	\$4,282.00	C/3-1-06	\$4,282.00	\$18,750.35
	Adjustment from 86823: 10-31-05 (Schools Cleaning Equipment)	\$13,139.25			\$31,889.60
	Balance:				\$31,889.60

*C = Completed; R=Received

**Maintenance Projects
Capital Account 86260
11/9/2006**

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PROJECTS IN PROGRESS: (continued)

Balance (from page 1)					\$31,889.60
	Project Description	Encumbered	Status*	Spent to Date	Balance
23	Thermoscan Electrical Safety	\$0.00	C/3-30-06	\$2,500.00	\$29,389.60
24	Man Lift (Summit)	\$8,000.00	C/5-22-06	\$10,979.00	\$18,410.60
25	Garage Door - Public Works (Andresen)	\$3,700.00	C/5-31-06	\$3,720.00	\$14,690.60
26	Large DMD Corer 2/Bits (Lawson)	\$2,592.38	C/5-23-06	\$2,592.38	\$12,098.22
27	Wall Mount Directories (3 for Town Hall) (Alfax)	\$693.76	C/5-23-06	\$693.76	\$11,404.46
28	Cleaning "Companion" Equipment	\$1,495.00	C/6-1-06	\$1,656.16	\$9,748.30

FUTURE PROJECTS:

	Project Description	Encumbered	Status*	Spent to Date	Balance
Adjusted Balance: (page 2)					\$9,748.30
1.	Underground tank updates (estimated Enc. Amt.) **(See notes below)	\$500.00	Cathodic Tstg- 11/9/05		\$9,248.30

** To be completed this fall. Will need approximately \$1,700.00 total.

*** This is an annual service from budget.

**Maintenance Projects
Capital Account 86260
11/9/2006**

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COMPLETED PROJECTS:

	Project Description	Encumbered	Status*	Spent to Date	Balance
	Beginning Balance 7-1-02				\$25,000.00
1	MMS - Auditorium Carpet, Modular Classroom Carpet	~	C/9-16-02	\$7,300.00	\$17,700.00
2	Bathroom partitions K-4	~	C/10-31-02	\$3,519.00	\$14,181.00
3	Vinton - Office exit door replacement	~	C/12-9-02	\$1,700.00	\$12,481.00
4	Vinton Annex - Heating system study	~	C/12-12-02	\$2,000.00	\$10,481.00
5	MMS - Gym/locker room lighting	~	C/12-17-02	\$3,516.12	\$6,964.88
	Appropriation 12/23/02	\$36,436.00			\$43,400.88
6	Shop Electrical Update OSHA	~	C/2-27-03	\$7,900.00	\$35,500.88
7	MMS - Cafeteria, new lighting	~	C/3-5-03	\$2,031.20	\$33,469.68
8	Senior Center - Parking lot lighting (partial payment)	~	C/6-27-03	\$1,500.00	\$31,969.68
	Appropriation 7/1/03	\$20,000.00			\$51,969.68
9	Bicentennial Pond - New Well	~	C/7-23-03	\$4,175.00	\$47,794.68
10	Bathroom partitions K-4	~	C/7-30-03	\$15,702.00	\$32,092.68
11	MMS - Elevator safety features update	~	C/8-3-03	\$2,936.00	\$29,156.68
12	Town Hall - Sidewalk replacement	~	C/8-34-03	\$3,500.00	\$25,656.68
13	Charter Oak Environmental	~	C/8-13-03	\$1,750.00	\$23,906.68
14	Floor cleaning equipment for new Community Center	~	C/9-18-03	\$10,747.91	\$13,158.77
15	Cabinet work/Town Clerk's Office	~	C/9-30-03	\$2,572.00	\$10,586.77
16	Counter work - Assessor's Office	~	C/11-20-03	\$1,600.00	\$8,986.77
	Appropriation 10/27/03	\$100,000.00			\$108,986.77
17	Purchase water heater for MMS gym	~	C/12-15-03	\$842.00	\$108,144.77
18	Partial painting in Town and school buildings	~	C/1-23-04	\$4,385.00	\$103,759.77
19	Purchase buffer for Community Center	~	C/1-28-04	\$1,918.40	\$101,841.37
20	Snowblower - Schools	~	C/1-30-04	\$1,931.95	\$99,909.42
21	Reinsulation for air condition pipes at Town Hall	~	C/2-29-04	\$1,675.00	\$98,234.42
22	Update hood system/MMS kitchen	~	C/2-19-04	\$2,365.00	\$95,869.42
23	Town Hall Bathroom partitions	~	C/4-20-04	\$1,892.00	\$93,977.42

*C = Completed; R=Received

continued...

**Maintenance Projects
Capital Account 86260
11/9/2006**

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COMPLETED PROJECTS: (continued)

	Project Description	Encumbered	Status*	Spent to Date	Balance
	Balance from page 3:				\$93,977.42
24	Floor finishing equipment (Team Cleaning)	~	Completed	\$7,334.00	\$86,643.42
25	Replace five (5) new counter tops at Elementary Schools	~	Completed	\$2,500.00	\$84,143.42
26	Replace carpet in Principal's Office and Conference Room at Vinton School	~	Completed	\$1,310.00	\$82,833.42
27	Vacuum for Stripping floors	~	Completed	\$1,664.81	\$81,168.61
28	Electrical updates in Schools	~	Completed	\$8,305.00	\$72,863.61
29	Enclosure fencing at Daycare dumpster	~	Completed	\$3,000.00	\$69,863.61
30	Fencing at Schools: 2-SE, 1-Goodwin	~	Completed	\$11,000.00	\$58,863.61
31	Install water heater for MMS Gym	~	CANCELLED	\$0.00	\$58,863.61
32	a) Install door for Finance Director's office	~	Completed	\$3,000.00	\$55,863.61
32	B) Install two walls for Tax Office	~	Completed	\$4,000.00	\$51,863.61
33	Bell System Update - MMS	~	Completed	\$2,500.00	\$49,363.61
34	MMS Bathroom Fixtures	~	Completed	\$6,000.00	\$43,363.61
35	Daycare backflow preventor	~	Completed	\$4,000.00	\$39,363.61
36	Backflow Preventors for Senior Center and Town Hall	~	Completed	\$2,800.00	\$36,563.61
37	Painting in Town and school buildings	~	Completed	\$5,815.00	\$30,748.61
38	Boiler repair at Goodwin School	~	Completed	\$1,000.00	\$29,748.61
39	Air Conditioning at Daycare	~	Completed	\$3,000.00	\$26,748.61

*C = Completed; R=Received

Town of Mansfield
 YTD Revenue Summary By Source
 Fiscal Year: 2007

Account Description	Estimated Revenue	Debits	Credits	Remaining	Pct Used
11 General Fund - Town					
Taxes and Related Items					
40101 Current Year Levy	19,889,070.00	12,690.24	10,900,890.21	9,000,870.03	54.74
40102 Prior Year Levy	185,000.00	2,999.68	94,242.11	93,757.57	49.32
40103 Interest & Lien Fees	115,000.00	184.64	45,277.24	69,907.40	39.21
40104 Motor Vehicle Supplement	190,000.00	.00	.00	190,000.00	.00
40105 Susp. Coll. Taxes - Trnsc.	6,000.00	.00	1,694.38	4,305.62	28.24
40106 Susp. Coll. Int. - Trnsc.	4,000.00	.00	1,381.52	2,618.48	34.54
40108 Motor Vehicle Penalty	300.00	4.85	1,115.00	-810.15	370.05
Total Taxes and Related Items	20,389,370.00	15,879.41	11,044,600.46	9,360,648.95	54.09
Licenses and Permits					
40201 Misc Licenses & Permits	2,100.00	.00	720.00	1,380.00	34.29
40202 Sport Licenses	700.00	.00	79.00	621.00	11.29
40203 Dog Licenses	8,500.00	-93.00	2,418.20	5,988.80	29.54
40204 Conveyance Tax	240,000.00	.00	117,339.08	122,660.92	48.89
40210 Trailer & Subdivision Permits	5,000.00	.00	1,225.00	3,775.00	24.50
40211 Zoning Permits	18,000.00	.00	3,855.00	14,145.00	21.42
40212 Zba Applications	1,500.00	.00	320.00	1,180.00	21.33
40214 Iwa Permits	4,000.00	.00	625.00	3,375.00	15.63
40223 Sewer Permits	50.00	.00	.00	50.00	.00
40224 Road Permits	2,500.00	.00	800.00	1,700.00	32.00
40230 Building Permits	350,000.00	.00	88,365.00	261,635.00	25.25
40231 Adm Cost Reimb-permits	100.00	.00	24.00	76.00	24.00
40232 Housing Code Permits	58,000.00	.00	5,425.00	52,575.00	9.35
40233 Housing Code Penalties	100.00	.00	.00	100.00	.00
Total Licenses and Permits	690,550.00	-93.00	221,195.28	469,261.72	32.05
Fed. Support Gov					
40352 Payment In Lieu Of Taxes	1,850.00	.00	.00	1,850.00	.00
40357 Social Serv Block Grant	1,000.00	.00	.00	1,000.00	.00
Total Fed. Support Gov	2,850.00	.00	.00	2,850.00	.00
State Support Education					
40401 Education Assistance	8,804,430.00	.00	.00	8,804,430.00	.00
40402 School Transportation	240,860.00	.00	.00	240,860.00	.00
Total State Support Education	9,045,290.00	.00	.00	9,045,290.00	.00
State Support Gov					
40451 Pilot - State Property	7,597,690.00	.00	.00	7,597,690.00	.00
40454 Circuit Crt-parking Fines	.00	.00	468.00	-468.00	.00
40455 Circuit Breaker	39,450.00	.00	.00	39,450.00	.00
40456 Tax Relief For Elderly	1,840.00	.00	1,839.62	.38	99.98
40457 Library - Connecticutcard/ill	12,000.00	.00	.00	12,000.00	.00
40458 Library - Basic Grant	2,500.00	.00	.00	2,500.00	.00
40459 Tax Credit New Mfg Equipment	4,130.00	.00	.00	4,130.00	.00

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Town of Mansfield
 YTD Revenue Summary By Source
 Fiscal Year: 2007

Account Description	Estimated Revenue	Debits	Credits	Remaining	Pct Used
40460 Boat Reimbursement	2,500.00	.00	.00	2,500.00	.00
40462 Disability Exempt Reimb	800.00	.00	.00	800.00	.00
40465 Emerg Mgmt Performance Grant	6,850.00	6,000.00	.00	12,850.00	-87.59
40469 Veterans Reimb	5,760.00	.00	.00	5,760.00	.00
40496 Pilot-holinko Estates	18,500.00	.00	.00	18,500.00	.00
Total State Support Gov	7,692,020.00	6,000.00	2,307.62	7,695,712.38	-.05
Charge for Services					
40604 Data Process Serv-reg 19	10,080.00	.00	.00	10,080.00	.00
40605 Region 19 Financial Serv	70,790.00	.00	.00	70,790.00	.00
40606 Health District Services	5,460.00	10,000.00	20,000.00	-4,540.00	183.15
40610 Recording	87,000.00	.00	22,680.00	64,320.00	26.07
40611 Copies Of Records	13,400.00	.00	3,807.50	9,592.50	28.41
40612 Vital Statistics	4,000.00	.00	1,403.00	2,597.00	35.08
40613 Sale Of Maps/regs	.00	.00	41.00	-41.00	.00
40620 Police Service	41,600.00	14,541.00	15,109.39	41,031.61	1.37
40622 Redemption/Release Fees	3,000.00	157.00	1,024.50	2,132.50	28.92
40625 Animal Adoption Fees	1,800.00	150.00	435.00	1,515.00	15.83
40628 Redemption Fees-Hampton/Scot	600.00	60.00	155.00	505.00	15.83
40629 Adoption Fees-Hampton Scotland	20.00	.00	15.00	5.00	75.00
40632 Health District Reimb	5,500.00	.00	.00	5,500.00	.00
40641 Postage On Overdue Books	16,000.00	.00	4,239.90	11,760.10	26.50
40650 Blue Prints	80.00	.00	55.00	25.00	68.75
40656 Reg Dist 19 Grnds Mntnce	71,280.00	.00	.00	71,280.00	.00
40663 Zoning Regulations	500.00	.00	68.00	432.00	13.60
40671 Day Care Grounds Maintenance	9,890.00	.00	.00	9,890.00	.00
40674 Charge for Services	2,000.00	.00	.00	2,000.00	.00
40678 Celeron Sq Assoc Bikepath Main	2,700.00	.00	.00	2,700.00	.00
Total Charge for Services	345,700.00	24,908.00	69,033.29	301,574.71	12.76
Fines and Forfeitures					
40702 Parking Tickets - Town	5,000.00	.00	235.00	4,765.00	4.70
40710 Building Fines	250.00	.00	100.00	150.00	40.00
Total Fines and Forfeitures	5,250.00	.00	335.00	4,915.00	6.38
Miscellaneous					
40801 Rent	5,590.00	.00	1,398.00	4,192.00	25.01
40804 Rent - Historical Soc	2,000.00	.00	1,300.00	700.00	65.00
40807 Rent - Town Hall	500.00	.00	150.00	350.00	30.00
40808 Rent - Senior Center	100.00	.00	.00	100.00	.00
40813 General Assistance - Indiv.	.00	.00	4,194.59	-4,194.59	.00
40817 Telecom Services Payment	100,000.00	.00	.00	100,000.00	.00
40820 Interest Income	500,000.00	1,746.29	105,320.59	396,425.70	20.71
40825 Rent - R19 Maintenance	2,660.00	.00	.00	2,660.00	.00
40890 Other	5,300.00	200.00	301.25	5,198.75	1.91

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Town of Mansfield
 YTD Revenue Summary By Source
 Fiscal Year: 2007

Account Description	Estimated Revenue	Debits	Credits	Remaining	Pct Used
Total Miscellaneous	616,150.00	1,946.29	112,664.43	505,431.86	17.97
Operating Transfers In					
40925 Cnr	50,000.00	.00	50,000.00	.00	100.00
40928 School Cafeteria	2,500.00	.00	2,500.00	.00	100.00
Total Operating Transfers In	52,500.00	.00	52,500.00	.00	100.00
Total 111 General Fund - Town	38,839,680.00	48,640.70	11,502,636.08	27,385,684.62	29.49
* GRAND TOTAL *****	38,839,680.00	48,640.70	11,502,636.08	27,385,684.62	29.49

Total Number of Accounts: 77

-- SELECTION LEGEND -----

Account Type: R
 111 TO 111

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Town of Mansfield
YTD Expenditure Summary By Activity
Fiscal Year: 2007

Account Description	Appropriations	Pre-encumbrance	Encumbrance	Expenditures	Remaining Balance
11 General Fund - Town					
General Government					
11100 Legislative	75,330.00	.00	.00	28,862.79	46,467.21
11101 Charter Revision	.00	.00	.00	430.62	-430.62
12100 Municipal Management	205,900.00	.00	28.22	45,304.00	160,567.78
12200 Human Resources	76,030.00	.00	500.00	14,261.83	61,268.17
13100 Town Attorney	20,000.00	.00	.00	2,856.40	17,143.60
13200 Probate	1,770.00	.00	1,683.28	840.72	-754.00
14200 Registrars	29,900.00	.00	89.13	3,167.50	26,643.37
15100 Town Clerk	163,760.00	.00	5,553.05	34,033.02	124,173.93
15200 General Elections	11,200.00	.00	.00	3,835.05	7,364.95
16100 Finance Administration	64,340.00	.00	250.00	17,197.88	46,892.12
16200 Accounting & Disbursements	243,360.00	.00	.00	51,602.18	191,757.82
16300 Revenue Collections	136,240.00	.00	194.66	43,393.63	92,651.71
16402 Property Assessment	164,770.00	.00	.00	33,374.69	131,395.31
16510 Central Copying	40,000.00	.00	.00	35,000.00	5,000.00
16511 Central Services	32,300.00	.00	2,215.36	34,200.22	-4,115.58
16600 Information Technology	97,370.00	.00	.00	3,558.73	93,811.27
Total General Government	1,362,270.00	.00	10,513.70	351,919.26	999,837.04
Public Safety					
21200 Police Services	790,000.00	.00	1,902.00	73,307.79	714,790.21
21300 Animal Control	77,280.00	.00	70.95	16,998.27	60,210.78
22101 Fire Marshal	104,350.00	.00	14,035.70	22,209.52	68,104.78
22155 Fire & Emerg Services Admin	183,410.00	.00	152.32	21,578.51	161,679.17
22160 Fire & Emergency Services	1,309,980.00	.00	33,939.76	298,783.65	977,256.59
23100 Emergency Management	30,130.00	.00	1,188.00	5,941.95	23,000.05
Total Public Safety	2,495,150.00	.00	51,288.73	438,819.69	2,005,041.58
Public Works					
30100 Public Works Administration	158,320.00	.00	.00	34,133.27	124,186.73
30200 Supervision & Operations	78,850.00	.00	1,107.00	16,832.00	60,911.00
30300 Road Services	634,460.00	.00	.00	144,464.18	489,995.82
30400 Grounds Maintenance	276,850.00	.00	500.00	59,891.66	216,458.34
30600 Equipment Maintenance	418,170.00	.00	6,061.61	93,942.44	318,165.95
30700 Engineering	197,130.00	.00	49.00	42,670.86	154,410.14
30800 Building Inspection	135,300.00	.00	61.96	24,995.34	110,242.70
30810 Housing Code Enforcement	104,710.00	.00	5,775.91	11,991.15	86,942.94
30900 Maintenance Of Buildings	660,590.00	.00	20,610.37	177,342.83	462,636.80
Total Public Works	2,664,380.00	.00	34,165.85	606,263.73	2,023,950.42
Community Services					
42100 Social Service Administration	257,430.00	.00	.00	38,312.92	219,117.08
42202 Mansfield Challenge - Winter	2,570.00	.00	.00	.00	2,570.00
42204 Youth Employment - Middle Sch	4,000.00	.00	.00	.00	4,000.00
42210 Youth Services	115,810.00	.00	.00	26,373.85	89,436.15
42300 Senior Services	192,330.00	.00	.00	46,816.37	145,513.63

Town of Mansfield
 YTD Expenditure Summary By Activity
 Fiscal Year: 2007

Account Description	Appropriations	Pre-encumbrance	Encumbrance	Expenditures	Remaining Balance
43100 Library Administration	571,420.00	.00	5,333.88	125,744.69	440,341.43
44100 Recreation Administration	161,260.00	.00	497.00	38,340.23	122,422.77
45000 Contributions To Area Agency	283,660.00	.00	75,045.00	117,069.44	91,545.56
Total Community Services	1,588,480.00	.00	80,875.88	392,657.50	1,114,946.62
Community Development					
51100 Planning Administration	205,060.00	.00	150.00	42,413.48	162,496.52
52100 Planning/Zoning Inland/Wetlnd	18,900.00	.00	870.00	1,042.83	16,987.17
58000 Boards and Commissions	9,500.00	.00	405.00	-1,258.81	10,353.81
Total Community Development	233,460.00	.00	1,425.00	42,197.50	189,837.50
Town-Wide Expenditures					
71000 Employee Benefits	1,968,870.00	.00	.00	665,567.85	1,303,302.15
72000 Insurance	116,280.00	.00	79,344.00	30,217.40	6,718.60
73000 Contingency	173,200.00	.00	.00	.00	173,200.00
Total Town-Wide Expenditures	2,258,350.00	.00	79,344.00	695,785.25	1,483,220.75
Other Financing					
92000 Other Financing Uses	627,500.00	.00	.00	627,500.00	.00
Total Other Financing	627,500.00	.00	.00	627,500.00	.00
Total 111 General Fund - Town	11,229,590.00	.00	257,613.16	3,155,142.93	7,816,833.91
* GRAND TOTAL *****	11,229,590.00	.00	257,613.16	3,155,142.93	7,816,833.91

-- SELECTION LEGEND -----
 Account Type: E
 111 TO 111

Mansfield Board of Education
 YTD Expenditure Summary By Activity
 Fiscal Year: 2007

Account Description	Appropriations	Pre-encumbrance	Encumbrance	Expenditures	Remaining Balance
112 General Fund - Board					
61101 Regular Instruction	6,868,410.00	.00	.00	620,703.23	6,247,706.77
61102 English	51,200.00	.00	10,490.26	26,643.95	14,065.79
61104 World Languages	11,710.00	.00	1,319.99	2,798.26	7,591.75
61105 Health & Safety	8,870.00	.00	824.70	239.40	7,805.90
61106 Physical Education	14,750.00	.00	4,301.41	3,402.60	7,045.99
61107 Art	13,230.00	.00	6,495.31	1,980.86	4,753.83
61108 Mathematics	34,090.00	.00	8,815.33	14,570.01	10,704.66
61109 Music	29,300.00	.00	13,989.57	2,950.04	12,360.39
61110 Science	28,970.00	.00	4,766.30	10,982.07	13,221.63
61111 Social Studies	19,860.00	.00	3,962.08	5,376.24	10,521.68
61115 Information Technology	231,260.00	.00	10,880.53	171,803.27	48,576.20
61122 Family & Consumer Science	8,150.00	.00	4,100.00	135.00	3,915.00
61123 Technology Education	11,650.00	.00	904.05	283.71	10,462.24
61201 Special Ed Instruction	1,437,660.00	.00	2,900.28	101,715.21	1,333,044.51
61202 Enrichment	315,170.00	.00	4,238.58	32,700.69	278,230.73
61204 Preschool	298,990.00	.00	1,000.69	25,278.93	272,710.38
61310 Remedial Education	325,830.00	.00	688.23	40,627.62	284,514.15
61400 Summer School Free Only-ED001	32,000.00	.00	.00	39,113.15	-7,113.15
61600 Tuition Payments	200,000.00	.00	377,363.40	28,828.04	-206,191.44
61900 Central Service-Instr Suppl.	162,620.00	.00	21,848.32	102,468.24	38,303.44
62102 Guidance Services	140,550.00	.00	47.42	10,761.01	129,741.57
62103 Health Services	192,220.00	.00	342.60	24,477.82	167,399.58
62104 Occupational & Phys Therapy	171,000.00	.00	2,625.00	14,502.36	153,872.64
62105 Speech And Hearing Services	131,410.00	.00	410.30	29,244.16	101,755.54
62106 Pupil Services - Testing	11,570.00	.00	.00	.00	11,570.00
62108 Psychological Services	312,200.00	.00	1,835.15	22,875.76	287,489.09
62201 Curriculum Development	237,110.00	.00	1,256.20	57,691.11	178,162.69
62202 Professional Development	37,730.00	.00	2,010.00	4,128.57	31,591.43
62302 Media Services	33,990.00	.00	426.02	9,418.84	24,145.14
62310 Library	264,680.00	.00	8,324.27	41,700.13	214,655.60
62401 Board Of Education	322,940.00	.00	892.70	115,668.33	206,378.97
62402 Superintendent's Office	416,870.00	.00	3,074.95	79,592.44	334,202.61
62404 Special Education Admin	246,580.00	.00	207.69	59,466.28	186,906.03
62520 Principals' Office Services	857,740.00	.00	4,579.55	184,539.49	668,620.96
62521 Support Services - Central	32,620.00	.00	3,132.14	10,249.80	19,238.06
62523 Field Studies	13,500.00	.00	3,466.24	.00	10,033.76
62601 Business Management	273,620.00	.00	43,329.00	74,362.40	155,928.60
62710 Plant Operations - Building	1,512,720.00	.00	57,210.77	363,986.53	1,091,522.70
62801 Regular Transportation	666,510.00	.00	.00	20,337.17	646,172.83
62802 Spec Ed Transportation	137,990.00	.00	63,007.00	25,869.20	49,113.80
63430 After School Program	30,330.00	.00	.00	35.00	30,295.00
63440 Athletic Program	31,020.00	.00	2,514.29	.00	28,505.71
68000 Employee Benefits	2,707,600.00	.00	.00	704,439.91	2,003,160.09
69000 Transfers Out To Other Funds	37,000.00	.00	.00	37,000.00	.00
Total 112 General Fund - Board	18,923,220.00	.00	677,580.32	3,122,946.83	15,122,692.85

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: John Jackman, Director of Emergency Management; David Dagon, Fire Chief; Sean Cox, Sgt Resident Trooper, Robert Miller, Director of Health EHHD; Lon Hultgren, Director of Public Works
Date: November 13, 2006
Re: Memorandum of Agreement Between the Department of Emergency Management and Homeland Security and the Town of Mansfield

Subject Matter/Background

The U.S. Department of Homeland Security, Office of Domestic Preparedness (ODP), awarded the State of Connecticut the FY 2006 Homeland Security Grant in the amount of \$6,342,520. Funding will be used to address the equipment, training, planning and exercise needs of state and local emergency first responders. Of the \$6,342,520, the Town of Mansfield is scheduled to receive \$9,365.

Under the grant program, local jurisdictions can choose one of two options to administer local funds:

1. **Local Administration:** Jurisdiction chooses to administer the funds locally. The Jurisdiction will assume all administrative functions including grant-reporting requirements as outlined in ODP FY 2005 Homeland Security Grant Guidelines. Jurisdictions will be permitted to drawdown funds up to **120 days prior to expenditure/disbursement subject to the requirements and guidelines stated in the grant application.** A maximum of 2.5% of the total allotment may be used for administrative purposes as detailed in the grant guidelines.
2. **Regional Administration:** Designate the Regional Planning Organization (RPO) to administer the funds on the behalf of its member Jurisdictions. The Jurisdictions will be responsible to coordinate with the RPO to ensure the ISIP is submitted by the April 18th deadline. The RPO will assume all administrative functions including grant-reporting requirements as outlined in the ODP FY 2005 Homeland Security Grant Guidelines. The RPO will be permitted to drawdown funds up to **120 days prior to expenditure/disbursement subject to the requirements and guidelines stated in the grant application.** A maximum of 2.5% of the total allotment may be used for administrative purposes as detailed in the grant guidelines. The RPOs must comply with all requirements detailed in the grant guidelines and DOJ Financial Guide.

Previously the Town of Mansfield choose to have the Windham Regional Council of Governments (WINCOG) administer the federal fiscal year 2006 local funding allocation.

In addition, DEMHS (Department of Emergency Management and Homeland Security) retains local funding to administer six regional set-aside projects, which are designed to benefit municipalities. In order to comply with the federal requirements, a Memorandum of Agreement (MOA) must be executed between the State of Connecticut and the Town of Mansfield. The purpose of the MOA is to authorize the State of Connecticut to act as an agent for the Town of Mansfield and to allow the state to retain and administer grant funds for the set-aside projects.

Staff believes that option 2 (Regional Administration) would best suit the needs of the Town of Mansfield. Attached you will find the proposed MOA between the State and the Town.

Financial Impact

As stated above, the Town's allocation under the FY 2006 grant is \$9,365. There is no local match required, and under option 2 all administrative costs will be absorbed by the state and will not be charged against the Town's Allocation.

Recommendation

Staff recommends that the Council authorize the Town Manager to execute the MOA as proposed. This funding will assist the Town's emergency operations with equipment, training, and planning needs.

In addition, staff recommends that the Council adopt the attached blanket resolution that authorizes the Town Manager to execute the terms of the 2006 Homeland Security Grant.

If the Town Council supports these recommendations, the following motion is in order:

Move, effective November 13, 2006, to authorize the Town Manager, Matthew W. Hart, to execute the attached Memorandum of Agreement between the State of Connecticut and the Town of Mansfield for federal fiscal year 2006 State Homeland Security Grant Funds, and to authorize by resolution the Town Manager, Matthew W. Hart, to direct and execute the terms of the grant.

Attachments

- 1) Memorandum of Agreement
- 2) Authorizing Resolution
- 3) Designation of Administration Form

**MEMORANDUM OF AGREEMENT
BETWEEN
THE STATE OF CONNECTICUT,
DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY,
AND
THE TOWN OF MANSFIELD
REGARDING STATE USE OF FFY 2006 HOMELAND SECURITY GRANT FUNDING**

WHEREAS, The State of Connecticut's Department of Emergency Management & Homeland Security (DEMHS) is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security, Office of Grants and Training, for the federal Fiscal Year 2006 State Homeland Security Grant Program (SHSGP), Law Enforcement Terrorism Prevention Program (LETPP), Metropolitan Medical Response System (MMRS) and Citizen Corps Program (CCP), Grant Number 2006-GE-T6-0008;

WHEREAS, The Emergency Management & Homeland Security Coordinating Council has approved the allocation formula for grant funds available under the SHSGP, LETPP, MMRS, and CCP Grants;

WHEREAS, DEMHS is retaining local funds from Grant Number 2006-GE-T6-0008 in the total amount of \$6,342,520, on behalf of local units of government for the following six regional set-aside projects designed to benefit the state's municipalities:

1. Expanded Regional Collaboration
2. Connecticut Intelligence/Fusion Center
3. Medical Preparedness and Response
4. Interoperable Communications and State Interagency Coordination Center
5. Natural Disaster and CBRNE Preparedness
6. All Hazards Planning and Outreach;

WHEREAS, The Town of Mansfield is a sub-state local jurisdiction recognized by the SAA as an eligible jurisdiction to receive grant funds not included in the set-aside projects listed above, in the amount of \$9,365.00, which sum will be made available to the jurisdiction, or to a regional planning organization or other sub-grantee at the direction of the jurisdiction, upon execution of the grant application and the acceptance by the jurisdiction and/or its designee of the grant award and associated conditions;

THEREFORE, The SAA and the Town of Mansfield enter into this Memorandum of Agreement (MOA) authorizing the SAA to act as the agent of the Town of Mansfield and allowing the SAA to retain and administer grant funds provided under Grant Number 2006-GE-T6-0008 for the six regional set-aside projects listed above.

1. Effective Date.

The terms of this agreement will become effective when all parties have executed it.

2. Authority to Enter Agreement.

The SAA is authorized to enter into this Agreement through the Commissioner of the Department of Emergency Management & Homeland Security pursuant to the authority provided under Connecticut General Statutes §4-8 and Title 28. The Town of Mansfield is authorized to enter into this agreement through its \$9,365.00, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision].

3. Duration of Agreement.

This MOA, as modified with the consent of both parties, remains in full force and effect until the end of the grant period or any extension thereof, unless cancelled by the SAA, giving the Town of Mansfield written notice of such intention at least thirty (30) days in advance. The SAA reserves the right to cancel the MOA without prior written notice when the funding for the grant is no longer available.

4. SAA and Town of Mansfield Responsibilities.

The SAA agrees to administer the grant funds of \$6,342,520 in furtherance of the six regional set-aside projects listed above. The parties agree that the maximum amount payable directly to the Town of Mansfield shall be \$9,365.00.

The Town of Mansfield agrees to allow the SAA to provide financial and programmatic oversight of the \$6,342,520 for the purpose of supporting the allocations and uses of funds under this grant consistent with the 2006 State Homeland Security Strategy that has been reviewed and approved by the federal Department of Homeland Security, Office of Grants and Training and supported by the Initial Strategy Implementation Spending Plan (ISIP) approved by the Emergency Management & Homeland Security Coordinating Council. The Town of Mansfield agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the six regional set-aside projects listed above.

5. Amendment of the Agreement.

This agreement may be modified upon the mutual written consent of the parties.

6. Litigation.

The Town of Mansfield agrees that the sole and exclusive means for the presentation of any claim against the SAA arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Town of Mansfield further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

7. Audit Compliance.

The Town of Mansfield must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder. The Town of Mansfield agrees that all fiscal records pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

8. Lobbying, Debarment, and Suspension.

The Town of Mansfield commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants

and Training Financial Guides.

9. State Liability.

The State of Connecticut assumes no liability for payment under the terms of this MOA until the Town of Mansfield is notified by the SAA that this MOA has been approved and executed by the Department of Emergency Management & Homeland Security and by any other applicable state agency.

10. Points of Contact.

The point of contact for the SAA is:

Elizabeth K. Graham, Manager
Strategic Planning & Grant Administration
Department of Emergency Management & Homeland Security
25 Sigourney Street, 6th Floor
Hartford, CT 06106
Phone: 860-256-0910
Fax: 860-256-0915
Email: libby.graham@po.state.ct.us

The point of contact for the Town of Mansfield is:

John Jackman, Emergency Management Director
4 South Eagleville Road
Mansfield, CT 06268
Phone: 860-429-3328
Fax: 860-429-3388
E-mail: jackmanje@mansfieldct.org

11. Other provisions.

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or the Town of Mansfield. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE TOWN OF MANSFIELD

By: _____ Date: _____
Matthew Hart, Town Manager
Duly Authorized per attached Resolution

THE DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

By: _____ Date: _____
James M. Thomas,
Commissioner of Emergency Management & Homeland Security
Duly Authorized

**AUTHORIZING RESOLUTION OF THE
Town of Mansfield, Town Council**

CERTIFICATION:

I, Mary Stanton, the Town Clerk of Mansfield, do hereby certify that the following is a true and correct copy of a resolution adopted by the Mansfield Town Council at its duly called and held meeting on Monday, November 13, 2006, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Mansfield Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and FURTHER RESOLVED, that Matthew Hart, as Town Manager of the Town of Mansfield, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Mansfield and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Matt Hart now holds the office of Town Manager and that he has held that office since October 3, 2006.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 2006.

(Name and title of record keeper)

PLACE
SEAL
HERE (or
"L.S." if no seal)

FFY2006 HOMELAND SECURITY GRANT PROGRAM

DESIGNATION OF ADMINISTRATOR FORM

DUE AUGUST 15, 2006

The Town of Mansfield will receive the following allocation from the FY 2006 State Homeland Security Grant Program (SHSGP):

PROGRAM	ALLOCATION
State Homeland Security Grant Program	\$8,132
Law Enforcement Terrorism Prevention Program	\$1,233
Citizen Corps Program	\$0
Metropolitan Medical Response System	\$0
Total Fiscal Year 2006 Municipal Allocation	\$9,365

This allocation was developed by the FY 2006 Homeland Security Working Group and approved by the Connecticut Department of Emergency Management & Homeland Security Coordinating Council.

In addition to the jurisdictional allocations, the Coordinating Council approved the following set asides from the local portion of the SHSGP for initiatives, administered by DEMHS, which benefit first responders on a statewide basis:

PROGRAM	PROJECT	ALLOCATION	PROJECT	ALLOCATION
SHSGP	Expanded Regional Collaboration	\$2,114,324	Interoperable Communications & State Interagency Coordination Center	\$191,320
	CT Intelligence/Fusion Center	\$31,020	Natural Disaster & CBRNE Preparedness	\$2,449,488
	Medical Preparation & Response	\$927,904	All Hazards Planning & Outreach	\$628,464
TOTAL:				\$6,342,520

The Jurisdictions have the following options to administer their grant allocations: (Check the applicable options and indicate dollar allocations. The sum of both options must equal total municipal allocation.)

		SHSP \$	LETPP \$
1.	ADMINISTER MUNICIPAL ALLOCATION AT THE LOCAL LEVEL		
2.	ADMINISTER MUNICIPAL ALLOCATION AT THE REGIONAL LEVEL THROUGH A REGIONAL PLANNING ORGANIZATION Designate the RPO: Windham Regional Council of Governments	\$8,132	\$1,233
TOTAL		\$8,132	\$1,233

PLEASE NOTE

All participating jurisdictions must submit a signed Memorandum of Agreement (MOA) and authorizing resolution (or equivalent) before they will be eligible to receive grant funds. The MOA is a federal requirement and allows the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS) to use a portion of the Homeland Security Grant for the aforementioned set aside projects. The jurisdiction will receive an MOA and grant application upon submission of this form.

JURISDICTIONS WILL NOT BE ALLOWED TO ENCUMBER OR EXPEND ANY GRANT FUNDING UNTIL THEY HAVE RECEIVED AN EXECUTED GRANT AWARD INDICATING THE APPLICATION HAS BEEN APPROVED.

The grantee will assume all administrative functions including grant reporting requirements as outlined in the grant application. The grantee will be permitted to drawdown funds up to **120 days prior to expenditure/disbursement subject to the requirements and guidelines stated in the grant**

application. A maximum of 3% of the total allotment may be used for administrative purposes as detailed in the grant guidelines. The grantee must comply with all requirements detailed in the FFY 2006 Homeland Security Program Guidance (<http://www.ojp.usdoj.gov/odp/docs/fy2006hsgp.pdf>) and U.S. Department of Homeland Security, Office of Grant Operations Financial Management Guide (http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf).

Incentive funding program: Jurisdictions that designate a RPO to administer 100% of their funds will benefit from the incentive program. The RPO will receive an additional \$2,000 per municipality not to exceed \$76,000.

Jurisdictions designating a Regional Planning Organization as the administrator of their funds are responsible for ensuring that their individual needs will be met with regional administration. RPOs will not be required to maintain separate jurisdictional accounts.

The signature below indicates approval of your jurisdiction's FY 2006 State Homeland Security Grant Program allocation, designation of fund administrator, and set aside projects from the local portion of the FY 2006 Homeland Security Grant.

Signature of CEO, Manager, or Executive Director

Date

Martin H. Berliner, Town Manager, Town of Mansfield

Typed Name & Title of CEO, Manager, or Executive Director
Name of Jurisdiction

This completed form must be returned on or before August 15, 2006.

Please mail the ORIGINAL form to:

**Department of Emergency Management & Homeland Security
Attention: Strategic Planning & Grant Administration
25 Sigourney Street, 6th Floor
Hartford, CT 06106**



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
Date: November 13, 2006
Re: Successor Collective Bargaining Agreement for Local 2001, CSEA, SEIU – Professional and Technical Employees

Subject Matter/Background

Staff has negotiated a proposed successor collective bargaining agreement with our professional and technical union, and the union members have ratified that agreement. In accordance with our normal procedure, we are now presenting the proposed agreement to the Town Council for its review and consideration.

The proposed agreement contains some significant changes to the benefits structure for this group of employees. The highlights of the tentative agreement are as follows:

- Duration – the duration of the proposed agreement is three years (July 1, 2006 – June 30, 2009).
- Health insurance – Union members would continue to have access to the Century Preferred and Bluecare plans offered by Anthem Blue Cross/Blue Shield. Consistent with other employee groups, the employee will pay a higher cost share (percentage of premium) and, in some cases, higher co-pays for office and other visits. For example, in the first year of the contract the cost share on the PPO would increase from eleven percent to twelve percent of premium, and the cost share for the POS would increase from three to six percent. Also, in lieu of the standard PPO or POS the employees would have the option to enroll in a high deductible PPO plan with a health savings account (HSA) option. Because of the high deductible, the HSA has a lower premium, which would result in lower expenditures for the town. The participating employee could also benefit from the lower premium, as well as from the opportunity to build the HSA to pay for future medical expenses, including expenses in retirement. Under our proposal, in the first year of the contract the employee would be responsible for three percent of the HSA premium and 50 percent of the deductible (\$1,250 for single coverage; \$2,500 for family coverage).
- Longevity – the proposed agreement calls for a modest increase of \$50 to each step of the longevity schedule.
- Overtime – the union has agreed to certain modifications to the overtime provisions of the contract. In particular, exempt employees (salaried) would now earn compensatory time after working 40 hours, as opposed to 37 hours, in any one workweek. This was an important issue for management.

- Retiree health and life insurance – under the tentative agreement, the town's contribution to retiree health and life insurance would change from a percentage of the premium for single coverage to a flat dollar amount. From an actuarial perspective, this change will significantly reduce the town's obligation for future health care costs. In order to achieve this goal, the amount of the town's monthly contribution will increase from \$137 to \$180 per month for this fiscal year. However, this modification is so important to the town's long-term financial condition that I felt it was well worthwhile to increase the employer's contribution to retiree health for the short term.
- Sick leave and disability insurance – perhaps the most significant change in the proposed agreement is to modify the current sick leave system and to introduce short and long term disability insurance for employees. Under the current agreement, an employee can accrue up to 200 sick days. Upon separation, the employee can cash out half of his/her accrued time, subject to a maximum of 80 days. This is a significant liability for the town and it continues to grow as salaries increase and the employees build up more time. Under the proposed agreement, the town would buy out the accrued sick leave and limit the maximum accrual to 30 days with no future separation benefit. With respect to the buyout, the employees would have the option of taking the money in cash or investing the funds tax-free into a retirement health savings account (RHS). To provide coverage for more significant illnesses and injuries, the town would purchase short and long term disability insurance coverage for the employees. The town has successfully introduced a similar system for all other regular employees, and we see this proposal as a "win/win" for both the staff and the town. The employee would gain with the addition of short and long term disability coverage, and the opportunity to fund a RHS account or receive a cash payment, while the town would benefit by eliminating the costly future liability in the sick leave separation benefit.
- Wages – to offset some of the cost share and co-pay increases to the health insurance plans, the town has tentatively agreed to a 3.25 percent wage increase for the first year of the contract, and a 3.5 percent wage increase for the second and third years of the contract.

Financial Impact

The cost to buyout the accrued sick leave totals approximately \$230,000, which the town could fund via the compensated absences fund, which in turn is financed by the capital non-recurring fund (CNR). We realize that this cost is substantial but the liability will only increase in the future. For example, over a 10-year period our finance staff estimates that the sick leave buyout would save the town approximately \$375,000.

Staff estimates the value of the remainder of the package to be 3.30 percent in FY 2006/07, 2.95 percent in FY 2007/08 and 2.59 percent in FY 2008/09. These figures do compare favorably with other contracts that we have recently settled, as well as with other municipal employee settlements around the state.

Recommendation

I recommend that the Town Council authorize me to execute the proposed successor collective bargaining agreement. The proposal accomplishes many of our goals, including the introduction of the model health insurance plans, the removal of a costly future liability with the buyout of the sick leave separation benefit, and the introduction of short and long term disability insurance for employees. I believe that the proposed agreement represents a fair and equitable package.

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

Move, effective September 13, 2006, to authorize the Town Manager to execute the proposed successor Collective Bargaining Agreement between the Town of Mansfield and Local 2001, CSEA, SEIU –Professional and Technical Employees, which agreement shall enter into effect on July 1, 2006 and expire on June 30, 2009.

Attachment

- 1) Cost/Savings Analysis
- 2) Proposed Successor Collective Bargaining Agreement

Town of Mansfield and CSEA, Local 760 - Professional and Technical
 Collective Bargaining Agreement - July 1, 2006
 Cost/Savings Analysis

	FY 2006/07 Cost	% of Salaries	FY 2007/08 Cost	% of Salaries	FY 2008/09 Cost	% of Salaries
Cost of Living Increase (3.25%, 3.5%, 3.5%)	70,588		78,488		81,235	
Increase longevity scale by \$50 per step	1,150					
Increase Payment In Lieu of Medical Insurance	5,387					
Increase Employee Cost Share for Medical Insurance	(5,494)		(12,415)		(21,045)	
Net Cost Increase	71,631	3.30%	66,073	2.95%	60,190	2.59%

FY 2005/06 Salary Base	\$ 2,171,924
FY 2006/07 Salary Base	2,242,512
FY 2007/08 Salary Base	2,321,000
FY 2008/09 Salary Base	2,402,235

Other Costs:

Increase contribution to retiree Health Insurance - Need an actuarial study
 (\$180, \$195, \$210 - currently \$136)

COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF MANSFIELD AND LOCAL 2001, CSEA

Preamble

This agreement is entered into this first day of July 2003~~6~~ by and between the Town of Mansfield, Connecticut (Town) and Local 2001, CSEA, SEIU (Union).

Article I Recognition

Section 1: The Town recognizes the Union as the exclusive bargaining representative with respect to wages, hours and other conditions of employment for only those Town employees who work twenty (20) hours or more per week in the classifications of ~~administrative office supervisors~~, **administrative services manager**, aquatic directors, assistants to the assessor, assistant to collector of revenue, assistant town clerks, assistant town engineers, assessors, animal control officers, **clerk of the works**, clinical social workers, clinical social work supervisors, collectors of revenue, directors of marketing and special events, engineering technicians, finance clerks, **aquatic coordinator** ~~head life guards~~, health and fitness directors, health and fitness specialists, ~~library assistants I and II~~, **library assistant**, **library associate**, **member services coordinator**, project engineers, property appraisers, receptionists, recreation coordinators, recreation supervisors, recycling and refuse coordinators, senior services social worker, ~~revenue clerks~~, ~~secretaries~~, **administrative assistants**, senior services coordinators, social workers, zoning enforcement officers, and including the assistant animal control officer whose hours may fall below twenty (20) per week.

Section 2: As used in this Agreement, these items are defined as follows.

- a. "Full-time position" means a position requiring the observance of normal working hours on a year-round basis.
- b. "Part-time position" means a position involving less than thirty-five (35) but more than twenty (20) working hours, such as a few hours a day or days a week on a regular recurring basis and paid on a proportional basis at one of the weekly rates established for full-time employment. For purposes of this agreement, the assistant animal control officer is included in this definition. All benefits are prorated for part-time employees working less than thirty-five (35) hours per week. Employees must be scheduled to work twenty (20) hours per week or more in order to be eligible to receive benefits.
- c. "Employee" means a full-time, permanent employee who has completed a probationary period, as well as a part-time, permanent employee working less than thirty-five (35) but more than twenty (20) hours per week who has completed a probationary period. For purposes of this agreement, the assistant animal control officer is included in this definition.

d. "Temporary employee" means any employee appointed to a temporary position established for a designated period of time not to exceed three months, or temporarily appointed to fill a regular position.

Article II Union Security

Section 1:

a. The Town agrees to deduct Union membership dues and initiation fees uniformly assessed of its members by the Union from the pay of those employees who voluntarily authorize such deductions in writing ~~or agency service fees established by the Union for non-members~~. The Town further agrees to deduct from the pay of any employee who voluntarily authorizes in writing such deductions a Political Action Organization Fund deduction up to one dollar (\$1.00) per pay period.

b. As a condition of continued employment, each employee shall either be a Union member to the extent of paying monthly dues to Local 760, CSEA, Inc. uniformly required of all members, or pay to the Union an agency service fee. The agency service fee shall be that proportion of Union dues which is expended for the purposes of collective bargaining, contract administration and grievance processing.

c. The Union shall establish and maintain such procedures as are required by law for the determination, assessment and administration of agency service fees. The Union shall make information concerning the agency service fee and employee rights concerning the fee available to all employees.

Section 2: The Union shall supply to the Town written notice at least thirty (30) days prior to the effective date of any change in the rates of fees and dues.

Section 3: The deduction of Union fees and dues and political action organization fund deductions for any month shall be made during the applicable month and shall be remitted to the financial officer of the Union not later than the third Thursday of the following month. The monthly dues remittance to the Union shall be accompanied by a list of names of employees from whom wage dues deductions have been made.

Section 4: No dues or fees will be deducted when an employee has exhausted accumulated sick leave or is collecting workers' compensation or whose earnings are insufficient to cover dues after taking other legally required deductions.

Section 5: The Union shall indemnify and hold the Town harmless from any and all demands, suits, complaints, claims, costs and liabilities including reasonable attorney's fees and the cost of hearings caused by or arising out of the administration or enforcement of this article.

Article III
Union Business

Section 1: ~~One Union steward shall be allowed~~ **A grievance committee comprised of the Union president/steward and two members shall be provided** allowed a reasonable amount (**one hour per month or less**) of paid working time to perform labor-management business, including but not limited to the investigation and presentation of grievances, and communicating with bargaining unit members and with the Union office. Notwithstanding the foregoing, the Union or the steward will be responsible to reimburse the Town for any toll calls made on a Town telephone.

Before engaging in such labor-management business on Town time, the steward will, whenever possible, seek prior approval from management. The Town agrees such approval will not be unreasonably withheld.

Section 2: When grievance, arbitration or labor board hearings take place during normal working hours, a maximum of three (3) employees whose attendance is required by the Union will not lose any pay for attending said hearings. Should the specific circumstances of the situation require more than three employees, the Union shall request and obtain agreement from the Town, which shall not be unreasonably withheld.

Section 3: Each employee will be provided with a copy of this agreement within thirty (30) days after it becomes effective. New hires will be given a copy at the time of hire. **The Union president/steward shall be provided thirty (30) minutes of paid working time to meet with the new employee. The town shall provide the Union president/steward with an updated roster whenever a new employee is hired.**

Section 4: Special leave of absence with pay will be granted under the following conditions to authorized Union representatives for attendance at conferences, institutes or seminars sponsored or endorsed by the Union.

- a. Written request for such leave shall be submitted by the Union to the department head at least ten (10) days prior to the first day of such requested leave.
- b. The department head may require that the employee furnish evidence of attendance at a conference, institute or seminar.
- c. No more than an aggregate total of three (3) personal days of leave from scheduled duty shall be granted annually with pay under this section.
- d. The department head may deny a request for paid leave submitted under this section, if, in his/her opinion, the absence from duty of the employee during the period requested leave would be detrimental to the best interests of the department because of operating requirements.

- e. Within three (3) days of the submission of the request for such leave, the department head shall grant or deny the request in writing to the Union.

Section 5. The Town agrees to quarterly meetings scheduled to begin within one hour of the end of the workday. Union members would not be paid for time that extends beyond the end of the workday.

Article IV Management Rights

Section 1: Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this agreement, the Town has and will continue to retain whether exercised or not, all the rights, responsibility and prerogatives of management of the affairs of the Town and direction of the workforce, including, but not limited to, the following.

- a. To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the Town.
- b. To establish or continue policies, practices and procedures for the conduct of Town business and, from time to time, to change or abolish such policies, practices or procedures.
- c. To discontinue processes or operations or to discontinue their performance by employees.
- d. To select and to determine the number and types of employees required to perform the Town's operations.
- e. To employ, transfer, promote or demote employees, or to lay off, terminate for just cause or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Town. The Town may enter into contracts or sub-contracts to perform bargaining unit work when it is in the Town's best interests to do so.
- f. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them and to the Union.
- g. To create job descriptions and specifications and revise existing job descriptions and specifications.
- h. To ensure that related duties connected with Town operations, whether enumerated in job descriptions or not, shall be performed by employees.

Section 2: The above rights, responsibilities and prerogatives are inherent in the Town of Mansfield and by virtue of statutory and charter provisions are not subject to delegation in whole or in part.

Article V Vacancies

Section 1: The Town encourages employees to develop skills, attain greater knowledge of their work and make known their qualifications for promotion to more responsible and difficult positions within the bargaining unit. When the Town Manager determines that an insufficient number of well-qualified employees is available from within the classified service, outside applicants may be considered in order to provide an adequate number of candidates for consideration. When the qualifications of two candidates are equal in the judgment of the Town Manager, the applicant with the most seniority will be awarded the position. No more than three well-qualified employees shall be required in order for the position to be filled from within the classified service.

Section 2: When the Town determines a vacancy is to be filled, the Town agrees to post a notice of the vacant position on a bulletin board in the Town office building, the Senior Center and the Library, which has been designated as the Union bulletin board for the purpose of displaying job announcements, training opportunities and other Union materials. The notice shall be posted for a period of not less than five (5) working days.

Article VI Probationary Period

Section 1: Every person appointed to a regular position or promoted to a higher or new classification shall be required to successfully complete a probationary period which shall be of sufficient length to enable the department head or Town Manager to observe the employee's ability to perform the principal duties pertaining to the position. The probationary period shall begin immediately upon appointment or promotion and shall continue for not less than six (6) months or more than twelve (12) months. Any leave or period of worker's compensation in excess of four (4) working days shall be excluded from the time counted as probationary period.

Section 2: If after a minimum of six months has been completed, and the supervisor, department head or Town Manager determines that the employee's performance is satisfactory, the probationary period may be determined to be ended. Such action shall be in writing to the employee with a copy to the Town Manager. Written notification must be given to the Town Manager prior to the completion of twelve (12) month's service, as stated in Section 1 above.

Section 3: At any time during the probationary period, the department head or Town Manager, in his/her sole discretion, may terminate an employee if the working test indicates that such employee is unable or unwilling to perform the duties of the position

satisfactorily or that the individual's work habits and dependability do not merit continuance in the position. Such action shall be in writing to the employee with a copy to the Town Manager. Successful completion must be documented within twelve (12) months or the employee must be terminated.

An employee appointed through promotion who does not successfully complete the probationary period shall be reinstated in a position in the class occupied by the employee immediately prior to promotion if such a position is available. If such position is not available, the individual will be offered an appointment to a similar position for which s/he is qualified if there is a vacancy in such a position. If neither a position in the same class nor a similar position is available, the employee may displace the least senior employee in the class occupied immediately prior to promotion, provided the displaced employee is less senior than s/he. If none of these options results in the individual obtaining a position, s/he shall be placed on a reappointment list.

If an employee who fails a promotional probation claims that the decision of the department head was arbitrary, capricious or discriminatory, said employee may process a grievance at Step Three of the grievance procedure but not beyond Step Three.

Section 4: Probationary employees shall accrue the same benefits as regular employees with the following exceptions:

- a. Vacation days earned during the first six (6) months of employment cannot be utilized until six (6) months of employment have been completed.
- b. **New hires cannot utilize p**Personal days ~~may not be utilized~~ until probation has been completed. **This subsection shall not apply to existing Town employees that are completing a probationary period as part of a new appointment.**
- c. Promotional opportunities shall not be available to probationary employees.
- d. Insurance shall take effect after an initial waiting period as determined by the Town's insurance carriers.

Article VII Seniority and Layoff

Section 1: Seniority shall be defined as an employee's length of continuous full-time service with the Town from the first day of work since his/her most recent date of hire. At the time of initial hire, probationary employees shall have no seniority during the period of his/her probation, but at the expiration of such period, they shall immediately accrue seniority from their date of hire.

Section 2: The term layoff means involuntary separation from employment because of lack of work or funds, elimination of the position or other legitimate reason. The term

layoff shall not include demotion or cases where an employee is promoted but does not successfully complete the probationary period for the new classification.

Section 3: The Town, in its discretion, shall determine whether layoffs are necessary.

a. Order of Layoff. When a position must be discontinued or abolished because of a change in duties, reorganization, lack of work or lack of funds, if it is determined that layoffs are necessary, employees will be laid off in the following order within classification: temporary and seasonal employees; probationary employees.

b. In the event of further reductions in force, employees will be laid off from the affected classification in accordance with their seniority and their ability to perform the remaining work available without further training. When two or more employees have relatively equal experience, skill, ability and qualifications to do the work without further training, the employee(s) with the least seniority will be laid off first.

Section 4: A permanent employee with a satisfactory employment record who is laid off from employment in the Town shall be placed on an appropriate re-employment list for the classification that s/he held at the time of lay-off. The name of any employee on the re-employment list shall remain on such list for a period of eighteen (18) months provided that such employee does not refuse a reappointment to a comparable regular/non-temporary position and provided such employee does not request removal of his/her name from the re-employment list. For the purpose of this section, failure to respond to a written offer of recall within seven (7) days of the date on which it is issued by the Town Manager shall constitute a refusal of reappointment.

When an employee is to be recalled in a classification, the first to be offered recall shall be the employee in that classification who has the greatest seniority.

Section 5: Seniority shall be broken only by the following:

- a. discharge for cause;
- b. retirement;
- c. resignation;
- d. failure to report for duty within ten (10) working days after notification of recall (unless waived in accordance with preceding section);
- e. layoff of more than eighteen (18) months.

Seniority accumulation shall be suspended, but not broken, during layoff or approved leave of absence without pay for a period of more than five (5) working days.

Section 6: The Town shall give notice in writing to the Union and any employee selected for layoff no later than fourteen (14) calendar days prior to the layoff. A list will be given to the Union indicating the names of employees to be laid off and their seniority status in relation to the remaining employees.

Section 7: The Town will provide the Union annually with a seniority list containing names, addresses, classifications, pay scales and dates of hire for all employees in the bargaining unit.

Article VIII
Job Specifications

Section 1: Each employee shall be provided with a copy of his/her current job specification upon request. It is understood that an employee's work assignments may include responsibilities or duties that are not listed as a part of the job specification, but which are related duties and responsibilities that could normally or reasonably be expected to be required in accordance with the overall Job specification.

Section 2: Working out of Class

If, after a period of sixty (60) days, an employee reasonably believes that s/he is being required to perform a majority of the duties of a higher classification, (e.g. a ~~library assistant secretary I~~ performing the duties of a ~~library associate secretary II~~) the following procedure shall apply.

a. The employee may file a grievance at Step Two of the grievance procedure. The grievance shall state the duties at issue and the title of the higher classification. If the Town Manager agrees that the employee has been performing the majority of the duties of a higher classification, **for a period in excess of sixty (60) days** the Town Manager may order removal of the duties or may order reclassification of the employee to the higher classification on a temporary or ongoing basis effective retroactive to the date of the filing of the grievance.

b. If the Town Manager denies the grievance on the grounds that the employee is not performing a majority of the duties of a higher classification, the Union may seek arbitration of the grievance in accordance with the arbitration provisions of Article XXI. However, in any such arbitration, the arbitrators shall be limited to making a determination of whether the employee is performing a majority of the duties of a higher classification to such an extent as to warrant a remedy. The remedy for such a finding shall be as follows.

(1) The employee will receive back pay for the period of time that s/he was performing such duties, but not prior to the date of the filing of the grievance.

(2) If the duties at issue are still being performed as of the date of the arbitration award, the Town shall have the option to remove the duties or to reclassify the employee on a temporary or ongoing basis.

Section 3: Change in Existing Positions

If the Town changes the duties of an existing position/title, and the Union or the Town believes that such changes are so substantial as to merit a change in the pay range for

that position/title, the following procedure shall apply.

- a. The Town Manager and/or his/her designee(s) shall meet with the Union to discuss any questions or concerns regarding the changed job and to negotiate the pay level.
- b. In the event that the Town and Union disagree on the pay range to be assigned to the changed job, the dispute shall be submitted to interest arbitration in accordance with *Connecticut General Statutes* § 7-473c.
- c. A change in an existing position pursuant to this section shall not be subject to the posting requirements of this contract.
- d. Pending the outcome of interest arbitration, the Town may pay the employee at the lower of the pay ranges proposed by the Town. Any award, however, shall be retroactive to the arbitrator's finding of the date of the change in the existing position.

Every effort will be made by both parties to expedite the discussions, negotiations and/or interest arbitration with respect to this section.

Section 4: Reclassification

When Sections 2 and 3 of this article do not apply, an employee may make a written request for a review of the classification of his/her position at any time, provided no such review had been made in the previous twelve months. The reclassification request shall be handled according to the following procedure.

- a. The request shall be made through the department head with a copy to the Union President. The department head shall forward the request to the Town Manager.
- b. Upon completing his/her investigation, the Town Manager may reclassify the position effective on the date of his/her decision or may order removal of the duties. A reclassified position, including a change in title, shall not be subject to the posting requirements of this contract.
- c. If the employee's request and information from the department disclose that the employee is performing such duties as to require the creation of a new job classification, the Town Manager may develop a job description and assign a pay range for the new position or may order removal of the duties. The pay range for the new job classification shall be negotiated with the Union.

For purposes of this section, the decision of the Town Manager and the Union shall be final and shall not be subject to review under the grievance and arbitration provisions of this Agreement.

Section 5: Creation of New Positions

The following procedure shall apply whenever, during the terms of this Agreement, the Town establishes a new position that the Town views as appropriately placed within the bargaining unit represented by the Union. This procedure shall not apply to new job classifications that result from a reclassification request conducted pursuant to Section 4 of this article.

- a. A copy of the job description and a proposed pay range shall be submitted to the Union.
- b. Upon request, the Town Manager and his/her designees shall meet with the Union to discuss any questions or concerns concerning the new position and to negotiate the pay level. The Town must receive such request within two weeks of its transmittal of the job description and proposed pay range to the Union.
- c. In the event that the Town and the Union disagree on the pay range to be assigned to the new position, the dispute shall be submitted to interest arbitration in accordance with *Connecticut General Statutes* § 7-473c.
- d. Pending the outcome of interest arbitration, the Town may fill a position in a new job title at the lower of the pay ranges proposed by the Town. Any award, however, shall be retroactive to the filling of the position.

**Article IX
Wages and Hours**

~~**Section 1:** The normal workweek for full-time regular employees shall be:~~

- ~~a. A total of forty (40) hours per week for the animal control officer, over up to seven (7) work days, with the schedule to be approved by the Town Manager.~~
- ~~b. A total of thirty-five (35) hours consisting of five (5) work days of seven (7) hours each plus one hour unpaid lunch break for all other employees.~~

Section 2: The normal workday for full-time regular employees shall be:

- a. A total of ~~t~~Thirty-f~~f~~ive (35) hour work week for Town hall employees:

Monday-Wednesday	8:15 a.m.	to	4:30 p.m.	(one hour unpaid lunch)
Thursday	8:15 a.m.	to	6:30 p.m.	(one hour unpaid lunch)
Friday	8:00 a.m.	to	12:00 p.m.	

b. Thirty Five (35) hour workweek employees not working at Town Hall, with the schedule to be prepared by the department head: ~~8:30 a.m. to 4:30 p.m. with one hour unpaid lunch, Monday-Friday.~~ Split shifts are permissible only upon mutual consent of the employee and his/her department head.

b. Where service to the public is required on a basis other than the above (seasonal, 24-hour, varied), work schedules shall be prepared by the relevant department head with the approval of the Town Manager.

c. ~~With a supervisor's approval, professional and technical employees may work a different schedule provided each workday includes no less than seven (7) working hours for town hall employees and seven (7) working hours for other full-time employees.~~

Section 3: Hours for part time employees must be regularly scheduled or may be set on an as needed basis. If adjustments are required as determined by management, at least five working days notice will be provided unless circumstances are such that twenty-four hour notice can only be given. Part-time employees currently working a fixed schedule would continue to do so.

Section 4: The Town Manager may authorize the inclusion of a ten-minute rest period during each half of the daily schedule as time actually worked. The department head will schedule specific times for rest periods and may combine both into one twenty-minute period. On Thursdays, the Town Manager may authorize the inclusion of an additional ten-minute break. On Fridays, the Town Manager may authorize the inclusion of one ten-minute rest period.

Section 5: Longevity pay is provided in the pay plan to give financial recognition for long and faithful full-time service to the Town.

a. Annual longevity payments shall be based on the following schedule, effective July 1, 1994.2006

	Annual Payment	
6 years but less than 10	\$475	\$525
10 years but less than 15	\$550	\$600
15 years but less than 20	\$650	\$700
20 years or more	\$800	\$850

b. Longevity pay shall be earned on the Sunday following the employee's anniversary hiring date during the fiscal year and will be paid in the second payroll of November of that fiscal year.

c. Longevity is to be determined on the basis of total years of continuous full-time service in Town employment. Prior years of full-time service which have been interrupted for just and reasonable cause may be added to years of continuous full-time service by the Town Manager. Only full-time, permanent employees are eligible for longevity pay.

Section 6: An employee may receive an increase in salary annually for meritorious service consistent with the approved pay plan. Increments are not to be considered automatic or based on length of service alone. Such increase shall be given upon the recommendation of the employee's department head.

Section 7: The entrance pay rate of a class shall normally be offered for recruitment purposes and shall normally be paid upon appointment to the class. The Town Manager may approve initial compensation at a rate higher than the minimum in the pay range for the class when the needs of the service make such action necessary, provided that:

- a. The qualifications of the applicant are outstanding in relation to those of competing applicants; the qualifications of the applicant are substantially in excess of the requirements of the class; and the applicant cannot be hired at the minimum rate; and/or,
- b. There is a shortage of qualified applicants available at the minimum rate of the range.
- c. The new employee will not be paid at a rate higher than that paid to incumbent employees in the same job classification with comparable experience.

Section 8: When a regular employee is transferred or reclassified from a position in one class to a position in another class at the same grade, s/he shall continue to be paid at the same rate.

Section 9: When a regular employee is demoted to a lower grade, the salary shall be set at:

- a. If the action is not for cause, the same rate as the employee earned prior to the demotion provided said rate is within the range of the lower grade and the employee may move only to the next higher step at the time of his/her next annual increment; and if the employee's rate prior to demotion is above the range of the lower grade, the new rate shall be the maximum of the lower range.
- b. If the action is for cause, the appropriate rate in the lower grade that is at least two steps less than the employee's existing salary as determined by the Town Manager.

Section 10: When an employee is promoted to a class that is one (1) grade higher than his/her current class, the beginning rate shall be at the lowest step in the higher range that will provide an increase of approximately five (5) percent over the rate received prior to promotion, provided the new range will permit such an increase. If the pay range for the class does not allow for a five (5) percent increase, the increase shall be the highest rate available in the pay rate for that class.

When an employee is promoted to a class that is more than one (1) grade higher than his/her current class, the beginning rate shall be at the lowest step in the higher range that will provide an increase of approximately ten (10) percent over the rate received prior to promotion, provided the new range will permit such an increase. If the pay range for the class does not allow for a ten (10) percent increase, the increase shall be the highest rate available in the pay rate for that class.

Section 11: Upon satisfactory completion of probation following initial appointment or promotion, the salary of a regular employee may be advanced a half step.

Section 12: At the completion of the first 52 weeks of service, the employee may be advanced, upon recommendation of the department head and approval of the Town Manager, to the next higher rate above the hiring rate in the appropriate salary range provided performance has been satisfactory. Subsequent advancement within the range shall be dependent upon the recommendation of the department head concerned and approval of the Town Manager as follows:

- a. An employee whose performance is considered to be satisfactory may receive one step each 52 weeks until the base maximum is reached.
- b. An employee whose performance is considered to be outstanding may receive one additional step each 52 weeks until the base maximum is reached. No employee shall be granted more than two step increases in any one year.

Section 13: The salaries for positions covered by this Agreement are as set forth in Appendix B, which is attached hereto and made a part hereof.

Salaries for year one, effective 7-1-036, will contain a ~~2.75%~~ 3.25% increase over the previous year. Salaries for year two, effective 7-1-047, will contain a ~~2.75%~~ 3.5% increase over the previous year. Salaries for year three, effective 7-1-058, will contain a ~~2.75%~~ 3.5% increase over the previous year.

Article X
Overtime

Section 1: From time to time, the Town Manager may prescribe periods of overtime work to meet operational needs. Complete records of overtime of non-exempt employees shall be maintained by the Town Manager. Overtime shall be compensated only when properly authorized as prescribed by the Department Head. **The Town Manager shall maintain a list of overtime designations for all positions within the bargaining unit and include the list as under Appendix A of this agreement.**

Section 2: Because ~~exempt professional and administrative~~ personnel have an obligation that goes beyond fixed work schedules, these employees shall not be paid for overtime work except under exceptional circumstances and with prior written approval of the Department Head.

a. ~~Exempt Professional and administrative~~ personnel will accrue compensatory time after working **forty (40)** ~~thirty seven (37)~~ hours in any one week. **All paid leave shall be considered workdays for the purpose of earning compensatory time.**

b. **Except for employees assigned to the Community Center, exempt Full-time** employees will accrue compensatory time at the rate of time and a half for each hour worked on a Saturday, Sunday, holiday or vacation. **Exempt employees assigned to the Community Center shall earn compensatory time at the rate of time and a half for each hour worked on the 7th consecutive day of work.**

Section 3: When a full-time non-exempt employee is required to work in excess of the normal workweek, s/he will receive payment as follows:

a. Regular hourly rate up to forty (40) hours per week, and one and one-half times the regular hourly rate for all hours worked over forty (40) hours per week.

b. One and one-half the regular rate for all work on Sundays, except for employees assigned to the Library and the Community Center. Employees assigned to the Library and the Community Center shall be paid one and one-half the regular rate for all work on the 7th consecutive day of work.

c. **All paid leave shall be considered workdays for the purpose of computing overtime.** ~~Vacations will be considered as workdays for the purpose of computing overtime. Except for employees assigned to the Community Center, holidays will be considered as workdays for the purpose of computing overtime. If an employee assigned to the Community Center works a holiday, that day will be considered a workday for the purpose of computing overtime. Paid sick leave will only be considered as workdays when an employee is required to work mandatory overtime.~~

d. When a full-time employee in a non-exempt position is officially ordered to report back to work for emergency service or to attend a Town meeting after departing from

his/her regularly scheduled shift, the employee shall be compensated for all hours worked at the rates set forth in Article IX or two hours pay at his/her regular rate, whichever is greater.

e. **Section 5:** A regular non-exempt full-time employee may request compensatory leave at the appropriate overtime rate in lieu of payment. Compensatory leave shall be scheduled at a time mutually agreeable to the employee and the department head and may accumulate within the fiscal year up to a maximum of thirty-five (35) hours, but shall not be carried into the next fiscal year. Compensatory time earned and not taken within the fiscal year shall be paid at the rate in which it was earned in the last pay period of the fiscal year.

~~**Section 4:** In emergencies, the Town Manager may prescribe reasonable periods of overtime work to meet operational needs.~~

~~**Section 6:** The compensatory time accrued by exempt employees can be taken with the approval of his/her supervisor and must be used or lost by the employee during the quarter following the one in which the time was earned. A list of the employees whose positions fall into this category is available in the Town Manager's office.~~

Article XI Holidays

Section 1: The following holidays shall be observed as days off with regular straight time pay.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans Day
A Floating Holiday	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	

Section 2: In order to receive pay for an observed holiday, an employee must be in a work or paid leave status on both the scheduled workdays immediately preceding and following the holiday.

Section 3: Except for employees assigned to the Community Center, all work performed by bargaining unit employees on the above-enumerated holidays shall be paid for at a time and one-half rate of pay or compensatory time. **Exempt employees shall be eligible for compensatory time only.** Such pay or compensatory time shall be in addition to the holiday pay to which those employees are entitled. In lieu of this provision, Community Center staff whose regularly scheduled workdays include holidays will receive their regular pay for working on the holiday and a day off scheduled by mutual agreement of the employee and the employee's supervisor in lieu of the holiday.

Section 4: Regular part-time employees whose normal work week is 20 hours or more shall receive holiday pay in proportion to their normal work week.

Article XII Sick Leave

Section 1: Subject to the provisions of this Article, an employee will be allowed to use accrued sick leave for the following reasons:

- a. Personal illness, physical incapacity or non-compensable bodily injury or disease.
- b. Enforced quarantine in accordance with public health regulations.
- c. To meet medical or dental appointments when an employee has made reasonable effort to secure appointments outside his/her normal working hours, provided the department head is notified at least one (1) day in advance of the day on which the absence occurs.
- d. Illness or physical incapacity in the employee's immediate family (defined as parent, child, domestic partner or spouse domiciled with the employee) requiring his/her personal attention and resulting from causes beyond his/her control not to exceed three days in each fiscal year.

Section 2: Regular employees whose normal work week is thirty-five (35) hours or more shall be eligible for sick leave with pay during and after his/her probationary period at a rate of **8.75 hours per month, not to exceed a maximum accrual of 210 hours fifteen (15) days per year.**

Regular part-time employees whose normal workweek is twenty (20) hours or more shall accrue sick leave on a pro-rata basis, according to the hours worked during their normal workweek. Part-time employees who are scheduled to work less than twenty (20) hours per week shall not be eligible for sick leave benefits.

~~Sick leave may be accrued up to a maximum of 200 days. Employees who have accrued the maximum of 200 days shall have their sick days deducted from the fifteen (15) days they would have earned in that fiscal year if they were not at the maximum. After utilizing the fifteen days, any other sick leave shall be deducted from their 200 days. All full-time and part-time regular employees shall earn sick leave credit with pay at his/her current base salary rate at the rate of 1.25 working days (8.75 hours) for each month of continuous service. Sick leave earned in any month of service may be used in any subsequent month.~~

Sick leave may be utilized in no less than one-hour increments.

Section 3: A department head may require proof of illness for authorized sick leave. In the judgment of the department head, proof of sick leave may include a doctor's certificate or other proof of illness from the employee's physician indicating the nature and duration of the illness. Proof of illness will not normally be needed for absences of less than three (3) days unless required by the department head. For absences of three (3) days or more, proof of illness will normally be required. The Town may investigate any absence for which sick leave is requested.

Section 4: On the first day of absence from work due to illness, the employee's supervisor must be notified no later than one (1) hour after the beginning of the scheduled work assignment. In cases where a relief employee is required such report must be made at least one (1) hour prior to the beginning of the scheduled work assignment. If an employee is absent for more than one (1) day, the employee shall notify the supervisor of his/her expected date of return. Nothing in this section shall preclude the payment of sick leave to an employee who cannot comply with provisions of this section due to extenuating circumstances.

Section 5: ~~When an employee voluntarily retires at age 55 or beyond with at least ten (10) years service, or is retired on a disability, he/she shall be paid for one-half of his/her accumulated sick leave, not to exceed a total of eighty (80) days. The Town shall establish a Retirement Health Savings (RHS) Account for each employee hired prior to July 1, 2006 with a sick leave balance in excess of 105 hours at the time of the establishment of the Account. Each RHS Account shall be funded according to the following formula: 1) the Town shall first reserve a sick leave balance of 105 hours to be used as payment of wages for time lost due to personal illness or injury for one of the reasons set forth in Article XII, Section 1 above; 2) for the sick leaving balance remaining, the Town shall deposit in the employee's RHS Account an amount equivalent to one-half (1/2) of the employee's remaining sick leave balance not to exceed a total of 560 hours.~~

- a. In lieu of a RHS account, each employee with a sick leave balance in excess of 105 hours shall be eligible for six months following the execution of this Agreement to elect to receive payment for a portion of his/her sick leave balance, payable according to the following formula: 1) the Town shall first reserve a sick leave balance of 105 hours to be used as payment of wages for time lost due to personal illness or injury for one of the reasons set forth in 12.1 above; 2) for the sick leave balances remaining, the Town shall pay the employee the amount equivalent to one-half (1/2) of the employee's remaining sick leave balance, not to exceed a total of 560 hours. No employee shall be able to exercise this option after this Agreement has been in effect for six months, and the Town shall establish an RHS Account according to the terms of this Article for any employee who has not elected within six months following the execution of the Agreement to receive either an RHS Account or payment in the form of cash.
- b. Until such time as the Town receives guidance from its labor or legal counsel that voluntary employee contributions to the RHS Plan are permissible, employees will not have the option to make voluntary contributions to the RHS Plan. If the Town subsequently determines that such voluntary employee contributions to the RHS plan are permissible, all employees will have the option to establish a RHS Account and to make voluntary contributions to the RHS Plan on an ongoing basis, to the extent allowed by law and the Plan guidelines.
- c. Each employee who retires from Town service on or before December 31, 2006, will have the option of: 1) receiving a cash payment equivalent to one-half (1/2) of his/her accrued sick leave balance, not to exceed a total of 560 hours; or 2) contributing an amount equivalent to one-half (1/2) of his/her sick leave balance, not to exceed a total of 560 hours, towards an RHS Account to be established by the Town on behalf of the employee.

~~**Section 6:** When an employee dies while in the employ of the Town, his/her estate shall be paid for one-half of his/her accumulated sick leave, not to exceed a total of one-hundred (100) days.~~

~~**Section 7:** Any permanent employee with a minimum of one (1) year's service who is sick or injured (non-occupational) and who is absent from work as a result of such illness or injury and who has utilized all paid leave and vacation time may request in writing a leave of absence without pay. Such leave may be granted in writing at the discretion of the Town Manager.~~

~~An unpaid leave of absence shall not exceed 180 calendar days, except that a written request for a 180-calendar day extension may be filed with the Town Manager during the original 180-calendar day period. The period of the unpaid leave of absence shall not be considered as time worked. The Town will continue to make payment on behalf of the employee in group membership insurance programs and the employee will continue to accrue seniority while on the unpaid leave. However, the employee will not be entitled to any contractual or other benefits provided by the Town during the leave of absence which are not enumerated above.~~

~~a. During such approved unpaid leaves of absence, employees shall not accept remunerative employment elsewhere.~~

~~b. If the employee would have been laid off according to the layoff and bumping procedure had he/she not been on leave of absence, then the employee shall go directly on layoff.~~

~~c. Before reinstatement, the Town may require a physical examination (at the employee's expense) for an employee granted such leave.~~

~~d. An employee who fails to return to duty at the time specified in the request for leave shall be considered to have resigned.~~

~~**Section 8:** Advance Sick Leave. Bargaining unit employees who have completed five (5) years of service who have exhausted their own sick leave and who have established that they are suffering from a serious continuing illness or injury not job related and who meet the following criteria:~~

~~a. Consecutive absence on account of illness or injury is likely to continue;~~

~~b. Adequate medical evidence that the employee will likely return to full-time work without any limitation of function or disability;~~

~~c. No prior record of sick leave abuse;~~

~~d. The maximum allowable number of sick days on the books prior to the illness or injury; and,~~

~~e. In good standing;~~

~~may be eligible for up to forty five 45 days of advanced paid sick leave at the sole discretion of the Town Manager. This section is not subject to the grievance procedure.~~

~~**Section 9:** On the rare occasions that an employee who meets the criteria for advanced sick leave set forth above and has completed ten (10) years service for the Town has an extended period of disability which requires absence from his/her position beyond absences covered by his/her accumulated sick days together with any advanced sick leave, that employee may request the Town Manager to establish an Emergency Sick Leave Bank on his/her behalf. Employees in the appropriate group, wishing to, may contribute up to ten (10) days per cause to any one employee of the their accumulated sick days to this Bank. No more than fifty five (55) days may be contributed to any individual's Sick Bank. These days will be used exclusively by the applicant. Any unused days will revert to the contributors on a prorated basis.~~

~~**Section 10:** If an employee leaves Town employment for any reason, other than termination for just cause or due to retirement, s/he will receive a lump sum payment for one-half his/her accumulated sick days up to a maximum of eighty (80) days.~~

~~**Section 11:** Sections 12.1 – 12.10 of this Article may be re-opened for the purpose of negotiating short-term and/or long-term disability benefits and related sick leave provisions.~~

In addition to sick leave each employee shall be covered by the Town's short-term and long-term disability benefit programs. The key features of these programs are as follows:

Short-Term Disability:

- Coverage for non-occupational illness or injury
- Elimination period – 13th day of accident or illness
- Benefit following the elimination period – 66-2/3 percent of weekly base pay to a maximum of \$1,500 per week. The Town shall supplement the insurance payments to ensure that the employee receives one-hundred (100%) of full net pay.
- Short-term absences covered for up to 11 weeks prior to commencement of long-term benefits
- Multiple periods of disability during any eleven-week period covered only if the separate occurrences are at least 14 days apart

Long-Term Disability:

- Coverage for non-occupational illness or injury of the employee, other than child care, with a pre-existing condition exclusion for conditions incurred within three months of the plan's inception, with the three-month pre-existing condition exclusion waived after the employee has been insured for at least 12 months
- Elimination period – 90th day of accident or illness
- Benefit following the elimination period – 66-2/3 percent of weekly base pay to a maximum of \$7,500 per month.
- Long-term absences covered for up to two years if the employee is unable to perform the essential functions of his/her own occupation; thereafter if the employee cannot engage in any meaningful occupation. Mental disabilities covered for a maximum of 24 months.
- Multiple periods of disability covered only if the separate occurrences are at least six months apart
- Benefits are offset by Social Security benefits

Article XIII Other Leaves of Absence

Section 1: For all leave other than holiday, sick, injury and bereavement leaves, a written request on forms prescribed by the Town Manager indicating the kind of leave, duration, and dates of departure and return must be approved by the Town Manager or designee prior to the taking of leave. In the case of sick, injury or bereavement leave, the forms shall be completed and submitted for approval immediately upon the employee's return to duty. Unless an absence is substantiated by an approved leave form, an employee shall not be paid for any absence from scheduled work hours.

Section 2: All employees covered by this agreement who have completed their probationary period may request, and department heads may grant, up to a maximum of three (3) personal leave days per year with pay. Personal leave time will not be carried over from fiscal year to fiscal year and may not be taken in less than one-hour intervals of their normal working day. Personal leave may be used for:

- a. Personal business which cannot be conducted outside normal working hours.
- b. Other good and sufficient personal reasons.

Section 3: In the event of a death in the immediate family, bargaining unit employees will be entitled to three (3) days paid leave. Part-time employees' days will be based on their actual hours worked. If the funeral of a member of the immediate family takes place further than one-hundred (100) miles from the employee's residence, s/he shall be granted an additional day off with pay. All days must be taken within one week of the funeral. Immediate family includes only spouse, **party to a valid civil union pursuant to P.A. 05-10** ~~domestic partner (same-sex domestic partner as defined in Article XXX)~~, children, step-children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents-in-law, grandchildren, great grandparents, a person for whom the employee or the employee's spouse is the legal guardian, and any other relative domiciled in the employee's household.

Section 4: The Town Manager may grant a regular full-time employee leave of absence without pay for travel or study for a period not to exceed one (1) year. Such leave shall be granted only after consideration of the service record of the employee and when it will not result in undue harm to the Town's interests. No leave without pay shall be granted except upon written request of the employee and a signed statement by the employee promising to serve the Town for a minimum of one (1) year after return from such leave. Part-time employees are not eligible for leave under this section.

Section 5: Court Appearance or Administrative Hearing: A regular employee subpoenaed or directed by proper authority to appear as a witness for a federal, state, county or municipal government, in a matter not related to official duty (such as providing expert testimony), shall be granted leave with full pay for the period he/she is to appear. No leave shall be required for any appearance in connection with official duty. Regular part-time employees whose normal work week is 20 hours or more shall receive pay pursuant to this section in proportion to their normal work week.

An employee who is a principal in, or is subpoenaed in connection with private litigation whether or not subpoenaed, must use vacation, personal leave or leave without pay in order to appear in court.

Article XIV Family and Medical Leave

Section 1: An employee shall be eligible for leave in accordance with the provisions of the federal Family and Medical Leave Act of 1993. An employee shall be required to use **all** paid leave concurrently with ~~prior to~~ unpaid FMLA leave, with the exception of ~~ten~~ **five** vacation days. Requests for and inquiries concerning family and medical leave shall be submitted to the Town Manager's office.

New Article XV
Separation Leave

Section 1: An employee who retires under a normal or disability retirement according to the provisions of the Connecticut Municipal Employees Retirement System may utilize his/her vacation accrued at the time of retirement, subject to the maximum time allowed, as separation leave. While on separation leave, the employee will not continue to accrue any form of paid leave, but will retain his/her health insurance benefits as he/she would as an active employee.

Article XV
Vacations

Section 1: Regular employees whose normal work week is 35 hours or more and who have completed six months employment are eligible for vacation leave as follows.

<u>Length of Continuous Service</u>	<u>Annual Earned Vacation Leave</u>
Six months	5 days (35 hours) (5.84 hrs/month)
1 year up to, but not including, 5 years	10 days (70 hours) (5.84 hrs/month)
5 years up to, but not including, 10 years	15 days (105 hours) (8.75 hrs/month)
10 years and over	20 days (140 hours) (11.67 hrs/month)
25 years and over	25 days (175 hours) (14.59 hrs/month)

Vacation leave shall be accrued on a monthly pro-rata basis, based on the annual earned vacation leave.

Vacation leave earned in any month of service may be used in any subsequent month.

- a. Regular part-time employees whose normal work week is twenty (20) hours or more shall receive vacation leave in proportion to their normal work week.
- b. To apply for vacation leave, employees shall submit a Request For Leave form to their department head. Vacations shall be scheduled by each department head in accordance with departmental requirements giving preference to employee choice according to seniority.
- c. In order to assure the orderly performance and continuity of those municipal services provided by the employees and their respective departments, each employee wishing to schedule a vacation should request such leave as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. In order to better assure that their vacations may be scheduled when they want them, employees should make their requests as far in advance as possible.

d. A regular employee may accumulate from year to year a maximum of ten (10) earned vacation days (70 hours) in addition to his/her yearly earned vacation leave, up to a maximum of thirty (30) days (210 hours). Upon termination, the employee will be paid for no more than the maximum vacation time allowed. The maximum number of days must be at the prescribed limit on November first of each year.

e. Vacation leave shall be determined by the length of continuous service. For purposes of computing vacation leave, employees who leave the Town service and are later restored shall be considered as new employees.

f. An employee who is transferred between departments shall retain all accrued vacation credit.

g. An employee may take vacation leave beyond the amount earned only in the most unusual cases. Requests for advanced vacation must be submitted by the department head to the Town Manager in writing, and no advanced vacation shall be approved without a written agreement signed by the employee ensuring reimbursement to the Town if termination occurs before earning the vacation credit taken.

h. Observed holidays established by this agreement shall not be considered in the computation of vacation credit or as part of vacation leave.

i. An employee may take earned vacation leave during the year with proper authorization except that no employee may take vacation leave of less than one (1) hour. No additional salary shall be paid an employee in lieu of vacation except in the most unusual cases and with the approval of the Town Manager.

j. An employee who becomes ill while on vacation leave may not charge such illness to sick leave unless the illness exceeds three (3) vacation days and the employee files a physician's certificate describing the nature and duration of the illness with his/her department head.

Article XVI Insurance Program

Section 1. On behalf of the employees and their dependents, the Town will maintain group membership in the Anthem Blue Cross medical and National Insurance Services life insurance programs or their equivalents as set forth below.

a. **Health Insurance.** The Town will maintain group membership in the Anthem Century Preferred and the Bluecare POS Plans, as well as the Heath Savings Account Comprehensive PPO Plan. The details of the insurance plans are summarized in Appendix E of this Agreement. Subject to any plan restrictions, the employee may choose to participate in any of the three options.

~~Hospital Insurance. The hospitalization plan for employees shall be the Anthem Blue Cross Century Preferred PPO and Bluecare POS Option 1 plans. Choice of either plan is at the employee's discretion.~~

~~b. Medical Insurance. The medical plan for employees shall be the Anthem Blue Cross Century Preferred PPO and Bluecare POS Option 1 plans. Choice of either plan is at the employee's discretion. The Century Preferred PPO plan shall have no co-pay for preventive care visits, a \$5.00 co-pay per visit for in-network services and an 80/20 with deductible co-pay program for out of network services. For in-network services, the Bluecare POS Option 1 plan shall have no co-pay for preventive care visits, a \$5.00 co-pay for visits to the employee's primary care physician and a \$10.00 co-pay for visits to a specialist physician. For out of network services, the Bluecare POS Option 1 plan shall have an 80/20 reimbursement with deductible co-pay program.~~

~~b. Major Medical Insurance. Major medical insurance shall be provided as part of the Anthem Blue Cross Century Preferred PPO and Bluecare POS Option 1 plans. Choice of either plan is at the employee's discretion.~~

d. In addition thereto, the Town shall provide for the employee only the following double indemnity insurance: a term life insurance policy in an amount equal to one and one-half (1-1/2) times the employee's base salary on July 1, to include benefits for accidental death or dismemberment amounting to an additional one and one-half (1-1/2) times the employee's base salary. The pPaid insurance amount will be recalculated each July 1.

~~e. Vision Care. The Town shall provide the Blue Cross Vision Care Rider or its equivalent. The Town shall also provide vision care coverage as contained in the Anthem Blue Cross Century Preferred PPO and Bluecare POS Option 1 plans.~~

f. ~~Prescription Drug. The Town shall provide prescription riders for the Anthem Blue Cross Century Preferred Century PPO and Bluecare POS Option 1 plans. For the Century Preferred Century Preferred PPO, there will be a three-tier managed drug program with a \$3,000 annual maximum. Co-pays will be \$5.00 for generic drugs, \$15.00 for brand name drugs, and \$25.00 for non-list drugs. Participants can order from 31 to 90 days supply via mail order, subject to a maximum of two co-pays. For the Bluecare POS Option 1 plan, there will be an unlimited annual maximum and a \$2.00 co-pay for generic drugs, a \$7.00 co-pay for brand name drugs and a \$0 co-pay for drugs purchased through an offered mail order program for maintenance drugs. Oral contraceptive coverage shall be available under either plan.~~

g. ~~Dental Insurance. Effective September 1, 1997, e~~Employees and their dependents may enroll in the dental coverage offered through the Town. Employees will be responsible for the full cost of these benefits **and shall**. ~~Employees may elect to pay for this coverage through payroll deduction. Upon enrollment, employees and their dependents must remain on the plan for no less than two (2) years from the date of enrollment.~~

Section 2: The Town shall provide the following insurance for retiring employees with the full cost to be borne by the employee: \$10,000 term life insurance and **choice of the Anthem Blue Cross Century Preferred, Bluecare POS Option 1 plan or Health Savings Account Comprehensive PPO Plan**, or its substantial equivalent until age 65 or until eligible for Medicare, and Anthem Medicare Supplement Plan F or its substantial equivalent for those age 65 and older or eligible for Medicare/Medicaid. ~~Non-Medicare/Medicaid-eligible retired employees who move out of state will be permitted to enroll in the Anthem Blue Cross Century Preferred PPO plan or its substantial equivalent.~~

~~Upon execution of this agreement, the Town agrees to pay 35% of single medical coverage or \$75 per month, whichever is higher, toward the cost of medical and life insurance for each employee who retires after July 1, 2000 (a) upon completing twenty five (25) years of aggregate service, or (b) upon attaining age fifty five (55) years provided such employee has had ten (10) years of continuous service or fifteen years of aggregate service, or upon receiving a disability retirement under CMERF B. These amounts will offset the amount charged to the retiree enrolled in a Town group and will only be available when enrolled in a premium based program.~~

a. Upon execution of this agreement, the Town agrees to pay \$180 per month toward the cost of these insurances for each employee who retires after July 1, 2006 (1) upon completing twenty-five (25) years of aggregate service; or (2) upon attaining the age of fifty-five (55) years provided such employee has had ten (10) years of continuous service or fifteen (15) years of aggregate service; or (3) upon receiving a disability retirement under the Connecticut Municipal Employees Retirement System (CMERS).

b. Upon execution of this agreement, the Town agrees to pay \$195 per month toward the cost of these insurances for each employee who retires after July 1, 2007 (1) upon completing twenty-five (25) years of aggregate service; or (2) upon attaining the age of fifty-five (55) years provided such employee has had ten (10) years of continuous service or fifteen (15) years of aggregate service; or (3) upon receiving a disability retirement under the Connecticut Municipal Employees Retirement System (CMERS).

c. Upon execution of this agreement, the Town agrees to pay \$210 per month toward the cost of these insurances for each employee who retires after July 1, 2008 (1) upon completing twenty-five (25) years of aggregate service; or (2) upon attaining the age of fifty-five (55) years provided such employee has had ten (10) years of continuous service or fifteen (15) years of aggregate service; or (3) upon receiving a disability retirement under the Connecticut Municipal Employees Retirement System (CMERS).

Section 3: The Town may elect to change carriers for any of the benefits specified in this Article, provided the coverage is at least equivalent to the coverage in effect immediately prior to the change, and provided the cost to employees and their dependents is not greater than it would be if no such change had been made. The Town may also elect to implement a program of cost containment procedures (such as admission planning services, second surgical opinions, hospital bill audits, etc.) provided the cost to employees and their dependents who follow such procedures is not greater than it would be if no such procedure had been implemented.

Section 4: The Town and the employees agree to share the cost of insurance premiums for the coverage's enumerated in Section 1, except for 1.g.

The employees are responsible for the percentage amounts listed below on a yearly basis with the payments to be made by payroll deduction from each check in substantially equal payments.

	<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>	
Bluecare POS Option 1	3.0%	6.0%	3.5%	8.0%	4.0%	10.0%
Century Preferred PPO	7.0%	12.0%	9.0%	13.0%	11.0%	14.0%
HSA Comp PPO	3% of premium and 50% of deductible		5% of premium and 50% of deductible		7% of premium and 50% of deductible	

For purposes of medical insurance, regular part-time employees whose normal workweek is 20 hours or more shall pay a percentage of the premium that is proportional to their normal work week. (For example, an employee working seventy-

five (75) percent of a normal week would be responsible for twenty-five (25) percent of the premium.

Section 5: Payment in Lieu of Health Benefits

This program is designed for those employees who currently have dual health insurance coverage or who have the ability to acquire health insurance from another source. The plan provides some reimbursement for employees who terminate their coverage with the Town. The covered benefits are limited to health benefits only and do not include dental insurance benefits.

a. To enroll in this program, employees must complete the "Waiver of Insurance Agreement" and provide documentation of coverage from their spouse or another source. Employees can enroll in the program in June of each year. New employees can enroll at the time of employment or may enroll during the June following the date of employment.

b. The annual payments in lieu of coverage are as follows:

Individual	\$1,000	\$1,200
Two-person	\$1,400	\$2,400
Family	\$1,750	\$3,000

c. Payments will be made in two installments during the fiscal year, in January and in July. If an employee terminates or joins the program at any time following the June enrollment period for that fiscal year, the payments will be prorated on a monthly basis.

d. Payments are considered taxable in accordance with the IRS Code.

e. Employees may re-enroll in the Town Group Health Insurance Plan under the following circumstances:

- (1) The coverage that the employee had through another plan is terminated. (Copy of plan documents required.)
- (2) The employee and/or his/her dependents become ineligible for coverage under the other plan.
- (3) The employee acquires a new dependent through marriage, birth or adoption, and the dependent is not covered by the other plan.
- (4) The coverage that is provided by the other plan is substantially reduced or the cost of that plan becomes prohibitive.
- (5) The employee has not been enrolled in the Town's Health Insurance Plan for the past two years from his/her date of cancellation and now wishes to renew coverage.
- (6) The employee is eligible to retire under Town's pension plan and qualifies for the group health benefit. The employee must re-enroll one year prior to retirement.

Employees re-enrolling may only enroll in the Town's Health Insurance Program. Employees must provide required documentation and notify the Town in writing that they are requesting reinstatement. Provided that all information is received, the Town will enroll the employee in the Group Health Insurance Plan effective the first of the month preceding the notification.

f. Employees retiring after July 1, ~~2003~~ **2006** may also participate in the payment in lieu of health benefits program for a benefit of ~~\$750~~ **\$1,740** per year. The requirements of sections 16.5(A), 16.5(C), 16.5(E)(1) – 16.5(E)(5) and 16.5(F) shall apply to this subsection.

Article XVII
Flexible Benefit Plan

Section 1: Effective July 1, 1991, or as soon thereafter as the plan can be implemented, bargaining unit members will be allowed to participate in the Town's Flexible Benefits Plan. The Plan design is totally the responsibility of the Town and this article cannot be grieved.

Article XVIII
Pensions

Section 1: All members of the bargaining unit who are eligible shall be covered by the Connecticut Municipal Employees Retirement Fund (CMERF), Fund B, under its terms and conditions. This article shall not be subject to the grievance arbitration provisions of the contract. The only exception shall be the Town's failure to meet its obligation to enroll a bargaining unit member who otherwise is eligible to be covered by MERF.

Article XIX
Education Assistance

Section 1: Regular full-time employees who wish to pursue formal courses of study on their own time outside of normal working hours, which, in the opinion of the Town Manager, will contribute to their ability and skill to perform as an employee of the Town may apply to the Town Manager in writing for financial assistance.

Section 2: Approved educational and training programs will be reimbursed at 90% of cost to a maximum of \$750 per employee per year. The Town Manager may waive this maximum when there are uncommitted funds left after approved applications have been reimbursed.

Section 3: Reimbursable costs include tuition, required course fees, workbooks and text books. Costs not eligible for reimbursement include admission application, registration, service fees, special or activity fees, transportation, meals, supplies and other related items.

Section 4: Reimbursement will be paid the employee when proof of a grade of "C" (2.0 quality point average) or better in the course is provided, proof of payment is provided, and the applicant is still a full-time regular employee of the Town at the time the request for reimbursement is submitted.

NEW ARTICLE
Clothing

Section 1: The Town shall provide an initial issue of shirts to employees who regularly work at the Mansfield Community Center, and shall replace shirts as necessary.

Article XX
Disciplinary Procedure

Section 1: No employee covered by this agreement shall be discharged or suspended or otherwise disciplined except for just cause.

Section 2: Other than in the case of probationary employees, any discipline or discharge may be appealed through the grievance procedure of this agreement.

Section 3: Written warnings shall remain a part of an employee's personnel record for eighteen (18) months from the date of the warning. However, if another written warning is received within the eighteen (18) month period, both warnings shall remain on the record for a period of eighteen (18) months from the date of the most recent warning. Other more severe disciplinary actions shall remain a permanent part of the employee's personnel record. Written warnings will become null and void in keeping with the above, however, they will not be literally destroyed by the Town until official permission is received from the State Public Records Administrator.

Section 4: Former employees who have been dismissed or who resigned while charges were pending will not be rehired by the Town.

Article XXI
Grievance Procedure

Section 1: The following terms are agreed to mean as stated below.

- a. "Grievant" is defined as any member of the bargaining unit and may include a group of employees similarly affected by a grievance or the Union. "Town" shall mean the Town, an agent of the Town or a committee of the Town, at the Town's option.
- b. "Days" are defined as working days (Monday through Friday) excluding Saturdays, Sundays and holidays.
- c. "Grievance" shall mean a claim that there has been a violation, misinterpretation or misapplication of a specific provision of this agreement.

Section 2: The following time limits are established regarding grievances.

- a. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties.
- b. If an aggrieved person does not file a grievance in writing with the appropriate administrator within seven (7) days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance, then the grievance shall be considered waived.
- c. Failure at any step of this procedure to communicate a decision within the specified time limits shall be deemed denial of the grievance and shall permit the aggrieved person to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be deemed to be acceptance of the last decision rendered.
- d. Any time limits specified within this article may be extended by written mutual agreement of the Union and the Town, provided that if the grievance is not submitted to a higher step in the above procedures, it shall be deemed settled on the basis of the Town's answer in the last step considered.

Section 3: Step One - Immediate Supervisor. The aggrieved employee who wishes to pursue a grievance shall present the grievance in writing within seven (7) days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance. The immediate supervisor, shall, within five (5) days after the receipt of the written grievance, render his/her decision and the reasons therefore in writing to the grievant. A copy shall be sent to the Union representative designated on the grievance form. In the case where the immediate supervisor is a member of Local 760 Supervisor's Unit, the Step One grievance shall be immediately moved to the Step Two level, without prejudice. The direct supervisor of the employee shall be simultaneously provided with a copy of the grievance. The department head will hear the grievance and render a decision.

Section 4: Step Two - Department Head. If the grievant is not satisfied with the disposition of his/her grievance at Step One, he/she may, within five (5) days after receipt of the decision at Step One, file the grievance with his/her department head. The department head may, within five (5) days after receipt of the grievance, meet with the grievant, witnesses, and representatives of the Union for the purpose of resolving the grievance, and render his/her decision and the reasons for it in writing to the grievant and to the Union representative designated on the grievance form.

Section 5: Step Three - Town Manager. If the grievant is not satisfied with the disposition of his/her grievance at Step Two, s/he may, within five (5) days of receipt of the decision at Step Two, refer the grievance to the Town Manager. The Town Manager may, within ten (10) days after receipt of the grievance, meet with the grievant, witnesses and representatives of the Union for the purpose of resolving the

grievance. Within ten (10) days after such meeting, the Town Manager will render his/her decision on the grievance in writing.

Section 6: Step Four - Arbitration. Within fifteen (15) days after receipt of the Town Manager's decision, the Union may submit the grievance to arbitration by so notifying the Town Manager and the American Arbitration Association in writing. Arbitration shall proceed in accordance with the rules of the American Arbitration Association.

a. The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall have no power in any matter to make an award which amends, adds to, subtracts from, or eliminates any provision of this agreement. S/he shall be bound by, and must comply with, all terms of this agreement.

a. The arbitrator shall, within thirty (30) days after the hearing, render his/her decision in writing to the parties in interest, setting forth his/her findings of fact, reasoning and conclusions. Such decisions shall be binding on all parties.

b. The costs of the arbitrator's fee shall be borne equally by both parties. It is understood that each party is responsible for its own costs for legal counsel, expert witnesses and other expenses.

d. No employee may proceed to Step Four on his/her own; only the Union may submit a grievance to arbitration.

Article XXII Outside Employment

Section 1: An employee may engage in additional employment unless the additional employment could interfere with the proper and effective performance of the duties of his/her position, result in a conflict of interest, or if it is reasonable to anticipate that such employment may subject the Town to public criticism or embarrassment in the opinion of the Town Manager. Such outside employment shall be terminated if it is disadvantageous to the Town.

a. The Town shall in no respect be liable nor grant sick leave in case of an injury to an employee while s/he is engaged in outside employment or any occupational illness attributed thereto.

b. Any employee who engages in employment outside of his/her regular working hours shall be subject to perform his/her assigned Town duties first.

Article XXIII Health and Safety

Section 1: The Town and the Union recognize the importance of assuring a safe work environment. Employees have a responsibility to perform their duties so as to

minimize injuries to themselves and co-workers. As soon as possible, the Town will make reasonable efforts to adjust those unsafe or unhealthy working conditions that are brought to its attention.

Section 2: Suitable warning devices will be made available to ensure the safety of employees that are potentially exposed to dangerous situations.

Section 3: Beginning January 1, 2007, all employees agree to mandatory participation. ~~Employees are eligible to participate in the Town's Employee Wellness Program. On an annual basis, each employee shall be required to complete a health risk assessment (HRA) and make a minimum of one follow-up call to a health coach. In addition, full-time employees are eligible to receive the resident rate and a \$75 per year discount for annual memberships at the Mansfield Community Center. Part-time employees are eligible to receive the resident rate and a \$35 per year discount for annual memberships at the Mansfield Community Center. To receive the benefits outlined in this program, employees must satisfy the requirements outlined in the Employee Wellness Policy.~~

Article XXIV Non-Discrimination

All provisions of this Agreement apply equally to all employees without discrimination on the basis of race, color, creed, religion, sex, age, national origin, marital status, sexual orientation or disability. Any employee who files a grievance alleging breach of this provision may pursue that grievance through Step Three – Town Manager. However, in recognition of the employee's alternate remedies under state and federal law, no grievance alleging breach of this provision may be submitted to arbitration under Article XV (Grievance Procedure).

Article XXV No Lockout--No Strike

Section 1: The Town agrees that it will not lock out the employees covered by this agreement during its term.

Section 2: The Union and the employees expressly agree that there will be no strikes, slowdowns, picketing during working hours, work stoppages, mass absenteeism, mass feigned illness or other similar forms of interference with the operation of the Town.

Section 3: Any or all employees participating in such strike or other prohibited activity described above in Section 2 shall be subject to disciplinary action by the Town up to and including discharge.

Article XXVI
Workers' Compensation

An employee who is disabled as the result of an on-the-job injury which is accepted as compensable under the Workers' Compensation Act shall be placed on injury leave. Injury leave is leave without pay, but with continuation of pension, medical and life insurance benefits and continuation of seniority. When an employee is on injury leave, wages will be paid as follows:

- a. In the case of injuries causing temporary disability which necessitate absences of three (3) days or less, the Town shall pay the employee's full gross base pay for that time, since payments are not made under workers' compensation insurance for such benefits.
- b. For periods in excess of three (3) days but not exceeding six (6) months, the Town shall supplement the payments of the insurance company so that the employee will receive full net pay during such absence.
- c. As part of the Town's Workers' Compensation coverage, the Town shall become a member of a preferred provider network for health care services as they relate to Workers' Compensation injuries. The Town will also utilize the services of a managed care program provided by the Town's Workers' Compensation insurance carrier.

Article XVII
Complete Agreement

It is understood and agreed that this agreement contains the complete agreement of the parties, and that it may be amended or altered only by mutual agreement in writing signed by the parties. The Town and the Union agree that each had a full opportunity to raise issues, and that all matters to be opportunity to raise issues, and that all matters to be included in this agreement have been presented, discussed and incorporated herein or rejected. Accordingly, it is agreed that for the life of this agreement each party voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to in this agreement.

Article XXIII
Severability Clause

In the event any sentence or provision of this Agreement is determined to be void and unenforceable by an authority of competent legal jurisdiction, that sentence or provision shall be severed from this Agreement, and the remainder of the Agreement shall continue in full force and effect.

Article XXIX
Supervisor's Unit

The Supervisor's Agreement is covered by the terms of this agreement. Exceptions are illustrated in ADDENDUM.

~~Article XXX~~
~~Domestic Partners~~

~~**Section 1:** Subject to the requirements of this provision, unmarried domestic partners of employees covered by this Agreement shall be treated equivalent to spouses for purposes of health insurance, sick leave and bereavement leave. For purposes of this Agreement, a domestic partner is defined as a person of the same sex as the eligible employee with whom that employee has entered into an exclusive domestic relationship. An employee wishing to change his/her benefits status based upon being in a domestic partnership must execute, in conjunction with his/her domestic partner, an affidavit with the Town, along with appropriate evidence of joint residency and mutual dependence.~~

~~**Section 2:** The affidavit shall certify under penalty of perjury that both the employee and his/her domestic partner:~~

- ~~a. Are in a relationship of mutual support, caring and commitment, and intend to remain in such relationship for the indefinite future;~~
- ~~b. Are not married to anyone else or legally separated from anyone else;~~
- ~~c. Are each other's sole domestic partner and vice-versa, and have been each other's sole domestic partner for the past 12 months;~~
- ~~d. Are not related by blood closer than would bar marriage in the State of Connecticut;~~
- ~~e. Are at least 18 years old and competent to contract;~~
- ~~f. Share a legal residence with one another, and have shared a common legal residence for at least 12 months prior to the execution of the affidavit;~~
- ~~g. Are jointly responsible for maintaining the common household;~~
- ~~h. Are not in the relationship solely for the purpose of obtaining health insurance coverage or other benefits; and~~
- ~~i. Will inform the Town promptly if there is any change in the status of the domestic partnership.~~

~~In the event that the Town's health insurance carrier has additional requirements for domestic partner health insurance, the employee and his/her domestic partner shall be required to comply with the carrier's rules.~~

~~**Section 3:** The evidence of mutual dependence shall be any two of the following:~~

- ~~• Ownership of a joint bank account~~
- ~~• Ownership of a joint credit card~~
- ~~• Evidence of a joint obligation on a loan~~
- ~~• A joint mortgage or lease~~
- ~~• Joint ownership of a residence~~
- ~~• Evidence of a common household (e.g. household expenses, utility bills, telephone bills, etc.)~~
- ~~• Joint ownership of a motor vehicle~~
- ~~• Execution of wills naming each other as executor and/or beneficiary~~
- ~~• Granting each other durable power of attorney~~
- ~~• Granting each other powers of attorney~~
- ~~• Designation by one or the other as beneficiary under a retirement benefits account~~
- ~~• Evidence of other joint responsibility~~

~~**Section 4:** Dependent children of the domestic partner (as defined above) shall not be eligible for health insurance coverage.~~

~~**Section 5:** Benefits coverage for domestic partners will terminate as of the date of the termination of the domestic partnership. Upon termination, domestic partners will not be eligible for COBRA privileges.~~

~~**Section 6:** The provision of health insurance coverage is subject to the availability of such coverage from the Town's health insurance carrier.~~

Article XXXI

Duration

This agreement shall be effective on signing and shall remain in full force and effect through and including June 30, 2006.2009.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this agreement on the date and year above written.

TOWN OF MANSFIELD

LOCAL 2001, CSEA, SEIU

Matthew W. Hart, Town Manager

Santo Franzo, Business Representative

Ken E. Such, Union President

Sherry Benoit, Member

Theresa Leon-Guerrero, Member

Sharon Glasson, Member

DATE: _____

Appendix A

POSITION AND SALARY RANGES FOR MEMBERS OF LOCAL 2001, CSEA, SEIU

<u>Position/Title</u>	<u>Pay Grade</u>	<u>FLSA</u> *
Assistant Animal Control Officer	10	NE
Library Assistant I	10	NE
Receptionist	12	NE
Administrative Assistant	13	NE
Library Associate	13	NE
Assistant to the Assessor	14	NE
Finance Clerk	14	NE
Assistant to Collector of Revenue	15	NE
Assistant Town Clerk	15	NE
Recycling and Refuse Coordinator	15	NE
Member Services Coordinator	16	NE
Animal Control Officer	17	NE
Health and Fitness Specialist	17	NE
Administrative Service Manager	18	NE
Aquatic Coordinator	18	NE
Property Appraiser	18	NE
Director of Marketing and Special Events	19	E
Engineering Technician	19	NE
Recreation Coordinator	19	E
Aquatics Director	20	E
Health and Fitness Director	20	E
Recreation Supervisor	20	E
Senior Services Social Worker	20	E
Social Worker	20	E
Clinical Social Worker	20	E
Zoning Enforcement Officer	22	NE
Project Engineer	23	E
Collector of Revenue	24	E
Senior Services Coordinator	24	E
Youth Services Coordinator	25	E
Town Assessor	26	E
Assistant Town Engineer	26	E

* Please note that FLSA designations are determined by State and Federal law, and are subject to change.

ADDENDUM
LOCAL 2001, CSEA, SEIU
SUPERVISORS

This agreement sets forth the terms and conditions of employment for the bargaining unit of supervisors of the Town of Mansfield (the "Town"), represented by Local 2001, CSEA, SEIU (the "Union"). For ease of reference, this agreement incorporates certain provisions of the collective bargaining agreement between the non-supervisory bargaining unit in which the supervisory positions were formerly placed. The reference to the collective bargaining agreement shall in no way be construed to imply that the two bargaining units are covered by the same contract or are otherwise combined. Subject to this understanding, the Town and the Union agree that the terms and conditions of employment for the supervisor's unit shall be the same as those set forth in the collective bargaining agreement between the Town and the Union for the non-supervisory employees, with the following exceptions:

Article I
Recognition

Section 1: The Town recognizes the Union as the exclusive bargaining representative with respect to wages, hours and other conditions of employment for supervisors who work twenty (20) hours or more per week in the positions of aquatics director, assistant town engineer, assessor, clinical social worker supervisor, collector of revenue, health and fitness director, recreation supervisor and senior services coordinator.

Section 2: As used in this Agreement, these items are defined as follows:

- a. "Full-time position" means a position requiring the observance of normal working hours on a year-round basis.
- b. "Employee" means a full-time, permanent employee who has completed a probationary period.

Article III
Union Business

Section 2: When a grievance, arbitration or labor board hearing takes place during normal working hours, the Town shall release from duty without loss of pay, a maximum of two (2) employees from the bargaining unit. In the event that all the Local 760 officers are in the non-supervisory bargaining unit, the Town shall also release from duty without loss of pay one (1) such officer from that unit when the grievance, arbitration, or labor board proceeding takes place at the Town offices. Should the specific circumstances of the situation require more than three (3) employees, the Union shall request and obtain agreement from the Town, which shall not be unreasonably withheld.

Article IX
Wages and Hours

~~Section 1: The normal workweek for full-time regular employees shall be a total of thirty-five (35) hours consisting of the following:~~

a. ~~Non Town Hall employees: Five (5) work days workdays of seven (7) hours each plus one hour unpaid lunch break. The normal work day for full-time regular employees shall be 8:30 a.m. to 4:30 p.m., with one hour unpaid for lunch.~~

b. ~~The normal workday for Town Hall employees shall be:~~

~~Monday-Wednesday 8:15 a.m. to 4:30 p.m. (one hour unpaid lunch)~~

~~Thursday 8:15 a.m. to 6:30 p.m. (one hour unpaid lunch)~~

~~Friday 8:00 a.m. to 12:00 p.m.~~

~~With the Town Manager's approval, a supervisor may work a different schedule provided each work day includes no less than seven (7) working hours.~~

Article X
Overtime

~~Section 1: Does not apply to supervisors~~

~~Section 2: Because professional and administrative personnel have an obligation that goes beyond fixed work schedules, these employees shall not be paid for overtime work except under exceptional circumstances and with prior written approval of the department head. Professional and administrative personnel will accrue compensatory time after working thirty-seven (37) hours in any one week. Full-time employees will accrue compensatory time at the rate of time and a half (1/2) for each hour worked on a Saturday, Sunday, holiday or vacation.~~

~~Section 3: Does not apply to supervisors.~~

~~Section 4: Does not apply to supervisors~~

~~Section 6: The compensatory time accrued by supervisors can be taken with the approval of the Town Manager and must be used or lost by the employee during the quarter following the one in which the time was earned.~~

Article XXI
Grievance Procedure

Section 1: The following terms are agreed to mean as stated below:

a. "Grievant" is defined as any member of the bargaining unit and may include a group of employees similarly affected by a grievance or the Union. "Town" shall mean the Town, an agent of the Town or a committee of the Town, at the Town's option.

b. "Days" are defined as working days (Monday through Friday) excluding Saturdays, Sundays and holidays.

c. "Grievance" shall mean a claim that there has been a violation, misinterpretation or misapplication of a specific provision of this agreement.

Section 2: The following time limits are established regarding a grievance:

a. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties.

b. If an aggrieved person does not file a grievance in writing with the appropriate administrator within seven (7) days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance, then the grievance shall be considered waived.

c. Failure at any step of this procedure to communicate a decision within the specified time limits shall be deemed denial of the grievance and shall permit the aggrieved person to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be deemed to be acceptance of the last decision rendered.

d. Any time limits specified within this article may be extended by written mutual agreement of the Union and the Town, provided that if the grievance is not submitted to a higher step in the above procedures, it shall be deemed settled on the basis of the Town's answer in the last step considered.

Section 3: Step One - Department Head. The aggrieved employee who wishes to pursue a grievance shall present the grievance in writing within seven (7) days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance. The department head shall, within five (5) days after the receipt of the written grievance, render his/her decision and the reason therefore in writing to the Grievant. A copy shall be sent to the Union representative designated in the grievance form.

Section 4: Step Two - Town Manager. If the Grievant is not satisfied with the disposition of his/her grievance at Step One, s/he may, within five (5) days of receipt of the decision at Step One, refer the grievance to the Town Manager. The Town Manager may, within ten (10) days after the receipt of the grievance, meet with the Grievant, witnesses and representatives of the Union for the purpose of resolving the grievance. Within ten (10) days after such meeting, the Town Manager will render his/her decision on the grievance in writing.

Section 5: Step Three – Arbitration. Within fifteen (15) days after receipt of the Town Manager's decision, the Union may submit the grievance to arbitration by so notifying the Town Manager and the American Arbitration Association in writing. The arbitration shall proceed in accordance with the rules of the American Arbitration Association.

a. The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall have no power in any matter to make an award, which amends, adds to, subtracts from, or eliminates any provision of this agreement. S/he shall be bound by, and must comply with, all terms of this agreement.

b. The arbitrator shall, within thirty (30) days after the hearing, render his/her decision in writing to the parties in interest, setting forth his/her findings of fact, reasoning and conclusions. Such decisions shall be binding on all parties.

c. The costs of the arbitrator's fee shall be borne equally by both parties. It is understood that each party is responsible for its own costs for legal counsel, expert witnesses and other expenses.

d. No employee may proceed to Step Three on his/her own; only the Union may submit a grievance to arbitration.

Article XXIV **Non-Discrimination**

All provisions of this Agreement apply equally to all employees without discrimination on the basis of race, color, creed, religion, sex, age national origin, marital status, sexual orientation or disability. Any employee who files a grievance alleging breach of this provision may pursue that grievance through Step Three - Town Manager. However, in recognition of the employee's alternate remedies under state and federal law, no grievance alleging breach of this provision may be submitted to arbitration under Article XXI (Grievance Procedure).

Article XXXI
Duration

This agreement shall be effective on signing and shall remain in full force and effect through and including June 30, ~~2006~~.2009.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this agreement on the date and year above written.

TOWN OF MANSFIELD

LOCAL 2001, CSEA, SEIU

Matthew W. Hart, Town Manager

Santo Franzo, Business Representative

Ken E. Such, Union President

Sherry Benoit, Member

Theresa Leon-Guerrero, Member

Sharon Glasson, Member

DATE: _____

Appendix A
Position & Salary Ranges for Supervisors

<u>Position Title</u>	<u>Pay Grade</u>	<u>FLSA</u> *
Aquatics Director	20	E
Health and Fitness Director	20	E
Recreation Supervisor	20	E
Collector of Revenue	24	E
Senior Services Coordinator	24	E
Youth Services Coordinator	25	E
Assistant Town Engineer	26	E
Town Assessor	26	E

* Please note that FLSA designations are determined by State and Federal law, and are subject to change.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Kevin Grunwald, Director of Social Services; Gregory Padick, Director of Planning
Date: November 13, 2006
Re: Assisted/Independent Living Project

Subject Matter/Background

In November of 2005 the consulting firm of Brecht Associates, Inc. released the results of a market feasibility study that was commissioned by the Mansfield Town Council to determine whether the local area could support the development of various senior housing options. The study resulted in the following findings:

- The Town of Mansfield should seriously consider proposals to develop independent living and assisted living units.
- The development of assisted living units in conjunction with independent living units will provide residents with a continuum of care.
- The quantitative analysis indicated that up to 38 assisted living units and 75 independent units could be supported (in 2007).
- These newly developed independent living and assisted living units could be targeted at a moderate to middle income senior (\$35,000-\$74,999).

It is important to note that in the State of Connecticut the term "assisted living" applies to a specific group of core services. These services include private apartments, housekeeping, laundry, maintenance, transportation, social and recreational programs, an emergency on-call system and healthcare services. Healthcare services include a registered nurse on-site or on call 24 hours per day, seven days per week, and personal care services (assistance with bathing, dressing, grooming, etc.) provided by certified nurses aides or home health aides. The provision of nursing and personal care services is licensed by the Department of Public Health. While the building and basic core services are not licensed, the building must meet applicable building and fire safety codes. The provider must register with the Department of Public Health as a "Managed Residential Community," and an Assisted Living Services Agency can only provide services in a registered Managed Residential Community. It is common to provide independent living services, such as housing and meals, within the same Managed Residential Community as the assisted living services, offering a continuum of care for residents whose needs may change over the period of time that they are living there.

Staff have developed a proposal for "next steps" (see attachment) to proceed with the recommendations of the Brecht report to support the development of an independent/assisted living facility in town. These steps recommend the appointment of a representative advisory committee, the creation and distribution of a Request for

Qualifications (RFQ), resulting in recommendations of a qualified developer, ultimately leading to a Request for Proposal (RFP) and selection of a developer to undertake this project. At this time we are seeking the Council's approval of this process.

Financial Impact

Outside of staff time and related administrative expenses, there is no financial impact to the town connected with the proposed process for "next steps," except if we were to purchase an option on a parcel that is potentially suitable for the project. (In this instance, we would look to have the developer reimburse the town.)

Recommendation

Staff recommends that the Town Council approve the proposed process. As the Brecht report indicates, there is significant potential for the development of an independent/assisted living facility in Mansfield, and this document identifies a process that will move us closer to that goal. The creation of the Advisory Committee provides the structure for a representative group of staff and residents who will serve as a steering committee to implement these steps.

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

Move, effective November 13, 2006, to endorse the proposed next steps for the assisted/independent living project, and to authorize staff to proceed with the project as presented.

Attachments

- 1) Proposed Next Steps
- 2) Executive Summary of the Brecht Report

DRAFT: 11/13/2006

PROPOSED NEXT STEPS: Assisted/Independent Living Project*

***some steps to be taken concurrently**

(to be reviewed and approved by the Town Council)

1. Staff will submit a proposal for the Town Council's approval confirming the process that the Town will undertake in the development of an independent/assisted living facility. While the Town does not intend to build or operate an independent/assisted living facility, there are several things that we can do to encourage the development of this project. These include identification and assistance in acquiring an appropriate piece of property with access to University sewer and water, development of a list of qualified developers with interest in working collaboratively with the Town and the University on this project, and selection of a preferred developer to ultimately assume responsibility for this project.
2. Through discussion with Town Staff and representatives of the University of CT, evaluate and as appropriate execute options/agreements regarding the acquisition of property and utilization of sewer and water systems for state-owned property adjacent to the Mansfield Community Center. This step has already been initiated, and the Town has obtained a property appraisal for this parcel of land.
3. As deemed appropriate by Town staff and the advisory committee referenced in Step 5, consider alternative sites on private land as an option to potential sites on state-owned land. Site alternatives may also need to be reconsidered once potential developers are identified.
4. Staff will develop a draft Request for Qualifications (RFQ) from a private developer, utilizing recommendations from the Brecht Associates market analysis as an outline for the project.
5. An Advisory Committee will be appointed by the Town Manager, comprised of no more than nine members, representing the following positions or community groups: Town Manager, Director of Planning, Director of Social Services, University of CT (2), Mansfield Senior Center Association, Mansfield Commission on Aging, Coalition for Assisted Living, senior "at large" (1). The Town Manager will clarify the roles and responsibilities of this committee at their first meeting.
6. The Advisory Committee will review the draft of the RFQ and finalize.
7. Staff will identify an inclusive list of recommended developers and mail the RFQ to them along with a copy of Brecht Associates' Market Analysis. The RFQ will be posted on the Town's website as well.

8. The Advisory Committee will review the responses to the RFQ and select a “short list” of developers. This selection will be a closed process. Selected developers will be asked to make a presentation and respond to relevant issues/questions including, but not limited to, the following:
 - Vision for an independent/assisted living facility: relevant experience with other projects that the developer has been involved with that are similar including both completed and planned projects, and an overall description of the developer’s approach to the planning, financing, state and land approval processes and requirements, construction, marketing and operation of the facility.
 - Proposed scope of services, including experience with the delivery of services that will be provided under the umbrella of this facility. Innovative ideas are encouraged, including services that may be offered to non-residents of the facility, and can include partnerships or collaborations with other organizations.
 - Understanding of the recommendations of the market analysis as they pertain to the needs and interests of seniors and their ability to afford this type of facility. Proposals for setting aside a designated number of units as “affordable” will be encouraged. Included in this should be a demonstration of an understanding of the importance of UConn in this community, along with any potential role that they may play.
 - Timing of anticipated approval process and start of construction: descriptions of phases (if contemplated), and expectations for occupancy.
 - Expectations/proposals for site selection and/or site acquisition and associated zoning requirements..
 - Collaboration: willingness and interest in working cooperatively with key stakeholders including the Town, university, and seniors in the planning, implementation and ongoing operation of the facility.
 - Innovation: creative ideas for the development and use of the facility including innovative designs, marketing, shared use of space and promotion of the facility as a resource for seniors in this area.

9. Based on the responses to the RFQ and refinement of site selection options, one or more qualified developers will be asked to respond to a Request for Proposal (RFP) for this project. If more than one qualified developer is identified, the advisory committee will review the proposals, rank those organizations, and interview representatives from the top-ranked organization(s) to confirm their qualifications, interests and commitment to the project. References would be checked at this time. While the committee will recommend a preferred candidate, it will be understood that their role is advisory in nature, and it will be up to staff to select and negotiate with a preferred developer for this project.

10. As appropriate, staff will provide assistance to the preferred developer in securing site control and local and state permit authorizations, and in addressing other issues related to the final implementation of this project.

BRECHT

ASSOCIATES, INC.

MARKET STUDY EXECUTIVE SUMMARY

FOR

Town of Mansfield

Submitted By:

Brecht Associates, Inc.
201 S. 25TH Street – Suite 208
Philadelphia, PA 19103
Telephone: (215) 545-2905
Fax: (215) 545-2905

November 2005

EXECUTIVE SUMMARY

Study Background, Client Background, Objectives And Approach

The Town of Mansfield in Tolland County, Connecticut (Mansfield) requested a market feasibility study to determine whether the local area could support the development of various senior housing options. Mansfield intends to use the results of the study to support the development of guidelines for the evaluation of proposals for various types of senior housing, including active adult communities (AAC) and independent living (IL) or assisted living (AL) communities.

MARKET AREA DEFINITION, REGIONAL PROFILE, SITE DESCRIPTION AND PERCEPTION

Market Area Definition

The Market Area (MA) for a senior housing community is that geographic area from which the majority of residents of the community can be expected to be drawn. The proportion of residents moving from the MA to a senior housing community can range from sixty to ninety percent depending on a number of factors including: the extent to which the area is geographically segmented; the appeal of the MA in general and the site in particular; the sphere of the sponsor's influence; and the extent to which younger family members living in the MA may influence or bring elderly relatives from outside the area to live near them. The percentage of residents that come from outside of the defined MA will come from areas contiguous to the MA (such as other locations in Tolland and Windham counties), as well as more distant areas in Connecticut and other parts of the country. In general, the people relocating from more distant areas are joining family members in the area, or returning "home" from an earlier retirement in another location.

Based on our findings, the market area includes zip codes in Tolland County and Windham County, CT. The Market Area zip codes are presented in the table below (excerpted from Chapter 2, Table 2:1).

TABLE 2:1	
Market Area Zip Codes	
<i>Zip Code</i>	<i>Community¹</i>
Tolland County	
06268	Mansfield
06269	Mansfield
06250	Mansfield Center
06251	Mansfield Depot
06237	Columbia
06238	Coventry
06084	Tolland
06279	Willington
Windham County	
06278	Ashford
06235	Chaplin
06226	Willimantic
06256	North Windham
06280	Windham

Regional Profile and Site Potential

The Town of Mansfield lies in the heart of eastern Connecticut, and is the home of the University of Connecticut at Storrs. Presently, there are several locations in Mansfield that may be suitable for development of senior housing units, but no single area has been identified. Based upon evaluation of the current resources in transportation (including roadway access), shopping and services, the general Mansfield area appears able to have many of the features necessary to support a senior housing community.

Area Perception

All interviewees were familiar with Mansfield. In general, Mansfield is felt to be a very acceptable location for senior housing. Much of the surrounding countryside is rural, and Mansfield is considered to be a focal point for area residents, filled with the array of businesses and services that meet the needs of local residents. All of those interviewed recognized that there was a lack of housing options designed

¹ Community names were obtained from the US Postal P. 1 57 at www.usps.com.

specifically for seniors in Mansfield, and several speculated that any type of senior of housing would "have a line (of prospective residents) up and down the streets".

None of those interviewed felt that there were any cultural, social or psychological barriers to development of senior housing in Mansfield, and all felt that a Mansfield location was a good choice (as compared to locations in surrounding towns). The University was considered to be a positive aspect of Mansfield, drawing more residents to the area and supporting the local economy.

There were just two cautionary notes with regard to the development of senior housing units in the Mansfield area: the lack of transportation services (e.g., bus service routes) and the lack of public water and sewer services in many parts of the region.

DEMOGRAPHIC TRENDS

Mansfield is a "University town", and it must be noted that the statistics in the demographic section of the report are inclusive of the student population (to the extent that these individuals were counted appropriately by the last Census). This may cause some of the demographic parameters to be skewed by the presence of the students. However, it should also be noted that the demand analysis for the senior housing units is driven by age and income data specific to the target households (55 to 74 for active adult units, or age 75 and above for independent living and assisted living units), and therefore the results of the demand analysis are not affected by the presence of the student population.

In general, demographic findings are positive. *Population 55 to 74* (the target market for active adult units) in the MA is projected to increase during the trend period (2005 through 2010). Among the *households* in this age segment, nearly 75 percent had incomes over \$35,000 in 2005 and this proportion is expected to increase by 2010. It is this age and income group that represents the target market for active adult housing units in for the "middle income range"². Similarly, at the higher income range, just over 40 percent of the households 55 to 74 had incomes over \$75,000 in 2005, and again, this proportion is expected to increase by 2010.

² The analyses for senior housing units will consider the potential demand for units in two income groups, a middle range of \$35,000 to \$74,999 and a high range of \$75,000+. These income levels were agreed upon by the client.

In considering the target market for independent and assisted living units (age 75 and above), the *population* in the MA is projected to increase during the trend period (2005 to 2010). Among the *households* in this age segment, nearly 41 percent had incomes over \$35,000 (the "middle income group") in 2005 and by 2010 the proportion of these households will increase. Similarly, at the higher income range, nearly 14 percent of the households 75 and above had incomes over \$75,000 in 2005, and again, this proportion is expected to increase by 2010.

COMPETITIVE ENVIRONMENT

The competitive environment is generally favorable.

Active Adult Units

There are three competitive communities within the MA (Bidwell Village, Glen Ridge Cooperative, and The Village at Crystal Springs) and two communities proximate to the MA (Isabella's Court and The Village at Hebron).

CCRCs and Independent Living Units

There are no CCRCs or independent living units within the MA. Proximate to the MA, there is one CCRC in Manchester (The Arbors at Hop Brook) and one IL community in Brooklyn (Creamery Brook). Neither of these communities reports a significant resident draw from the MA towns.

Assisted Living Units

There are no truly competitive assisted living units within the MA. Lyon Manor, Inc. is an assisted living community in Willington. This older residential care home also accepts a younger, disabled population, and the community itself is not considered up to contemporary standards. Proximate to the MA, both The Arbors at Hop Brook (a CCRC) and Creamery Brook allow residents to age in place with assisted living services.

QUALITATIVE INTERVIEWS

The results of the qualitative interviews were strongly supportive of the development of senior housing units in Mansfield. The development of assisted living units was of particular interest, although many interviewees were in favor of development of a community with a continuum of care, that is, a community that would offer additional levels of care/housing such as independent living units.

ANALYSIS OF MARKET DEPTH

Active Adult Units

The results of the analysis demonstrate a unit potential of 53 units in 2007, 75 in 2008, 82 in 2009 and 105 in 2010. These figures represent the number of additional units that could be absorbed each year in the market area. The number of age and income-qualified households is increasing slightly each year in the MA which is helping to offset the increasing number of competitive units.

The unit potential actually demonstrates the total number of additional units that can be sustained in the market area in a given year and absorbed over time. In evaluating this figure, it is important to keep in mind that the typical absorption pace in this market is two units per month, resulting in 24 units each year. Based on the results of this analysis, this absorption rate should be achievable and possibly exceeded. It is not possible to predict preferences for specific projects which may influence the absorption rates, and when several projects come to market at the same time, this can have an adverse effect on fill rates for some, or all of the projects.

Independent Living Units

In 2007, at the moderate-income level (\$35,000-\$74,999), there is a unit potential of 48 units. At the higher income level (\$75,000+), the unit potential is 27 units (for a total of 75 units in 2007). These figures reflect the greater number of households in the more moderate-income range. Results are similar for 2010, where unit potential is 54 at the moderate-income level and 35 at the higher income level (a total of 89 units).

Market share rates range from 2.3 percent (moderate income) to 4.1 percent (higher income), indicating that there is growth potential within this market segment. Average market share rates (when competition is present and mature) are typically in the range of 15 percent. Again, results are similar in 2010 and market share ranges from 2.1 percent (moderate income) to 3.3 percent (higher income).

Assisted Living Units

In 2007, the results of the analysis demonstrate a unit potential of 38, at an income level of \$35,000 and above. Similarly, for 2010 the unit potential is 43.

The market share rate is 1.0 percent during both years, indicating that there is growth potential within this market segment.

FINDINGS AND RECOMMENDATIONS

Findings

The summary of findings is represented by each of the individual sections detailed above, and therefore, they are not repeated here.

Recommendations

In general, based on the results of the qualitative interviews, the site analysis (location), and the results of the demand analyses for active adult, independent and assisted living, we believe that conditions may be favorable for the successful development of such projects within the Town of Mansfield. We do, however, have some concerns about the pace of development for additional active adult units, and this is discussed in more detail in Chapter 7 of this report. With respect to independent living and assisted living units, we recommend that the Town of Mansfield seriously consider proposals to develop such units. While we believe that it is feasible to develop a stand-alone assisted living community, development of assisted living units in conjunction with independent living units will provide residents with a continuum of care.

The results of the quantitative analysis indicate that up to 38 assisted living units and 75 independent living units could be supported (in 2007). It has been our experience that smaller numbers of assisted living units are adequate to support residents who move from a community's independent living units. Across the nation, it has been noted that in many communities offering a continuum of care, residents are quite reluctant to move along the continuum to higher levels of care, and do so only as a last resort. In many cases, independent living residents age in place with services, sometimes with periodic stays in assisted living for episodic illness. Although the majority of the interest in developing senior housing units in the Town of Mansfield has been in the area of assisted living units, we feel that a blend of assisted living and independent living units, providing a continuum of care, would be the best fit. This does not mean that we would recommend that the Town turn away a developer that proposed stand-alone assisted living (or independent living) units, it is simply that a community which could provide a continuum of care would offer the most to the Town. Furthermore, based upon the results of the demand analysis, we recommend that any newly developed independent living and assisted living units be targeted at a moderate to middle income senior (\$35,000 to \$74,999). Finally, based on the quantitative findings of this study, it appears that a rental or entrance fee project could be feasible.

AGRICULTURE COMMITTEE

AGENDA

November 1, 2006

Audrey P. Beck Municipal Building

Conference Room B, 7:30 p.m.

1. Call to Order - Select Chair- William Palmer
2. Appoint Secretary
3. Approve Minutes
 - a. August 2, 2006
 - b. September 12, 2006
4. Membership
5. Proposed Livestock Regulations Re: Keeping of Farm Animals
6. Open Space Initiative
7. Other Business
8. Future Agendas February 7, 2007- Robert Peters

AGRICULTURE COMMITTEE
MINUTES OF AUGUST 1, 2006 MEETING

PRESENT: Al Cyr, Charlie Galgowski, Carol Stearns, Bill Palmer, Vicky Wetherell

1. Charlie Galgowski was acting chairman.
2. Minutes of the April 5, 2006, meeting were approved.
3. Agriculture Viability Grants
The committee discussed a recent announcement of these state awards granted in July, and recommended that this announcement and the notice of a fall grant round be mailed to the agriculture mailing list.
4. Open Space Initiative
The committee was brought up-to-date on a Town notice (to be mailed in August) about the upcoming open space and farmland preservation bond referendum in November. Other possible actions to inform the public about this referendum were discussed. The committee will meet on Wednesday, September 13, to discuss the agricultural part of a presentation to the Town Council in the fall about proposed open space initiatives.
4. Tax Abatement Proposal
The committee reviewed a 2005 proposal to expand tax exemptions for farm machinery by an additional \$100,000 and to add a tax exemption of \$100,000 for farm-related buildings. The committee voted to resubmit this proposal to the Town Council.

AGRICULTURE COMMITTEE
MINUTES OF SEPTEMBER 12, 2006 MEETING

PRESENT: Al Cyr, Charlie Galgowski, Carol Stearns, Vicky Wetherell, Greg Padick

1. Al Cyr was acting chairman.
2. Proposed Revisions to Mansfield's Zoning Regulations

Greg Padick presented a draft of proposed regulations to update the existing zoning regulations regarding "Keeping of Farm Animals." The draft addresses PZC/IWA concerns about impacts on wetlands and wells by the keeping of farm animals. Recommendations from the UConn Extension Service have been considered by those drafting these recommendations, and a copy of Jim Gibbons recommendations was made available to the committee. The committee offered initial comments, but decided to consider the draft further and make recommendations at the November 1 committee meeting.

Animal Control Activity Report

REPORT PERIOD

2006 / 2007

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	197	219	183	211									810	981
road calls	13	17	11	20									61	94
dog calls	89	93	75	111									368	243
cat calls	83	82	71	90									326	160
wildlife calls	9	23	11	4									47	24
Notices to license issued	3	5	9	6									23	31
Warnings issued	4	5	3	4									16	23
Warning letters issued	1	248	0	160									409	59
Infractions issued	2	0	0	0									2	2
Misdemeanors issued	0	0	0	0									0	0
Dog bite quarantines	4	3	2	0									9	2
Dog strict confinement	0	0	0	0									0	0
Cat bite quarantines	0	0	0	0									0	4
Cat strict confinement	0	0	0	0									0	0
Dogs on hand at start of month	4	3	6	5									18	24
Cats on hand at start of month	15	21	16	17									69	44
Impoundments	42	40	29	34									145	151
Dispositions:														
Owner redeemed	3	15	5	8									31	22
Sold as pets-dogs	4	1	1	7									13	35
Sold as pets-cats	33	23	21	16									93	77
Sold as pets-other	0	0	0	0									0	0
Total destroyed	2	3	2	3									10	15
Road kills taken for incineration	1	0	0	2									3	3
Euthanized as sick/unplaceable	1	3	2	1									7	12
Total dispositions	37	42	29	34									142	149
Dogs on hand at end of month	3	6	5	2									16	21
Cats on hand at end of month	21	16	17	20									74	49
Total fees collected	2,028	1,574.50	956	949									\$5,507.50	\$ 5,621

Scotland dogs FY 06/07 to date 4 Total 7
 Hampton dogs FY 06/07 to date 3

P.166

Mansfield Board of Education Meeting

October 12, 2006

Minutes

Attendees: Mary Feathers, Vice Chair, Dudley Hamlin, Chris Kueffner, Min Lin, Shamim Patwa, Superintendent Gordon Schimmel, Board Clerk, Celeste Griffin

Absent: William Simpson, John Thacher

I. Call to Order

The meeting was called to order at 7:40p.m. by Ms Feathers, Vice Chair. The agenda was suspended for a special presentation.

II. Teacher of the Year Celebration

Tom Rameaka, Special Education Teacher at Mansfield Middle School was honored as Mansfield's 2007 Teacher of the Year.

III. Approval of Minutes - **MOTION** by Dr. Patwa, seconded Mr. Hamlin to approve the minutes of the 9/14/06 meeting with a correction to note that Mrs. Kelly arrived at 7:40p.m. **VOTE:** Unanimous in favor.

IV. Hearing for Visitors - None.

V. Communications - None.

VI. Additions to Present Agenda - Dr. Bent requested a discussion on school security.

VII. Committee Reports -Ms Feathers summarized the discussion at the School Building Committee Public Hearing held on October 4, 2006.

VIII. Report of the Superintendent

A. **Student Transportation** - Dr. Schimmel and Mr. Baruzzi reported on the status of the bus driver shortages.

B. **Update on Special Education** - Dr. Leclerc discussed programs that Special Education is using to meet the needs of students who need special services.

C. **Professional Improvement of Staff** -**MOTION** by Mr. Kueffner seconded by Dr. Patwa to approve the increase in salary for educational improvement for the following certified staff: Tara Achane, Dana Gnesdilow, Kelly Heffley, Mansfield Middle School; Erika LaBella, Southeast School, and Nancy Titchen, Goodwin School. **VOTE:** Unanimous in favor.

D. **Proposed 2007 Board Meeting Calendar** - A draft schedule for meetings next year will be voted on at the October 25, 2006 meeting.

E. **Class Size/Enrollment** - Mr. Cryan discussed the enrollment at the Middle School, reporting a net gain of 21 students this year.

F. **Personnel** - **MOTION** by Mr. Kueffner seconded by Dr. Bent to accept the request for childrearing leave from January through March 2007 by Christina Conde, Preschool Teacher at Goodwin and the resignation of Celinda Corbeil, School Nurse at Mansfield Middle School. **VOTE:** Unanimous in favor.

IX. School Security - The Administrators discussed current emergency procedures and plans for a security audit.

- X. Hearing for Visitors - Katherine Paulhus commended the bus drivers and expressed concerns about the on-going problem of finding good drivers and retaining them. Dr. Bent suggested commendations to the bus drivers, who have been supportive during the driver shortage.
- XI. Adjournment - **MOTION** by Dr. Bent, seconded by Dr. Patwa to adjourn at 9:55p.m.
VOTE: Unanimous in favor.

Celeste N. Griffin, Board Clerk



CHARTER REVISION COMMISSION

Tuesday, October 24, 2006

7:00 p.m.

**Audrey P. Beck Municipal Building
Council Chambers**

Draft Minutes

I. Call to Order

Chairman Bacon called the meeting to order at 7:05 p.m.

II. Roll Call

Members present: S. Bacon, A. Booth, L. Eaton, S. Grunwald, D. Keane, H. Krisch, G. Nesbitt, S. Quinn-Clark, L. Weiss

Members Absent: N. Cox, D. Dzurec

III. Opportunity for Public Comment

At this time there was no public comment.

IV. Approval of Minutes

Minutes of the 9-26-06 and 10-10-06 meeting were deferred to the 11-14-06 meeting.

V. New Business

At this time, Chairman Bacon thanked the Town Council and Finance Committee along with staff, for taking the time to attend tonight's informational session. Present tonight from the Finance Committee was Bruce Clouette and Allison Blair, along with Town Comptroller Cherie Trahan, and Director of Finance Jeffrey Smith. Town Council members who were present this evening were Mayor Betsy Patterson, Deputy Mayor Gregory Haddad, Bruce Clouette, Al Hawkins, Helen Koehn (7:45), Christopher Paulhus, and Allison Whitham Blair.

Jeffrey Smith provided the commission with the following responses to the questions posed to the Finance Committee. (SEE ATTACHMENT)

In addition to the responses from Smith, he also included the Town of Mansfield Resource Sharing/Allocation document, Rules and Regulations for the Obtaining of Goods and Services by the Town of Mansfield, West Hartford Town Charter, and Financial Statements dated September 30, 2005. These were distributed to all member of the Charter Revision Commission for their review.

A question and answer session was provided for the Commission members to ask additional questions and gather more information from the members of the Finance Committee and the Town Council. At the conclusion of this session Chairman Bacon and Commissioners thanked all of the members of the Town Council and Town Staff for donating their time and efforts in assisting the Commission in gathering information in order to make recommendations on the sections of the Charter that the Town Council has deemed necessary for review.

VI. Future Agenda Items

- a. November 14, 2006-7:00 Mike Morrell & 8:00 Dennis O'Brien, Town Attorney

VII. Adjournment

Booth MOVED, Keane seconded to table the minutes and correspondences till the next meeting and adjourn the meeting at 10:05 p.m. MOTION PASSED UNANIMOUSLY.

Respectfully submitted,

Jessie L. Shea
Clerk



COMMITTEE ON COMMITTEES
September 25, 2006
AUDREY P BECK BUILDING
Council Chambers
6:30 P.M.

Chairman Caroline Redding called the meeting to order at 6:30 p.m.

Present were Al Hawkins, Bruce Clouette and Caroline Redding.

By consensus the Committee on Committees will recommend the following members to the Town Council:

Housing Code Board of Appeals

Richard Pellegrine – 1 year term

Agatha Hoover – 2 year term

Francis Halle – 3 year term

Robert Kremer – alternate – 3 year term

Brian McCarthy – alternate – 3 year term

Mansfield Advocate for Children Council

Kathleen A. Mahoney – 3 year term

By consensus the Committee will recommend to the Council that the Conservation Commission add 2 alternate positions and refer this recommendation to the Town Attorney to begin the process of ordinance change.

The Committee requested that IT post the volunteer website as soon as possible.

The Volunteer Recognition Day will be May 19 and will continue to be an agenda item until then.

The meeting was adjourned at 7:10 p.m.

Mary Stanton, Town Clerk



COMMITTEE ON COMMITTEES
October 23, 2006
AUDREY P BECK BUILDING
Council Chambers
7:00 P.M.

Chairman Caroline Redding called the meeting to order at 7:00 p.m.

Present were Al Hawkins, Bruce Clouette and Caroline Redding.

By consensus the Committee on Committees decided to send a letter to Michael Collins inviting him to participate in the Campus/Community Partnership. The Town Clerk will draft the letter.

The Committee will also recommend to the Council that a discussion of the formal establishment of the Campus/Community Partnership be a future agenda item of the Council.

In response to a letter of nomination from the Mansfield Commission on Aging the Committee agreed that the nominations should be referred back to the Commission with a request that one of the nominations represent a minority party or be unaffiliated.

The Committee requested that a letter of appointment to the Board of Ethics be sent to Eleanor Plank.

The meeting was adjourned at 7:25 p.m.

Mary Stanton, Town Clerk

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
September 28, 2006
8:00 a.m.

Attendance: Mr. Long, Chairperson; Ms Christison-Lagay, Vice Chairperson; Mr. Eddy, Treasurer and Acting Secretary; Ms Hall, Assistant Treasurer was absent; Mr. Simonsen, Commissioner was absent and Rebecca Fields, Executive Director.

The meeting was called to order at 8:05 a.m. by the Chairperson.

MINUTES

A motion made by Ms. Christison-Lagay and seconded by Mr. Eddy to accept the minutes August 17, 2006 Regular meeting. Motion approved unanimously.

COMMUNICATIONS

Ms Fields received three renewal Certificates of Deposit from Liberty Bank. They were renewed for one year with a maturity date of August 30, 2007. All three were renewed at 5.25 APR

COMMENTS FROM THE PUBLIC

There were no comments from the public.

REPORTS OF THE DIRECTOR

BILLS

A motion was made by Ms Christison-Lagay and seconded by Mr. Eddy to approve the August 2006 Bills. Motion approved unanimously.

FINANCIAL REPORTS-A (General)

A motion was made by Ms Christison-Lagay and seconded by Mr. Eddy to approve the August Financial Reports. Motion approved unanimously.

FINANCIAL REPORT-B (Section 8 Statistical Report)

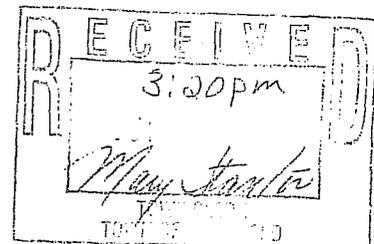
A motion was made by Ms Christison-Lagay and seconded by Mr. Eddy to accept the August 2006 Section 8 Statistical Report. Motion approved unanimously.

MISCELLANEOUS

Ms Fields presented an option from our Liability Insurance carrier to purchase Terrorism Coverage for \$32.00 per year. A motion was made by Mr. Eddy and seconded by Ms Christison-Lagay to purchase said insurance. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Mr. Eddy reported that he would like another sign indicating where the visitor parking is located as visitors cannot see the current sign upon entry to the complex. Ms Fields said she would have another sign installed.



UNFINISHED BUSINESS

The Bylaws of the Housing Authority of the Town of Mansfield

A motion was made by Mr. Eddy and seconded by Ms Christison-Lagay to postpone the definite vote on the Bylaws until a quorum is present. Motion approved unanimously.

Holinko Hot Water Heater Replacement

Ms Fields reported that her research showed a cost of somewhere in the range of \$500-\$550 each to replace the remaining 20 hot water heaters with whole house tankless heaters. This does not include installation. Ms Fields will get an estimate from a plumber on installation costs and then receive three bids for the work.

Trash Shed

Ms Fields reported that after researching the options, a Sheds USA is recommended for purchase. Either a 6x8 or 8x8 shed should be purchased. A motion was made by Mr. Eddy and seconded by Ms Christison-Lagay to purchase a shed for no more than \$2500. Motion approved unanimously.

NEW BUSINESS

Budgets

Budgets were reviewed prior to the meeting. No discussion took place, questions will be handled on line and budget finalization will be approved at the October regular meeting.

Copier Proposal

A motion was made by Mr. Eddy and seconded by Ms Christison-Lagay to approve the purchase of a new copier (Konica bizhub 250) from Norwich Business Machine for \$5,051. Motion passed unanimously.

Computer Maintenance Proposal

A motion was made by Mr. Eddy and seconded by Ms Christison-Lagay to approve a computer maintenance proposal from JASAsolutions for the annual cost of \$1,782. Motion passed unanimously.

Wright's Village Residents Holding Master Keys

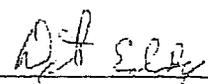
A motion was made by Ms Christison-Lagay and seconded by Mr. Eddy to re-key all Wright's Village units with individual keys that are not on a master and retain copies of those keys in a key box in the office and to re-key all other facilities to a new master. Motion passed unanimously.

GAAP Conversion

A motion was made by Ms Christison-Lagay and seconded by Mr. Eddy to convert the state housing programs to GAAP for audit filing purposes as it is a requirement of the Section 8 program funded by the Department of Housing and Urban Development. Motion passed unanimously.

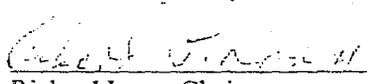
ADJOURNMENT

Motion was made by Ms Hall and seconded by Mr. Eddy to adjourn at 10:17 a.m.
Motion passed unanimously.



Dexter Eddy, Acting Secretary

Approved:



Richard Long, Chairperson

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
SPECIAL MEETING MINUTES
Housing Authority Office
October 5, 2006
9:00 a.m.

Attendance: Mr. Long, Chairperson was excused; Ms Christison-Lagay, Vice Chairperson; Mr. Eddy, Treasurer and Acting Secretary; Ms Hall, Assistant Treasurer was absent; Mr. Simonsen, Commissioner was excused and Rebecca Fields, Executive Director.

The special meeting was called to order at 9:00 a.m. by the Vice Chairperson.

COMMENTS FROM THE PUBLIC

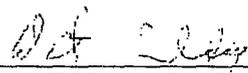
No comments from the public and no attendance by the public

NEW BUSINESS

Ms Fields presented the Section 8 Annual PHA Plan. After discussion, a motion was made by Ms Hall and seconded by Mr. Eddy to accept the Plan. Motion approved unanimously.

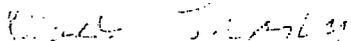
ADJOURNMENT

Motion was made by Ms Hall and seconded by Mr. Eddy to adjourn at 9:35 a.m. Motion passed unanimously.

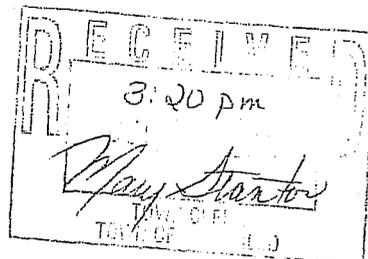


Dexter Eddy, Acting Secretary

Approved:



Richard Long, Chairperson



THE MANSFIELD NONPROFIT HOUSING DEVELOPMENT CORPORATION
REGULAR MEETING MINUTES
Housing Authority Office
October 5, 2006
8:00 a.m.

Attendance: Mr. Long, Chairperson was excused; Ms Christison-Lagay, Vice Chairperson; Mr. Eddy, Treasurer and Acting Secretary; Ms Hall, Assistant Treasurer; Mr. Simonson, Commissioner was excused and Rebecca Fields, Executive Director.

The meeting was called to order at 8:15 am by the Vice Chairperson.

MINUTES

The minutes of the previous meeting were not available.

COMMUNICATIONS

There were no communications.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

REPORTS OF THE DIRECTOR

None

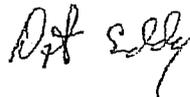
NEW BUSINESS

The changes to the Bylaws were reviewed and additional changes were made. Ms Fields will email the final changes to all members for final review.

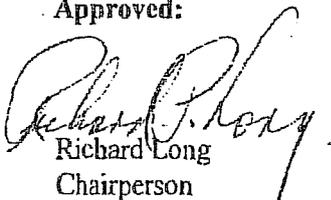
ADJOURNMENT

Motion was made by Mr. Eddy and seconded by Ms Hall to adjourn at 9:20 a.m.
Motion passed unanimously.

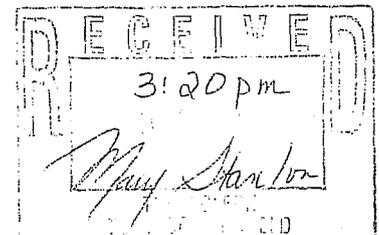
Dexter Eddy,
Acting Secretary



Approved:



Richard Long
Chairperson





**TOWN OF MANSFIELD/MANSFIELD PUBLIC SCHOOLS
SCHOOL BUILDING COMMITTEE
Wednesday, October 25, 2006
Audrey P. Beck Municipal Building
Council Chambers**

MINUTES

Present: Bill Simpson, Chair, Matt Hart, Marc Boyer, Gordon Schimmel, Elizabeth Paterson, Jeff Smith

Absent: Renee Miller, Anne Rash

Staff: Linda Patenaude, William Hammon

Guest: Bruce King, QBS

1. Call to Order/Roll Call

Mr. Simpson called the meeting to order at 5:16 p.m.

2. Meeting Minutes

The minutes of September 13, 2006 were moved, seconded and approved unanimously.

The minutes of October 4, 2006 were moved, seconded and approved unanimously.

3. Opportunity for the public to address the Committee

No one came forward.

4. Qualification Based Selection (QBS) Presentation by Bruce King

Dr. Schimmel explained to Mr. King about how the Committee has gotten to this point.

Mr. King then gave a brief presentation of how QBS works. He then took questions from the Committee.

Mr. Simpson asked if we do the process ourselves or if QBS would/could be involved. Mr. King replied that it could go either way. There were two parts he could not be involved in – they are 1) the evaluation of responses and 2) the actual interviews.

Mr. Simpson asked how the company was funded. Mr. King replied that it was by architects, engineers and land surveyors.

Mayor Paterson questioned the RFQ process asking how many responders would have to be interviewed. Mr. King replied that it was normal to interview three firms, however, depending on how many responses were received, the total might have to be five.

Dr. Schimmel asked if it was possible to shift firms part way through. Mr. King replied that yes, it was possible, but the Committee should feel comfortable enough with the chosen firm that they would not want to switch firms.

Mr. Smith stated that the Committee should get the RFQ out within the next couple of weeks so interviews could be conducted in December and January.

The idea was to use Dr. Jokubaitis' report as the RFQ and make cutbacks from that if necessary.

5. Other

The next meeting will be November 8, 2006 in Conference Room B at 5:00 p.m.

6. Adjournment

Mr. Simpson adjourned the meeting at 6:19 p.m.

Respectfully submitted,

L. Patenaude
Capital Projects and Personnel Assistant

PAGE
BREAK

University reducing reliance on Fenton River

BY KAREN A. GRAVA

The University has made significant improvements to its water supply infrastructure that will enable it to reduce reliance on the Fenton River wellfields during dry weather conditions.

The improvements include repairs to its transmission main that will permit pumping larger volumes of water from the University's primary water supply source, the wellfields along the Willimantic River. Since that river is more robust in periods of drought than the Fenton River is, the new pipes will allow the University to rely on the Willimantic River more heavily.

Last summer, the Fenton River ran dry during a period of severe drought.

A recently completed analysis made a number of recommendations about pumping water from the Fenton River wellfields. Most of them already are being implemented, says Thomas Callahan, interim associate vice president for operations.

The analysis was prepared by Glenn Warner, associate professor of natural resources management and engineering; Amvrossios Bagtzoglou, associate professor of civil and environmental engineering; Fred Ogden, a former UConn engineering professor; and Piotr Parasiewicz, assistant research professor at the University of Massachusetts.

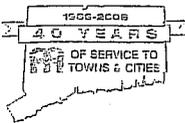
"The University has been working closely with the state departments of Environmental Protection and Public Health and the Connecticut Water Planning Council," Callahan says, "to agree on a series of actions to further strengthen the operations of the water supply system and the protection of water resources."

He says the University is also working with the Town of Mansfield on a master plan that will review alternatives to solely having the University own, manage, and operate both the water supply and the wastewater treatment systems. UConn's systems serve not only the University but also town offices and many private residences and businesses near the campus. The ability to expand those systems could make it easier for the town to allow further business development in Mansfield.

"It is unusual for a university to own and operate these systems," Callahan says. "Our master planning effort with the Town of Mansfield will review system conditions and capacities and evaluate alternative operational ownership and governance options for both the water and the wastewater systems."

The UConn water system has been operated, managed, and maintained since last summer through a contract between the University and New England Water Utility Services, an affiliate of the Connecticut Water Co.

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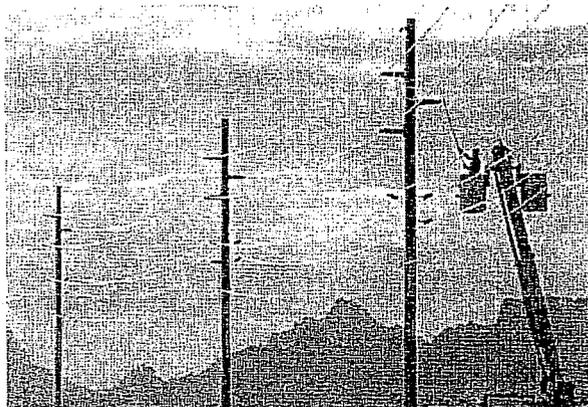


Is Connecticut's Energy Policy Out of Gas?

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Connecticut residents and businesses face numerous problems in getting adequate and affordable supplies of the energy we use to heat our homes, run our vehicles and operate our businesses.

We pay ever-increasing prices for gasoline, natural gas and home-heating oil. We have inadequate electric distribution systems that cause businesses to shy away from areas that can't reliably support energy needs.



It's not just a present-day cost crunch for residents, it's a series of problems that will have serious ramifications for the future: Connecticut businesses pay some of the highest energy costs in the nation, and business leaders often cite those costs when discussing the reasons businesses locate or expand elsewhere.

And increasing energy costs drive up the costs of running state and local government, too. Municipalities spend over \$100 million each year for electricity alone, and that figure is rising. And the State itself is one of the largest consumers of energy in Connecticut.

In the face of this, Connecticut lacks a way to implement a comprehensive and coherent energy policy.

Background

A. The Price of Energy

A recent report by the General Assembly's Office of Legislative Research¹ discusses the ways in which global, national and local factors all conspire to drive the price of energy. It states, "changes in demand for one type of energy can affect the price of another type of energy. For example, some large consumers of natural gas, including some power plants, can also use oil. When the price of natural gas increases, it can be more economical for these consumers to use oil, thereby increasing demand for oil and its price. Similarly, the price of diesel fuel is significantly affected by demand for heating oil, which is effectively the same product."

In simple terms, the prices of various types of energy have an impact on one another. These factors work together to increase the cost of energy in Connecticut.

B. Connecticut's Present Energy Policy

Although there are statutes that provide the outlines of a state energy policy, and the Connecticut Energy Advisory Board has responsibilities in that area, there is no defined way to investigate, create and, most importantly, implement such a policy.

Connecticut has one main "energy policy" statute (CGS 16a-35k). This statute establishes an overall policy and makes conservation a priority.

CT Energy Advisory Board – Goals and Strategies for 2006

Goals to Promote Energy Efficiency and Conservation

- A. Slowly load growth in peak demand in southwestern CT
- B. Reduce the projected level of electrical consumption in 2010 by seven percent through energy efficiency and conservation
- C. Aggressively target all customers in the Norwalk-Stamford area for increased conservation measures
- D. Target energy uses that can be considered discretionary or controllable which contribute to the summer peak
- E. Target commercial, industrial and municipal electric customers

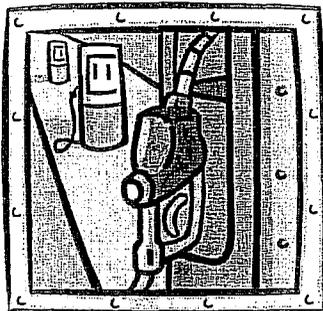
2006 Strategies

- ✓ Promote energy efficiency and conservation
- ✓ Manage the State's electric use and peak demand
- ✓ Promote distributed generation and combined heat and power
- ✓ Promote clean, renewable energy technologies
- ✓ Create fuel diversity and reduce dependence on fossil fuel
- ✓ Develop transportation and land use policies that reduce energy use
- ✓ Launch a public education program and guide legislative efforts
- ✓ Explore creating an energy supply and demand-side technology cluster

The Connecticut Energy Advisory Board (CEAB) was reconstituted in 2003 to take on more responsibilities. Its main charge, and it has several, is to prepare an annual comprehensive energy plan based on existing reports and studies as to the need for new energy resources, new energy transmission facilities in the state and new energy conservation initiatives in the state (see above). Established pursuant to CGS 16a-3, the nine-member CEAB comprises the heads of six state agencies and offices, and individuals appointed by the Governor, House Speaker and Senate President. For more information, see www.ctenergy.org.

¹ Office of Legislative Research, Report number 2006-R-0151

C. Implementation is lacking



Although statutory policy is spelled out in statute and the CEAB updates an annual policy there appears to be little done in the way of implementation and follow-up.

One reason for this is the CEAB's lack of resources. An employee of the CT Economic Resource Center (CERC) presently staffs it part-time. Another is political: It is relatively easy to draft and adopt a plan; passing legislation is decidedly more difficult.

No policy, no matter how good, can be successful without implementation and follow-up.

D. Recent Legislative Initiatives

In 2006, Governor Rell proposed the creation of a new Department of Energy to tackle some of these issues, and the legislature's Energy and Technology Committee proposed a new Energy and Technology Authority, which would have taken a slightly different approach from that proposed by the Governor. Ultimately, however, neither passed.

Since the end of the General Assembly session in May, legislative leaders have conducted a series of hearings, a "summit", to hear and discuss the various points of view about what needs to be done. Leaders have discussed calling the legislature into a Special Session to deal with energy-related legislation resulting from the summit – but it is unclear as we write whether such a session will indeed occur and what it will consider.

Some Key Issues That Must Be Addressed

Complicated questions demand multi-faceted responses. There is clearly no one "silver bullet" that will solve all of Connecticut's energy problems. But it is clear that the State must try to address several issues, for example:

Siting of Facilities

- ✓ Does Connecticut strike a correct balance between the need for additional energy facilities (transmission lines and pipes, generating facilities, distribution facilities, etc.) and the need to protect the environment and Connecticut's quality of life?
- ✓ Does Connecticut have too much of a NIMBY attitude (Not In My Backyard) that causes needed proposals to be shelved because there is too much opposition – or are proposals too often pushed by companies that have little concern for the potential impacts of their plans?
- ✓ The Connecticut Siting Council (CGS 16-50j) was established to make siting decisions based on technical expertise. Do municipalities have enough of a role in siting decisions? Do they have enough of an ability to technically analyze and comment upon complex

proposals? Would it be easier, or more difficult, to site facilities if decisions are made by regional groupings of municipalities (like a Council of Governments) than by the State?

For more information on the Siting Council and its statutory role, visit: <http://www.ct.gov/csc/site/default.asp>.

Energy Conservation

- ✓ Does Connecticut do enough to create incentives for people and businesses to conserve energy? The OLR report previously cited says that conservation is the most important step we can take to fight high energy prices, and it mentions several recent pieces of legislation that have been passed on this front. But are we doing enough?

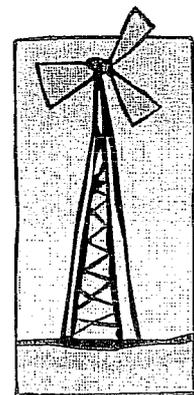


- ✓ Connecticut has several funds to encourage energy conservation and diversification (e.g., Energy Conservation Management Fund, CT Clean Energy Fund). Are they effective? Do they target savings at the right places?
- ✓ Are there enough programs that provide incentives to encourage energy-conscious choices? For instance, the State could provide extra “bonus” funding for school construction projects that incorporate more energy-efficient “green building” standards (and which can cost more to build).
- ✓ Some municipalities have taken steps to improve the energy-efficiency of municipally owned buildings. A relatively small portion of projects funded by the state Energy Conservation Load Management Fund goes for municipal projects for energy efficiency. Why? Shouldn't the State do more to help make local governments more efficient?
- ✓ Municipalities should be specifically allowed to encourage energy efficiency by granting property tax exemptions, for instance to hybrid or high-mileage vehicles. But some state officials would like to mandate municipal property tax breaks as a way to encourage energy. If the State mandates such tax breaks, shouldn't it make the commitment to reimburse towns for the lost revenue?

Alternative Sources of Energy

Many energy experts say that fuel diversity is the key to affordable and reliable electricity.

- ✓ Is Connecticut too dependent on traditional sources of fuel?
- ✓ Are we doing enough to encourage the development of new energy sources such as fuel cells? Are there places in the state that can utilize solar or wind-generated energy? Should we develop an additional nuclear generating plant?

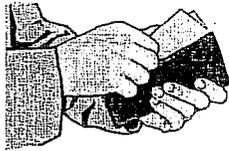


- ✓ Should Connecticut explore, on its own, importation of alternative fuel sources such as sugar cane- based or corn-based ethanol? Is it feasible for a state to do that on its own?
- ✓ Is Connecticut doing enough to encourage large users to invest in on-site generation?

The High Price of Energy

Experts expect that Connecticut's electric rates are about to increase significantly, possibly by as much as 40% in some parts of the state, pursuant to a pending decision by the state Department of Public Utility Control (DPUC).

- ✓ What can the State do to mitigate impact of those increases for individuals, municipalities and businesses?



- ✓ The State has made it more expensive for large customers to use the "default" electric provider, in an effort to encourage them to purchase electricity from the competitive market. These include certain large municipally owned facilities, such as high schools. These facilities potentially face significant fluctuations in electricity prices – either month to month (using the default provider) or as prices change in the open market. How should the State help municipalities cope with these fluctuations?

Land Use and Transportation

Connecticut's continuing pattern of sprawl development means people and businesses must drive further to get from place to place, using precious resources to move people and goods.

- ✓ Does state policy do enough to ensure that projects are located around transportation hubs (transit and highways), to minimize driving distances?
- ✓ Is Connecticut investing enough in transportation alternatives?

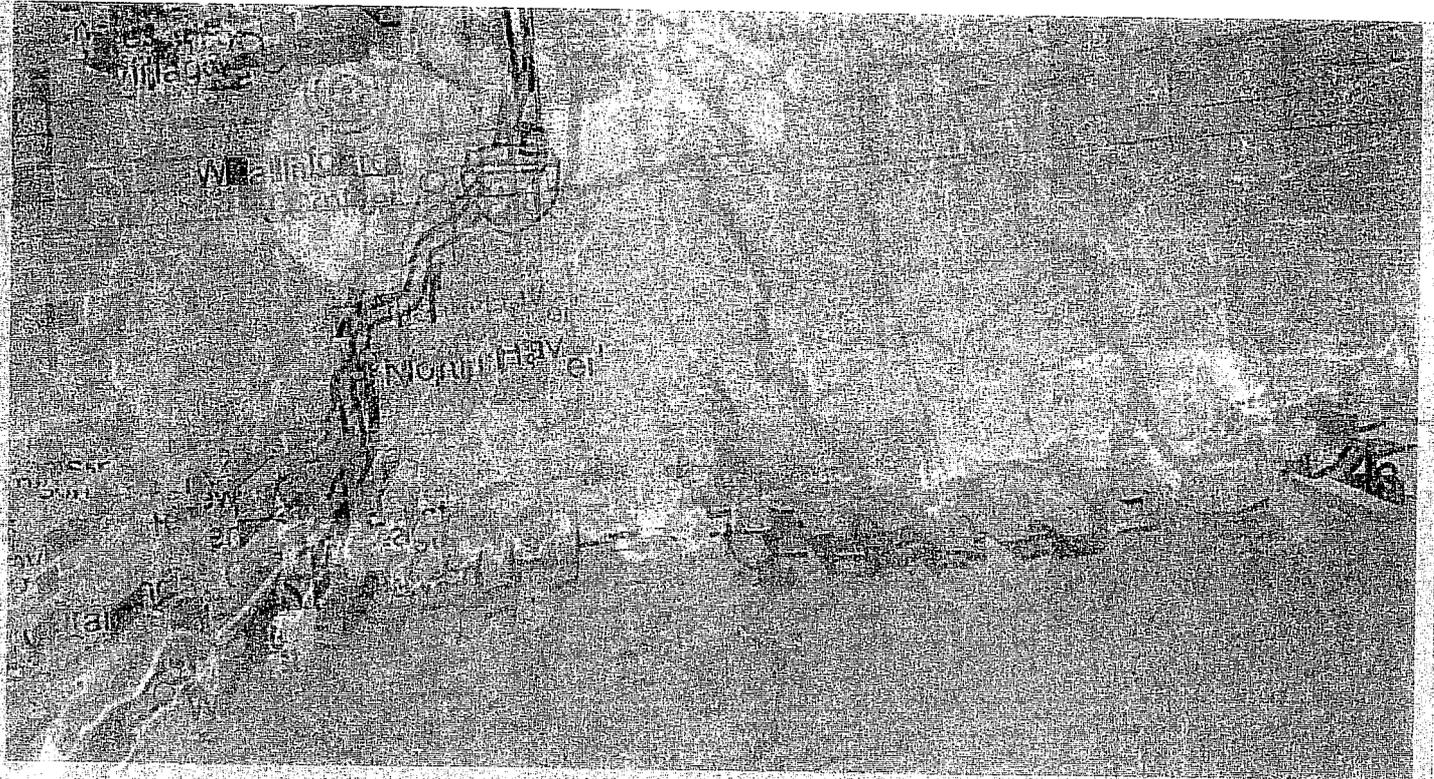
Summary

There is a need for creating and implementing a comprehensive state energy policy, taking into consideration, among other things, the decision-making process for the siting of facilities; incentives for energy conservation; alternative fuel sources; greater public education of energy conservation and choices; public-private partnerships, and an overall strategic vision and implementation plan for Connecticut.

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**THE METRO HARTFORD REGION CREATES A NEW FUTURE
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY**



The Metro Hartford region will become a major destination for economic growth in New England and will position itself as a global center of excellence in targeted industries, by creating a climate that grows existing businesses, attracts new businesses, creates a world-class workforce, maintains and enhances an excellent quality of life, drives investment, and encourages collaboration among its communities building economic prosperity for all.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

This plan provides the roadmap for the Metro Hartford region's future economic development efforts. It is the result of over seven months of input and discussions with well over 1,000 of the region's residents as well a 25-member Advisory Committee. The planning process for development of this CEDS focused not only on extensive data research and analysis, but also on maximum public input. The process gathered input in several ways:

1. Through focus groups, including representatives of the business community, economic developers, real estate developers, workforce development and human resources managers, city, state and federal government staff, and elected officials;
2. Individual interviews with key decision makers, community leaders, and economic development professionals throughout the region; and
3. Two online surveys that gathered input from Metro Hartford residents and businesses on issues related to business climate, quality of life, workforce, and other issues affecting economic development.

ASSETS AND CHALLENGES

Before developing the plan, a Regional Assessment was completed which identified the positive attributes that Metro Hartford should leverage to build the region's economy, as well as challenges that must be addressed for economic development to be successful. The Regional Assessment is available online at www.growmetrohartford.com under "Research and Reports."

TARGET INDUSTRIES FOR THE METRO HARTFORD REGION

Another important step in developing an economic development strategy is to identify those target industries that the region should concentrate on attracting and retaining. These target industries will provide jobs that pay higher wages, require higher levels of technological skill, and are growing industries both locally and nationally.

Accordingly, a Metro Hartford Target Industry Report was produced, recommending the region target six types of businesses in its economic development efforts:

- Advanced Security and Defense Manufacturing
- Logistics and Distribution
- Financial Services
- Clean Energy
- Biotechnology
- Health Services

The Metro Hartford Target Industry Report is available online at www.growmetrohartford.com under "Research and Reports." The Metro Hartford vision emphasizes the importance of supporting the region's existing businesses as well as attracting new ones. It also stresses the importance of developing a workforce that will attract targeted industries. The region will leverage its quality of life, appropriately invest, and collaborate rather than operate as independent communities in a way that will ultimately benefit all residents and businesses in the region. To realize this vision, the strategy establishes five overarching goals that govern regional economic development:

GOAL ONE: BUSINESS CLIMATE

Create a business climate in the Metro Hartford region that supports the retention and expansion of existing businesses, supports entrepreneurs and small businesses, fosters diverse job opportunities, and attracts companies in targeted industries that provide quality jobs.

GOAL TWO: EDUCATION & WORKFORCE DEVELOPMENT

Prepare the current and future workforce in the Metro Hartford region for better paying, quality jobs by strengthening the public education system, increasing the capabilities of the higher education system, and making the workforce education system more effective.

GOAL THREE: QUALITY OF LIFE

Continue to preserve the high quality of life in the Metro Hartford region and enhance quality of life elements most likely to attract young professionals and businesses within the recommended targeted industries.

GOAL FOUR: SITES & INFRASTRUCTURE

Ensure that sites and infrastructure in the Metro Hartford region are ready to meet the needs of businesses that want to expand or locate in the region.

GOAL FIVE: ECONOMIC DEVELOPMENT & MARKETING

Increase the awareness of the Metro Hartford region, create a more positive image, and improve the effectiveness of economic development and marketing efforts through collaboration among stakeholders.

SUMMARY OF RECOMMENDATIONS

The Comprehensive Economic Development Strategy (CEDs) produced the following recommendations to improve the Metro Hartford region's economic climate. For more detail on each recommendation, please see the Comprehensive Economic Development Strategy, which you can find at www.growmetrohartford.com under "Research and Reports."

■ BUSINESS CLIMATE

- Influence public policy to change factors affecting the cost and ease of doing business in Connecticut.
- Conduct a competitive analysis of the business climate in the State of Connecticut and comparable states.
- Build a stronger support system for entrepreneurs and small businesses.
- Provide discounts on building permit fees, tap fees, inspection fees, and any other fees related to the development process for targeted industries, depending on the number of jobs created and the amount of capital invested.
- Implement a strategy of business development and support aimed at minority businesses.
- Continue and expand downtown and neighborhood revitalization efforts.

■ EDUCATION AND WORKFORCE DEVELOPMENT

- Build on the Mayor's efforts to improve the P-12 education system performance and increase participation in higher education by creating a Hartford Compact.
- Establish an innovative program to improve the performance of public K-12 education systems that will make the City of Hartford and the Metro Hartford region globally competitive.
- Support workforce development and education programs that train workers in skills most demanded by targeted industries.
- Organize and conduct summit meetings with employers to identify new skills required for work in their industries and types of training required.
- Integrate the region's 2-year degree granting private and public community colleges into workforce development efforts more effectively.
- Strengthen research and development functions and funding at colleges and universities in the Metro Hartford region.
- Develop an education campaign to inform employers and potential workers of workforce development programs available in the Metro Hartford region.

■ QUALITY OF LIFE

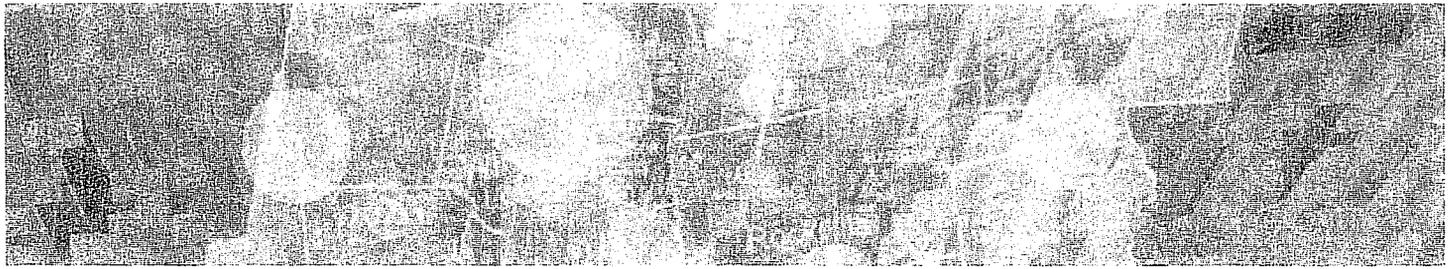
- Develop affordable housing policies and programs for the entire Metro Hartford region.
- Expand Metro Hartford's efforts to attract and retain professionals age 25-44 to the region.
- Support and expand the strong arts base and arts community in the Metro Hartford region.
- Expand retail, recreational, and entertainment venues throughout downtown Hartford.

■ SITES AND INFRASTRUCTURE

- Increase the number of ready-to-build sites available for businesses.
- Create a development corporation to coordinate efforts on regional public purpose real estate development projects.
- Establish transatlantic passenger flights to and from Bradley International Airport.
- Expand freight operations at Bradley International Airport.
- Better connect the Metro Hartford region to other cities by supporting efforts to create commuter rail service between the Springfield-Metro Hartford region, New Haven, and New York City.
- Improve the commercial rail infrastructure of the region.
- Increase the amount of parking facilities strategically located downtown.
- Evaluate the infrastructure capabilities for broadband and wireless telecommunication technology within the Metro Hartford region, and develop plans as necessary to improve the infrastructure for those technologies.

■ ECONOMIC DEVELOPMENT

- Create an Economic Development District (EDD) for the region.
- Establish a collective compact agreement to implement the recommendations outlined in the CEDs.
- Strengthen the Economic Development Council's role as a business roundtable that furthers the mission of the MetroHartford Alliance (the "Alliance") to create and retain jobs and to alleviate business roadblocks.



- Improve efforts to support existing business. At least ten communities in the region should adopt a Business Retention and Expansion program as their primary economic development effort by Spring 2007.
- Expand regional educational and networking opportunities among economic development professionals in the region's communities. Build on the Alliance's existing relationships with neighboring economic development organizations and area universities.
- Plan and conduct visits to communities that have effectively implemented best practices that the Metro Hartford region would like to emulate.

■ MARKETING

- Allocate and fund an annual marketing budget to develop a comprehensive strategic marketing plan to promote the region, attract visitors and industry, and promote the Metro Hartford region as an excellent place to live and work.
 - As part of the overall marketing strategy, the Alliance should develop consistent themes that creatively and succinctly tell the story of the Metro Hartford region, and its strategy for business development. Messages should be developed for internal and external audiences.
- Continue focusing on key information and data on the Alliance's existing website.
 - Expand and supplement the Hartford Image Project (HIP) and make it more regional in scope.
 - Create key, target industry messages that clearly describe the goals for business development throughout the region.
 - Continue working with media in the region to promote the positive attributes and assets of the region to residents, key decision makers, site selectors, and visitors.
 - Continue and expand efforts to partner with Western Massachusetts in marketing the region as the Knowledge Corridor, particularly as relates to the medical device industry.
 - Form specific Target Industry Teams of 5-7 members and employ their expertise in overall promotion and recruitment, retention, and expansion efforts.
 - Market to target industry business executives to relocate to or expand within the region.

TOP PRIORITY RECOMMENDATIONS

Though there are 40 recommendations in this strategy, there are six recommendations or sets of recommendations that should be considered the highest priority. Those six recommendations, in no particular order, are:

- Influence public policy to change factors affecting the cost and ease of doing business in Connecticut.
- Build a stronger support system for entrepreneurs and small businesses.
- Establish innovative programs to improve the performance of public K-12 education systems to make the City of Hartford and the Metro Hartford region globally competitive.
- Develop housing policies and programs that promote affordable housing throughout the region.
- Strengthen marketing efforts to achieve a top-of-mind, nationally recognizable brand that reflects a modern, positive image as a place to live and to work.
- Establish a collective agreement to implement the recommendations in this Comprehensive Economic Development Strategy.

It should be noted that as we work to enhance our economic climate, making the region more attractive to business, we do have some significant assets and resources to build upon. To grow however, it will require a good faith discussion among all parties, a commitment on everyone's part to succeed, a willingness to support these efforts for the long-term, and a desire to hold each other accountable for achieving success.

METROHARTFORD ALLIANCE

31 PRATT STREET

HARTFORD, CT 06103

TEL 860-525-4451

FAX 860-493-7499

WWW.METROHARTFORD.COM

REC'D OCT 30 2006

112 Depot Rd.
Mansfield Depot
CT 06251
Oct 26, 2006

Town Council
4 South Eagleville Rd.
Storrs
CT 06268

Dear Town Council,

I am resigning from
the Arts Advisory Committee
after a number of years
serving on it in order to put
the time into trying to help
reduce world hunger.

Thank you for the
opportunity to serve on this
nice committee.

Sincerely,

Derri Owen

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Town of Mansfield
Special Town Meeting
October 26, 2006

Mary Stanton, Town Clerk, called the Special Town Meeting to order at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building and called for nominations for the position of Moderator.

Mayor Betsy Paterson nominated Bruce Clouette. Hearing no additional nominations the Town Clerk declared Mr. Clouette as Moderator.

Mr. Clouette requested a motion to waive the reading of the Notice of the meeting as published and posted. Motion so made by Ms. Paterson, seconded by Chris Paulhus and passed by all.

Mr. Clouette indicated that since the Town Council has removed the resolution to be presented under item 1 of the Notice to referendum vote, the Town Meeting will be adjourned to referendum vote after introduction and discussion of the resolution.

The Town Clerk noted that copies of the entire resolution are available for the public. Mr. Paulhus moved to waive the reading of the resolution and that the full text of the resolution be incorporated into the minutes of the meeting. Seconded by Ms. Paterson the motion passed.

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.

Ms. Paterson made a motion to move the resolution under Item 1 on the Notice of the meeting. Mr. Paulhus seconded the motion. The motion passed.

Mr. Clouette called for discussion of the resolution.

Mr. Paulhus moved to adjourn the meeting. Seconded by Ms Paterson the motion passed. The meeting was adjourned at 7:48 p.m.

Mary Stanton
Town Clerk

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Tickets NOW on Sale!



**Mansfield Parks and Recreation &
Miss Kelly's Dance and Drama presents**

The 8th annual production of

The Nutcracker Ballet

Sat., December 16, 2006, 6 p.m.

Sun., December 17, 2006, 2 p.m.

E.O. Smith High School

This is a community production including
over 115 children ages 3 and up.

Tickets are available at the
Mansfield Community Center.

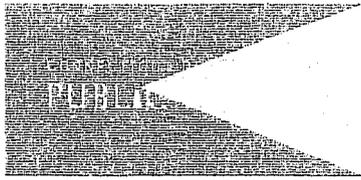
\$6, \$8, & \$10

*Tickets will also be available at the door
(If not sold out)*

Call 429-3015 for more information

Come Share the Holiday Spirit!

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STATE OF CONNECTICUT
 DEPARTMENT OF PUBLIC HEALTH
 Health Care Quality, Statistics, Analysis & Reporting

Keeping Connecticut Healthy

Item #20

M. Jodi Rell
 Governor

J. Robert Galvin, M.D., M.P.H.
 Commissioner

ESTIMATED POPULATIONS IN CONNECTICUT AS OF JULY 1, 2005

Population estimates of Connecticut's eight counties and 169 towns for 2005 were prepared for distribution by the Connecticut Department of Public Health (DPH), Health Care Quality, Statistics, Analysis, and Reporting Unit, within the Division of Health Information Systems Reporting. These estimates constitute the basis of birth, death, and other population-based rates for 2005 and forward.

Method of Estimation

County and Town Estimates

Town population estimates for July 1, 2005 were released by the U.S. Census Bureau's (USCB) Population Estimates Program on June 21, 2006.⁽¹⁾ The USCB figures were adopted for the state's town-level estimates. The method used by the USCB to generate population estimates has been described in detail (http://www.census.gov/popest/topics/methodology/2003_su_meth.html).

2005 Population Estimates

The July 1, 2005 population estimate for the state of Connecticut, compared to the July 1, 2000 population estimated by the Connecticut DPH,⁽²⁾ is shown below. The 2005 estimate was 110,748 higher than the 2000 estimate of 3,409,549. Population estimates for Connecticut's counties and towns are given in the attached table.

ESTIMATED POPULATION OF CONNECTICUT AS OF JULY 1, 2005

Estimated Population	Change in Population, 2000-2005	
	Number	Percent
3,510,297	+ 110,748	+ 2.95%

For further information please contact:

Connecticut Department of Public Health, Division of Health Information Systems & Reporting
 410 Capitol Avenue, MS#11HCQ, P.O. Box 340308, Hartford, CT 06134-0308
 Phone: (860) 509-7120
 Fax: (860) 509-7160
 E-mail: webmaster.dph@po.state.ct.us

These estimates are also available at: <http://www.state.ct.us/dph/OPPE/popest.htm>

Notes:

- (1) SUB-EST2005-05-09, *Annual Estimates of the Population for Minor Civil Divisions in Connecticut, Listed Alphabetically Within County: April 1, 2000 to July 1, 2005*, Population Division, U.S. Census Bureau, Release Date June 21, 2006 (<http://www.census.gov/Press-Release/www/releases/archives/population/007001.html>).
- (2) *Estimated Populations in Connecticut as of July 1, 2000*. Hartford: Connecticut Department of Public Health, Office of Policy, Planning, and Evaluation, September 2001.

CONNECTICUT POPULATION ESTIMATES AS OF JULY 1, 2005

BY COUNTY AND TOWN

(State Total = 3,510,297)

<u>County</u>		<u>County</u>	
<u>County</u>	<u>Est. Pop.</u>	<u>County</u>	<u>Est. Pop.</u>
Fairfield	902,775	New Haven	846,766
Hartford	877,393	New London	266,618
Litchfield	190,071	Tolland	147,634
Middlesex	163,214	Windham	115,826

<u>Town</u>	<u>Est. Pop.</u>	<u>Town</u>	<u>Est. Pop.</u>	<u>Town</u>	<u>Est. Pop.</u>	<u>Town</u>	<u>Est. Pop.</u>
Andover	3,209	East Haven	28,755	Monroe	19,650	Sherman	4,129
Ansonia	18,744	East Lyme	18,459	Montville	19,612	Simsbury	23,656
Ashford	4,416	East Windsor	10,447	Morris	2,393	Somers	10,877
Avon	17,209	Eastford	1,761	Naugatuck	31,864	South Windsor	25,985
Barkhamsted	3,711	Easton	7,488	New Britain	71,254	Southbury	19,677
Beacon Falls	5,596	Ellington	14,217	New Canaan	19,984	Southington	42,077
Berlin	19,590	Enfield	45,441	New Fairfield	14,261	Sprague	2,992
Bethany	5,473	Essex	6,783	New Hartford	6,746	Stafford	11,857
Bethel	18,760	Fairfield	57,813	New Haven	124,791	Stamford	120,045
Bethlehem	3,596	Farmington	24,941	New London	26,174	Sterling	3,519
Bloomfield	20,581	Franklin	1,916	New Milford	28,667	Stonington	18,336
Bolton	5,170	Glastonbury	33,089	Newington	29,676	Stratford	49,943
Bozrah	2,445	Goshen	3,092	Newtown	26,996	Suffield	14,704
Branford	29,089	Granby	11,088	Norfolk	1,676	Thomaston	7,938
Bridgeport	139,008	Greenwich	62,236	North Branford	14,398	Thompson	9,345
Bridgewater	1,898	Griswold	11,254	North Canaan	3,392	Tolland	14,571
Bristol	61,353	Groton	41,366	North Haven	23,908	Torrington	35,995
Brookfield	16,354	Guilford	22,307	North Stonington	5,218	Trumbull	35,299
Brooklyn	7,711	Haddam	7,635	Norwalk	84,437	Union	744
Burlington	9,097	Hamden	58,180	Norwich	36,598	Vernon	29,491
Canaan	1,101	Hampton	2,034	Old Lyme	7,488	Voluntown	2,631
Canterbury	5,060	Hartford	124,397	Old Saybrook	10,512	Wallingford	44,736
Canton	9,932	Hartland	2,082	Orange	13,970	Warren	1,361
Chaplin	2,472	Harwinton	5,571	Oxford	11,709	Washington	3,693
Cheshire	29,097	Hebron	9,198	Plainfield	15,443	Waterbury	107,902
Chester	3,832	Kent	2,962	Plainville	17,382	Waterford	18,940
Clinton	13,612	Killingly	17,386	Plymouth	12,183	Watertown	22,330
Colchester	15,389	Killingworth	6,403	Pomfret	4,142	West Hartford	61,173
Colebrook	1,540	Lebanon	7,334	Portland	9,543	West Haven	52,923
Columbia	5,336	Ledyard	15,172	Preston	4,867	Westbrook	6,599
Cornwall	1,489	Lisbon	4,234	Prospect	9,234	Weston	10,276
Coventry	12,190	Litchfield	8,684	Putnam	9,288	Westport	26,615
Cromwell	13,594	Lyme	2,099	Redding	8,646	Wethersfield	26,220
Danbury	78,736	Madison	18,812	Ridgefield	24,210	Willington	6,216
Darien	20,452	Manchester	55,572	Rocky Hill	18,760	Wilton	17,960
Deep River	4,714	Mansfield	24,558	Roxbury	2,327	Winchester	10,857
Derby	12,536	Marlborough	6,267	Salem	4,094	Windham	23,503
Durham	7,266	Meriden	59,653	Salisbury	4,083	Windsor	28,778
East Granby	5,058	Middlebury	6,974	Scotland	1,699	Windsor Locks	12,411
East Haddam	8,808	Middlefield	4,281	Seymour	16,144	Wolcott	16,228
East Hampton	12,194	Middletown	47,438	Sharon	3,052	Woodbridge	9,264
East Hartford	49,173	Milford	54,802	Shelton	39,477	Woodbury	9,734
						Woodstock	8,047

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INSIGHTS ON PERFORMANCE MEASUREMENT by JOHN KAMENSKY

Making Big Plans: Bush Expands Use of National Strategies

John Kamensky

The Government Accountability Office, in its assessment of the implementation of the Government Performance and Accountability Act, said "Congress should consider amending GPRa to require the President to develop a governmentwide strategic plan." The President's Office of Management and Budget objected, saying the President's Budget serves as the government's strategic plan.

The debate over a governmentwide strategic plan has been underway for more than a decade. In fact, GPRa requires OMB to prepare an annual governmentwide performance plan, which has not been prepared as a separate document for more than five years because OMB says that the budget fulfills that requirement.

So, does the federal government just ignore challenges that are long-term, large-scale, multi-agency, and multi-sector?

Not really. While OMB has resisted a governmentwide planning requirement, necessity has in fact created just such a process in the past five years.

After the September 11, 2001, terrorist attacks, President George Bush understood the criticality of developing a national—not just a federal—approach to fighting terrorism. He expanded the use of

a relatively new policy vehicle—which the White House calls a "national strategy" document—as a way of creating an overarching strategic plan around a specific need or outcome.

One of the first, the 90-page National Strategy for Homeland Security, was issued in July 2002. It addresses the threat of terrorism in the United States and focuses on the domestic efforts of the federal, state, local and private sectors. It identified three major goals—prevent terrorist attacks, reduce vulnerability, and minimize damage and recover from attacks. These are underpinned by six objectives, each of which have 5-12 accompanying activities. These are implemented via presidential directives (such as Homeland Security Presidential Directive 5) which in turn drive specific initiatives such as the development of the National Response Plan or the National Incident Management System.

National strategy documents have been issued in the past. Their use seemed to have started under President Clinton in the mid-1990s, such as the International Crime Control Strategy in 1998. In fact, some were required by law, such as the 1997 National Military Strategy of the



United State of America, but these were not signed by the President and largely dealt within the bounds of a specific agency. For example, the national military strategy was signed by the chairman of the joint chiefs of staff and focuses on the armed forces—force structure, acquisition, doctrine, etc.

Other agencies had developed cross-cutting national strategies. For example, the Office of National Drug Control Policy's national strategy and the attorney general's interagency counterterrorism and technology crime plan, pre-existed the Bush Administration's use of national strategies.

To date, there are about a dozen national strategy documents that address terrorism or related issues (see accompanying box). But just what is a "national strategy" document? Congress asked this question of GAO and it prepared a report that assessed those that related to terrorism.

GAO concluded "National strategies are not required by executive or legislative mandate to address a single, consistent set of characteristics...we found there was no commonly accepted set of characteristics used for an effective national strategy."

So GAO developed a set of six “desirable” characteristics! They are:

- Purpose, scope and methodology
- Problem definition and risk assessment
- Goals, subordinate objectives, activities and performance measures
- Resources, investments and risk management
- Organizational roles, responsibilities and coordination
- Integration and implementation

GAO developed these characteristics based on existing strategies, as well as best practices agencies developed in drafting their strategic plans under GPRA.

GAO found that national strategies differ from other federal government planning documents in that they were national—not just federal—in scope, oftentimes had international components, and the federal government did not control many of the sectors, entities, or resources involved in implementing them. It also found that there was a rough hierarchy among the various terror-related strategies with cross-references among them.

For example, the National Security strategy provided an overarching strategy for national security as a whole while the Homeland Security strategy provided more specific approaches to combating terrorism domestically.

However, more important than what are national strategies is an answer to “so what?” National strategies, says GAO “will not ensure a strategy-driven, integrated, and effective set of interagency, interorganizational programs to implement these strategies.”

There is no one central entity that can control implementation, accountability, oversight, or coordination. That’s the nature of a federal system of government. And without incentives related to national goals, the national strategies may revert to primarily a federal responsibility. So while this may concern GAO, it may not concern others.

Like most planning efforts, just the process of developing a plan may be the most valuable part of the process. It creates a dialogue among stakeholders around developing a common direction, develop relationships, and improve cooperation. GAO concerns about accountability and implementation may be important, but that may not be the only

Still, GAO does raise valid issues. Dr. Sharon Caudle, a GAO assistant director who has been following the evolution of the national strategies, says there is not a consistent process to update the national strategies, for example the Homeland Security strategy is now four years old and should be revisited given that it is now perceived as weak in some areas such as all-hazards preparedness, which stems from the Hurricane Katrina experience.

Even if updated with new, innovative goals, organization specific strategic and operational plans must provide further direction for implementers and funders. Also, she notes that the increasing proliferation of strategies may be devaluing its use as a tool that can focus national visibility and priority attention.

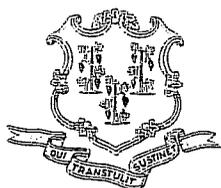
What about the experience of other countries with governmentwide planning? The track record has not been clear. New Zealand, one of the pioneers in managing for results, found that it could successfully create accountability and focus on program outputs that it could control, but not on policy outcomes where it had less control.

It has experimented with several approaches for developing outcome-oriented governmentwide strategies and plans over the past 15 years, but has not developed a solution to the control and accountability issues that GAO has raised. Other countries that have attempted governmentwide outcome planning—such as the United Kingdom, Canada and Australia—have not solved the problem either.

So, while there may be concerns about the use of national strategies, there does not seem to be a model of an alternative approach that works on a large scale. Or is there? This seems to be a “work in progress,” so if you have any examples, please share!

ASPA member John Kamensky is a senior fellow with the IBM Center for The Business of Government, where he recently co-authored “Six Trends Transforming Government.” He is also an associate partner with IBM Global Business Services and a fellow of the National Academy for Public Administration. He can be reached at john.kamensky@us.ibm.com.

Center reports can be downloaded for free at: www.businessofgovernment.org.



STATE OF CONNECTICUT
EXECUTIVE CHAMBERS

Item #22

M. JODI RELL
GOVERNOR

October 11, 2006

Kevin Grunwald
Town of Mansfield
4 South Eagleville Road
Storrs, CT 06268

Dear Mr. Grunwald:

Across the country there is growing concern that alcohol use, especially among young people continue at high rates. This concern is underscored by the recent data analyses conducted by the Department of Mental Health and Addiction Services (DMHAS) that not only showed alcohol as the number one substance of use by teens and young adults, but that Connecticut's rate was 16% higher than national rates. It is evident that we must address these unhealthy patterns and trends that threaten the well-being of our citizens. In view of this necessity, we have funded you and others like you through the Strategic Prevention Framework State Incentive Grant (SPF SIG) to work with your communities to begin to reverse these trends.

The grant you have been awarded is effective September 30, 2006 for three years renewable annually, pending your organization's performance and the availability of federal funds. Over the next two weeks, you will be contacted by staff from the DMHAS Prevention Unit to provide further clarity on your proposal and to initiate the contracting process.

On behalf of the state, thank you for your proposal and congratulations on your grant award. In partnership with the Department of Mental Health and Addiction Services and their state partners, I look forward to the great strides that will be made against the challenges posed by alcohol use and abuse.

Sincerely,

A handwritten signature in black ink that reads "M. Jodi Rell".

M. Jodi Rell
Governor

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WINDHAM REGION COUNCIL OF GOVERNMENTS

968 Main Street, Willimantic Connecticut 06226

(860) 456-2221/Fax: (860) 456-1235 Email: wincog@snet.net

Ashford Chaplin Columbia Coventry Hampton Lebanon Mansfield Scotland Windham

Item #23

FOR IMMEDIATE RELEASE

October 17, 2006

Rusty Lanzit, Chairman of the Windham Regional Council of Governments (WINCOG), is pleased to announce that Mark N. Paquette has been selected to succeed Barbara Buddington as WINCOG's executive director, effective November 6.

Mr. Paquette has a masters degree from the University of Connecticut, lives in Mansfield, and has served as recreation director in two of the region's towns – in Coventry from 1996 to 1998 and in Windham from 1998 to the present. He also currently serves as chairman of the board of directors of the Quinebaug Shetucket National Heritage Corridor and as vice president of the board of directors of the Willimantic Whitewater Partnership, and has affiliations with several other local and regional organizations. He brings to the position particular expertise in strategic planning, community outreach, grant writing, and inter-agency collaboration.

Ms. Buddington announced her plans to retire from the position last spring and has been working with the WINCOG Board throughout the search process. She served from 1988-1998 as senior planner and assistant director of WINCOG's predecessor organization, the Windham Regional Planning Agency, and was hired as WINCOG's first executive director when that organization was formed in 1998.

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For further information, please contact

Rusty Lanzit, WINCOG Chairman
First Selectman, Chaplin
455-0073

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