

TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
MONDAY, December 10, 2007  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.

AGENDA

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**EXECUTIVE SESSION**

**ADJOURNMENT**

## REGULAR MEETING-MANSFIELD TOWN COUNCIL

November 26, 2007

Deputy Mayor Gregory Haddad 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: Clouette, Duffy, Haddad, Koehn, Nesbitt, Paulhus and Schaefer

### II. APPROVAL OF MINUTES

Mr. Schaefer moved and Mr. Paulhus seconded to approve the minutes of the November 13, 2007 minutes as corrected. Motion passed with Mr. Nesbitt abstaining. Mr. Paulhus moved and Mr. Schaefer seconded to approve the minutes of the November 11, 2007 Special Meeting as corrected. The motion passed unanimously.

### III. MOMENT OF SILENCE

Deputy Mayor Haddad requested a moment of silence in honor of and respect for our troops around the world.

### IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, 54 Old Turnpike Road, inquired whether or not a special meeting regarding the Community Center was held by the Town Council. Town Manager, Matt Hart, stated that the meeting was held and offered to provide Ms. Wassmundt with a copy of the meeting packet.

Ms. Wassmundt, noting that she owns no rental properties, expressed her concerns regarding the Housing Code and asked the Town Council to table any decision on the proposed amendment until next month. Ms. Wassmundt's letter to the Council describing her concerns is attached.

Dennis O'Brien, 120 Bolivia Street in Willimantic, invited Town Council members to an open house for the Regional Children's Probate Court this Thursday from 4:30 p.m. to 6:30 p.m. The new Court is in operation and covers 17 towns including Mansfield. Attorney O'Brien thanked the Council members for reappointing him as the Attorney for Mansfield.

Mike Sikoski, 135 Wildwood Road, commented that the rent on his rental units will be increased by \$200 per month due to the cost of the Housing Code and to bring the units to market value. He stated no surrounding towns have similar ordinances. Willimantic had a Housing Code, did away with it, and are now trying to revive it.

V. SWEARING IN OF DEPUTY FIRE MARSHALS

Chief Dave Dagon and Fire Marshal John Jackman announced that Dan Davis and Andrew Franklin have both completed the Deputy Fire Marshal Program. The Program takes over 255 hours to complete. The Deputy Mayor extended the congratulations of the Town Council and asked the Town Clerk to swear them in as Deputy Fire Marshals.

VI. OLD BUSINESS

1. Mansfield Housing Code, Expansion of Rental Certification Zone

Mr. Clouette moved and Mr. Schaefer seconded, effective November 26, 2007 to amend the map appended to the Town of Mansfield Housing Code per section 901.1 thereof, establishing the boundaries of the Rental Certification Zone wherein residential rental properties are subject to special regulation, and to substitute said amended map for the map now appended to the Code, so as to include within said Zone, in addition to all properties within the existing Zone, all properties east of the Willimantic River then along Mansfield City Road east to the junction of Browns Road, then east to the junction of Storrs Road and then northeast along Warrenville Road to the Ashford border, and all of Stafford Road south to the Windham town line and all roads west of Stafford Road to the Willimantic River, including all properties on both sides of all roads affected, as shown on the amended map, and as set forth in detail by the Director of Building and Housing Inspection in his correspondence to the Town Manager dated October 17, 2007, copies of which are available for inspection in the Office of the Town Clerk of the Town of Mansfield, Four South Eagleville Road, Mansfield, CT 0268.

Said amendments shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield, with the result being that the amended map shall be substituted for the current map as an appendix to the Housing Code.

Council members inquired as to whether or not the Town could be liable for either not including certain elements in the water testing or for not including the entire Town in the Rental Certification Zone. Attorney Dennis O'Brien stated that the Town has limited immunity from liability in areas that require discretion as long as there is a rational basis for the extended benefit.

Ms. Koehn noted that some citizens are questioning the larger issues regarding the Housing Code and asked staff to address their questions and inform the citizens of their rights, under the Charter, to petition for repeal. Mr. Nesbitt moved and Mr. Paulhus seconded to table the motion to the first meeting in January. Mr. Nesbitt stated that the program, which has been in existence for a year, should be reevaluated before changes are made. The motion failed with Duffy, Nesbitt and Paulhus in favor and Clouette Haddad, Koehn and Schaefer opposed.

## 2. Community/Campus Relations

Town Manager, Matt Hart, reported the Office of Student Affairs conducted a symposium on Spring Weekend attended by representatives of many colleges in the state. Possible strategies were discussed, as were possible alternative events. Ms. Koehn expressed her indignation regarding the quote in the packet attributed to Mr. Szigethy, Director of Alcohol and Other Drug Services. She stated that if Spring Weekend is not UConn's problem whose is it.

Mr. Hart also updated the Council regarding the formation of a task force to look at housing issues. Mr. Hart noted that although the Strategic Planning Process will address some of these issues, it is an important topic and there are things that staff can start to look at immediately.

## 3. Community Water and Wastewater Issues

The Committee will meet on December 15, 2007 at the Bishop Center and there is a good chance that the Ponde Place connections will be on the agenda.

# VII. NEW BUSINESS

## 4. Presentation on Pandemic Flu Preparedness

Lucinda Hogarty, Public Health Emergency Preparedness Coordinator, Rob Miller, Eastern Highland Health District Director and John Jackman, Director of Emergency Services, presented an overview of the threats and actions being undertaken to deal with the possibility of a pandemic flu outbreak.

If both individuals and communities take responsibility and have a plan then the outcome can be changed for the better.

Ms. Duffy left at 9:50 p.m.

## 5. Financial Statements Dated September 30, 2007

Mr. Schaefer moved and Mr. Clouette seconded, effective November 26, 2007, to accept the Financial Statements dated September 30, 2007, as presented by staff.

Mr. Schafer noted the Finance Committee has reviewed the reports for the first quarter. Ms. Koehn questioned how the error in the budgeting for day camp salaries in the Recreation Program Fund would be addressed and suggested the Community Center should make adjustments in the current budget. Mr. Nesbitt asked if the amount spent for employee benefits was fairly stable across all four quarters. Jeff Smith, Director of Finance, stated the numbers fluctuate due to the use of seasonal workers.

The motion to approve passed unanimously.

Ms. Koehn moved and Mr. Nesbitt seconded to refer to the Finance Committee the question of what to do about the deficit in the Recreation Program Fund.

The motion was approved unanimously.

#### 6. Capital Projects Closeouts

Mr. Schaefer moved and Mr. Paulhus seconded, effective November 26, 2007, to adopt the adjustments to the capital projects fund, as recommended by the Director of Finance in his correspondence dated October 22, 2007.

Mr. Schafer commented the Finance Committee has reviewed the report and voted to refer it to the Council.

The motion to approve passed unanimously.

#### 7. DECD Financial Assistance Proposal for Improvements to Storrs Road

Mr. Clouette moved and Mr. Schafer seconded to approve the following resolution:

WHEREAS, pursuant to Connecticut General Statutes Section 4-66 (c) of the Connecticut Legislature, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Mansfield make an application to the State for \$2,500,000 in order to undertake the Improvements to Storrs Road (Route 195) Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF MANSFIELD:

That it is cognizant of the conditions and prerequisites for state assistance, as imposed by Section 4-66 (c) of the Connecticut General Statutes;

That the filing of an application for State financial assistance by the Town of Mansfield in an amount not to exceed \$2,500,000 is hereby approved and that the Town Manager is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Mansfield.

The motion to approve passed unanimously.

8. Partnership for Working Toward Inclusive Communities

Mr. Paulhus moved and Ms. Koehn seconded, effective November 26, 2007, to authorize the Mayor to issue the attached Proclamation to Join the Partnership of Working Toward Inclusive communities thereby endorsing Mansfield's membership in the NLC Inclusive Communities Partnership.

Council members discussed the relevance and applicability of the proposed proclamation. Ms. Koehn expressed support for the effort with the exception of placing a sign indicating that this is an inclusive community.

Motion passed with all in favor except Mr. Schaefer who abstained.

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

IX. REPORTS OF COUNCIL COMMITTEES

Ms. Koehn reported that 20 people signed up for the energy audit and so the Clean Energy will continue to sponsor the program. Also the Energy Efficient Lighting Sale will be tomorrow the 27<sup>th</sup> at Southeast School.

X. REPORTS OF COUNCIL MEMBERS

XI. TOWN MANAGER'S REPORT

Attached

Mr. Hart reported that with the approval of the changes to the Charter there are a number of ordinances that will need to be adopted. Staff has begun work on the development of the required ordinances.

At the December meeting, the Town Manager, will present his recommendations for participation in the WINCOG Regional Performance Incentive Program.

The Town Manager suggested that instead of one budget information session the Council might prefer to spread the discussion over two regular meetings. The first meeting would be an update on major projects and the second an intensive look at budget items. Mr. Nesbitt suggested the first meeting in January be dedicated to business and the second meeting a work session to discuss the budget. By consensus the Council asked the Town Manager to examine this proposal including the establishment of rules for public participation.

Mr. Hart reported that Town Staff has developed an interim search vehicle that will facilitate improved searching of the records of the Boards and Commissions of the Town. By consensus the Council agreed to distribute the site to Council members on a trial basis. Mr. Hart asked Council members to let him know their thoughts.

Mr. Paulhus left at 10:30 p.m.

## XII. FUTURE AGENDAS

Council members agreed to discuss at a future meeting whether or not this and future Town Councils are bound by the Strategic Planning report, or is it advisory.

Mr. Nesbitt requested the Council set aside time to discuss how to approach communication, general policy and the best way to establish coordination and oversight.

Mr. Clouette would like to discuss the WRTD bus system at a future meeting and asked if staff thought any action needed to be taken. The two issues he is concerned about are UConn's commitment to the fare free program and the status of the special service which involved providing rides for students at night on an on call basis. Ms. Koehn also questioned the change in schedule that eliminates an easy connection between Mansfield and Hartford. Mr. Hart reported that in the last few years it has been more difficult to garner support

from the Undergraduate Student Government for the fare free program and the late night program had some problems and WRTD declined to provide it this year for a number of reasons. Mr. Hultgren and Mr. Hart have been working to facilitate an agreement between the parties. He will keep the Council informed.

### XIII. PETITIONS, REQUEST AND COMMUNICATIONS

9. CCM re: Post Elections, new CCM Officers and Board Members Appointed.
10. The Chronicle "Three Women, Three Towns, A Common Thread – 11/19/07
11. Daily Campus "Best in Their Class" – 11/14/07
12. Daily Campus "Spring Weekend Symposium Seeks Solution To Party Weekend Issues" – 11/14/07
13. 2007 Home Energy Solutions Program
14. Regional Schools District #19 re: District/Municipal Budget Information Sharing Session – 11/14/07
15. Office of Environmental Policy Letter RE: University of Connecticut Proposed Compos Facility – 11/9/07
16. Chamber Update "Fall Fiest Spook-tacular Success" – November 2007
17. Daily Campus "Mansfield Meets the Hogans" 11/5/07
18. The Chronicle "Mansfield Gives UCONN President a Warm Welcome" – 11/3/07
19. The Chronicle "Towns and Universities Benefit from Bonding – 11/1/07
20. Daily Campus "Study: Drivers More Cautious on Busy Roads" 10/17/07
21. New York Times "Consulting Firm Good Choice for Hogan" 10/15/07
22. New York Times "Growing Pains at UCONN" – 10/14/07
23. The Chronicle "Wetlands Oks New Center" 10/4/07

### XIV. EXECUTIVE SESSION

### XV. ADJOURNMENT

Mr. Schafer moved and Mr. Clouette seconded to adjourn the meeting at 10:50 p.m.

Motion passed unanimously.

Gregory Haddad, Deputy Mayor

Mary Stanton, Town Clerk

November 26, 2007

To: Town Council, Town of Mansfield  
From: Elizabeth T. Wassmundt  
54 Old Turnpike Road  
Storrs, CT 06268  
RE: Landlord Registration Ordinance and Mansfield Housing Code

I must tell you that since I have been attending council meetings and since I have set out to research some of the projects you deal with, I am most appreciative of the time you commit to the townspeople. Also, I appreciate the fact that you must rely on the information presented to you by town hall staff. Similarly, I hope that you will appreciate that I have devoted a significant amount of time to research the issues which I will address in order to form what I believe is a reasonable opinion about these issues. I do this in the interest of the people in this town; I hope that you will give fair consideration to what I have to say.

I want you to know that I own no rentals in Mansfield or any other town and I am not a tenant. My interest in these ordinances is purely that of a concerned citizen.

I am here to ask you to table the current motion before you regarding this Mansfield Housing Code. I feel that you need to review both of these ordinances before making any further decisions about them; my reasoning follows:

\* The Landlord Registration Ordinance is poorly written and this can lead to problems (possible law suits) for the Town. Refer to materials previously submitted to you. Please explain the town attorney's defense of the wording in this ordinance.

\* Experience to date has shown you that people can invalidate the Landlord Registration Ordinance. This is very easy and inexpensive to do. What will you do about this?

\* Is the town vulnerable to law suits due to the Code of Ordinances? Has the town assumed liability which should properly be the landlord's? If you want to protect students from dying in a fire, what is your obligation to protect other citizens from the same fate? Remember the house Claude McDaniels lived in? Your required water test does not address radon or lead, and other hazards. By getting us involved in testing water, what is the town's liability for not testing for all harmful conditions?

\* Why ever do you require that the septic be pumped every two years with no requirement that the septic be certified to be functional? Just pumping does not guarantee proper function. The septic company is under no obligation to report failure of a system. How can you justify this?

\*Have you checked to see if landlords pass the cost of inspections on to the tenant?

\* Just how many substandard rentals do we have in this town? Is there no other way to deal with these problems other than these ordinances? I believe I heard said that there have been few problems found.

\* I question the completeness of staff's cost analysis of inspections. The presentation is that of the old Salesman Sam's technique: "It will only be the cost of a pack of cigarettes a day."- back when the pack cost 26

cents. That technique in itself is offensive but at least include all costs such as the water test and the cost to dig a septic, recover it and reseed and likely there are other costs. Please require a complete analysis of cost, if it is to be a consideration.

\* I question whether staff did an initial analysis so as to properly project the number of people required to do the inspections in the certification zone as it is currently defined. This is the citizen's tax dollar you are spending. Please provide the analysis used to justify the development of a three person office to inspect 894 units.

I request that these questions be answered at the next meeting and that you not make any further changes to the housing code ordinance this evening. Thank you.

# Memo

To: Town Council

From: Matt Hart, Town Manager *M.H.*

CC: Town Employees

Date: November 26, 2007

Re: Town Manager's Report

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Below please find a report regarding various items of interest to the Town Council, staff and the community:

- I would like to congratulate the council members upon their re-election and welcome Gene Nesbitt to the Town Council. Gene comes to us with good experience having served as a council member for another council-manager community as well as a member of Mansfield's Charter Revision Commission. I look forward to Gene's ideas and contributions to the work of the Council. Welcome, Gene!
- I am very pleased to announce that Mayor Elizabeth "Betsy" Paterson has been selected as the new president of the Connecticut Conference of Municipalities (CCM) and as a member to the Board of Directors for the National League of Cities (NLC). In both capacities, I am confident that Mayor Paterson will serve as an effective advocate for Mansfield and other cities and towns. Congratulations, Mayor!
- After 27 years of service to the Town of Mansfield, Social Worker Sheila Thompson is retiring. Please join us at her farewell party on December 6, 2007 at 1:00 PM in Council Chambers. Thank you Sheila for all of your years of service and dedication to the Town of Mansfield!
- Reminder - the first search conference for "Mansfield 2020: A Unified Vision," is scheduled for December 8-9, 2007. Later this week, we will distribute a packet containing demographic and other environmental scan materials to the Town Council and other search conference participants.



# WINCOG Regional Performance Incentive Program

## DRAFT Project Descriptions

### Windham Region GIS & Cadastral Data Center

The overall goal of the Windham Region GIS & Cadastral Data Center is to facilitate coordinated planning across disciplines and municipal boundaries by increasing access to municipal mapping information through an online interface. As an integral part of this effort, the Center will provide efficient, ongoing support for municipal GIS tax parcel data development and standardization. The Center will facilitate other forms of GIS data development as well.

The Windham Region GIS & Cadastral Data Center will have two primary objectives:

- 1) to assist member towns in the ongoing development of their digital tax parcel maps and databases, and
- 2) to serve regional geographic information online in an easy-to-use format.

The Windham Region GIS & Cadastral Data Center will be located at the offices of the Windham Region Council of Governments and be staffed by WINCOG employees. These staff will work primarily with municipal tax assessors, but also with planners, economic developers, public works/engineering staff, and other municipal officials in the Windham Region to create, update and standardize municipal geographic information. This will provide a significant benefit to municipal staff (especially assessors) who may have limited experience in the field of comprehensive geographic data development. The Center staff will provide local, personalized service with a particular understanding of intra-disciplinary needs and planning goals. The Center will eliminate the need for municipalities in the Windham Region to contract out for digital tax map development and updates.

The Windham Region GIS & Cadastral Center will also be a website and online service in which municipal staff and the general public can access geographic information easily in a "one-stop" regional context. This service has great potential in terms of meeting the information requirements necessary for integrated planning efforts. The online regional inventory of tax parcels and assessment data can be partnered with economic and demographic information; transportation, transit and community resources; and natural resource information in an easy-to-use, searchable online interface. While the goal of the regional mapping application is not to replace municipal map servers, smaller municipalities who are unable to provide this service on their own will be able to utilize the regional website.

### Regional Economic Development

WINCOG will begin the process of providing economic development staff services for interested communities within the region, with the intent that the demand for such services will grow upon demonstration of success.

For the first year, WINCOG would augment its current staff capabilities by retaining the services of a highly qualified Economic Development Firm with expertise in small to mid-size rural populations and extensive experience in regional, state and national Economic Development.

The Service would be based out of the WINCOG central office with an oversight committee made up of the First Selectman or Town Managers of each of the Towns. The WINCOG economic development staff person would spend time in each of the towns, with a focus on what's best for both the individual community and the region as a whole.

The WINCOG population would have an enhanced level of service and coordination which would lead to increased interest on the part of businesses looking to start a business or locate in the region. Equally important will be an enhanced capability to retain the region's existing businesses and help them expand.

There will be a very focused marketing effort from a regional perspective to solicit businesses to locate in the region. Local and regional team-building workshops will also be conducted using a variation of the MetroHartford Alliance's highly successful Economic Development for Public Officials (EDPO) program.

The use of consulting assistance for the first year will set the groundwork for the hiring of a full-time Economic Development Director at the end of the first year. The consultant would be instrumental in hiring and recruiting for the position.

### Regional Trail Maintenance Equipment

The overall goal of the Regional Trail Maintenance Equipment is to purchase a piece of equipment with several attachments to maintain the Rails to Trails sections here in eastern Ct. In addition, the towns involved will create a sharing agreement amongst themselves. This is a one-time purchase. The CRCOG towns of Vernon, Andover, and Bolton are also part of this application.

### Information Technologies Application Sharing and Development

This is a CRCOG proposal that WINCOG towns may sign on for. It involves the Joint development/implementation for IT applications as well as joint licensing for various packaged software. Details are still being formulated in regards to this proposal.

PAGE  
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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to Town Manager; Gregory Padick, Director of Planning; Lon Hultgren, Director of Public Works  
**Date:** December 10, 2007  
**Re:** Acceptance of New Town Roads

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**Subject Matter/Background**

Following the receipt of staff reports, the Planning and Zoning Commission (PZC) has determined that the above referenced new roads are ready for Town acceptance. Each of these roadways has been constructed in accordance with PZC-approved subdivisions. Although there are a few minor improvements to be completed, these remaining items can be appropriately covered by the Town's maintenance bond requirements. As detailed in the attached staff reports, the remaining work involves landscaping, trail improvements, monumentation and intersection lighting that have been scheduled by CL&P. There are existing occupied homes on all of the subject roads and acceptance at this time is considered appropriate. The attached staff reports provide more details.

**Financial Impact**

The above referenced roads will be added to the inventory of town roads maintained by the Public Works Department. Other than routine maintenance (sanding and snow plowing during the winter season, etc.) no special costs are anticipated.

**Legal Review**

All road deeds and easements have been reviewed and approved by the Town Attorney.

**Recommendation**

Subject to conditions noted below, the subject roadways are considered ready for Town acceptance. The following motions are recommended:

***#1 Monticello Lane***

*Move, effective December 10, 2007, to authorize Town Manager Matthew W. Hart, subject to the conditions cited below, to accept as a Town road the extension of Monticello Lane as constructed in association with the Fellows Estates subdivision. Town acceptance shall be subject to the following conditions:*

1. Confirmation that the developer has installed trail intersection signs on Storrs Road and Monticello Lane.

2. Execution by the Planning and Zoning Commission Chairman, Mansfield Controller, and the developer of a one-year maintenance bond agreement that addresses all regulatory requirements and approval conditions.

### **#2 Jonathan Lane and Blake Lane**

*Move, effective December 10, 2007, to authorize Town Manager Matthew W. Hart, subject to the condition cited below, to accept as Town roads the extension of Jonathan Lane and Blake Lane as constructed in association with the Wild Rose Estates Section 2 subdivision. Town acceptance shall be subject to:*

Execution by the Planning and Zoning Commission Chairman, Mansfield Controller and the developer of a one-year maintenance bond agreement that addresses all regulatory requirements and approval conditions and the completion of minor work detailed in staff reports.

### **#3 Beacon Hill Drive**

*Move, effective December 11, 2007, to authorize Town Manager Matthew W. Hart, subject to the condition cited below, to accept as a Town road Beacon Hill Drive as constructed in association with the Beacon Hill Estates subdivision. Town acceptance shall be subject to:*

Execution by the Planning and Zoning Commission Chairman, Mansfield Controller and the developer of a one-year maintenance bond agreement that addresses all regulatory requirements and approval conditions and the completion of minor work detailed in staff reports.

### **Attachments**

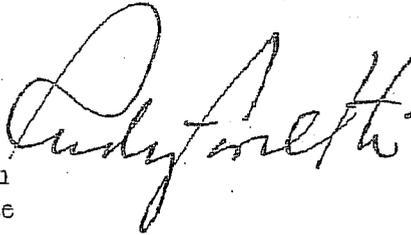
- 1) 12/04/07 letter from Planning and Zoning Commission
- 2) 11/29/07 memo from Director of Planning
- 3) 11/29/07 and 12/5/07 memos (3) from Assistant Town Engineer
- 4) Portion of approved subdivision maps depicting the subject roads

**TOWN OF MANSFIELD  
PLANNING AND ZONING COMMISSION**

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

Tuesday, December 04, 2007

To: Town Council  
From: Rudy Favretti, Chairman  
Planning and Zoning Commission  
Re: 8-24 Referrals for road acceptance



At it's 12-3-07 meeting, the Mansfield Planning and Zoning Commission adopted the following motions regarding road acceptance:

1. Fellows Estates/Acceptance of Monticello Lane Extension

"That the Planning and Zoning Commission report to the Town Council that the extension of Monticello Lane (Fellows Estates Subdivision) is now ready to be accepted as a Town road subject to verification that appropriate trail intersection markers have been installed. Upon Town Council acceptance of this road extension, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond pursuant to regulatory requirements and to release any bonding no longer required for this subdivision."

2. Wildrose Estates Section 2/ Acceptance of Jonathan Lane Extension and Blake Lane

"That the Planning and Zoning Commission report to the Town Council that the extension of Jonathan Lane and the new Blake Lane (Wildrose Estates Section 2 Subdivision) are now ready to be accepted as Town roads subject to the specific incorporation of minor work that remains to be completed into a maintenance bond agreement. Upon Town Council acceptance of this road extension and new road, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond pursuant to regulatory requirements and this action and to release any bonding no longer required for this subdivision."

3. Beacon Hill Estates/ Acceptance of Beacon Hill Drive

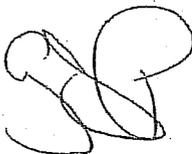
"That the Planning and Zoning Commission report to the Town Council that the Beacon Hill Drive (Beacon Hill Estates Subdivision) is now ready to be accepted as a Town road subject to the specific incorporation of minor work that remains to be completed into a maintenance bond agreement. Upon Town Council acceptance of this new road, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond pursuant to regulatory requirements and this action and to release any bonding no longer required for this subdivision."

Please contact Mr. Gregory J. Padick, Director of Planning if you have any questions regarding any of these motions.

TOWN OF MANSFIELD  
OFFICE OF PLANNING AND DEVELOPMENT

GREGORY J. PADICK, DIRECTOR OF PLANNING

Memo to: Planning and Zoning Commission  
From: Gregory Padick, Director of Planning  
Date: 11/29/07  
Re: Bonding/Subdivision Issues  
(Projects Listed on 12/3/07 Agenda)



1. Fellows Estates/Acceptance of Monticello Lane Extension

The public improvements associated with Fellows Estates and the extension of Monticello Lane were essentially completed late in 2006 but due to lack of monumentation, as-built certificates and the need to revegetated some disturbed areas, the improvements were not accepted by the Town. We now have received required certificates, disturbed areas have been revegetated and the improvements are in acceptable condition. One minor improvement, the posting of the foot path intersections with Storrs Road and Monticello Lane, has been verbally agreed to by the developer and accordingly, it is now ready to recommend acceptance by the Town Council. The following draft motion has been prepared for the PZC's consideration:

That the Planning and Zoning Commission report to the Town Council that the extension of Monticello Lane (Fellows Estates Subdivision) is now ready to be accepted as a Town road subject to verification that appropriate trail intersection markers have been installed. Upon Town Council acceptance of this road extension, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond pursuant to regulatory requirements and to release any bonding no longer required for this subdivision.

2. Wildrose Estates-Section 2/ Acceptance of Jonathan Lane Extension and Blake Lane

Attached please find an 11/29/07 memo from the Assistant Town Engineer and communications from the developer and land surveyor J. Tarbox. All major improvements, including street trees and buffer plantings, have been completed and are in acceptable condition. As detailed in the attachments, a number of minor revegetation, landscaping, signage and lighting improvements remain but these items cannot all be completed at this time or, in the case of the lighting, await installation by CL&P. Staff is in the process of confirming that the perimeter boundaries of the open space areas have been posted with the Town markers but, if this has not been done, the work can be covered by our maintenance bond requirements. The developer has committed to complete all remaining work as soon as possible. Due to the number of occupied homes on Jonathan Lane and Blake Lane, acceptance of the new roadways is recommended at this time. The following draft motion has been prepared for the PZC's consideration:

That the Planning and Zoning Commission report to the Town Council that the extension of Jonathan Lane and the new Blake Lane (Wildrose Estates Section 2 Subdivision) are now ready to be accepted as Town roads subject to the specific incorporation of minor work that remains to be completed into a maintenance bond agreement. Upon Town Council acceptance of this road extension and new road, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond pursuant to regulatory requirements and this action and to release any bonding no longer required for this subdivision.

3. Beacon Hill Estates/ Acceptance of Beacon Hill Drive

The public improvements associated with Beacon Hill Estates, including roadway and drainage work, trail improvements and the planting of street trees, were essentially completed by June. Recent staff inspection have identified a few minor trail and landscaping improvements that are either in process or due to seasonal constraints should be delayed until next spring. The developer has committed to complete all remaining work as soon as possible. All of the remaining work can be covered by the Town's maintenance bond requirements. A number of homes have been occupied on Beacon Hill Drive and acceptance of the new roadway is recommended at this time. The following draft motion has been prepared for the PZC's consideration:

That the Planning and Zoning Commission report to the Town Council that the Beacon Hill Drive (Beacon Hill Estates Subdivision) is now ready to be accepted as a Town road subject to the specific incorporation of minor work that remains to be completed into a maintenance bond agreement. Upon Town Council acceptance of this new road, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond pursuant to regulatory requirements and this action and to release any bonding no longer required for this subdivision.

4. Baxter Road Estates Common Driveway Bond

Work has been completed on the common driveway for lots 2 through 5 in the Baxter Road Estates Subdivision and found acceptable (see attached certification and memo from the Assistant Town Engineer). A segment of driveway edge has not been revegetated but has been acceptably mulched. The revegetation work can be included in the separate bond associated with roadway, trail and rain garden drainage improvements. Accordingly, it is recommended that the common driveway bond posted for these lots be released. The following motion has been drafted for the PZC's consideration:

That the Director of Planning be authorized to take appropriate action to release \$6,000 plus accumulated interest that has been held to ensure suitable completion of Baxter Road Estates lots 2 through 5 driveway work off of Baxter Road.

Memorandum:

November 29, 2007

To: Planning & Zoning Commission

From: Grant Meitzler, Assistant Town Engineer

Re: Fellows Estates - extension of Monticello Lane status

This road is ready for acceptance.

The only item I am aware of is a potential need to reseed the small landscaped island in the cul-de-sac. This represents a minimal cost and is easily covered within the 10% maintenance bond.

Memorandum:

November 29, 2007

To: Planning & Zoning Commission  
From: Grant Meitzler, Assistant Town Engineer  
Re: Jonathan Lane status

reference: 11.21.2007, GM check list for Jonathan Lane  
11.26.2007 RF Crossen letter re: checklist

In reviews for completion of this project over the last couple weeks I have listed the attached checklist. I have also reviewed the RF Crossen letter to Greg Padick in which the developer comments on the items completed and those still outstanding. I am in essential agreement with Mr. Crossen's comments but I do expand somewhat:

1. the two staging areas have been spread with chopped hay

This provides winter protection until the areas can be seeded in the Spring.

2. the roadside embankment has been spread with hay

This provides winter protection until the areas can be seeded in the Spring.

3. this staging area has also been spread with chopped hay.

This provides winter protection until the areas can be seeded in the Spring.

4. newer retention pond slopes

These banks needing more growth have been protected to the extent possible with the present ground condition which prohibits moving in heavy equipment and disturbing the area when the season won't allow growth. Hay has been spread to the limit that they could reach without moving in heavy equipment.

5. this swale has been repaired and spread with hay.

6. this dumped material has been removed and the areas spread with hay.

7. the shared drive end running from Blake Lane is to be covered by a highway permit or provided with a paved apron.

8. bare areas alongside the first few feet of this shared drive have been spread with hay.

9. the slope at the end of Blake Lane has been spread with hay.

10. bare areas on the slopes around the older retention pond will need additional seeding in the Spring. Additional hay bales have been placed and minor area of seeding has been done at the worst location.

11. There is a letter indicating the open space tags are in but we have to still establish that all are in place according to the

Memorandum:

December 5, 2007

To: Planning & Zoning Commission  
From: Grant Meitzler, Assistant Town Engineer  
Re: Beacon Hill Drive - status

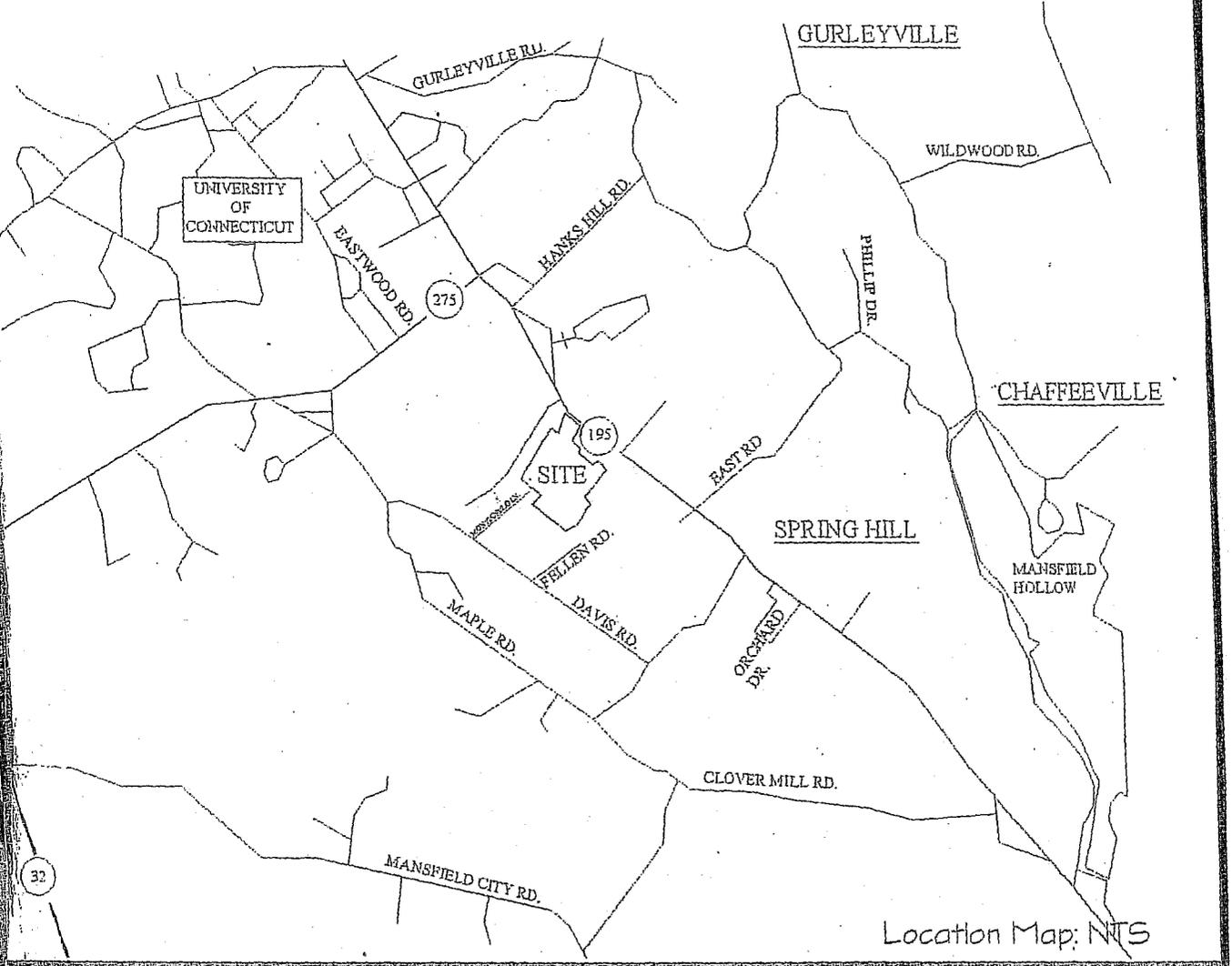
This road has been completed and is ready for Acceptance.

There are other minor items relating to the subdivision details that are included in a commitment letter from the Developer indicating these items will be done as soon as weather permits.

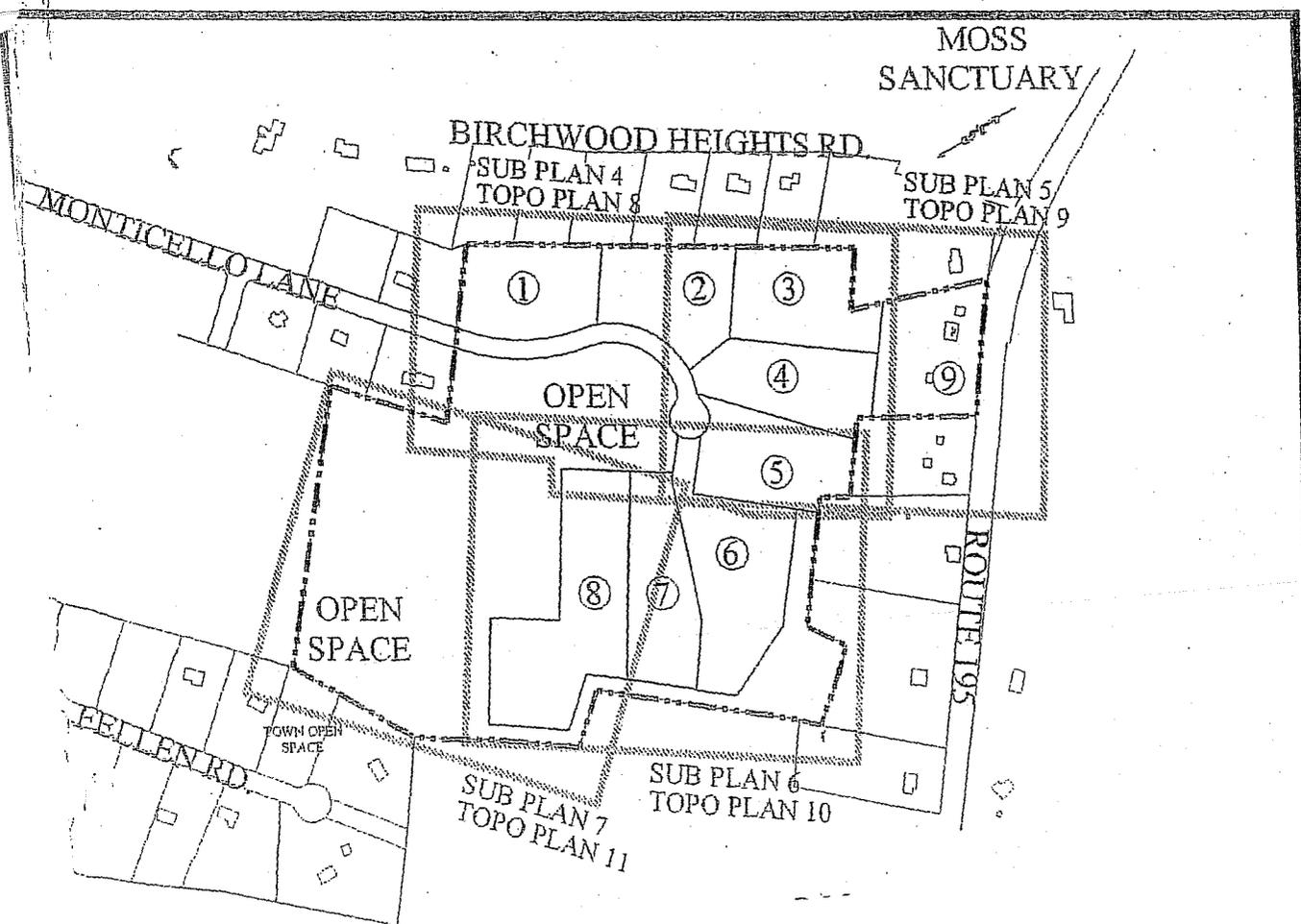
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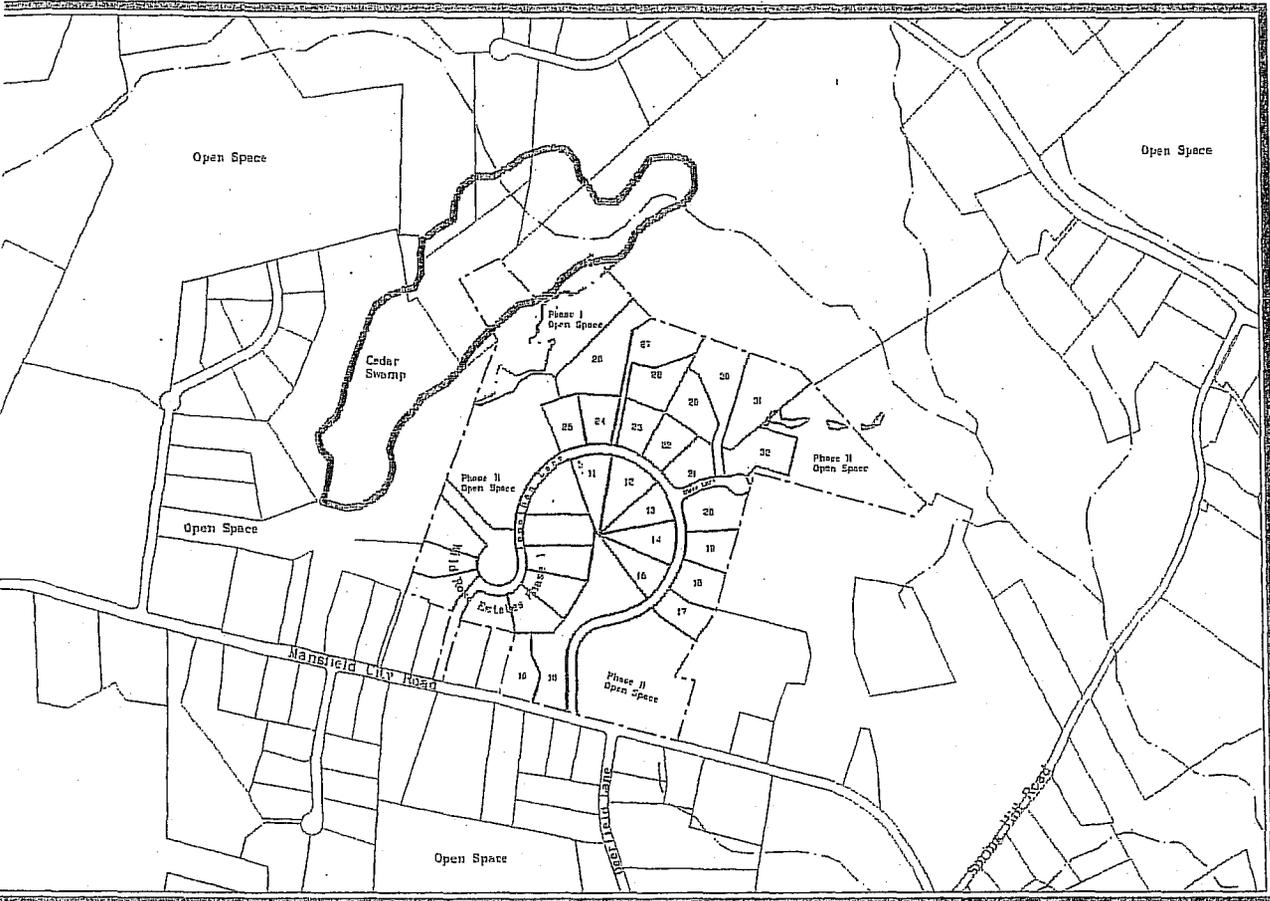
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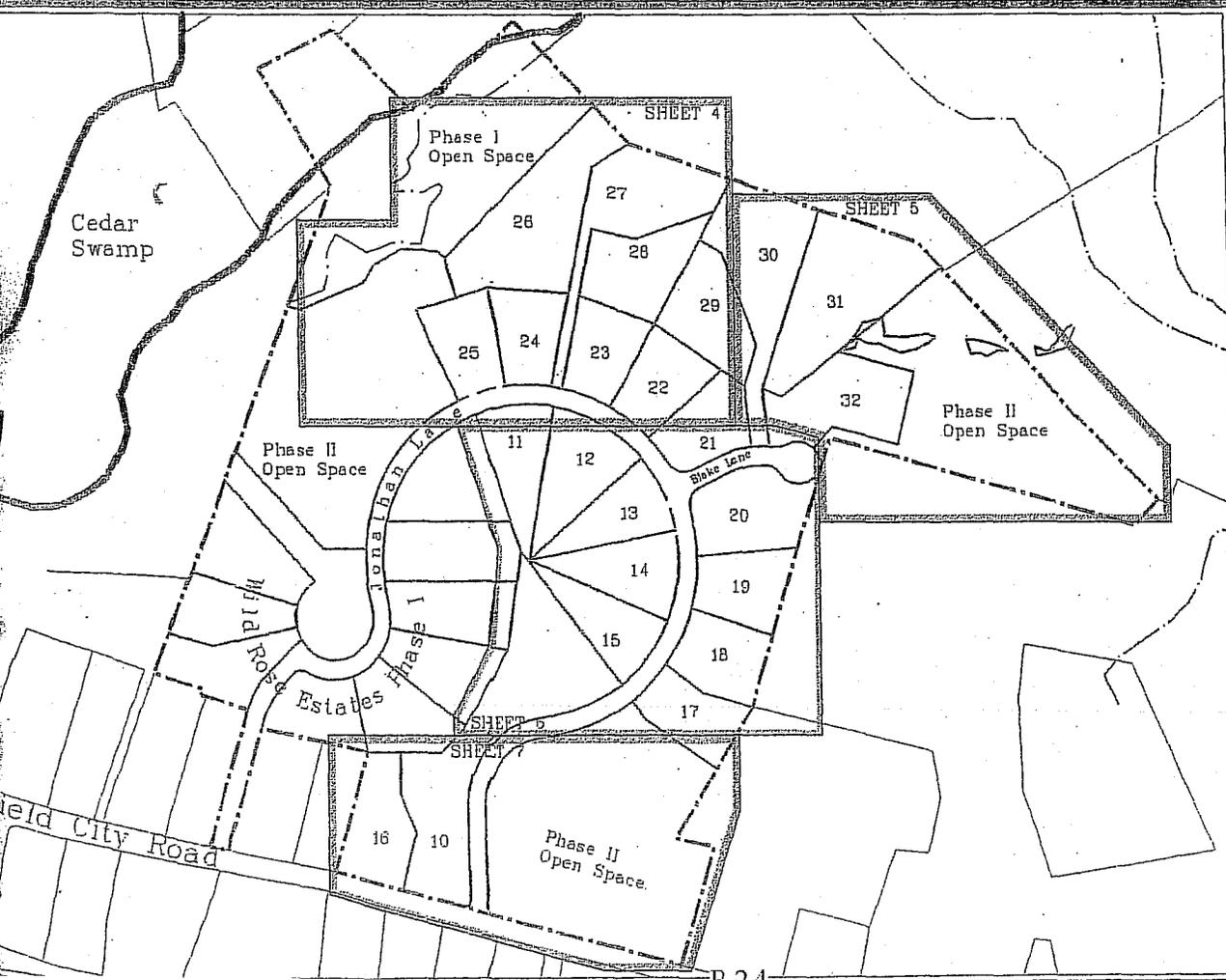


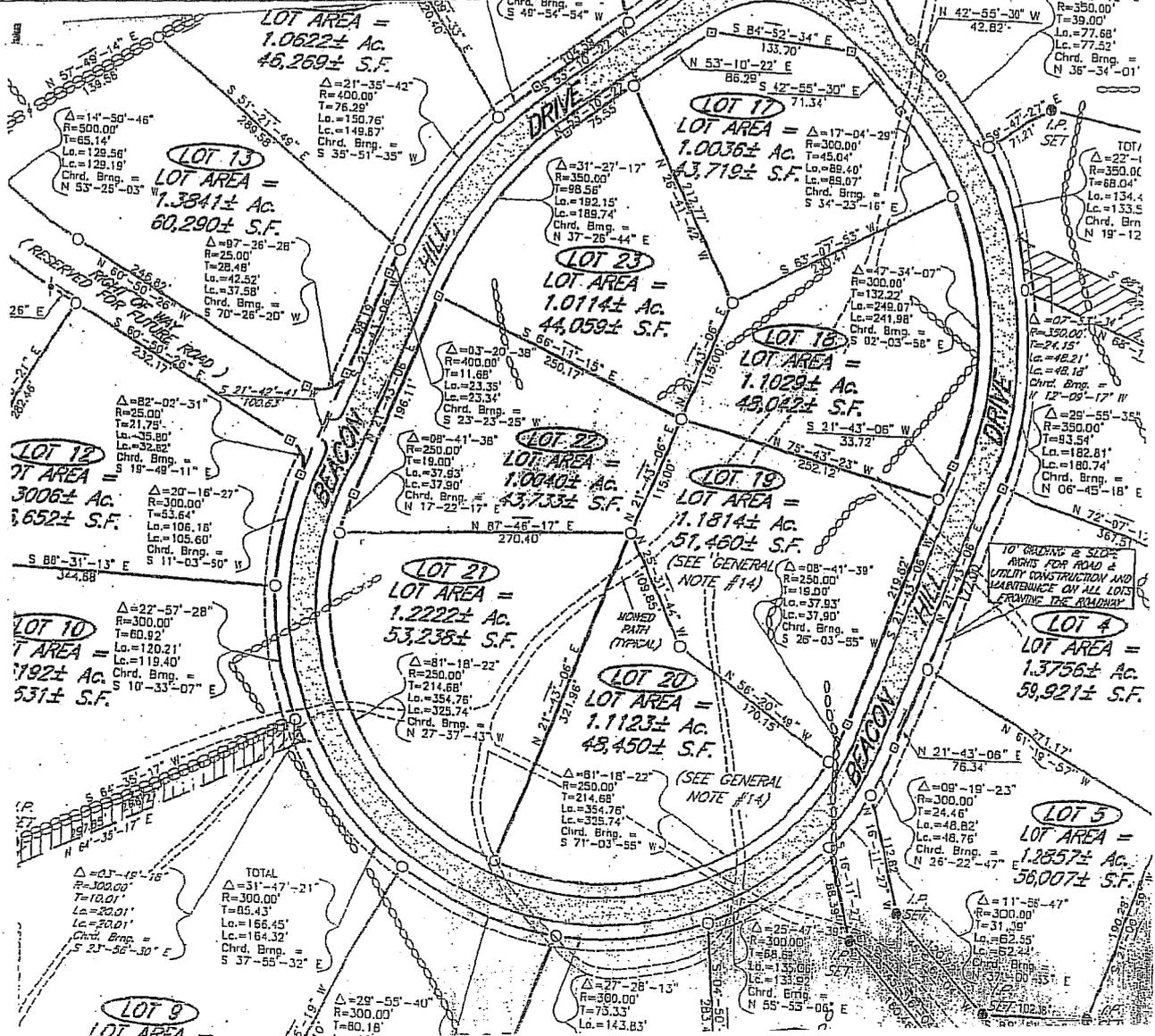
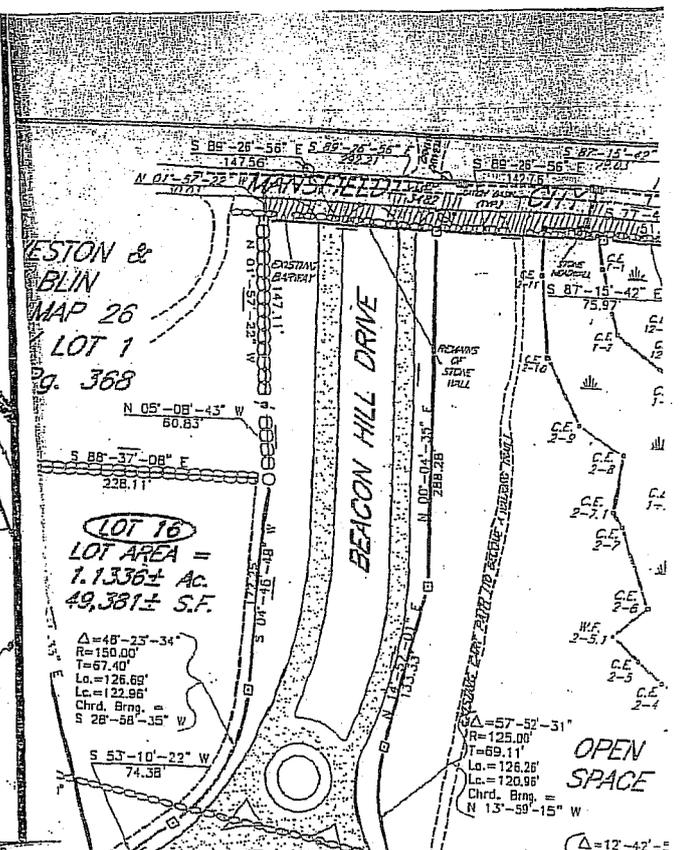
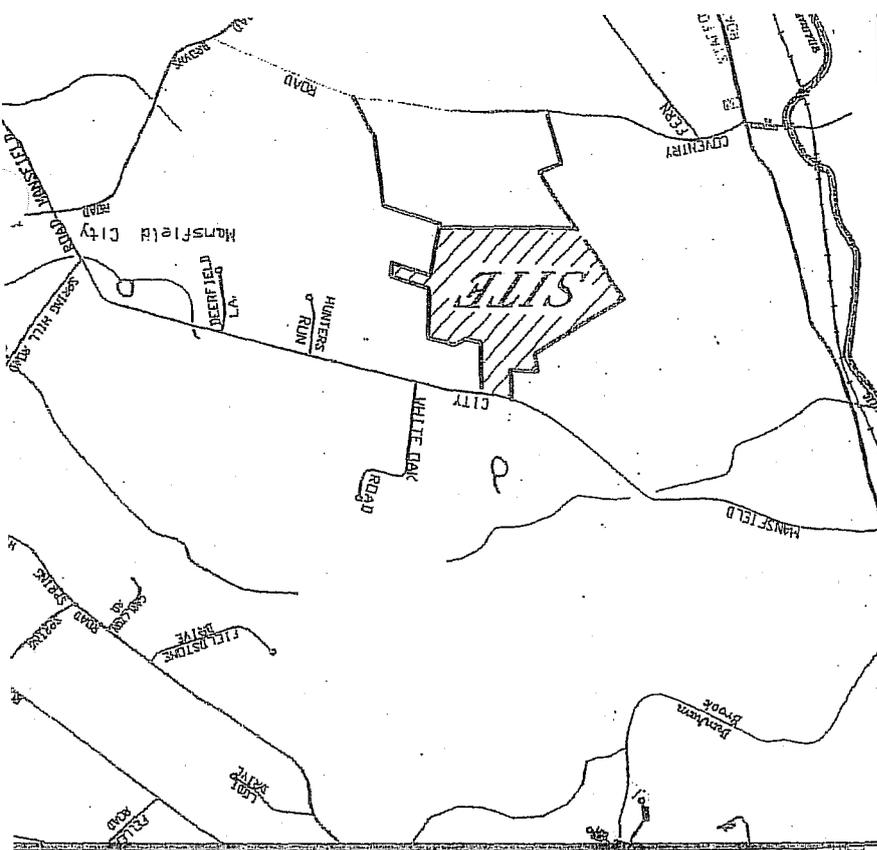
Location Map: NTS





Location Map @ 1"=3000'





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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MH*  
**CC:** Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Gregory Padick, Director of Planning; Jaime Russell, Director of Information Technology  
**Date:** December 10, 2007  
**Re:** Regional Performance Incentive Program

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**Subject Matter/Background**

As I reported at the previous Council meeting, the Windham Region Council of Governments (WINCOG) is applying to receive grant funding from the state Office of Policy and Management's (OPM) new Regional Performance Incentive Program. The Regional Performance Incentive Program was established by the General Assembly during its last regular session and is designed in part to promote regionalism and the delivery of local government services on a regional basis.

Staff recommends that Mansfield participate in three components of WINCOG's proposal: 1) Windham Region GIS & Cadastral Data Center; 2) Regional Economic Development; and 3) Information Technologies Application Sharing and Development (via the Capitol Region Council of Governments). While I have attached detailed information regarding each of these initiatives, a summary is as follows:

***Windham Region GIS & Cadastral Data Center***

The Town of Mansfield has an existing Geographic Information Systems (GIS) program with several features, including the assessor's parcel database, land use mapping and other geographic features. The Windham Region GIS & Cadastral Data Center is not designed to replace local GIS programs. The goal of the GIS Data Center project will be to facilitate coordinated planning across disciplines and municipal boundaries by increasing access to municipal mapping information through an online interface. As an integral part of this effort, the center will provide efficient, ongoing support for municipal GIS tax parcel data development and standardization. The center will facilitate other forms of GIS data development as well.

The Windham Region GIS & Cadastral Data Center will have two primary objectives: a) to assist member towns in the ongoing development of their digital tax parcel maps and databases, and b) to serve regional geographic information online in an easy-to-use format.

The Windham Region GIS & Cadastral Center will also provide a website and online service in which municipal staff and the general public can access geographic information easily in a "one-stop" regional context. This service has great potential in terms of meeting the information requirements necessary for integrated planning efforts. The online regional inventory of tax parcels and assessment data can be partnered with economic and demographic information; transportation, transit and community resources; and natural resource information in an easy-to-use, searchable online interface. While the goal of the regional mapping application is not to replace municipal map servers, smaller municipalities who are unable to provide this service on their own will be able to utilize the regional website.

### ***Regional Economic Development***

Under this initiative, WINCOG will begin the process of providing economic development staff services for interested communities within the region, with the intent that the demand for such services will grow upon demonstration of success.

For the first year, WINCOG would augment its current staff capabilities by retaining the services of a highly qualified economic development firm with expertise in small to mid-size rural populations and extensive experience in regional, state and national economic development.

With this proposal, the WINCOG population would have an enhanced level of service and coordination which would lead to increased interest on the part of businesses looking to start a business or locate in the region. Equally important would be an enhanced capability to retain the region's existing businesses and help them expand.

This program would feature a focused marketing effort to solicit businesses to locate in the region. Local and regional team-building workshops would also be conducted using a variation of the MetroHartford Alliance's highly successful Economic Development for Public Officials (EDPO) program.

### ***Information Technologies Application Sharing and Development***

This is a CRCOG proposal that WINCOG towns may participate in. The program involves the joint development/implementation of IT applications as well as joint licensing for various packaged software. Under this project, towns would partner to procure and/or develop IT applications. The project would include: a) development of common specifications for proposals, development of application standards, and creation of a mechanism for joint procurement of software where this is cost effective and makes sense for the towns involved; b) creation of an FTP server repository for sharing of in-house developed applications; and c) development of specific applications for use by multiple towns as agreed-upon by the member communities. Potential systems to be developed might include:

- ArcPad based sign inventory application
- Municipal Asset Tracking application to fulfill GASB requirements
- A standardized CT CAMA application with standardized parcel level data
- A web-based permit application and tracking application

- Software for management and archiving of electronic documents using a common standard interface

### **Financial Impact**

OPM is not requiring a match from councils of governments or member towns to participate in the Regional Performance Incentive Program. WINCOG and town staff have estimated that Mansfield's participation in the GIS & Cadastral Data Center would result in a estimated future tax savings of \$8,000 per year in today's dollars, if the town were to choose to provide these services in the future. For the Regional Economic Development program, staff similarly estimates that Mansfield's participation could save the town approximately \$100,000 in future tax dollars if the town were to choose to hire its own full-time economic development director. (This estimate does not factor in any potential tax revenue that an economic development staff person would bring to the community.)

While OPM is not requiring a match for this grant program, it is important to note that following the expiration of any grant funding received, WINCOG and its member towns would be responsible for funding the cost of these new programs if WINCOG chooses to continue the service and the member towns decide to purchase that service from WINCOG. For the current year, Mansfield's dues payable to WINCOG total \$17,420. It is difficult to estimate the future cost, but I would conservatively project that our dues could increase \$10,000-\$25,000 if the town were to continue to participate in the GIS and economic development programs, with the majority of that cost attributable to the economic development initiative. (The Information Technologies program would be designed to serve as a purchasing coalition, so staff does not see any future impact to the WINCOG dues structure.)

Following the expiration of the grant, Mansfield's decision to participate in any of the three new regional programs would be voluntary. If these pilot programs are successful, the Town Council may very well determine that the value of these additional services is worth the cost of additional dues. In fact, if the economic development program is successful, Mansfield's participation in this initiative should promote growth in our tax base.

### **Recommendation**

I recommend that the Town Council endorse WINCOG's application to the Regional Performance Incentive Program, and specifically authorize Mansfield's participation in the: 1) Windham Region GIS & Cadastral Data Center; 2) Regional Economic Development Program; and 3) Information Technologies Application Sharing and Development Program. The provision of these services on a regional basis would allow the town to provide additional services at a lower cost.

To reiterate, OPM is not requiring a match from councils of government to participate in the Regional Performance Incentive Program. Also, by agreeing to participate and endorse WINCOG's application, Mansfield would not be committing itself to any additional future expenditure.

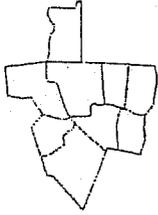
Looking at the three components of WINCOG's application, our current GIS program is effective and is more advanced than what our neighboring towns provide. However, the proposed regional GIS Data Center would be an enhancement. Second, the Information Technologies program would function primarily as a purchasing coalition, designed to provide member towns with cost savings for the purchase of software programs, hardware, etc. With respect to the third component, the Council has discussed in a preliminary fashion the possibility of implementing a comprehensive economic development program to facilitate sustainable development in town. The proposed regional grant would provide us with an opportunity to determine whether this concept has merit.

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

***Resolved, effective December 10, 2007, to endorse the Windham Region Council of Governments' application to the Regional Performance Incentive Program referenced in Section 8 of Public Act 07-239 (An Act Concerning Responsible Growth) and to specifically authorize Mansfield's participation in the: 1) Windham Region GIS & Cadastral Data Center; 2) Regional Economic Development Program; and 3) Information Technologies Application Sharing and Development Program.***

**Attachments**

- 1) WINCOG Regional Performance Incentive Program Executive Summary
- 2) Regional Performance Incentive Program, Windham Region GIS and Cadastral Data Center
- 3) Regional Performance Incentive Program, Regional Economic Development Staff Services



# WINDHAM REGION COUNCIL OF GOVERNMENTS

Chaplin Columbia Coventry Hampton Lebanon Mansfield Scotland Willington Windham

## WINCOG Regional Performance Incentive Program Executive Summary

### Windham Region GIS & Cadastral Data Center

Grant Amount: \$124,000

The overall goal of the Windham Region GIS & Cadastral Data Center is to facilitate coordinated planning across disciplines and municipal boundaries by increasing access to municipal mapping information through an online interface. As an integral part of this effort, the Center will provide efficient, ongoing support for municipal GIS tax parcel data development and standardization. The Center will facilitate other forms of GIS data development as well.

The Windham Region GIS & Cadastral Data Center will have two primary objectives: 1) to assist member towns in the ongoing development of their digital tax parcel maps and databases, and 2) to serve regional geographic information online in an easy-to-use format.

The Windham Region GIS & Cadastral Center will also be a website and online service in which municipal staff and the general public can access geographic information easily in a "one-stop" regional context. This service has great potential in terms of meeting the information requirements necessary for integrated planning efforts. The online regional inventory of tax parcels and assessment data can be partnered with economic and demographic information; transportation, transit and community resources; and natural resource information in an easy-to-use, searchable online interface. While the goal of the regional mapping application is not to replace municipal map servers, smaller municipalities who are unable to provide this service on their own will be able to utilize the regional website.

Towns: (9) Chaplin, Columbia, Coventry, Hampton, Lebanon, Mansfield, Scotland, Willington, Windham

### Regional Trail Maintenance Equipment

Grant Amount: \$195,000

The Regional Trail Maintenance Equipment grant will purchase a trail specific utility vehicle (with trailer) and three attachments and a mini-excavator to maintain the Rails to Trails sections here in eastern Ct. The towns involved will create a sharing agreement amongst themselves. This will be a one-time purchase. The CRCOG towns of Vernon, Andover, and Bolton are also part of this application. A similar Trail proposal is being submitted by the Farmington Valley Towns for their Rail Trails and the inter-municipal equipment sharing agreement created will be a model used for each of the proposals.

Towns: (9) Chaplin, Columbia, Coventry, Hampton, Lebanon, Windham, Andover, Bolton, Vernon

Regional Economic Development	Grant Amount: \$104,000
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WINCOG will begin the process of providing economic development staff services for interested communities within the region, with the intent that the demand for such services will grow upon demonstration of success.

For the first year, WINCOG would augment its current staff capabilities by retaining the services of a highly qualified Economic Development Firm with expertise in small to mid-size rural populations and extensive experience in regional, state and national Economic Development.

The WINCOG population would have an enhanced level of service and coordination which would lead to increased interest on the part of businesses looking to start a business or locate in the region. Equally important will be an enhanced capability to retain the region's existing businesses and help them expand.

There will be a very focused marketing effort from a regional perspective to solicit businesses to locate in the region. Local and regional team-building workshops will also be conducted using a variation of the MetroHartford Alliance's highly successful Economic Development for Public Officials (EDPO) program.

Towns: (5) Columbia, Coventry, Mansfield, Windham, Willington

**Summary: 3 Projects submitted by WINCOG for a total of \$423,000.**

Information Technologies Application Sharing and Development	Grant Amount: \$750,000
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This is a CRCOG proposal that WINCOG towns may sign on for. It involves the Joint development/implementation for IT applications as well as joint licensing for various packaged software. Under this project, towns would work jointly on the procurement and/or development of IT applications. The project would include; 1) Development of common specifications for proposals, development of application standards, and creation of a mechanism for joint procurement of software where this is cost effective and makes sense for the towns involved. 2) Creation of an FTP server repository for sharing of in-house developed applications. 3) Development of specific applications for use by multiple towns as agreed-upon by the member communities. Potential systems to be developed might include:

- ArcPad based sign inventory application
- Municipal Asset Tracking application to fulfill GASB requirements
- A standardized CT CAMA application with standardized parcel level data
- A web-based permit application and tracking application
- Software for management and archiving of electronic documents using a common standard interface

Towns: ( 8) Chaplin, Columbia, Coventry, Hampton, Lebanon, Mansfield, Scotland, Windham



## Regional Performance Incentive Program

Pursuant to Public Act 07-239, Section 8

**Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.**

Submit to: Office of Policy and Management, 450 Capitol Ave. MS #54 SLP,  
Hartford, CT 06108-1379, Att: RPI Program

<b>Regional Planning Organization(RPO)(s):</b>	
Name	Windham Region Council of Governments
Address	968 Main St.
City/State/Zip	Willimantic CT 06226
<b>RPO Contact Person(s):</b>	
Name	Mark N. Paquette
Title	Executive Director
Telephone	860-456-2221
Fax	860-456-1235
E-mail	<a href="mailto:director@wincog.org">director@wincog.org</a>
<b>Amount of Regional Performance Incentive Funding Requested: \$ 124,000</b>	
<b>Short Descriptive Title of Project: Windham Region GIS &amp; Cadastral Data Center</b>	
<b>REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :</b>	

**(1) Proposed Shared Service(s):** Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):

Two services that are currently being provided in some Windham Region municipalities but not on a regional basis are:

- the conversion of tax parcels to a GIS-based map (and updates of same), and
- the online hosting of municipal mapping information.

All municipalities must maintain and update a public record of the ownership, geographic extent and value of taxable land. These land records and associated tax parcel boundaries (known as the municipal “cadastre”) are constantly changing through the approval of subdivisions, land mergers, transfers of easements and lot line adjustments. Tax assessors are responsible for maintaining this data and they have largely overseen the conversion of municipal tax maps to a digital, GIS-based format. However, many rural tax assessors have struggled with this conversion. They may have limited experience in the field of GIS or be unfamiliar with the geographic data development needs of other municipal departments. Several towns in the Windham Region have experienced difficulty in transitioning to a digital, GIS-based tax parcel system. Additionally, digital data standards have varied widely from town to town.

Two municipalities in the Windham Region, Coventry and Mansfield, are implementing online municipal mapping applications. Their mapping websites provide access to municipal parcel records and other relevant mapping information. The websites allow municipal employees (as well as the general public) to access the data more easily, without having to invest in GIS software or training. The web interface makes the data more accessible, but towns are experiencing major challenges in hosting tax parcel data that is up-to-date and reliable. These problems are closely related to the problems encountered by municipalities trying to upgrade to a digital, tax parcel system.

**(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):**

The overall goal of the Windham Region GIS & Cadastral Data Center is to facilitate coordinated planning across disciplines and municipal boundaries by increasing access to municipal mapping information through an online interface. As an integral part of this effort, the Center will provide efficient, ongoing support for municipal GIS tax parcel data development and standardization. The Center will facilitate other forms of GIS data development as well.

The Windham Region GIS & Cadastral Data Center will have two primary objectives:

- 1) to assist member towns in the ongoing development of their digital tax parcel maps and databases, and
- 2) to serve regional geographic information online in an easy-to-use format.

The Windham Region GIS & Cadastral Data Center will be located at the offices of the Windham Region Council of Governments and be staffed by WINCOG employees. These staff will work primarily with municipal tax assessors, but also with planners, economic developers, public works/engineering staff, and other municipal officials in the Windham Region to create, update and standardize municipal geographic information. This will provide a significant benefit to municipal staff (especially assessors) who may have limited experience in the field of comprehensive geographic data development. The Center staff will provide local, personalized service with a particular understanding of intra-disciplinary needs and planning goals. The Center will eliminate the need for municipalities in the Windham Region to contract out for digital tax map development and updates.

The Windham Region GIS & Cadastral Center will also be a website and online service in which municipal staff and the general public can access geographic information easily in a "one-stop" regional context. This service has great potential in terms of meeting the information requirements necessary for integrated planning efforts. The online regional inventory of tax parcels and assessment data can be partnered with economic and demographic information; transportation, transit and community resources; and natural resource information in an easy-to-use, searchable online interface. While the goal of the regional mapping application is not to replace municipal map servers, smaller municipalities who are unable to provide this service on their own will be able to utilize the regional website.

**(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):**

No towns in the Windham Planning Region have professional GIS staff dedicated to municipal data development or distribution. By providing this service on a regional level, the Windham Region Council of Governments will be able to provide more coordinated and efficient service with fewer delays. The Council of Governments staff is very experienced with implementing municipal GIS systems and is familiar with the technical challenges faced by assessors when implementing these systems. It is our intent to provide a technical service that is greatly needed in our member towns and eliminate the unnecessary costs and burdens currently born by municipalities.

Although the cost savings up front do not portray a large number, this is due to the fact that several of our towns are just embarking down the GIS road. The savings are more in the out years when all of our towns are fully functional. Additionally, some municipalities have developed their existing GIS systems through previous grants.

Town	Mill Rate Reduction	\$ Value
Chaplin	.063	8,000
Columbia	.015	7,500
Coventry	.053	43,500
Hampton	.056	6,000
Lebanon	.024	12,000
Mansfield	.025	23,000
Scotland	.041	4,000
Wilmington	.025	10,000
Windham	.027	25,000

**(4) Provide a *cost benefit analysis* for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):**

Town	Action	Expected Costs	Expected Benefits
Chaplin	a. Parcel layer updates	\$ 2,000	<p>In the Windham Region, the true benefits of a regional GIS service center are not fully revealed in a strict numerical cost/benefit analysis. Several towns in the Windham Region have been unable to designate any funds towards developing a municipal GIS system. For these towns, we estimate the cost of implementing a comparable municipal system. For the other towns, the greatest cost is not the contract amount, but rather, the considerable staff time spent in trying to communicate with contractors, make corrections and complete the project. Regrettably, many municipalities have struggled with this due to a lack of technical GIS experience.</p> <p>It is the goal of the Regional GIS and Cadastral Data Center to provide currently unmet service needs in the form of local, personalized technical GIS assistance with a particular understanding of intra-disciplinary needs and planning goals.</p> <p>By implementing this program on a regional basis, significant benefits will be achieved through better service to municipal officials as well as through the generation of regional data for comprehensive planning.</p>
	b. Web hosting of municipal mapping data	\$ 2,000	
Columbia	a. Parcel layer updates	\$ 3,000	
	b. Web hosting of municipal mapping data	\$ 2,000	
Coventry	a. Parcel layer updates	\$ 8,000	
	b. Web hosting of municipal mapping data	\$ 3,000	
Hampton	a. Digitize tax parcels	\$ 4,000	
	b. Web hosting of municipal mapping data	\$ 2,000	
Lebanon	a. Parcel layer updates	\$ 5,000	
	b. Web hosting of municipal mapping data	\$ 2,000	
Mansfield	a. Parcel layer updates	\$ 5,000	
	b. Web hosting of municipal mapping data	\$ 3,000	
Scotland	a. Parcel layer updates	\$ 2,000	
	b. Web hosting of municipal mapping data	\$ 2,000	
Willington	a. Parcel layer updates	\$ 3,000	
	b. Web hosting of municipal mapping data	\$ 2,000	
Windham	a. Digitize tax parcels	\$ 22,000	
	b. Web hosting of municipal mapping data	\$ 3,000	
	Total	\$ 75,000	
WINCOG	a. Digitize tax parcels for remaining towns (Hampton, Windham)	\$ 26,000	
	b. Parcel layer updates regionally (23,500 parcels)	\$ 27,000	
	c. Web hosting of regional mapping data	\$ 10,000	

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

ESTIMATED TIMELINE FOR IMPLEMENTATION OF WINDHAM REGION GIS & CADASTRAL DATA CENTER												
TASK	MONTH of											
	2-08	3-08	4-08	5-08	6-08	7-08	8-08	9-08	10-08	11-08	12-08	1-09
Purchase hardware/software, set up workstations	X											
Kick-off Meeting with municipal stakeholders		X										
Hire GIS employee & Provide initial training	X	X	X									
Compile current parcel layers			X	X								
Initiate development of necessary municipal parcel layers				X	X	X	X	X				
Website creation and development							X	X	X	X	X	X
Initiate development of ancillary data layers									X	X	X	X
Initiate programmatic updates region-wide parcel layers									X	X	X	X

The WINCOG towns have all agreed that they will review the services provided under this proposal and provide each town the opportunity to continue the service via a funding mechanism through WINCOG. Most likely, it will be a per capita formula.

We are quite confident that given the state's emphasis on Smart Growth, and the pressures on many of our small towns in regard to development, they will clearly see the added value of this service and continue to fund it. Because it will be a regional service, cost savings will be substantial. For example, if all nine towns continue to participate, and the on-going costs of Staff and Overhead are \$75,000, based on our regional population of 85,342, the per capita cost would be .88 cents. There is also the opportunity to supplement some of these costs with additional grants.

**(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.**

Municipality:	Savings:
Chaplin	\$ 8,000
Columbia	\$ 7,500
Coventry	\$ 43,500
Hampton	\$ 6,000
Mansfield	\$ 23,000
Scotland	\$ 4,000
Lebanon	\$ 12,000
Wilmington	\$ 10,000
Windham	\$ 25,000

Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 100%

**(7) Attach hereto the following documents from participating municipalities:**

- (A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.
- (B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration.

**(8) Attach the following material:**

1. A site location map (if applicable)
2. Proposed Project Schedule (Outline the Proposed Project timeline)
3. Project cost estimates supporting the request for funding
4. List of necessary local/state/federal permits and approvals required for the project.

**(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes  No**

**If YES, please attach copies of cover letters.**

**(10) Certification by the Chairman of the Regional Planning Organization(s):**

I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.

**Signature:**

**Name: Joyce Okonuk**

**Title: Chairman, WINCOG**

**Date: 11/29/07**

**Attachments**

1. Site Location Map - none required
2. Proposed Project Schedule

ESTIMATED TIMELINE FOR IMPLEMENTATION OF WINDHAM REGION GIS & CADASTRAL DATA CENTER												
TASK	MONTH of											
	2-08	3-08	4-08	5-08	6-08	7-08	8-08	9-08	10-08	11-08	12-08	1-09
Purchase hardware/software, set up workstations	X											
Kick-off Meeting with municipal stakeholders		X										
Hire GIS employee & Provide initial training	X	X	X									
Compile current parcel layers			X	X								
Initiate development of necessary municipal parcel layers				X	X	X	X	X				
Website creation and development							X	X	X	X	X	X
Initiate development of ancillary data layers									X	X	X	X
Initiate programmatic updates region-wide parcel layers									X	X	X	X

**3. Project Cost Estimates:**

**Anticipated Costs for Windham Region GIS & Cadastral Data Center**

**Software**

ArcInfo Upgrade from ArcView Single Use	\$ 9,000
ArcGIS Survey Analyst Single Use	\$ 2,000
ArcGIS Publisher Single Use	\$ 2,000
ArcView Single Use Upgrade from 3.x (x2)	\$ 1,000
ArcGIS Server	\$ 5,000

**Hardware**

HP Designjet T1100 MFP Printer/Scanner	\$ 21,000
Dell XPS 720 H2C with 320 GB harddrive, 24" widescreen monitor	\$ 8,000
(2) Dell XPS 210 Desktop with 320GB harddrive, 19" monitor	\$ 2,000

GIS Web Application - Hosting Services	\$ 10,000
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**Staff**

1 year Staff contractual position	\$ 59,000
WINCOG Administrative Costs	\$ 5,000
<b>Total Estimated Cost</b>	<b>\$ 124,000</b>

**4. Permits and Approvals - none required**



**Regional Performance Incentive Program**  
*Pursuant to Public Act 07-239, Section 8*

**Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.**

Submit to: Office of Policy and Management, 450 Capitol Ave. MS #54 SLP,  
Hartford, CT 06108-1379, Att: RPI Program

<b>Regional Planning Organization(RPO)(s):</b>	
Name	Windham Region Council of Governments
Address	968 Main St.
City/State/Zip	Willimantic CT 06226
<b>RPO Contact Person(s):</b>	
Name	Mark N. Paquette
Title	Executive Director
Telephone	860-456-2221
Fax	860-456-1235
E-mail	director@wincog.org
<b>Amount of Regional Performance Incentive Funding Requested: \$ 104,000</b>	
<b>Short Descriptive Title of Project: Regional Economic Development Staff Services</b>	
<b>REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :</b>	
<b>(1) Proposed Shared Service(s): Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):</b>	
<p>Economic Development and Site Location Consultants consistently emphasize the importance of effective <u>regional</u> economic development programs and prospect servicing efforts. Prospect companies begin their consideration of potential locations by looking at regions. Regional efforts afford economies of scale for marketing and other economic development efforts and reduce unproductive inter-community competition.</p> <p>The WINCOG region of Connecticut currently lacks such a regional approach. Of the region's 9 communities, only 1 (Windham) has even an Economic Development Director; the remaining 8 towns have a variety of Economic Development Commissions and Committees. This lack of a regional economic development effort is impeding the region's and State's ability to attract, retain, expand and create new businesses in this part of Connecticut.</p>	

**(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):**

WINCOG will begin the process of providing economic development staff services for interested communities within the region, with the intent that the demand for such services will grow upon demonstration of success.

For the first year, WINCOG will augment its current staff capabilities by retaining the services of a highly qualified Economic Development Firm with expertise in small to mid-size rural populations and extensive experience in regional, state and national economic development.

The service will be based out of the WINCOG central office with an oversight committee made up of the First Selectman or Town Manager of each town. The WINCOG economic development staff person will spend time in each of the towns, with a focus on what is best for both the individual community and the region as a whole.

The WINCOG population will have an enhanced level of service and coordination which will lead to increased interest on the part of entrepreneurs looking to start a business or locate in the region. Equally important will be an enhanced capability to retain the region's existing businesses and help them expand.

Staff will focus marketing efforts from a regional perspective to solicit businesses to locate in the region. Staff will also conduct local and regional team-building workshops will also be conducted using a variation of the MetroHartford Alliance's highly successful Economic Development for Public Officials (EDPO) program.

The use of staff services for the first year will set the groundwork for the hiring of a full-time Economic Development Director at the end of the first year. The staff person will be instrumental in hiring and recruiting for the position.

**(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):**

None of the first-year participating towns have an economic development director; if they were to hire one or a consultant on an individual town basis, the cost would be significant. As a simple example, a qualified economic development staff person at a salary and fringes totaling \$100,000 for each town (\$30,000 for Windham, as they have full time director now) would equal a \$400,000 annual cost for the 4 participating towns. The use of a regional economic development staff person will result in significant savings.

**Reduction in Mill Rate:**

Town	Mill Rate Reduction	\$ Value
Columbia	0.20	100,000
Coventry	0.12	100,000
Mansfield	0.11	100,000
Wilmington	0.25	100,000
Windham	0.03	30,000

(4) Provide a cost benefit analysis for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):

Town	Action	Expected Costs (per town)	Expected Benefit	+ / -
All 5 Towns	Regionalization of ED	0	Increased savings by each town, less competitive environment	+
	ED Staff Service (year 1)	0	Increased business relocation	+
	Startup costs	minimal	More business	+
	Sustain for Year 2 and after	\$25,000	Still a savings of \$75,000	+
	Overhead	0	More \$\$ for sustainability	+
WINCOG	Regionalization of ED	0	Enhances entire region	+
	Administration	\$4,600	Consolidation of services	+
	Sustain for Year 2 and after	\$3,000	Increased business/relocation	+

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

Timetable of Implementation:

Date	Item
2/1/08	OPM approval of grant
2/15/08	Contract with Staff Services executed
3/1/08	Kickoff meeting with Staff Services, Towns & WINCOG
3/15/08	Begin to provide direct services to participating towns
1/15/09	Contact non-participating towns to discuss their joining the program in the second year
3/15/09	Hire Full-time Regional Economic Development Director

The 5 towns participating within the consortium will share the cost of hiring a full time economic development director in the succeeding year. The intent of the first year's program is to demonstrate the effectiveness of this regional approach to economic development. If additional towns commit to participating in the program, this will either reduce each town's proportionate share or provide a larger budget to support regional efforts.

**(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.**

Municipality	Savings
Columbia	\$100,000
Coventry	\$100,000
Mansfield	\$100,000
Wilmington	\$100,000
Windham	\$ 30,000

**Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 55%**

**(7) Attach hereto the following documents from participating municipalities:**

- (A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.
- (B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration.

**(8) Attach the following material:**

1. A site location map (if applicable)
2. Proposed Project Schedule (Outline the Proposed Project timeline)
3. Project cost estimates supporting the request for funding
4. List of necessary local/state/federal permits and approvals required for the project.

**(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes  No**

**If YES, please attach copies of cover letters.**

**(10) Certification by the Chairman of the Regional Planning Organization(s):**

**I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.**

**Signature:**  
**Name: Joyce Okonuk**  
**Title: Chairman, WINCOG**  
**Date: 11/29/07**

(Please use following certification if more than one RPO is participating.)
<b>(10) Certification by the Chairman of the Regional Planning Organization(s):</b>
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
<b>Signature:</b>
<b>Name: Joyce Okonuk</b>
<b>Title: Chairman, WINCOG</b>
<b>Date: 11/29/07</b>

**Attachments**

- a. Site Location Map - none required
- b. Proposed Project Schedule

<b>Date</b>	<b>Item</b>
2/1/08	OPM approval of grant
2/15/08	Contract with Staff Services executed
3/1/08	Kickoff meeting with Staff Services, Towns & WINCOG
3/15/08	Begin to provide direct services to participating towns
1/15/09	Contact non-participating towns to discuss their joining the program in the second year
3/15/09	Hire Full-time Regional Economic Development Director

- c. Project Cost Estimates
  - i. Staff Services
    - 1. Total contract - \$100,000
    - 2. Admin Fee to WINCOG (4%) - \$4,000
  - ii. Savings Estimates
    - 1. \$100,000 per town x 4 towns
    - 2. \$ 30,000 per town x 1 town
- d. Permits and Approvals - none required



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to Town Manager; Jeffrey Smith, Director of Finance; Cherie Trahan, Controller/Treasurer  
**Date:** December 10, 2007  
**Re:** Amendments to FY 2007/08 Budgets

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**Subject Matter/Background**

The state's budget for FY 2007/08 included Pequot/Mohegan grant funds for the town in the amount of \$1,068,080. In August, the grant was cut by \$682,651 to \$385,429. Our Educational Cost Sharing grant is estimated at \$9,646,242 and the town budgeted \$9,222,950. Since the town has already met its ECS educational spending requirement, \$423,292 is available for town expenditures. Our PILOT grant is \$8,028,051, against a budget of \$7,806,360, leaving \$221,691 available for appropriation.

**Financial Impact**

In order to cover the reduction in the Pequot/Mohegan grant and fund other shortages, the following actions are proposed:

- 1) Transfer ECS funds to the CNR Fund in the amount of \$423,000
- 2) Transfer PILOT funds to the CNR Fund in the amount of \$221,000
- 3) Adjust and/or fund Capital Projects as follows:
  - a) Cancel 82622 for Police Cruiser for \$25,000
  - b) Cancel 82626 for Rescue 626 (Suburban) for \$30,000
  - c) Reduce Snowplow account by \$7,000
  - d) Reduce Water Supply Study with UConn by \$30,000
  - e) Reduce and close the Technology Upgrade account by \$28,430
  - f) Reduce funding for the Town Walkways by \$100,000, funding the balance next year
  - g) Recognize \$43,570 in additional ISTEAA grant funding for the Birch Road Project
  - h) Increase funding for the Community Center Construction account by \$85,440
- 4) Transfer \$101,538 to the Parks & Recreation Fund to cover the deficit fund balance at June 30, 2007
- 5) Transfer \$100,000 to the Parks & Recreation Fund for community services for 2007/08

**Recommendation**

As recommended by the Finance Committee, it is respectfully requested that the Town Council adopt the following resolution:

*RESOLVED, effective December 10, 2007, to amend the Town of Mansfield FY 2007/08 Budgets as recommended by the Finance Committee.*

**Attachments**

- 1) Town of Mansfield, Proposed Adjustments to 2007/08 Budget

Town of Mansfield  
 State Revenue - Funding Adjustments  
 Per August, 2007 State Estimates  
 Proposed Adjustments to 2007/08 Budget  
 As of December 10, 2007

Anticipated Additional Funding:		
ECS		\$ 423,290
PILOT		221,690
Proposed CIP Adjustments:		
Cancel 82622 - Police Cruiser	\$ 25,000	
Cancel 82626 - Rescue 626	30,000	
Reduce Snowplow budget	7,000	
Reduce Water Supply Study - UCONN	30,000	
Close Tech upgrade	28,430	
Split Town Walkways over 2 years	100,000	
Birch Road ISTEAs additional grant	<u>43,570</u>	264,000
CIP Closeouts, November 2007 - reduced CNR transfer		<u>59,329</u>
Total Available Funding		968,309
Anticipated Needs:		
Deficit Fund balance in Parks & Recreation Fund	\$ (101,538)	
Pequot grant reduced \$619,520 - leave an estimated deficit balance in CNR Fund	(679,274)	
Community Center construction shortage	(85,440)	
Additional support for Recreation programs 07/08	<u>(100,000)</u>	
Total Needed Funding		<u>(966,252)</u>
Net Remaining		<u><u>2,057</u></u>

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt H*  
**CC:** Mansfield Department Heads  
**Date:** December 10, 2007  
**Re:** Cancellation of December 24, 2007 Regular Town Council Meeting

---

**Subject Matter/Background**

With the holiday season, the Town Council has customarily cancelled its second regular meeting in December.

**Recommendation**

If the Town Council wishes to cancel the December 24<sup>th</sup> meeting, the following motion is in order:

*Move, effective December 10, 2007, to cancel the December 24, 2007 regular meeting of the Mansfield Town Council.*

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MH*  
**CC:** Maria Capriola, Assistant to Town Manager  
**Date:** December 10, 2007  
**Re:** Major Projects and Initiatives Update

---

**Subject Matter/Background**

As discussed, leading into the budget process staff would like to provide the Council with an update regarding major projects and initiatives.

Attached please find a PowerPoint presentation that we will use for this purpose at Monday night's council meeting.

# TOWN OF MANSEFIELD

2007/2008

## Major Projects and Initiatives

December 10, 2007

### Municipal Projects & Initiatives: Assisted/Independent Living

---

- Town Council has established advisory committee charged with identifying potential developer(s) to build and operate facility - Town Council to make final selection
- Committee has interviewed two nonprofit and one for profit developers and will ask all three to respond to formal request for proposals



## Municipal Projects & Initiatives: Capital Projects

---

- Four schools renovation project – infrastructure needs for K-8 schools – preliminary design stage
- Hunting Lodge Road Bikeway – finalizing design and obtaining easements
- MMS fuel conversion – received state grant to fund 70% of cost – design stage
- School well project – secondary wells installed at K-8 schools, as required by state – construction stage complete
- Senior center space utilization study – architect conducting analysis of existing facility and needs
- Bridge replacements (Stone Mill Rd. & Laurel Ln.)
- Route 195 downtown streetscape improvements



## Municipal Projects & Initiatives: Communications & Information Technology

---

- Town, Mansfield Public Schools and Region 19 have created shared IT department
  - Citizen request management system
  - Email notification system
  - Town Council media project
  - Wireless internet service at town hall, EO Smith and Community Center



## Municipal Projects & Initiatives: Community-Campus Relations

---

- Mansfield Community-Campus Partnership – serves as forum for discussion
- Housing code – staff has completed 1st year of enforcement; Town Council has expanded rental certification zone
- Off-campus services – university established office this past year. Key function is to serve as liaison between residents and students living off-campus
- Worked closely with owners of Carriage House Apartments to enhance public safety
- Continued issues with conversion of single-family homes to student rentals
- University Spring Weekend, other large off-campus parties and underage drinking remain significant concerns



## Municipal Projects & Initiatives: Energy Conservation and Sustainability

---

- Town has a number of related initiatives underway
  - Town Council LEED resolution
  - Clean Energy Team and 20% X 2010 program
  - Solar installations
  - Climate change conference
  - Siemens project
  - Mansfield Community Center
    - Pool Covers
    - Co-Gen



## Municipal Projects & Initiatives: Fire & Emergency Services

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- Town has established consolidated department comprised of career and volunteer personnel
  - Work to fully consolidate at operational level ongoing
  
- Recruitment and retention of volunteers an important focus



## Municipal Projects & Initiatives: Intergovernmental Revenues

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- Mansfield extremely reliant upon this revenue source
  - Only 53% of revenues derived from property tax
  
- Due to structure of grant formula, Pequot/Mohegan grants has declined considerably within past few years – major impact upon town's capital improvement program



## Municipal Projects & Initiatives: Open Space & Farmland Preservation

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- Since 1990, the Town has expended in excess of \$2.5 million to acquire open space land.
  - The Town has purchased twenty-seven properties totaling over 743 acres of land since 1990.
  - The Town currently owns over 1,900 acres of open space land exclusive of schools and other municipal facilities.
  
- Committees
  - Parks Advisory Committee
  - Recreation Advisory Committee
  - Open Space Preservation Committee



## Municipal Projects & Initiatives: Parks & Recreation/Community Center

---

- Center very popular but sustainability of recreation fund an issue
  - Staff has presented Council with recommendations to decrease expenditures and increase revenues
  
- Park Improvements
  - River Park
  - Skate Park
  - Southeast Park



## Municipal Projects & Initiatives: Mansfield Downtown Partnership

---

- Vision to create mixed-use downtown (civic, retail, commercial and residential components)
- Current focus on Dog Lane 1 Building, permitting and parking garage financing
- Public space
  - Planned squares
  - Preserved conservation area



## Municipal Projects & Initiatives: Water & Wastewater Issues

---

- University has established advisory committee with municipal representatives
- Town and University commissioned master plan
  - Completed in June 2007
- Advisory committee has prepared action plan for improvements to system
- Four Corners Sewer Project

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MINUTES  
 Mansfield Advocates for Children  
 Wednesday, November 7, 2007  
Mansfield Town Hall - Conference Rm. C  
6:30PM-8:00 PM

PRESENT: K. Grunwald (staff), S. Baxter (staff), L. Dahn, J. Soroka, M.J. Newman, J. Stoughton (staff), N. Hovorka, Jessica Higham, C. Guerreri (Graustein), Leila Fecho (guest), D. McLaughlin, R. Leclerc (staff)

REGRETS: A. Bladen, L. Oransoff, J. Goldman, B. Lehmann, J. Buck, A. Bloom, K. Paulhus

Time	Item	Discussion	Outcome
6:30 - 6:55 PM	-Call to order: Introductions: Visitors PEP program	S. Baxter announced that because there was not enough interest in the PEP program, it will not be held. This was discussed at the parent meeting last week, and they are looking at options, including the CT Parent Power one-on-one program. Members can review their advocacy efforts at <a href="http://www.ctparentpower.org">www.ctparentpower.org</a> . The Graustein incentive grant was specified for parent leadership training.	Representative from CT Parent Power will attend the parent meeting on 11/14. S. Baxter will contact Graustein re: reallocating funds.
		Guest Leila Fecho introduced herself to the group; talked about her work around reinstating groups at WCMH for new parents. She is interested in developing programs in the area for new mothers.	Announcement that there will be an open community forum at Windham Hospital on Nov. 12 to discuss family healthcare services.
		Announcement re: new homecare provider in Mansfield (Southeast School District); looking for children: contact Sandy.	There is a peer-facilitated group now at the hospital on Wed. from 11-1.
		K. Grunwald distributed a letter re: the formation of a Leadership Work Group for a grant application for Local Capacity Building to develop a strategic plan for young children in Mansfield.	S. Baxter and A. Bladen will develop an interest survey and pilot it w/members.
	Interest Survey	S. Baxter went to a workshop at the "Stone Soup" conference which talked about using an interest survey to determine what resources community members bring to working with young children.	

6: 55- 7:05 PM	Approve minutes of 9/5/07	C. Guerreri clarified that on the issue of E.A. serving as collaborative agent, she was suggesting that given all of her responsibilities, it may be more appropriate for another staff member to take on that role.	Approved minutes as written with these corrections.
7:05 - 8:00PM	<u>3 Small groups:</u> Report to MAC group: where group is, next steps and future meetings and use remainder of time to meet with group members.	Parent Group: J. Soroka reported that the group pulled together to create and distribute a flyer on PEP; distributed through the schools. There was some discussion re: the fit of the trainer for this community. They feel that there is a need for further research around options for parent engagement. The group attempted to utilize the Discovery Action Plan, and questioned whether or not Northwood Apartments should be the focus, as opposed to Holinko Estates. Also, some discussion about the development of a family resource center (7 components) to provide education, information and resources to new parents. C. Guerreri suggested using some of the incentive funds to conduct a feasibility study re: a FRC. Some discussion about the possibility of a virtual FRC, looking at how we could develop the resource and referral component through a number of different existing structures (website, library, etc.).	Maintain action plan noting steps taken and next steps
		Infant/Toddler group met on Oct. 16 and worked to develop an action plan, focused on data collection: who is currently enrolled in Centers and home providers, Mansfield residents, waiting list? J. Goldman will design a survey, which is in 2 <sup>nd</sup> draft form. Meeting 11/14 to review the survey. L. Dahn designed a cover letter, A. Bladen will meet w/homecare providers, survey (phone) will be done in Jan. The group met with Mayor Paterson on 11/5/07 to discuss linkage with the Strategic Plan. The Mayor is very positive about the potential role for the new president of UConn to support this.	Next meeting date Nov. 30 and Dec. 14 (Ann Pratt) at 1:15
			J. Higham will research the specifics of a Family Resource Center; how this could be developed in some way. J. Stoughton would like to work on this.
			Next meeting 11/14.

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S. Baxter moved to change the name of the Membership Committee- to "Membership and Communications": seconded and approved. J. Stoughton reported that this group has been discussing developing a packet for potential new members of MAC to provide background and to explain opportunities for involvement. They want to provide flexible opportunities to new members, focus on projects rather than ongoing participation and requirements for attending meetings. S. Baxter asked that the group specifically focus on attracting new members. C. Guerreri suggested that the Discovery website and listserv may be a source of information re: what other communities have done around member recruitment.

Next meeting  
after this  
group

Have one  
member of  
small group  
prepared to  
report at next  
MAC meeting.

---

Meeting adjourned at 7:35 PM

Respectfully submitted,  
Kevin Grunwald

# MANSFIELD AGRICULTURE COMMITTEE

Minutes of November 7, 2007 meeting (draft)

Audrey P. Beck Municipal Building

Conference Room B, 7:30 p.m.

1. Acting Chairman, Al Cyr, called the meeting to order at 7:30
2. PRESENT: Al Cyr, Charlie Galgowski, Vicky Wetherell, Bill Palmer, Carol Stearns, Diane Dorfer, Ann Galonska
3. Minutes of the September 5, 2007 meeting were approved.

## New Business

### 4. Historic Barn Inventory

Ann Galonska, Mansfield Historical Society Museum Director, explained the project being sponsored by the Ct. Trust for Historical Preservation (CTHP) and gave us the forms and background information about Ct. barns. She referred us to more details on the website [www.connecticutbarns.org](http://www.connecticutbarns.org). This form would be used by volunteers to record information about each barn in the inventory. Ann had talked with Tolland volunteers who started a barn inventory and became overwhelmed by the scope of the project. They decided to start their project with only photos and addresses of standing barns.

Ann also noted that the Mansfield Historical Society has files of photos and notes on old barns (both standing and no longer standing) that could be used for reference. The files are organized according to addresses on the 1869 town map.

### Proposed inventory project

Todd Levine of CTHP has offered to present a one-hour training session about Ct. barn types and history, as well as how to fill out the forms. It would be possible to sponsor this talk in January (a Sunday afternoon?) to kick off the inventory project. The committee proposed that the first step for this inventory would be collecting photos and addresses of standing barns by early May. Step Two would include a review the historical society's files.

Volunteers could be recruited in the historical society newsletter, with press releases and through the high school. It may be possible to have a booth at the town's winter festival. The inventory form could be available on the town website and at town buildings. A barn tour next fall could help publicize this project and provide the public with a chance to see some of the historic barns.

### Proposed photo contest

A photo contest (of local barns) was proposed to run from the end of January to April 30. Previously taken photos could be submitted. An award ceremony at the opening day of the historical society's museum (June 1) would tie into an exhibit of Mansfield barn photos (contest winners and old photos) and artifacts. Carol has a list of potential categories for the contest. Contest publicity could be combined with the barn inventory announcements.

To address a concern about focusing just on the past, the exhibit could include a time line showing the progression of barn styles (and tools) from historic to modern. It was recommended to request funding from town officials for prizes. The committee decided to meet again on December 5 to continue discussion of this project.

#### 5. Proposed Property Tax Exemption for Farm Buildings

The committee discussed this Town Council proposal and voted to express their support for this exemption.

#### Old Business

#### 6. Agriculture Lease Monitoring

The committee requested that Jennifer Kaufman forward information about how to fill out the monitoring forms for review at the next meeting.

The meeting adjourned at 8:40 pm.

MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS MEETING  
Tuesday, November 6, 2007  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's Bank in Storrs Commons)

4:00 PM

Meeting Notes

Present: Chair: Philip Lodewick, Steve Bacon, Tom Callahan, Bruce Clouette, Dianne Doyle, Barry Feldman, Janet Jones, Frank McNabb, Betsy Paterson, Steve Rogers, Kristin Schwab, Phil Spak, Betsy Treiber, David Woods

Staff: Cynthia van Zelm, Kathleen Paterson, Lee Cole-Chu

1. Call to Order

Philip Lodewick called the meeting to order at 4.05 pm.

2. Opportunity for Public to Comment

Laura Webb with the University of Connecticut Alumni Association introduced herself to the Board.

3. Approval of Minutes

Bruce Clouette made a motion to approve the meeting notes. Steve Bacon seconded the motion. The meeting notes were approved unanimously.

4. Director's Report

Cynthia van Zelm reported to the Board the following:

The first local Climate Change conference, sponsored by the Town and the University of Connecticut, was held last week. She said the Partnership had a table about the Storrs Center project, with a focus on sustainability. Mayor Paterson and Town Manager Matt Hart spoke at the conference.

She said that she will be on a panel about the Storrs Center project at the First Annual Smart Growth Conference sponsored by 1000 Friends of Connecticut. Macon Toledano, and Geoff Fitzgerald and Andy Graves from BL Companies, will be on the panel as well.

Ms. van Zelm said the community reception for UConn President Mike Hogan went very well. She said that President Hogan spoke very strongly about support for the Storrs Center project. Ms. Paterson said she had received very positive feedback about the reception. Bruce Clouette said he was very pleased with the attendance.

#### 5. Update on Storrs Center Project and Next Steps

Ms. van Zelm said with respect to funding for the parking garage, there may be an update on the federal end by Friday. The US House and Senate are scheduled to mark up the Transportations Appropriations bill at that time.

Ms. van Zelm said she continues to work with LeylandAlliance and Town Manager Matt Hart on financing for the Dog Lane-1 building, and subsequent rental rates. She said that they now do not expect to see groundbreaking until next spring.

Mr. Clouette noted that it is important to show that construction will start for the Dog Lane-1 building. It is important to keep the momentum going. A fence with a rendering of the Dog Lane-1 building would work. Mr. Lodewick agreed that doing some sort of sign or banner that would be placed near the Dog Lane-1 site would be effective.

Mr. Clouette said it is important for the community to understand that the Storrs Center project is moving ahead.

Ms. van Zelm said that LeylandAlliance had submitted its applications to the US Army Corps of Engineers for a wetlands permit and to the CT Department of Environmental Protection for a storm water permit. An application to the Connecticut Department of Transportation's State Traffic Commission should be submitted by the end of the calendar year.

#### 6. Approval of Partnership Meeting Calendar for 2008

Ms. van Zelm thanked Board member Janet Jones for pointing out that the October Board meeting should be Tuesday, October 7, and not October 2.

Mr. Lodewick asked if the Board was ok with meeting on January 2. Should the meeting date be changed to January 8? Tom Callahan noted that January 8 is the date of the Town/Gown Committee meeting. The Board agreed to leave the date at January 2. Ms. Paterson made a motion to approve the Partnership calendar of meeting dates for 2008 with the correction. Mr. Clouette seconded the motion. The motion was approved unanimously.

## 7. Non-Discrimination Certification

Ms. van Zelm said that the University of Connecticut (under state law) requires all of its contractors to provide documentation that they have adopted a corporate policy by resolution of its governing body that it will support the nondiscrimination agreement and warranty under Connecticut statutes. Betsy Treiber made a motion to adopt a policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes Section 4a-60(a)(1) and Section 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142. Frank McNabb seconded the motion. The motion was approved unanimously.

## 8. Report from Committees

### Executive

Mr. Lodewick said the Executive Committee continued its discussion of the composition of the Executive Committee. Since the Town and the University are principal players in the Storrs Center development, it makes sense to ensure they are represented on the Executive Committee. Currently, the Town is not represented on the Committee. The Committee recommended that the UConn Provost designate a UConn representative and the Mayor designate a Town representative for the Executive Committee – when none exists. These members would be from the sitting Board of Directors.

Ms. Paterson made a motion to amend the Partnership Bylaws to allow for Town and University representation (as described above) and to increase the quorum required from three to four. Mr. Clouette seconded the motion. The motion was approved unanimously. (The Bylaws change will need to be considered by the Partnership membership at its annual meeting in June).

Mr. Callahan said the Executive Committee also discussed the idea of updating the development agreement between the Partnership and LeylandAlliance. Mr. Callahan said he had spoken with Barry Feldman about the agreement that West Hartford had with the developer of Blue Back Square. Much of the work described in the development agreement has been completed. It makes sense to look at the next steps in the context of setting timelines. The Town and the University need to be involved as they have or will have separate agreements with Leyland related to land acquisition and infrastructure, etc. He suggested that representatives of the Partnership (including Partnership attorney Lee Cole-Chu), Town, and the University meet and come up with an outline of

proposed changes to the development agreement. These changes would then be brought to the Finance and Administration Committee for their review.

Mr. Lodewick said the Committee had also been briefed by Ms. van Zelm on the Partnership's Five-Year Strategic Plan. She had pulled together a list of action plans organized by Partnership committee (from the session in February) and also had a series of questions for the Committee. Mr. Lodewick asked Ms. van Zelm to integrate some of her questions into Committee assignments. If that was not the correct umbrella, the issues of concern would be discussed in more detailed with the Executive Committee. The next step is for Ms. van Zelm to review the Strategic Plan action plans with all the committees.

### Membership Development

Ms. Treiber said the Committee is working on updating the membership brochure. It will reflect moving into a new phase – a phase of advocacy. The brochure would coincide with the groundbreaking for Dog Lane-1.

She said that 300 membership renewal letters will go out soon and people who did not renew last year will be asked to renew this year.

Ms. Treiber said the Committee will be reaching out to Windham Hospital regarding membership, at Board member Frank McNabb's suggestion.

She said a request has been made to help fundraise for CPTV during telecasts of the UConn women's basketball games.

### Nominating

Mr. Lodewick said the Committee continued the discussion of a Board of Advisors. The idea would be to create a Board that would support the Storrs Center project and include people who have specific expertise and knowledge that could be called upon in an advisory role. They would not have an active role at this time. The Board could meet once a year in conjunction with the Partnership's Annual Meeting. Ms. Paterson recommended that the Nominating Committee begin the process of formulating a Board of Advisors. Mr. Callahan seconded the motion.

Janet Jones asked what the process will be to appoint people to the Board of Advisors. Mr. Lodewick said he envisioned the process being one of identifying people who could advise in an informal role for now. He said he will ask President Hogan first if he would be willing to be counted on as an advisor. Steve Bacon said the Nominating Committee could

contact people but the Board of Directors would make the final recommendations.

Mr. Clouette asked for more clarification on what the Board of Advisors would do. Mr. Callahan said an example would be if the Partnership needed people to help move a request through the Connecticut Legislature or review a building plan that Leyland has submitted. He foresees the advice being more from an individual – the Partnership would have the ability to tap into a group of individuals that could help the organization. Mr. Lodewick said that members of the Board of Advisors may identify opportunities, etc., that the Board of Directors might not have thought about in its work. The Board of Advisors may have a different perspective as well from the Board of Directors who has been so close to the Storrs Center project.

Mr. Cole-Chu said that setting up a Board of Advisors is already allowed under the Bylaws as the Bylaws allow for the President to identify special committees.

Mr. Feldman said he likes the concept and suggested that UConn students and alumni be engaged. Ms. Paterson said a UConn student representative could be the Undergraduate Student Senate President.

Mr. Lodewick said that as members of the Board of Directors transition off the Board, they could remain involved as a member of the Board of Advisors.

Kristin Schwab said she thought regional representation was very important as the Storrs Center project will need to draw people from the region.

The motion was approved unanimously.

### Planning and Design

Mr. Bacon reported that the Committee had resumed meeting since the Mansfield Planning and Zoning Commission approved the special design district this summer. The Committee is currently reviewing the sustainability guidelines. Ms. Schwab asked if the project will follow LEED-Neighborhood Development (ND) guidelines. Mr. Bacon said the feeling is that the sustainability guidelines mirror LEED-ND but also go further in their scope. (LEED-ND looks at sustainable practices on a neighborhood scale rather than building by building). Ms. van Zelm noted that LeylandAlliance had applied for the Storrs Center project to be a pilot project for LEED-ND. Ms. Schwab asked if certification would be possible. Ms. van Zelm said she thought so (*CvZ checked on LEED-ND site and*

certification is the end result if the US Green Building Council (USGBC) determines a project meets the criteria/the information garnered from the pilot program will be used by the US Green Building Council to make further revisions to the rating system and certification process). Mr. Callahan asked if the Dog Lane-1 building was following the sustainability and design guidelines. Ms. van Zelm said the Dog Lane-1 building is not part of the special design district approval so it is not required to follow the design guidelines but in reality, the building will follow many of the guidelines that have been outlined. Mr. Bacon said that cost will be an issue for implementation of some of the sustainability guidelines but even more so for Dog Lane-1 where the desire is to keep the costs down to assist with rent rates.

9. Next Meeting and Holiday Party

Mr. Lodewick noted that the holiday party for Board and committee members will be December 4 at a location to be determined.

10. Adjourn

Ms. Treiber made a motion to adjourn. Ms. Paterson seconded the motion. The motion was approved unanimously. The meeting adjourned at 5:15 pm.

*Meeting notes taken by Cynthia van Zelm.*

## MINUTES

### MANSFIELD INLAND WETLANDS AGENCY Regular Meeting, Monday, November 5, 2007 Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), J. Goodwin, K. Holt, P. Kochenburger, P. Plante, B. Ryan  
Members absent: B. Gardner, G. Zimmer, R. Hall  
Alternates present: M. Beal, L. Lombard, B. Pociask  
Staff present: G. Meitzler (Wetlands Agent)

Chairman Favretti called the meeting to order at 7:00 P.M. and appointed Alternates Beal, Lombard and Pociask to act in members' absence.

#### Minutes:

10/1/07 - Pociask MOVED, Ryan seconded, to approve the Minutes as written. MOTION PASSED with all in favor except Plante who disqualified himself.

#### Communications:

The Wetlands Agent's Monthly Business report was noted.

#### New Business:

##### W1389- Sabrina Pools/Enright- Old Schoolhouse Rd. above ground pool

Goodwin MOVED, Holt seconded, to receive the application submitted by Sabrina Pools (IWA File # W1389) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for a 24-foot above-ground pool at 28 Old Schoolhouse Road, on property owned by Kim Enright, as shown on a map dated 10/1/07 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED UNANIMOUSLY.

##### W1390-Kovarovis-Daleville Road. Single Family house in buffer

Goodwin MOVED, Holt seconded, to receive the application submitted by Michael and Kim Kovarovics (IWA File # W1390) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for the construction of a single family residence on Daleville Road near SNET pole #3015, on property owned by the applicant, as shown on a map dated 10/12/07 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment. MOTION PASSED UNANIMOUSLY.

A field trip for these two new business items was set for 11/13/07 at 1:00 P.M.

#### Old Business:

##### Continued Public Hearing:

W1383 - Bobb - Separatist & N Eagleville R - 7 lot subdivision

Chairman Favretti opened the continued Public Hearing at 7:06 p.m. Members present were R. Favretti, J. Goodwin, K. Holt, P. Kochenburger, P. Plante, B. Ryan, and Alternates M. Beal, L. Lombard, B. Pociask who were appointed to act. Meitzler listed the following communications received and distributed to all members of the Agency:

- An 10/10/07 letter requesting an extension from Datum Engineering
- A 10/16/07 revised set of plans
- A 11/5/07 letter from D. Hilding
- A 11/1/07 memo from Grant Meitzler, Wetland Agent
- A 11/1/07 letter from Helen Koehn

Michael Dilaj of Datum Engineering, representing the applicant, stated that he has not yet received a report from the DEP and has not received a response from UConn about his request to tie into UConn's water system. He explained that because of State requirements, the Eastern Highland Health District (EHHD) cannot sign off on the well and septic until it has received a response from the abutting water system supplier regarding the tie in. He noted that additional test holes have been dug and tested by EHHD. At this time no report has been prepared by EHHD, but one is expected to be ready for the next meeting. Dilaj addressed comments made in staff memos and reviewed the revised plans depicting the widening of buffers between BAEs and DAEs and Eagleville Brook.

Holt questioned the impact on bridging the wetlands versus building the proposed common driveway or a road. She felt the amount of fill for a bridge would be much less than for a driveway or road, and asked Dilaj to give approximate figures for both the road installation and the common driveway.

Chairman Favretti opened the discussion to the public.

Winthrop Hilding, 22 Southwood Road, discussed the effects on neighboring properties, and the wet conditions of the land that he witnessed over the years, especially on Lots 1 and 2. He does not think this application should be approved.

David Salorio, 17 Southwood Road, discussed the conditions of the land and soil that he observed while growing up and frequently playing on the property. He feels that the proposed subdivision will negatively affect the surrounding properties.

Attorney Howard Schiller, representing property abutter A. Hilding and E. Salorio, introduced Donald Aubrey, P.E., L.S. of Towne Engineering. Aubrey submitted an 11/5/07 report based on his review of the proposed subdivision application and associated mapping. He discussed key points of his review with the commission.

Ms. A. Hilding expressed her concern with hooking up to UConn water. She does not feel this is a solution to the situation, and added that chlorine in the UConn water would damage the wetland area.

Favretti noted that there were no further comments or questions from the applicant or the public.

Following discussion, Kochenburger MOVED, Lombard seconded, to obtain an impartial expert, such as Michael Klemens, to report on the soil conditions and wetland areas pertaining to the site's development as proposed. MOTION PASSED UNANIMOUSLY.

Favretti MOVED, Lombard seconded, to continue the Public Hearing until a Special Wetlands Meeting on November 19<sup>th</sup>. MOTION PASSED UNANIMOUSLY.

Reports of Officers and Committees:

None

Other Communications and Bills:

Noted

Adjournment:

The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

Town of Mansfield  
Open Space Preservation Committee  
Minutes of the October 16, 2007 meeting

Members present: Evangeline Abbott, Ken Feathers, Quentin Kessel, Jim Morrow,  
David Silsbee.

1. Meeting called to order at 7:35.
2. Minutes of the September 18, 2007 meeting were approved on a motion by Feathers/Kessel.
3. Opportunity for Public Comment: none present.
4. Old Business: none.
5. Recommendations to Town Manager: none.
6. New Business: Town Council referral – *An Ordinance Providing a Property Tax Exemption for Farm Buildings*. Motion by Lowrey/Feathers to support this ordinance. Motion passed with Lowrey, Feathers, Morrow, Silsbee in favor, Abbott opposed and Kessel abstained.
7. Meeting adjourned at 8:10.

Respectfully submitted  
Evangeline Abbott

Town of Mansfield  
Parks Advisory Committee  
Minutes from October 3, 2007

The meeting was called to order at 7:20 PM, following a group visit to Old Spring Hill Field.

Present: Ethan Avery, Sue Harrington, Tom Harrington, Jennifer Kaufman,  
Penny Potter, David Silsbee

Minutes from the September 5 meeting were accepted without revision

**New Business:**

**Comments on Arthur's Pond Subdivision Application:** PAC felt that there were no park-related issues to be addressed in this subdivision. The committee concurs with the comments of the OSPC and Conservation Commission with regard to potential impacts on Eagleville Brook and the wetlands running through the center of the property.

**Continuing Business:**

**Management Plan Reviews:** Jennifer and Ethan will meet to complete the Dunhamtown Forest review.

**Park Updates:**

**Dunhamtown Forest:** Ethan reported few problems. He will be doing some fixing up of the trail and pulling of invasives, but did not see major problems.

**Merrow Meadow:** Tom and Sue reported that the front of the field looks good after the work day. Jennifer reported that much of the loosestrife has been pulled as well.

**Mt. Hope Park:** Penny reported that the work day went well. Trails were marked and cleaned up and some autumn olive was removed.

**Eagleville Preserve:** Jennifer reported that some progress has been made and that upcoming workdays are scheduled for Eagleville Preserve.

**Southeast Park:** Penny reported concerns about trash left after games and about the playing fields being used for riding horses.

Walking Weekend Plans were discussed.

**FOMP:** Many FOMP programs continue to be cancelled for lack of enrollment. An indoor program is planned for November.

**PAC Projects:**

**Nature Center:** Jennifer will arrange a meeting with Curt to discuss the project before formally approaching the school board or schools.

Management Plan Needs: No progress reported.

Staff Report: Jennifer reported on the progress of the River Park project and noted that although work is progressing well, it will need to be halted until contract paperwork can be completed. WHIP work is caught up and looking good.

Other: Sue presented the idea of developing a Field Trip Binder for historical sites around town. The binder would contain information and activities for different sites and would be available for schools to use for field trips. It could also be available on the town web site.

The meeting was adjourned at 8:20.

David Silsbee, Acting Secretary

## MINUTES

## MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, November 19, 2007

Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), B. Gardner, J. Goodwin, R. Hall, K. Holt, P. Kochenburger, P. Plante, B. Ryan, G. Zimmer  
 Alternates present: L. Lombard, B. Pociask  
 Alternates absent: M. Beal  
 Staff present: G. Padick (Director of Planning)

Chairman Favretti called the meeting to order at 7:17 p.m., appointing Alternate Lombard to act in member's absence.

Holt MOVED, Kochenburger seconded, to add to the Agenda the Election of Officers. MOTION PASSED UNANIMOUSLY.

Election of Officers:

Ryan MOVED, Gardner seconded, to re-elect the current officers: Chairman Rudy Favretti, Vice-chairman JoAnn Goodwin and Secretary Kay Holt.

Plante MOVED, Zimmer seconded, to close the nominations. MOTION PASSED UNANIMOUSLY.

The election of the slate of the nominated officers PASSED UNANIMOUSLY.

Minutes:

11/5/07- Hall MOVED, Holt seconded, to approve the 11/5/07 minutes as written. MOTION PASSED with all in favor except Gardner who disqualified herself. Zimmer indicated he listened to the tape of the minutes.

11/13/07-Lombard MOVED, Goodwin seconded, to approve the 11/13/07 minutes as corrected. MOTION PASSED with Favretti, Goodwin, Lombard and Ryan in favor and all others disqualified.

Public Hearing Continuations:Subdivision Application (Arthur's Pond) 7 Proposed lots off of N. Eagleville and Separatist Roads. File #1266

Chairman Favretti opened the continued Public Hearing at 7:22 p.m. Members present were R. Favretti, B. Gardner, J. Goodwin, K. Holt, P. Kochenburger, P. Plante, B. Ryan, G. Zimmer and Alternates L. Lombard, B. Pociask. Hall disqualified himself and Favretti appointed Lombard to act. Padick listed the following communications received and distributed to all members of the Commission:

11-8-07 Letter from Howard Schiller and attached deeds  
 11-9-07 Letter from Thomas Callahan, A.V.P. of Administration and Operation Services  
 11-12-07 Letter from Allison Hilding  
 11-14-07 Letter from Barbara Dybdahl  
 11-14-07 Letter from Winthrop E. Hilding  
 11-15-07 Letter from Mike Dilaj of Datum Engineering to Jeff Polhemus of E.H.H.D.  
 11-15-07 Memo from Gregory Padick, Director of Planning  
 11-16-07 Memo from Jeff Polhemus of E.H.H.D.  
 11-17-07 Letter from Richard S. Cowles  
 11-17-07 Letter from Philip Levin and Lisa Oransoff  
 11-18-07 Letter from Steve and Erica Diamond  
 11-18-07 Letter from Betty Seaver  
 11-19-07 Letter from Beverly Sims

Michael Dilaj of Datum Engineering, representing the applicant, requested that the information, comments and questions presented during the Inland Wetlands Agency Public Hearing be entered into the record for the Planning and Zoning Commission Public Hearing. Dilaj submitted an 11/19/07 letter from Attorney Stephen Bacon responding to information on drainage easement rights of the Hilding property as submitted by Attorney Schiller. Dilaj told the Commission that the trench to bury utilities is feasible, so he will not be requesting a waiver. He also stated that he is waiting for a waiver from the Commissioner of Health regarding exemption from hooking into UConn water supply. Dilaj responded to key issues raised in the report submitted by Towne Engineering and questions previously raised by the public. He explained the difference in soil types as depicted in the Tolland County Soil Survey, noting that the soil type on the Hilding/Solario property differs from that of the project site.

Zimmer asked if engineered septic systems will be required. Yes, said Dilaj.

Favretti asked if Dilaj found the Tolland County Soil Survey map to be accurate and in what year were they published. Published in 1966, Dilaj felt the maps are accurate enough for general information.

Zimmer questioned if full basements would be possible due to the wet conditions. Dilaj indicated that house foundations will have to be elevated, requiring fill.

Winthrop Hilding, 22 Southwood Road, stated that he would prefer a town road instead of a common driveway, and that he feels the road would be best if it ran from Separatist Road and to the east of proposed house lots 1, 2 and 3, west of the wetlands.

Richard Cowles, 50 Meadowood Road, expressed concern with a common driveway if the houses are rented out. He fears uncontrollable parking could be an issue for emergency vehicles to gain access.

Alison Hilding, 22 Southwood Road, questioned what the soil types are designated as in the Tolland County Soil Survey for the property east of the proposed lots. She also described a wet area by a culvert, not noted by the applicant.

Zimmer suggested that Dilaj explore the idea of a road instead of a common driveway coming off of North Eagleville and ending in a cul-de-sac that accesses all houses with the exception of the house that will have its own driveway off of Separatist. Dilaj felt that 2 lots might have to be eliminated.

Holt asked why not choose two entrances or roads that would not need to cross the wetland. Another alternative would be to build a bridge to cross the wetland and not fill the wetland as proposed. Dilaj responded that a bridge would not be financially feasible.

Favretti questioned Dilaj if he knew the long-term or short-term effects that this project will have on the wetlands. Dilaj indicated that he will have a soils scientist prepare a report about the effects on the wetlands.

Gardner suggested the soils scientist should delineate the soils on both sides of the stone wall divide.

Plante asked about the approximate cost of building a road to meet Town standards. Dilaj indicated that it is approximately \$225 -\$275 per linear foot.

Favretti noted that there were no further comments from the public or from the Commission.

Holt MOVED, Ryan seconded, to continue the Public Hearing until 12/3/07. MOTION PASSED with all in favor except Hall who had disqualified himself. The hearing closed at 8:10 p.m.

**Special Permit Application, Efficiency Unit, 141 Gurleyville Rd., J. Catalano, o/a File #1268**

Chairman Favretti opened the continued Public Hearing at 8:10 p.m. Members present were R. Favretti, B. Gardner, R. Hall, K. Holt, P. Plante, B. Ryan, G. Zimmer and Alternates L. Lombard, and B. Pociask. Favretti appointed Lombard and Pociask to act because Kochenburger and Goodwin disqualified themselves. Padick listed the following communications received and distributed to all members of the Commission: an 11/19/07 memo from G. Padick, Director of Planning, an 11/19/07 letter from S. and V. Ferriss, and an 11/17/07 letter from J. and M. Mogayzel. In addition, Padick mentioned that four members visited this site on the 11/13/07 field trip. Jeff Catalano, applicant/ owner of the subject property, was present to answer questions.

Mark Mirko, 122 Gurleyville Road, asked how many unrelated people are living at the house and what the Zoning Regulations are concerning efficiency units, as well as how these Regulations are enforced.

Zimmer questioned the use of the storage room.

Favretti questioned the parking at the site and stated that he feels Catalano's estimate is not accurate.

Hall asked how the Town would enforce the parking of cars on lawn areas versus in a driveway.

Peter Millman, 122 Dog Lane, noted that the Commission should require the applicant to have more designated parking spaces. He feels one space per occupant is reasonable.

Zimmer questioned if the Hearing can be extended so that the applicant can submit a parking plan.

Mark Mirko, 122 Gurleyville Road, expressed his concern for the parking at the site.

Padick reminded the Commission that they can require additional parking if they feel it is needed for safety reasons, according to the Regulations.

Favretti noted no further questions from the public or Commission, and added that staff can provide parking information in staff reports. Plante MOVED, Gardner seconded, to close the Public Hearing at 8:50 p.m. MOTION PASSED with all in favor except Kochenburger and Goodwin who had disqualified themselves.

#### 7:45 p.m. Zoning Agent's Report:

Zoning Agent Curt Hirsch updated the Commission that no new work has occurred at the Hall site.

#### Old Business:

##### 1. Special Permit Application, Natchaug Hospital Office Use, 165 Storrs Road, Natchaug Hospital, applicant M. Howard owner, File #1032-2 (M.A.D. 1/9/08)

Kochenburger MOVED, Holt seconded, to approve with conditions the special permit application (File #1032-2), Natchaug Hospital, for office use at 165 Storrs Road on property owned by Delyn Inc., as submitted to the Commission and shown on floor plans dated 9/22/07 and as described in other application submissions and as presented at a Public Hearing on November 5, 2007.

This approval is granted because the application as hereby approved is considered to be in compliance with Article V, Section B and other provisions of the Mansfield Zoning Regulations and is granted with the following conditions:

1. This approval, which authorizes an office use of an existing commercial building, is specifically tied to the applicant's submissions and the conditions cited in this motion. Unless modifications are specifically authorized, the proposed use and site improvements shall be limited to those authorized by this approval and a previously authorized retail store use. Any questions regarding authorized uses, required site improvements, and conditions cited in this approval, shall be reviewed with the Zoning Agent and Director of Planning and, as appropriate, the PZC.
2. No Zoning Permit shall be issued until the plans for serving the subject commercial building with public sewer service have been approved by the Windham Water Works.
3. Depicted parking spaces shall be clearly identified with pavement markings and at least one handicap parking space that meets current State requirements shall be delineated with pavement markings and signage. Existing disturbed pavement areas shall be repaved. This work shall be done before the issuance of a Certificate of Compliance.
4. Signage revisions shall be approved by the PZC Chairman with staff assistance.
5. Pursuant to 11/5/07 Public Hearing testimony, existing landscaped areas shall be maintained and enhanced. A specific landscape plan shall be submitted to and approved by the PZC Chairman with staff assistance prior to the issuance of a Zoning Permit. Completion of landscaping improvements shall be confirmed prior to the issuance of a Certificate of Compliance.
6. This permit shall not become valid until the applicant obtains the permit form from the Planning Office and files it on the Land Records.

This approval waives several provisions of Article V, Section A.3.c., since the information submitted with the application is sufficient to determine compliance with applicable approval criteria.

MOTION PASSED with all in favor except Pociask, Zimmer and Gardner who disqualified themselves.

2. Request for Site/Use Modifications, 1029 Storrs Rd. (Stix 'n' Stones LLC, applicant/P. Hammer, owner) File #727

Item tabled.

3. Subdivision Completion/Bonding update

Padick updated the Commission on the status of these projects, and is expecting more information for the next meeting.

4. Request for occupancy revision, Thirsty Dog Pub, 134 N. Eagleville Rd., File #930-2

After extensive discussion among Commission members and staff, Kochenburger MOVED, Ryan seconded, that the PZC authorize an increase in the customer occupancy of the Thirsty Dog Pub & Grill to no more than 151 persons as authorized in Article X, Section D.6.a of the regulations. This approval references the 11/8/07 written consent by the property owner, Freda Sanderson, and stipulates that other existing and future tenants cannot take advantage of the parking exception Provisions of Article X, Section D.6.a, without specific authorization from the town. MOTION PASSED with Gardner, Goodwin, Kochenburger, Ryan and Zimmer for the motion, and Favretti, Hall, Holt and Plante against.

New Business:

1. Modification Request, 86 Storrs Road, Proposed additional retail store, College Mart/U.S. Properties Inc., o/a, File #483-4

The consensus of the Commission was to refer the request to staff.

2. Re-appointment of Design Review Panel Members

Kochenburger MOVED, Holt seconded, that the PZC reappoint, for two year terms ending 12/31/09, Isabelle Atwood, Peter Miniutti, Robert Gillard, Lee Cox and John Lenard as members of the Mansfield Design Review Panel. MOTION PASSED UNANIMOUSLY.

Reports of Officers and Committees:

Favretti noted that the next Regulatory Review Committee meeting, will be on December 6, 2007 at 1:30 in Conference Room B.

Communications and Bills:

Items were noted.

Adjournment:

Favretti declared the meeting adjourned at 9:28 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

TOWN OF MANSFIELD/DEPARTMENT OF CORRECTION  
PUBLIC SAFETY COMMITTEE  
WEDNESDAY, July 18, 2007  
Bergin Correctional Institute

Minutes

Members Present: A. Barberet, G. Cole, E. Higgins, C. Paulhus, W. Stauder (Chair), S. Thomas

Members Absent: R. Blicher, R. Gergler, R. Pellegrine, V. Stearns, C. Lary, W. Solenski

Staff: Maria Capriola (Town of Mansfield), Officer Jerry Marchon (Town of Mansfield Police), Captain Chris Corey (DOC), Counselor Supervisor Bill Corey (DOC), Counselor Supervisor Joseph Roach (DOC), Deputy Warden Neal Kearney (DOC), and Deputy Warden James Foley (DOC).

I. CALL TO ORDER

The meeting came to order at 1:10 p.m. Warden Higgins introduced a number of her staff members to the Committee.

II. MINUTES

1. April 18, 2007 Meeting Minutes –Mr. Paulhus made a motion, approve the minutes of April 18, 2007. The motion passed unanimously.

III. COMMUNICATIONS

1. May 16, 2007 List of Offenses at DBCI – No discussion from the Committee.
2. June 14, 2007 List of Offenses at DBCI – Warden Higgins distributed an updated list of offenses dated July 17, 2007. Ms. Barberet inquired as to whether or not an assault on a victim over the age of 60 is an automatic 1<sup>st</sup> degree assault charge. Warden Higgins clarified that the particular crime noted is not an automatic 1<sup>st</sup> degree assault charge. Ms. Thomas asked staff to walk the Committee through the list. Staff clarified that the offenses listed are the original offenses of the inmates.

IV. WARDEN'S REPORT AND DISCUSSION

1. Population Status Report – Ms. Higgins reported that the overflow population was currently equivalent to an additional 120 inmates (above the normal capacity of 962). She noted that an expansion is currently underway at the Carl Robinson facility, which will create space for an additional 500 level 2 beds. The expansion should alleviate Bergin's overflow population some time during the fall. Warden

Higgins reported that the inmates and staff are functioning well; Ms. Thomas inquired about inmate meal time and staffing. Warden Higgins stated that inmates are not required to attend meals (3 per day, plus snack via the commissary), but most do choose to attend. Warden Higgins noted that staff has been using overtime shifts to accommodate extra work associated with the inmate overflow population. Mr. Cole noted that a recent newspaper article cited an overtime cost per correction officer in California at \$25,000 per year.

2. List of Offenses – No further discussion outside of agenda item III (2).

## V. CHAIRMAN'S REPORT

The Chairman did not have a report for this meeting.

## VI. OPPORTUNITY FOR PUBLIC TO SPEAK

There was no one from the public who wished to address the committee at this meeting.

## VII. OLD BUSINESS

1. Consolidation of Public Safety and Correctional Facility Liaison Committees – Ms. Capriola provided an overview of the relevant statute (CGS, Chapter 325, Sec. 18-81h(a)) as requested at the April 18, 2007 meeting. Ms. Thomas said that as long as items such as education, programming, recreation, volunteer activities, and addiction services were a standing agenda item for the Public Safety Committee, then the two committees should merge. The Committee as a whole was in agreement with Ms. Thomas's statement. Mr. Paulhus motioned, seconded by Chairwoman Stauder to approve the following motion, "Move to recommend to the Mansfield Town Council that the Correctional Facility Liaison Committee be consolidated with the Public Safety Committee effective September 1, 2007." The motion passed unanimously in a 6-0-0 vote. Ms. Capriola stated that she will prepare the recommendation and submit it to Town Council for their review at the Council's regularly scheduled meeting on July 23, 2007.
2. Security Measures, Installation of 2<sup>nd</sup> Layer of Security Razor Wire – Warden Higgins stated that the Department would like to install a second layer of security razor wire along the top of the perimeter of the fence. She stated that the wire would be an effective means to deter people from escaping. Mr. Cole asked whether the wire would have a tight or loose configuration. Warden Higgins said the wire would be a single roll of loose wire. She further noted that although the state had received approval to install two layers of wire along the ground, it has only installed one layer. Mr. Cole asked and the Warden confirmed that there have been no escapees at Bergin since the installation of the razor wire along the ground. Warden Higgins noted that since Bergin is a level 2, with inmates shortly returning to society, the Facility tries to teach responsibility. As a result, there is both frequent individual and small group movement on the compound. She noted

that it can be tempting for inmates to try and escape, particularly if there are family problems and issues at home. She also stated that Bergin has been housing many youth inmates from MYI (Manson Youth Institution); these inmates can be impulsive and the temptation to escape can be great. Inmates from MYI who arrive at Bergin are used to a restrictive environment, so the "freedom" of movement at Bergin can be tempting.

Ms. Thomas stated that UCONN parents and students have objected to installation of razor wire at the Facility in the past. Warden Higgins and the Deputy Wardens stated that the students would have increased safety if the installation occurs; the installation would limit the opportunity for escape. Both Chairwoman Stauder and Mr. Paulhus noted that UCONN has been and will likely continue to develop Depot Campus, which is across the street from the Facility. Mr. Paulhus noted that as the Depot Campus activity increases, there will be greater temptation for inmates to escape since more cars would be available. Mr. Paulhus stated that he is in support of the installation as a public safety measure.

Warden Higgins distributed PA-85, which was the proposal for installation of the razor wire. She discussed the specifications and cost (\$89,000) of the project. She also noted, that if requested, they can plant more trees or shrubbery along the fence.

Mr. Paulhus motioned, seconded by Mr. Cole to approve the following motion, "Move, effective July 18, 2007, to recommend to the Mansfield Town Council that the Council accept the Connecticut Department of Correction's proposal to install at Bergin Correctional Institute one roll of security razor wire around the top edge of the perimeter security fence. This would also include a management fence 4 feet high, permanent around the baseball field." The motion passed unanimously in a 6-0-0 vote. Ms. Capriola stated that she will prepare the recommendation and submit it to Town Council for their review at the Council's regularly scheduled meeting on July 23, 2007.

#### VIII. NEW BUSINESS

There was no new business to discuss.

#### IX. ADJOURNMENT

Chairwoman Stauder made a motion to adjourn, seconded by Mr. Paulhus. The meeting adjourned at 1:56 p.m.

Respectfully submitted,

Maria Capriola  
Assistant to Town Manager

# TOWN OF MANSFIELD CORRECTIONAL FACILITY LIAISON COMMITTEE

July 18, 2007

## Minutes

Members and Staff Present: Same as DOC Public Safety Committee.

### I. CALL TO ORDER

The meeting came to order at 1:56 p.m.

### II. MINUTES

1. April 18, 2007 Meeting Minutes – Mr. Paulhus made a motion to adopt the minutes, seconded by Ms. Barberet. The motion to adopt the minutes passed unanimously.

### III. COMMUNICATIONS – None

### IV. WARDEN'S REPORT AND DISCUSSION

Community Outreach and Programming Updates –Warden Higgins provided the following updates:

- Inmates have participated in a variety of community service /outreach projects recently such as park improvements in Sprague and bleacher renovations at Newington High School.
- The Greenhouse foundation is in and the basketball courts are nearing completion. Some outdoor universal equipment has been installed and has proven to be very popular with the inmates.
- Several updates are occurring at the facility including fresh paint in all of the rooms, upgrading generators, and installing fire doors in the Marvin-Bennett building.
- Addiction services is operating well and the Warden will invite the Committee to attend a future graduation ceremony.
- Bergin is now the top facility in the State for inmates acquiring GEDs.
- The transitional teacher has arrived. The program counselor has been promoted so a vacancy in the position currently exists. All areas have staff dedicated to re-entry.
- Bergin recently received a donation of 100 books for its Library.

Ms. Thomas pointed to a recent article in the Hartford Courant that discussed the role of Chaplains and Muslims. Warden Higgins stated that Bergin offers Muslim, Protestant and Catholic services, bible studies, etc. Bergin has three Chaplains that are specifically dedicated to Bergin.

V. OPPORTUNITY FOR PUBLIC TO SPEAK

There was no one from the public who wished to address the committee at this meeting.

VI. OLD BUSINESS

1. Mr. Paulhus motioned, seconded by Chairwoman Stauder to approve the following motion, "Move to recommend to the Mansfield Town Council that the Correctional Facility Liaison Committee be consolidated with the Public Safety Committee effective September 1, 2007." The motion passed unanimously in a 6-0-0 vote. Ms. Capriola stated that she will prepare the recommendation and submit it to Town Council for their review at the Council's regularly scheduled meeting on July 23, 2007.

VII. NEW BUSINESS

1. The Committee toured the Classroom/School Facilities and expressed an interest in returning for another tour of other programs. The Committee discussed meeting at Bergin again for its October meeting. Warden Higgins welcomed the Committee to return for another tour/meeting.

ADJOURNMENT

The Committee adjourned at 4:10 p.m.

Respectfully submitted,

Maria Capriola  
Assistant to Town Manager



TOWN OF MANSFIELD/MANSFIELD PUBLIC SCHOOLS  
SCHOOL BUILDING COMMITTEE

Wednesday, October 3, 2007  
Audrey P. Beck Municipal Building  
Conference Room B

MINUTES

Present: Bill Simpson, Chair, Anne Rash, Elizabeth Paterson, Mark Boyer, Gordon Schimmel, William Hammon, Matt Hart, Jeff Smith

Fred Baruzzi arrived at 5:25; Matt Hart at 5:34; and Mark Boyer at 5:56

Absent: Anne Willenborg,

Staff: Jeff Cryan, Eric Ohlund

Guest: Mike Callahan, Fuss & O'Neill, Joe Marcucio, Fuss & O'Neill

**1. Call to Order/Roll Call**

Mr. Simpson called the meeting to order at 5:07 p.m.

**2. Meeting Minutes**

The minutes of September 19, 2007 were moved, seconded and approved unanimously.

**3. Opportunity for the public to address the Committee**

No one came forward.

**4. Report from Fuel Conversion Project Subcommittee**

Mr. Callahan provided the Committee with a detailed summary of the Middle School Fossil Fuel Conversion Project analysis to date, giving the group an overview of what he intended to present to the Town Council at a joint meeting with the Board of Education on Tuesday, October 9<sup>th</sup>. Mr. Callahan and his engineering team have concluded that a geothermal option would be prohibitive in cost and complexity, over a simple hot water system, with bio-diesel or natural gas fuel option.

The Committee thanked him for his work and endorsed his conclusions for presentation to the Council.

#### 5. Other

Dr. Schimmel and Mr. Lawrence reminded Committee members that the first public workshop originally scheduled for October 18<sup>th</sup> had been re-scheduled to Nov. 7<sup>th</sup>, due to a conflict with the League of Women Voters' Candidate Night.

#### 6. Adjournment

Mr. Schimmel adjourned the meeting at 6:10 p.m.

Respectfully submitted,

G. Schimmel  
Superintendent

**TOWN/UNIVERSITY RELATIONS COMMITTEE**  
**Tuesday; October 9, 2007**  
**Audrey Beck Municipal Building**  
**Council Chambers**  
**4:00 pm**

Minutes

**Present:** P. Barry, T. Callahan, B. Clouette, M. Hart, J. Hintz, A.J. Pappanikou, E. Paterson, W. Simpson, G. Zimmer

**Staff:** M. Capriola, G. Padick, C. van Zelm

**1. Opportunity for Public to Address the Committee**  
None.

**2. August 14, 2007 Meeting Minutes**  
The minutes of September 11, 2007 were passed unanimously.

**3. Community-Campus Relations**  
Jim Hintz provided an update on off-campus housing outreach efforts. In late August, Town, University and State staff conducted off-campus outreach visits and provided informational materials to students. 435 rental units were visited and direct contact was made with 800-1,000 students; if students shared information with their roommates, 2,000-2,500 students received information. Students asked questions about ordinances, etc. Mr. Clouette stated that in future years he would like to see positive, welcoming materials about the Town distributed - such as information on trails and parks in the community. Mr. Pappanikou asked Mr. Hintz about the condition of the rental properties that were visited. Mr. Hintz stated that, based upon information provided to him by Ms. Bell-Elkins, the properties appeared to be cleaner than in recent years. Celeron Square Apartments had signage posted regarding trash and litter.

Mr. Barry asked if the rental properties are being inspected for safety. Mr. Hart stated that at least 600 units have been inspected. Approximately 25% of the inspected units received warnings; almost all deficiencies were remedied. Only a dozen or so properties had citations issued for not correcting noted deficiencies. Landlord registration is at 100% compliance. Mayor Paterson stated that Mike Nintean, Director of Building and Housing Inspection has broken the Town into regions. Every afternoon one Building/Housing staff member patrols a region for litter (violations). Mr. Clouette mentioned the phenomenon of parents purchasing houses for their student-children to live in while attending UCONN; often a child will invite friends to live with them in the off campus housing. Mr. Clouette asked how the housing code applies to these parent-owned, student occupied units. Mayor Paterson stated that pursuant to the Housing Code, a house can not have more than four unrelated persons residing in it.

Mr. Simpson talked about the excess of apartment rentals at UMASS because the student population never grew as projected; as a result many rental units were in a rundown condition. Mr. Clouette stated that he would not want that to occur in Mansfield. Mayor Paterson discussed the best practices report (approaches other communities/universities have used) and stated that it will be distributed. She further stated that there are many apartment complexes in Mansfield and only two have tended to be problematic. In her opinion, when a property company has good on-site management, it helps to reduce problems.

Mr. Clouette inquired about student reaction to steps taken by the property managers at Carriage House in response to the recommendations suggested by the Town. Mr. Hart stated that Aspen Square (property managers) issued letters to residents and that he and Mayor Paterson had dialogue with the Undergraduate Student Government (USG) on this issue. Mayor Paterson stated that while engaging in dialogue with USG, she noted that elected Town officials have a duty to uphold the laws – including enforcement of underage drinking. Mr. Hart commented that some citizens are concerned that by minimizing the activity at Carriage House, parties may spring up elsewhere throughout the community.

#### 4. Community Water and Wastewater Issues

Mr. Barry asked if the University did not draw water from the Fenton during June through August – and used the Willimantic River instead – could the water system survive? Mr. Callahan said yes, but it is not a good idea. The Fenton study is linked to stream flow (dry v. wet season); redundancy in the water system is important to ensuring adequacy of supply. Mr. Barry stated that UCONN has not pumped water from the Fenton since July 26<sup>th</sup> and that the Fenton's dry condition is not the University's fault. However, he believes that many people in the community do not understand that point. Mr. Hart stated that water withdrawal is determined by scientific data such as stream flow measurement. Mr. Padick concurred and further discussed this point. Mr. Padick stated that a similar study is anticipated for the Willimantic River.

Mr. Callahan stated that water consumption was down 11% in August and 7% in September. Mayor Paterson noted that all Town toilets are being replaced with low flow toilets to aide in water conservation. Mr. Callahan discussed drought conditions and mandatory conservation measures. Mr. Callahan stated that it is important to find a balance regarding water needs of 25,000-30,000 people and habitat. Mr. Zimmer stated that, in his opinion, the relationship between the University and Town is greatly improved.

#### 5. Mansfield Downtown Partnership

Mr. Callahan said the Fall Festival was a great event with good turnout. Mayor Paterson stated that the event was an example of great partnership efforts between the Town and University.

Mr. Callahan noted that the Storrs Center project received its last local permit. The only remaining permits/approvals needed are from DEP/Army Corps of Engineers and the State DOT for improvements to Route 195. Building 1A is the next big step.

Spring 2008 is the tentative construction date for that building. Mayor Paterson noted that the Town is still working with State legislators regarding bonding issues for the downtown parking garages.

**6. Future Discussion/Presentation Topics**

Mr. Clouette inquired about the status of the Spring Weekend "white paper." Mayor Paterson said that it is not yet complete, but that Ms. Bell-Elkins and Kevin Grunwald are working on it. Once the report is final it will be distributed to this Committee.

**7. Other Business**

No other business discussed.

The meeting adjourned at 5:25pm.

Respectfully submitted,  
Maria E. Capriola  
Assistant to Town Manager

Legislators want state to plan for oil shortage  
By Brian Lockhart  
Staff Writer

November 26, 2007

A coalition of state lawmakers has issued a report that concludes Connecticut is "completely unprepared" for what experts are forecasting as a sharply constrained supply of oil in the world.

"However, early intervention can and will mitigate the severity of impacts on the state and our people," says the report from the Peak Oil Caucus of the General Assembly.

The group, which includes state Rep. Carlo Leone, D-Stamford, and state Sen. Bob Duff, D-Norwalk, calls on colleagues and Gov. M. Jodi Rell to consider two dozen proposals to promote conservation and alternative energy.

Recommendations include creating a state Department of Energy, banning incandescent light bulbs, and forcing businesses to turn off illuminated signs when they are closed.

The caucus has the support of the co-chairmen of the legislature's Energy and Technology Committee - state Sen. John Fonfara, D-Hartford, and state Rep. Steve Fontana, D-North Haven.

Fonfara said some believe it is up to the federal government to deal with an energy crisis.

"I know a lot of people look at petroleum issues as beyond our realm," he said. "I don't share that. You have to be creative."

The report specifies that not all of the ideas are endorsed by every caucus member.

For example, Rell unsuccessfully pitched the recommendation of creating an energy department to the legislature for two years.

"We haven't been sold on the idea of creating a new bureaucracy," Fontana said. "Other than that, I think the report is dead on."

The Peak Oil Caucus was established by Duff, a vice chairman of the energy committee, and state Rep. Terry Backer, D-Stratford, to raise the alarm about dwindling oil supplies.

Leone is a member with a fellow Democrat, state Sen. Bill Finch, the newly elected mayor of Bridgeport.

"I know there are some who still don't believe in (peak oil), but considering the price of oil and how high energy costs are across the spectrum, it suggests we're heading in that direction," Leone said. "And once you pass a peak, the downslide is much faster than we'd like. The more we get in front of this, the better prepared we'll be to at least cushion the blow."

Earlier this month, the caucus organized a forum in Hartford at which energy experts testified that the world either reached maximum oil production in 2005 or will in 2012.

Some think the peak will hit from 2020 to 2030, according to the caucus report.

"In any of these events except the most optimistic, the prospective time horizon is closer than any one of us would like," says the report. "Given the long lead time it takes to institute systemic change through planning and implementation, these time frames are extremely short."

The first recommendation is to create a Peak Oil Task Force to develop laws that would provide incentives to begin planning. Portland, Ore., has such a task force.

"We can expect municipalities will be affected seriously," the report says. "The cost of heating municipal public buildings . . . will strain budgets. Likewise, the cost of maintaining other energy-intensive municipal operations such as sewage treatment plants and vehicle fleets will become more difficult. Municipal and state government will be pressed to afford their normal schedule of repaving and maintaining black-top roads. The cost of asphalt for paving closely follows the rising price of oil."

State government can expect escalating energy bills for vehicles, offices, prisons, colleges and universities.

Connecticut would generate less revenue from sales and service taxes as families cut back on discretionary spending to pay their energy bills and to foot higher prices for food and other essentials caused by the spike in energy costs, the report says.

At the same time, demand for state social services would increase, according to the report.

"Low-income families and fixed-income seniors are already at risk," it says. "The prospects for this population at any higher prices are disconcerting."

During the forum, guest speaker Charley Maxwell, a senior energy analyst for Weeden and Co. traders in Greenwich, said it would not be easy to replace oil with coal, natural gas and nuclear energy.

Clean-burning coal technologies are 15 years to 20 years away, Maxwell said. Liquefied natural gas supplies are undependable because they originate with some of the same oil suppliers that are hostile to U.S. interests, he said. It takes at least a decade to build a nuclear plant.

Much of the caucus' report focuses on efforts to conserve energy by promoting hybrid vehicles and upgrading the state fleet to run on bio-fuels; forcing buyers of gas guzzlers to pay an additional fee to be used for mass transit; updating building codes to require more energy efficiencies; having more state employees telecommute; increasing state work days to shorten the work week and commuting time; banning sales of certain incandescent light bulbs; requiring that businesses turn off illuminated signs after hours; and revisiting the placement of street lights.

"The government needs to be a leader in a lot of this," Duff said.

In an energy bill passed this year, the state took steps to improve conservation, but they are mainly voluntary, Fontana said.

"And the steps we took . . . I don't think adequately prepare us for where we need to be," he said.

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TOWN OF



PLAINVILLE

ONE CENTRAL SQUARE, PLAINVILLE, CONNECTICUT 06062-1955

Robert E. Lee  
Town Manager  
(860) 793-0221  
relee@plainville-ct.gov

November 20, 2007

Mr. Jeffrey Smith  
Director of Finance  
Audrey P. Beck Municipal Building  
4 South Eagleville Road  
Mansfield, Connecticut 06268

Dear Jeff:

On behalf of the Plainville Town Council, I would like to thank you for attending the work session last evening to discuss Mansfield's Finance Department operation. Under your leadership, the Town of Mansfield has become a model for cooperation between Boards of Education and Town Government.

I appreciate the time and effort that you extended to Plainville in putting together the presentation and attending the meeting. Your perspective has given the Town Council and Board of Education plenty to think about as we attempt to move forward in a possible joint venture. Following the example of a successful operation can make that effort much easier.

Thank you again and we wish you well.

Sincerely,

Robert E. Lee  
Town Manager

Cc: Mathew Hart  
Plainville Town Council

PAGE  
BREAK

An Open Letter to Investors and Connecticut Citizens From  
Connecticut State Treasurer Denise L. Nappier



Item #10

December 5, 2007

Dear Investors and Connecticut Citizens,

Over the past several days there has been a considerable amount written in the press about the impact of credit market concerns on government investment pools, including the Connecticut Treasurer's Short-Term Investment Fund (STIF). Unfortunately, some of these press reports have contained inaccurate or incomplete information, and this communication is part of our ongoing efforts to inform you directly of the status of our fund.

First and foremost, we want you to know that we continue to hold a high level of liquidity. Our overnight investments and investments available on a same-day basis continue to exceed the full value of municipal and local government balances. While we have not been experiencing an unusual pattern of large-scale withdrawals (indeed, local government balances approximate last year's level), we are cognizant that investors are familiar with the situation in Florida, *and we want to assure you that we are well prepared to handle daily withdrawal requests.*

Second, Standard & Poor's continues to rate STIF as AAAm, its highest rating for money market funds and investment pools. In addition, S&P reviews our portfolio weekly against its highest standards. We recently forwarded two S&P publications regarding the government investment pools it rates.

With regard to specific investments that have been in the news lately: we own a total position of \$400 million in investments referred to as structured investment vehicles (SIVs). This includes \$300 million of Citigroup-sponsored SIVs that are rated AAA by Standard & Poor's and Aaa by Moody's, although last Friday, Moody's placed the securities on "review for possible downgrade." We have been informed that the portfolio value is still above the values of the senior investor positions, such as ours, while discounts discussed in the press refer to the capital positions of subordinate note holders. We, of course, are monitoring the situation carefully. Please be assured the Citigroup programs do not hold any direct exposure to U.S. sub-prime mortgages.

In addition, we own \$100 million of Cheyne Finance notes, which, as we have informed you in the past, are currently under control of receivers, and payments to investors were suspended in October. The securities are currently rated D by Standard & Poor's. The receivers are negotiating with banks for the sale of the underlying portfolio of securities, which include direct exposure to U.S. sub-prime mortgages. The market value of our Cheyne Finance notes will be clearer at the conclusion of the negotiations.

December 5, 2007

For your information, the SIVs are floating rate notes whose interest rates reset monthly or quarterly based on the London Interbank Offered Rate (LIBOR) or prime rate, standard short-term interest rate benchmarks. The SIVs each are supported by an underlying portfolio of debt securities, and are structured with senior and subordinate creditors. We hold senior positions in each program. In each case, the values of the underlying securities have been negatively affected by the credit market disruptions, with the Cheyne SIV having been affected the most.

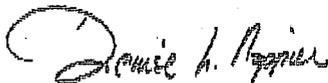
Despite this, I want to re-emphasize that, in addition to a high level of liquidity, STIF currently has a \$52 million reserve in place to absorb any potential loss and protect our investors. The reserve has never been drawn upon in the 35-year history of STIF, but it is available for just the type of event that could occur with our SIV investments. The reserve means that we could absorb any likely losses from our SIV securities without (a) affecting STIF's \$1 per share net asset value and (b) any loss of principal to any of our investors.

To make our information more accessible to you, we have established a new portion of our web page as a repository of communications to our investors at [www.state.ct.us/ott/StifInvestorCommunications.htm](http://www.state.ct.us/ott/StifInvestorCommunications.htm).

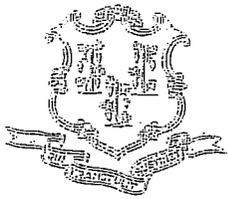
In closing, I would like to remind you that the State of Connecticut is far and away the largest shareholder in STIF, with a roughly 40 percent stake in the fund. On a daily basis, we put our money where our mouth is. We are confident of the safety, liquidity and performance of STIF, and manage the Fund with vigilance to protect the public funds of the state and all participating governmental entities.

If you have questions or would like more information, please contact our STIF managers, Larry Wilson (860/702-3126 or [lawrence.wilson@ct.gov](mailto:lawrence.wilson@ct.gov)) or Lee Ann Palladino (860/702-3229 or [leeann.palladino@ct.gov](mailto:leeann.palladino@ct.gov)).

Sincerely,



Denise L. Nappier  
Connecticut State Treasurer



STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

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

Item #11



Office of the  
Commissioner

An Equal Opportunity Employer

November 14, 2007

The Honorable Matthew W. Hart  
Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

REC'D NOV 19 2007

Dear Mr. Hart:

Subject: Federal Highway Safety Program  
Federal Program Area Number: 08-K8  
State Project Number: 0188-0730-AG

The Department of Transportation (Department) would like to notify you of the approval of the Town of Mansfield's highway safety project application entitled "FY 2008 Comprehensive DUI Enforcement Program," effective November 21, 2007 through September 7, 2008.

Federal funds in the amount of \$15,750 are obligated to this project in accordance with the approved 2008 Fiscal Year Connecticut Highway Safety Strategic Plan.

All costs incurred under this project must be in full compliance with both federal and State regulations, policies, and procedures that govern the use of highway safety funds. Costs are subject to review by both Department Accounts Examiners and Federal Auditors.

Please note that deviations from the specifics of the approved budget must be reviewed and approved by the Transportation Safety Section prior to their implementation in order for related costs to be eligible for reimbursement.

The Honorable Matthew W. Hart

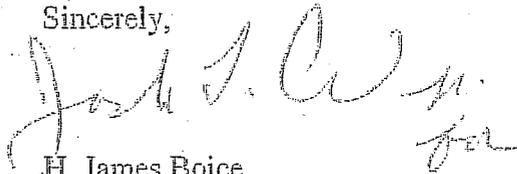
November 14, 2007

All final claims against this project, together with all supporting financial documentation, must be submitted to the Transportation Safety Section no later than forty-five (45) days after the project period ending date.

All charges against this project are to be coded to State Number 35.320-4503-0188-0730-AG in accordance with established coding procedures.

If you have any additional questions or concerns regarding this program, please contact Mr. Joseph T. Cristalli, Transportation Principal Safety Program Coordinator, at (860) 594-2412.

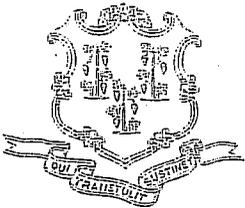
Sincerely,

A handwritten signature in cursive script, appearing to read "H. James Boice".

H. James Boice

Governor's Highway Safety Representative  
Office of the Commissioner

cc: Sergeant Brian J. Kennedy, Mansfield Police Department  
Mr. Jeffrey H. Smith, Town of Mansfield

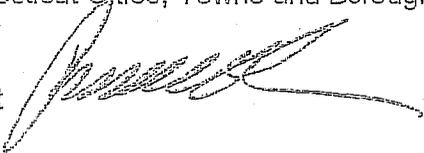


STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

MEMORANDUM

REC'D NOV 16 2007

TO: Chief Executive Officers of Connecticut Cities, Towns and Boroughs

FROM: Robert L. Genuario, Secretary  
Office of Policy and Management 

DATE: November 8, 2007

RE: *Revised Estimates of State Formula Aid to Municipalities*

Enclosed is a revised list of estimated Mashantucket Pequot and Mohegan Fund grants for FY 2007-2008 and FY 2008-2009. The grant estimates for the current biennium that appear in the August 15, 2007 edition of *Estimates of State Formula Aid to Municipalities* are incorrect, in that they do not reflect the cumulative \$3,266,665 allocable to 21 towns pursuant to Section 81 of Public Act 07-1 (June Special Session) and Section 96 of Public Act 06-187 (June Special Session). Instead, those estimates reflect an allocation to these 21 towns of only the \$1,600,000 cited in Section 81 of Public Act 07-1 (June Special Session).

Increasing the amount allocable to these 21 towns by the \$1,666,665 specified in Section 96 of Public Act 06-187 (June Special Session) reduces the total appropriation. Additionally, it changes the percentage of each municipality's entitlement to the total entitlement for all municipalities, which impacts the pro rata distribution of the available appropriation. As a result, this revision affects each municipality's grant.

The revised Mashantucket Pequot and Mohegan Fund grant estimates do not reflect deductions for payments to the Environmental Quality Fund. If your municipality owes moneys to said fund, the first payment in any year (including the December 2007 payment equal to one-third of your municipality's FY 2007-2008 grant) may reflect a deduction of up to \$4,000 from the amounts shown on the enclosed revision.

In my August 15, 2007 memorandum, I indicated that your municipality would receive a supplemental Town Aid Road (TAR) Fund grant payment by the end of September. Although there was an inadvertent delay in transferring surplus moneys into the TAR account, the transfer has occurred. Your municipality should receive its proportionate share of the \$4 million supplemental grant payment in the near future.

You will also be pleased to know that the Governor M. Jodi Rell signed Senate Bill No. 1502 on November 2, 2007. Among this bill's bond authorizations for each year of the current biennium are: \$30 million for the Local Capital Improvement Program (LoCIP); \$20 million for Urban Act purposes; and \$20 million for the Small Town Small Town Economic Assistance Program (STEAP).

A revised *Estimates of State Formula Aid to Municipalities* appears on this agency's web site.

Enclosure

Cc: Chief Financial Officers

## Office of Policy and Management

Grantees	Revised FY 07-08	August 2007	Difference	Revised FY 08-09	August 2007	Difference
	Mashantucket Pequot and Mohegan Fund Grant Estimate	Mashantucket Pequot and Mohegan Fund Grant Estimate for FY 07-08		Mashantucket Pequot and Mohegan Fund Grant Estimate	Mashantucket Pequot and Mohegan Fund Grant Estimate for FY 08-09	
Andover	31,281	31,483	(202)	30,994	31,585	(591)
Andsonia	270,565	278,868	(8,303)	275,969	281,116	(5,147)
Andshford	50,412	50,417	(5)	46,334	47,210	(876)
Andron	33,124	33,368	(244)	33,190	33,822	(632)
Andarkhamsted	32,901	33,260	(359)	33,111	33,741	(630)
Andeacon Falls	50,289	50,673	(384)	49,497	50,432	(935)
Anderlin	98,440	99,415	(975)	99,067	100,924	(1,857)
Andethany	36,987	37,306	(319)	37,010	37,713	(703)
Andethel	87,215	88,901	(1,686)	88,482	90,142	(1,660)
Andethlehem	28,599	29,060	(460)	29,006	29,560	(554)
Andcomfield	245,111	250,358	(5,246)	246,637	251,224	(4,587)
Andolton	41,342	42,074	(732)	41,045	41,823	(778)
Andozrah	34,798	32,168	2,631	34,466	31,860	2,605
Andranford	120,061	123,037	(2,976)	111,952	114,049	(2,097)
Andridgeport	9,627,555	9,833,627	(206,072)	9,687,473	9,867,626	(180,153)
Andridgewater	18,549	18,764	(214)	18,367	18,723	(356)
Andristol	920,053	939,747	(19,693)	925,779	942,996	(17,216)
Androokfield	43,660	44,021	(361)	42,857	43,668	(812)
Androoklyn	332,373	335,092	(2,719)	321,661	327,698	(6,037)
Andurlington	41,678	41,733	(56)	41,075	41,853	(778)
Andanaan	19,321	19,571	(250)	18,974	19,341	(367)
Andanterbury	70,654	71,112	(458)	60,167	61,301	(1,133)
Andanton	46,052	44,941	1,111	44,311	45,149	(839)
Andhaplin	129,869	132,648	(2,780)	130,677	133,107	(2,430)
Andheshire	2,907,570	2,935,090	(27,520)	2,942,757	2,998,142	(55,385)
Andhester	26,738	27,185	(447)	26,564	27,072	(509)
Andhinton	72,504	74,064	(1,559)	79,093	80,578	(1,485)
Andholchester	134,778	124,997	9,781	133,806	123,422	10,384
Andolebrook	21,932	22,161	(229)	22,111	22,537	(426)
Andolumbia	38,713	39,055	(341)	38,727	39,462	(735)
Andornwall	18,087	18,287	(200)	17,724	18,068	(344)
Andoventry	102,324	103,912	(1,588)	93,407	95,158	(1,752)
Andromwell	93,265	94,571	(1,306)	92,942	94,685	(1,743)
Andranbury	1,477,661	1,509,289	(31,628)	1,486,857	1,514,507	(27,650)
Andarian	19,938	20,206	(268)	19,699	20,080	(381)
Andeep River	29,160	29,679	(520)	32,162	32,774	(613)
Anderby	396,008	404,485	(8,476)	398,473	405,883	(7,410)
Andurham	44,701	45,041	(340)	47,100	47,991	(891)
Andastford	28,228	28,218	11	27,815	28,346	(532)
Andast Granby	34,195	34,540	(345)	33,794	34,437	(643)
Andast Haddam	53,568	54,359	(791)	54,291	55,316	(1,024)
Andast Hampton	109,381	107,403	1,978	112,740	114,851	(2,111)
Andast Hartford	478,716	488,963	(10,247)	481,696	490,654	(8,958)
Andast Haven	277,778	284,761	(6,983)	283,454	288,740	(5,286)
Andast Lyme	547,989	508,257	39,732	550,296	509,837	40,459
Andaston	21,201	21,488	(287)	20,946	21,350	(404)
Andast Windsor	80,783	80,093	690	80,260	81,768	(1,507)
Andllington	94,581	95,673	(1,091)	101,841	103,749	(1,908)

## Office of Policy and Management

Grantee	Revised FY 07-08	August 2007	Difference	Revised FY 08-09	August 2007	Difference
	Mashantucket Pequot and Mohegan Fund Grant Estimate	Mashantucket Pequot and Mohegan Fund Grant Estimate for FY 07-08		Mashantucket Pequot and Mohegan Fund Grant Estimate	Mashantucket Pequot and Mohegan Fund Grant Estimate for FY 08-09	
Andover	2,341,066	2,369,632	(28,566)	1,985,948	2,023,187	(37,238)
Andoversex	26,478	26,932	(455)	26,494	27,001	(507)
Andoverfield	499,816	510,388	(10,572)	512,750	522,300	(9,550)
Andovermington	63,069	63,558	(489)	62,851	64,035	(1,183)
Andoveranklin	33,130	30,508	2,622	32,496	30,217	2,279
Andoverastonbury	73,416	74,204	(789)	75,980	77,407	(1,428)
Andoveroshen	22,216	22,242	(26)	21,776	22,196	(420)
Andoverranby	53,224	53,639	(415)	53,157	54,160	(1,003)
Andoverreenwich	188,636	192,526	(3,890)	171,598	174,804	(3,206)
Andoverriswold	169,108	155,108	13,999	164,428	152,160	12,268
Andoverroton (Town)	2,288,454	2,121,821	166,633	2,296,693	2,128,413	168,280
Andoverullford	58,520	59,521	(1,001)	59,758	60,884	(1,126)
Andoveraddam	41,802	41,857	(54)	43,735	44,563	(828)
Andoveramden	1,459,064	1,490,295	(31,230)	1,468,145	1,495,447	(27,302)
Andoverampton	32,899	32,389	509	30,911	31,500	(589)
Andoverartford	9,531,859	9,773,285	(241,426)	9,952,692	10,137,792	(185,100)
Andoverartland	28,008	28,408	(400)	28,808	29,359	(550)
Andoverarwinton	35,122	35,403	(281)	35,007	35,673	(666)
Andoverebron	54,650	54,835	(186)	55,228	56,270	(1,042)
Andoveret	20,207	20,428	(220)	19,909	20,294	(385)
Andoverangly	277,779	253,249	24,530	271,489	250,580	20,909
Andoverillingworth	35,046	35,553	(507)	35,271	35,941	(671)
Andoverebanon	62,035	61,979	56	61,195	62,347	(1,153)
Andoveredyard	1,125,635	1,026,429	99,206	1,145,256	1,049,100	96,156
Andoveresbon	59,449	54,880	4,569	57,920	53,587	4,333
Andoverichfield	42,239	42,424	(185)	41,954	42,749	(795)
Andoveryme	18,434	18,674	(240)	18,179	18,532	(353)
Andoveredison	40,487	41,180	(692)	41,350	42,133	(784)
Andoveranchester	929,395	949,288	(19,893)	935,179	952,570	(17,391)
Andoveransfield	392,462	385,429	7,034	341,944	348,318	(6,374)
Andoverarlborough	35,551	35,721	(170)	35,752	36,431	(679)
Andovereriden	1,409,243	1,439,407	(30,164)	1,418,013	1,444,383	(26,370)
Andoveriddlebury	31,817	31,774	43	31,259	31,855	(596)
Andoveriddlefield	37,373	38,196	(823)	37,759	38,476	(717)
Andoveriddletown	1,947,191	1,988,869	(41,678)	1,959,309	1,995,745	(36,436)
Andoverilford	619,938	633,207	(13,269)	623,796	635,396	(11,600)
Andoveronroe	61,398	62,796	(1,398)	62,855	64,039	(1,183)
Andoverontville	2,895,931	2,668,988	226,942	2,353,872	2,102,638	251,234
Andoverorris	24,004	24,353	(349)	23,064	23,507	(444)
Andoveraugatuck	347,282	353,185	(5,903)	353,943	360,540	(6,597)
Andoverew Britain	3,571,383	3,647,827	(76,443)	3,593,610	3,660,439	(66,829)
Andoverew Canaan	19,446	19,683	(237)	19,229	19,602	(372)
Andoverew Fairfield	48,709	49,535	(826)	46,912	47,799	(887)
Andoverew Hartford	42,037	42,175	(138)	41,456	42,241	(786)
Andoverew Haven	10,284,065	10,481,810	(197,745)	10,030,933	10,214,452	(183,519)
Andoverewington	272,750	278,364	(5,614)	335,234	341,482	(6,249)
Andoverew London	2,975,873	2,759,355	216,518	2,986,921	2,767,929	218,993
Andoverew Milford	144,548	146,504	(1,956)	164,357	167,428	(3,071)

## Office of Policy and Management

Grantee	Revised FY 07-08	August 2007	Difference	Revised FY 08-09	August 2007	Difference
	Mashantucket Pequot and Mohegan Fund Grant Estimate	Mashantucket Pequot and Mohegan Fund Grant Estimate for FY 07-08		Mashantucket Pequot and Mohegan Fund Grant Estimate	Mashantucket Pequot and Mohegan Fund Grant Estimate for FY 08-09	
Avon	1,195,914	1,205,793	(9,879)	1,224,884	1,247,903	(23,020)
Barnstable	27,747	28,190	(442)	27,287	27,809	(522)
North Branford	80,172	80,999	(827)	91,192	92,902	(1,710)
North Canaan	48,829	49,632	(803)	48,114	49,023	(909)
North Haven	246,113	251,381	(5,268)	247,645	252,250	(4,605)
North Stonington	969,405	882,148	87,256	969,542	884,570	84,972
Northwalk	1,329,949	1,358,416	(28,467)	1,338,226	1,363,112	(24,886)
Northwich	2,787,267	2,568,028	219,238	2,792,180	2,573,407	218,773
North Lyme	31,954	32,558	(604)	31,058	31,651	(592)
North Saybrook	34,257	34,824	(567)	35,071	35,738	(667)
Orange	39,884	39,322	562	40,500	41,268	(768)
Rockford	61,783	58,532	3,251	62,077	63,246	(1,169)
Sainfield	251,533	253,769	(2,236)	238,302	242,749	(4,446)
Sainville	152,389	155,273	(2,884)	152,903	155,761	(2,858)
Seymour	136,042	137,308	(1,267)	138,076	140,659	(2,582)
Southport	43,359	43,395	(36)	41,541	42,328	(787)
Southland	65,115	64,122	993	64,396	65,608	(1,212)
Weston	1,439,163	1,318,002	121,161	1,439,056	1,319,497	119,559
Westport	63,814	64,856	(1,042)	73,125	74,499	(1,374)
Wethersfield	205,899	188,331	17,568	197,721	183,243	14,478
Widdowood	22,113	22,421	(308)	22,096	22,522	(426)
Windsor	30,447	30,948	(501)	30,663	31,248	(585)
Windsor Hill	437,966	447,340	(9,374)	440,691	448,887	(8,195)
Windsor Locks	17,925	18,122	(198)	17,611	17,953	(342)
Windsor Plain	44,732	41,130	3,602	43,535	40,116	3,419
Windsorville	20,714	20,930	(217)	20,275	20,666	(392)
Windsorland	33,005	32,923	81	32,573	33,193	(620)
Windsorville	124,769	127,175	(2,406)	144,072	146,766	(2,694)
Windsorville	19,306	19,515	(208)	19,112	19,482	(370)
Windsorville	131,202	132,879	(1,677)	129,331	131,751	(2,420)
Windsorville	22,098	22,338	(240)	21,744	22,163	(419)
Windsorville	63,809	64,373	(564)	63,549	64,745	(1,196)
Windsorville	2,056,110	2,074,436	(18,326)	2,094,389	2,133,843	(39,454)
Windsorville	67,395	67,986	(590)	65,838	67,077	(1,239)
Windsorville	264,860	266,977	(2,117)	286,327	291,666	(5,339)
Windsorville	113,079	112,788	290	110,950	113,028	(2,078)
Windsorville	62,636	58,623	4,013	60,280	55,242	5,039
Windsorville	186,369	188,845	(2,476)	198,258	201,959	(3,702)
Windsorville	1,439,360	1,470,169	(30,809)	1,448,318	1,475,252	(26,934)
Windsorville	56,343	54,408	1,936	54,167	55,189	(1,022)
Windsorville	74,728	69,273	5,454	75,302	69,799	5,503
Windsorville	283,432	292,657	(9,225)	256,009	260,784	(4,775)
Windsorville	2,581,771	2,601,009	(19,238)	2,676,210	2,726,140	(49,930)
Windsorville	74,095	74,903	(807)	69,945	71,260	(1,315)
Windsorville	124,020	124,512	(493)	112,212	114,313	(2,101)
Windsorville	87,657	88,045	(388)	81,978	83,518	(1,539)
Windsorville	497,655	506,485	(8,830)	500,802	510,130	(9,328)
Windsorville	84,565	86,281	(1,715)	93,092	94,838	(1,746)

Office of Policy and Management

Grantee	Revised FY 07-08	August 2007	Difference	Revised FY 08-09	August 2007	Difference
	Mashantucket Pequot and Mohegan Fund Grant Estimate	Mashantucket Pequot and Mohegan Fund Grant Estimate for FY 07-08		Mashantucket Pequot and Mohegan Fund Grant Estimate	Mashantucket Pequot and Mohegan Fund Grant Estimate for FY 08-09	
Amherst	34,914	35,661	(747)	35,131	35,784	(653)
Amherst	357,230	361,417	(4,187)	343,615	350,019	(6,405)
Andover	176,263	163,428	12,835	176,897	163,936	12,961
Andover	303,132	308,312	(5,180)	343,393	349,793	(6,401)
Andover	18,596	18,778	(182)	18,213	18,566	(353)
Andover	20,022	20,282	(260)	19,590	19,969	(379)
Andover	4,746,337	4,847,929	(101,592)	4,775,876	4,864,690	(88,815)
Andover	94,532	88,138	6,394	94,174	87,396	6,777
Andover	143,799	146,002	(2,202)	141,673	144,322	(2,649)
Andover	31,824	32,289	(466)	31,578	32,180	(602)
Andover	422,628	431,973	(9,345)	472,785	481,592	(8,807)
Andover	890,332	913,075	(22,743)	1,090,958	1,111,261	(20,303)
Andover	19,344	19,584	(240)	19,110	19,480	(370)
Andover	21,322	21,580	(258)	21,402	21,815	(413)
Andover	340,539	347,828	(7,289)	342,659	349,031	(6,372)
Andover	56,246	57,044	(798)	55,881	56,934	(1,054)
Andover	22,101	22,415	(314)	22,088	22,513	(425)
Andover	141,781	144,810	(3,029)	143,415	146,096	(2,682)
Andover	1,469,347	1,362,367	106,980	1,474,657	1,366,600	108,057
Andover	218,807	221,763	(2,956)	215,118	219,133	(4,015)
Andover	691,685	706,490	(14,805)	695,990	708,933	(12,943)
Andover	127,742	129,417	(1,675)	122,578	124,872	(2,294)
Andover	27,991	28,484	(492)	27,300	27,822	(522)
Andover	34,491	34,892	(401)	34,821	35,483	(662)
Andover	61,834	60,957	878	64,366	65,577	(1,212)
Total:	92,998,519	92,998,519	(0)	92,998,519	92,998,519	0

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**FINANCE DEPARTMENT, TOWN OF MANSFIELD**

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**To:** Matt Hart, Town Manager  
Jeff Smith, Director of Finance

**From:** Cherie Trahan, Controller/Treasurer *CT*

**Subject:** Parks and Recreation Financial Statements

**Date:** December 6, 2007

The reformatted financial statements for the Mansfield Parks and Recreation program are a basic change in how we present the data. We have always accounted for revenues and expenditures by activity. However, when the community center opened, we accounted for each activity by the location it was held at. For example, a youth program held at the Community Center was included in the Community Center financials whereas, a youth programs held at the Middle School was reported as All Other Activities (ie community services). However, this disguised the fact that community programs were not totally paying for themselves. And it made it appear as if the Community Center was not self-supporting. When a community program was held at another facility, there were lots of "hidden" subsidies for things like building supplies, heat, electricity, etc. This did not become apparent until we used space at the Community Center for community programs.

The reformatted financial statements break out all activities by whether they are a "member service" or a "community service". Those revenues and costs that cannot be directly attributed to either, for example, staff time and benefits that support both member and community services, are categorized as Overall Indirect. These costs are then allocated to member and community services based on a square footage usage analysis. Costs that can be identified as a particular program are charged as a direct expenditure. For the most part, all programs are bringing in enough revenue to cover their direct expenditures.

The reformatted financial statements show that membership revenues are covering their direct and indirect costs, but the community programs are not covering all of their indirect costs.

Mansfield Parks and Recreation  
Statement of Revenues and Expenditures  
Fiscal Year 2006/2007

Description	Revenues			Expenditures			Net
	Revenues	Indirect/Swim Allocation	Total Revenues	Expend.	Indirect/Swim Allocation	Total Expenditures	Income (Expense)
Overall Indirect	206,342	(206,342)	-	1,214,712	(1,214,712)	-	-
<b>Member Services:</b>							
Indirect (Alloc @ 50.813%)	1,040,373	104,849	1,145,222	82,017	617,232	699,249	445,973
Child Care	15,230		15,230	39,570		39,570	(24,340)
Fitness	128,099		128,099	164,777		164,777	(36,678)
Personal Training	35,837		35,837	24,142		24,142	11,695
Member Swim @ 59.09%					180,580	180,580	(180,580)
Member Events	24		24	4,429		4,429	(4,405)
<b>Sub-total Member Services</b>	<b>1,219,563</b>	<b>104,849</b>	<b>1,324,412</b>	<b>314,935</b>	<b>797,812</b>	<b>1,112,747</b>	<b>211,665</b>
<b>Community Services:</b>							
Indirect (Alloc @ 49.187%)		101,493	101,493		597,480	597,480	(495,987)
Aquatics	137,164		137,164	305,602	(180,580)	125,022	12,142
Youth Programs	49,946		49,946	26,479		26,479	23,467
Nutcracker	23,316		23,316	13,560		13,560	9,756
Teen Center	13,829		13,829	9,942		9,942	3,887
Youth Sports	20,251		20,251	12,242		12,242	8,009
Day Camp/Vacation Camp	130,949		130,949	93,835		93,835	37,114
Sport & Specialty Camp	55,178		55,178	46,789		46,789	8,389
Trips	9,642		9,642	8,047		8,047	1,595
Special Events	15,430		15,430	6,806		6,806	8,624
Adult Programs	31,089		31,089	43,130		43,130	(12,041)
<b>Sub-total Community Services</b>	<b>486,794</b>	<b>101,493</b>	<b>588,287</b>	<b>566,432</b>	<b>416,900</b>	<b>983,332</b>	<b>(395,045)</b>
<b>Total Parks &amp; Recreation</b>	<b>1,912,699</b>	<b>-</b>	<b>1,912,699</b>	<b>2,096,079</b>	<b>-</b>	<b>2,096,079</b>	<b>(183,380)</b>

General Fund support included in revenues above:

Overall Indirect:

Administrative from GF 177,885

Community Services:

Teen Center 13,800

Aquatics (Bi-Cent. Pond) 26,200

217,885

**Mansfield Parks & Recreation**  
**Allocation of Overall Indirect Revenues & Expenditures**  
**Fiscal Year 2006/07**

Defined Space	Square Feet	Portion Square Feet Support	Total Square Feet Assigned	Member Services Space	Community Services Space
Sitting Room	650	290	940		940
Community Room	1,050	468	1,518		1,518
*** Main Lobby	630	281	911	326	585
*** Conference Room	200	90	290	104	186
*** General Offices	1,000	446	1,446	517	929
* Child Care	500	223	723	723	
Arts & Crafts	600	268	868		868
Teen Center	850	379	1,229		1,229
* Locker Rooms	1,700	758	2,458	2,458	
Pool	8,600	3,835	12,435		12,435
* Gym/Walking Track	7,900	3,522	11,422	11,422	
* Dance/Aerobics Room	1,100	491	1,591	1,591	
* Fitness Center	1,500	669	2,169	2,169	
*** Support Facilities	11,720	-11,720			
<b>TOTAL</b>	<b>38,000</b>		<b>38,000</b>	<b>19,309</b>	<b>18,691</b>

**ALLOCATION PERCENTAGE**

**50.813%    49.187%**

- \* Member Services Space
- \*\* Support Facilities -- Boiler Room, etc.
- \*\*\* Split Sq Ft by expenditure Budget:

Member	314,935	0.357325609
Community	566,432	0.642674391
	<u>881,367</u>	

Mansfield Parks and Recreation  
Statement of Revenues and Expenditures  
Budget 2007/2008

Description	Revenues			Expenditures			Net
	Revenues	Indirect/Swim Allocation	Total Revenues	Expend.	Indirect/Swim Allocation	Total Expenditures	Income (Expense)
Overall Indirect	229,110	(229,110)	-	1,231,420	(1,231,420)	-	-
Member Services:							
Indirect (Alloc @ 50.707%)	1,041,940	116,175	1,158,115	67,900	624,416	692,316	465,799
Child Care	12,540		12,540	39,410		39,410	(26,870)
Fitness	126,074		126,074	175,125		175,125	(49,051)
Personal Training	11,925		11,925	15,683		15,683	(3,758)
Member Swim @ 59.09%					186,713	186,713	(186,713)
Member Events			-	4,800		4,800	(4,800)
Sub-total Member Services	1,192,479	116,175	1,308,654	302,918	811,129	1,114,047	194,606
Community Services:							
Indirect (Alloc @ 49.293%)		112,935	112,935		607,004	607,004	(494,069)
Aquatics	149,990		149,990	315,981	(186,713)	129,268	20,722
Youth Programs	74,950		74,950	33,020		33,020	41,930
Nutcracker	21,671		21,671	15,800		15,800	5,871
Teen Center	25,500		25,500	10,800		10,800	14,700
Youth Sports	21,000		21,000	12,090		12,090	8,910
Day Camp/Vacation Camp	138,590		138,590	22,600		22,600	115,990
Sport & Specialty Camp	50,630		50,630	39,215		39,215	11,415
Trips	15,000		15,000	9,150		9,150	5,850
Special Events	23,470		23,470	18,580		18,580	4,890
Adult Programs	39,450		39,450	33,200		33,200	6,250
Sub-total Community Services	560,251	112,935	673,186	510,436	420,291	930,727	(257,540)
Total Parks & Recreation	1,981,840	-	1,981,840	2,044,774	-	2,044,774	(62,934)

General Fund support included in revenues above:

Overall Indirect:	
Administrative from GF	194,610
Community Services:	
Teen Center	25,000
Aquatics (Bi-Cent. Pond)	25,000
	<u>244,610</u>

Mansfield Parks and Recreation  
Statement of Revenues and Expenditures  
Actual as of September 30, 2007

Description	Revenues			Expenditures			Net Income (Expense)
	Revenues	Indirect/Swim Allocation	Total Revenues	Expend.	Indirect/Swim Allocation	Total Expenditures	
Overall Indirect	211,039	(211,039)	-	285,879	(285,879)	-	-
Member Services:							
Indirect (Alloc @ 50.707%)	194,400	107,012	301,412	20,780	144,961	165,741	135,671
Child Care	2,975		2,975	9,609		9,609	(6,634)
Fitness	46,733		46,733	30,669		30,669	16,064
Personal Training	9,286		9,286	6,404		6,404	2,882
Member Swim @ 59.09%					47,388	47,388	(47,388)
Member Events			-	1,715		1,715	(1,715)
Sub-total Member Services	253,394	107,012	360,406	69,177	192,349	261,526	98,879
Community Services:							
Indirect (Alloc @ 49.293%)		104,027	104,027		140,918	140,918	(36,891)
Aquatics	74,255		74,255	80,197	(47,388)	32,809	41,446
Youth Programs	16,172		16,172	6,214		6,214	9,958
Nutcracker	9,380		9,380	47		47	9,333
Teen Center	25,000		25,000	521		521	24,479
Youth Sports	4,861		4,861	200		200	4,661
Day Camp/Vacation Camp	100,636		100,636	85,860		85,860	14,776
Sport & Specialty Camp	37,106		37,106	29,778		29,778	7,328
Trips	8,439		8,439	4,298		4,298	4,141
Special Events	2,998		2,998	3,061		3,061	(63)
Adult Programs	13,456		13,456	7,229		7,229	6,227
Sub-total Community Services	292,303	104,027	396,330	217,405	93,530	310,935	85,396
Total Parks & Recreation	756,736	-	756,736	572,461	-	572,461	184,275

General Fund support included in revenues above:

Overall Indirect:

Administrative from GF 194,610

Community Services:

Teen Center 25,000

Aquatics (Bi-Cent. Pond) 25,000

244,610

**Mansfield Parks & Recreation**  
**Allocation of Overall Indirect Revenues & Expenditures**  
**Fiscal Year 2007/08**

Defined Space	Square Feet	Portion Square Feet Support	Total Square Feet Assigned	Member Services Space	Community Services Space
Sitting Room	650	290	940		940
Community Room	1,050	468	1,518		1,518
*** Main Lobby	630	281	911	312	599
*** Conference Room	200	90	290	99	191
*** General Offices	1,000	446	1,446	495	951
* Child Care	500	223	723	723	
Arts & Crafts	600	268	868		868
Teen Center	850	379	1,229		1,229
* Locker Rooms	1,700	758	2,458	2,458	
Pool	8,600	3,835	12,435		12,435
* Gym/Walking Track	7,900	3,522	11,422	11,422	
* Dance/Aerobics Room	1,100	491	1,591	1,591	
* Fitness Center	1,500	669	2,169	2,169	
** Support Facilities	11,720	-11,720			
<b>TOTAL</b>	<b>38,000</b>		<b>38,000</b>	<b>19,269</b>	<b>18,731</b>

**ALLOCATION PERCENTAGE**

**50.707%      49.293%**

- \* Member Services Space
- \*\* Support Facilities -- Boiler Room, etc.
- \*\*\* Split Sq Ft by expenditure Budget:

Member	302,918	0.342143369
Community	582,436	0.657856631
	885,354	

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**Mansfield Parks & Recreation**  
**Allocation of Aquatics Expenditures to Member Swim**  
**2006/07 and 2007/08**

	<u>Weekly</u>	<u>Annual</u>	<u>Percentage</u>
Total Swim Hours	110	5,720	
Estimated Member	65	3,380	59.09%
Estimated Community	45	2,340	40.91%
 Avg. Community	 45 - 50		
Avg. Member	60 - 65		

MANSFIELD PARKS & RECREATION - FUND 260  
INCLUDING GF ACCOUNT 44100

	2006/07 Actual	2007/08 Budget	2007/08 Actual
<b>OVERALL RECREATION - LOC = 00:</b>			
<b>44100 OVERALL INDIRECT (Director, Assistant Director, Admin Serv Mgr, Recr Supervisor, Recr Coordinator, Maintainers, Custodial &amp; Receptionists)</b>			
40662 Sale of Food	(4,807)	(4,500)	(2,282)
40679 Advertising Income	(12,692)	(18,000)	(9,160)
40684 Cash Short/Over	247		13
40830 Contributions	(11,205)	(12,000)	(5,000)
XX409 General Fund for Administrative	(177,885)	(194,610)	(194,610)
	<u>(206,342)</u>	<u>(229,110)</u>	<u>(211,039)</u>
51201 Regular Payroll - CSEA	260,901	276,910	57,206
51601 Regular Payroll	237,827	251,210	52,619
51603 Temporary	1,893	2,400	
51605 Part-time	106,980	105,000	23,078
51607 Overtime	1,647	3,000	877
52202 Travel/Conference Fees	2,724	3,400	1,241
52203 Membership Fees/Prof Dues	965	1,050	306
52009 Charge for Employee Benefits	134,330	135,440	20,050
52210 Training	930	1,500	411
53120 Professional & Technical Consultants	358	1,500	500
53128 VISA/MC Expense	33,468	22,000	
53213 Refuse Collection	807	3,950	500
53230 Water/Sewer	16,118	1,800	
53232 Bldg. Maint. Service	7,184	9,000	11,821
53301 Building Repairs	12,543	15,000	702
53302 Equipment Repair	6,013	4,000	3,617
53405 Other Rentals		600	
53921 Alarm Service	780	600	161
53924 Advertising	14,010	39,650	6,289
53925 Printing & Binding	47,853	40,000	8,557
53926 Postage	39,412	37,000	63,719
53940 Copier Maint. Fees	9,293	9,000	9,000
53957 Marketing	39,073	25,000	8,195
53964 Voice Communications	12,500	12,500	12,500
54214 Reference Books & Periodicals	622	160	
54301 Office Supplies	11,434	6,500	2,147
54302 Copier Supplies	708	1,000	
54604 Electric	81,808	129,750	
54606 Natural Gas	77,392	47,000	
54701 Building Supplies	30,977	31,500	992
54706 Non-capitalized Equipment	3,811	5,000	
54907 Uniforms	806	2,000	753
54915 Medical Supplies	177		
54916 Vending Supplies	5,142	3,000	638
54918 Merchandise for Resale	4,376	4,000	
58400 Capital Projects Fund	9,850		
	<u>1,214,712</u>	<u>1,231,420</u>	<u>285,879</u>

**MEMBER SERVICES - LOC = 23:****44102 MEMBER INDIRECT (Member Services Coordinator)**

40619	Employee Wellness	(5,145)	(5,000)	
40660	Membership Fees	(944,089)	(925,000)	(185,367)
40681	Daily Admission Fees	(38,224)	(37,940)	(7,489)
40682	Fee Waivers	(35,390)	(36,000)	
40683	Sale of Merchandise	(7,224)	(5,500)	(923)
40829	Facility/Party Rent	(10,301)	(20,000)	(619)
		<u>(1,040,373)</u>	<u>(1,029,440)</u>	<u>(194,398)</u>
	Overall Indirect Allocation			
51201	Regular Payroll - CSEA	37,507	40,400	8,435
51601	Regular Payroll			
52009	Charge for Benefits			
52202	Travel/Conference Fees			
52203	Membership Fees/Prof Dues			
52210	Training			
53124	Consultants	20,461	6,000	7,745
53957	Marketing			
53959	Centerbucks Coupons	24,049	21,000	4,242
54214	Reference Books & Periodicals		500	358
		<u>82,017</u>	<u>67,900</u>	<u>20,780</u>

**44107 CHILD CARE**

40681	Daily Admission Fees	(15,230)	(12,240)	(2,975)
40830	Contributions		(300)	
		<u>(15,230)</u>	<u>(12,540)</u>	<u>(2,975)</u>
51608	Program Staff	37,197	36,500	8,549
52210	Training		70	133
54907	Uniforms	96	240	313
54914	Recreation Supplies	2,277	2,500	435
54915	Medical Supplies		100	179
		<u>39,570</u>	<u>39,410</u>	<u>9,609</u>

**44700 FITNESS**

	(Fitness Director)			
40680	Program Fees	(121,674)	(121,084)	(46,733)
40682	Fee Waivers	(4,500)	(4,490)	
40830	Contributions	(1,925)	(500)	
		<u>(128,099)</u>	<u>(126,074)</u>	<u>(46,733)</u>
51201	Regular Payroll - CSEA	60,056	58,410	12,308
51605	Part-time	45,147	53,500	10,210
51608	Program Staff	35,072	43,290	5,497
52202	Travel/Conference Fees	438	750	
52203	Membership Fees/Prof Dues	140	200	
52210	Training	89	300	31
53120	Prof & Technical Services	8,435	9,600	710
53302	Equipment Repair	6,240	7,000	1,913
54214	Reference Books & Periodicals	106	125	
54907	Uniforms	215	300	
54914	Recreation Supplies	8,839	1,500	
54915	Medical Supplies		150	
		<u>164,777</u>	<u>175,125</u>	<u>30,669</u>

**44710 PERSONAL TRAINING**

40680	Program Fees	(35,837)	(11,925)	(9,286)
53120	Prof & Technical Services	24,142	15,683	6,404
	Personal Training			
	Massage Therapy			

**44650 MEMBER SWIM**

Aquatics Allocation

**44910 MEMBER EVENTS**

40680	Program Fees	(24)		(2)
51608	Program Staff	1,101	600	33
53120	Prof & Technical Services	200	200	
54914	Recreation Supplies	2,928	3,000	1,682
56402	Entertainment	200	1,000	
		<u>4,429</u>	<u>4,800</u>	<u>1,715</u>

**COMMUNITY SERVICES - LOC = 06:**

**44101 COMMUNITY INDIRECT**

Overall Indirect Allocation

**44600 AQUATICS**

*(Aquatics Director & Aquatics Coordinator)*

40680	Program Fees	(104,166)	(118,810)	(47,524)
40682	Fee Waivers	(2,000)	(3,130)	
40681	Daily Admission Fees	(110)	(2,200)	(1,411)
40828	Rent - EOS	(4,550)	(12,500)	
40829	Facility/Party Rent	(138)	(600)	(320)
40830	Contributions		(250)	
40911	General Fund			
40925	CNR Fund - Bi-centennial Pond	(40,000)	(25,000)	(25,000)
		<u>(150,964)</u>	<u>(162,490)</u>	<u>(74,255)</u>

51201	Regular Payroll - CSEA	110,117	109,720	22,514
51605	Part-time	151,929	148,087	46,411
51608	Program Staff	24,822	30,754	6,903
52202	Travel/Conference Fees		1,000	
52203	Membership Fees/Prof Dues	595	850	
52210	Training	1,355	1,820	
53120	Prof & Technical Services	500	1,200	
54509	Chemicals	8,962	10,000	1,118
54907	Uniforms	2,083	4,050	
54914	Recreation Supplies	4,892	7,900	3,072
54915	Medical Supplies	347	600	179
(XXXXX)	Allocation to Member Swim			
		<u>305,602</u>	<u>315,981</u>	<u>80,197</u>

Aquatics  
Public Lessons  
Private Lessons

**44200 YOUTH PROGRAMS**

40680	Program Fees	(40,446)	(65,450)	(16,172)
40682	Fee Waivers	(9,500)	(9,500)	
		<u>(49,946)</u>	<u>(74,950)</u>	<u>(16,172)</u>

51608	Program Staff	18,504	21,655	1,476
53120	Prof & Technical Services	5,885	8,500	4,455
54914	Recreation Supplies	2,090	2,475	283
54915	Medical Supplies		190	
56402	Entertainment		200	
		<u>26,479</u>	<u>33,020</u>	<u>6,214</u>

Youth Programs  
Afterschool  
Gymnastics

**44210 NUTCRACKER**

40680	Program Fees	(11,579)	(9,971)	(9,328)
40682	Fee Waivers	(800)	(800)	
40683	Sale of Merchandise	(10,602)	(10,000)	(52)
40830	Contributions	(335)	(900)	
		<u>(23,316)</u>	<u>(21,671)</u>	<u>(9,380)</u>

51608	Program Staff	1,653	2,500	47
53120	Prof & Technical Services	7,655	8,000	
53405	Other Rentals		500	
53924	Advertising	375	400	
53925	Printing & Binding	1,025	1,200	
54914	Recreation Supplies	879	1,000	
54918	Merchandise for Resale	1,973	2,200	
		<u>13,560</u>	<u>15,800</u>	<u>47</u>

44108 TEEN CENTER

40680 Program Fees		(29)	(500)	
40911 General Fund - Town			(25,000)	(25,000)
		<u>(29)</u>	<u>(25,500)</u>	<u>(25,000)</u>
51605 Part-time		9,313	10,000	521
54914 Recreation Supplies		629	800	
		<u>9,942</u>	<u>10,800</u>	<u>521</u>

44400 YOUTH SPORTS

40680 Program Fees		(17,071)	(18,600)	(4,541)
40682 Fee Waivers		(1,830)	(1,600)	
40830 Contributions		(1,350)	(800)	(320)
		<u>(20,251)</u>	<u>(21,000)</u>	<u>(4,861)</u>

51608 Program Staff		3,069	750	
52210 Training		228	1,250	200
53120 Prof & Technical Services		3,405	2,150	
53405 Other Rentals			1,200	
54907 Uniforms		3,555	3,590	
54914 Recreation Supplies		1,835	2,000	
54915 Medical Supplies			400	
56307 Team Fees		150	750	
		<u>12,242</u>	<u>12,090</u>	<u>200</u>

Basketball (K-4, 5-8, Travel)

T-Ball

44500 DAY CAMP/VACATION CAMP

40680 Program Fees		(114,539)	(113,680)	(100,636)
40682 Fee Waivers		(16,410)	(24,910)	
		<u>(130,949)</u>	<u>(138,590)</u>	<u>(100,636)</u>

51608 Program Staff		73,130	8,000	71,751
52203 Membership Fees/Prof Dues		140	300	
52210 Training		140	1,000	
53120 Prof & Technical Services			500	
53916 Bus Transportation		770	2,800	
53964 Voice Communications			350	
54914 Recreation Supplies		19,305	9,350	13,930
54915 Medical Supplies			300	179
54916 Vending Supplies		350		
		<u>93,835</u>	<u>22,600</u>	<u>85,860</u>

Day Camp

Preschool

Gr. K-6 CIT

Adventurers 7 -8

Camp Care

Vacation Camp

44520 SPORT & SPECIALTY CAMP

40680 Program Fees		(52,078)	(47,530)	(37,106)
40682 Fee Waivers		(3,100)	(3,100)	
		<u>(55,178)</u>	<u>(50,630)</u>	<u>(37,106)</u>

51608 Program Staff		13,578	14,715	7,113
53120 Prof & Technical Services		32,258	20,200	22,056
53405 Other Rentals			1,000	
54914 Recreation Supplies		953	3,050	609
54915 Medical Supplies			250	
		<u>46,789</u>	<u>39,215</u>	<u>29,778</u>

Sport Camp

Specialty Camp

44800 TRIPS

	40680 Program Fees	(9,542)	(15,000)	(8,439)
	51608 Program Staff	375	900	
	53916 Bus Transportation	3,491	4,000	1,377
	54914 Recreation Supplies	4,181	4,250	2,921
		8,047	9,150	4,298
Trips				
Teen Trips				

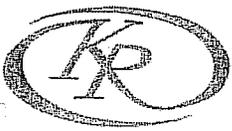
44900 SPECIAL EVENTS

	40680 Program Fees	(6,067)	(5,100)	(325)
	40683 Sale of Merchandise	(245)	(5,000)	(1,653)
	40682 Fee Waivers	(670)	(670)	
	40829 Party Rental	(5,289)	(10,000)	(1,020)
	40830 Contributions	(3,159)	(2,700)	
		(15,430)	(23,470)	(2,998)
	51608 Program Staff	1,460	4,600	28
	54914 Recreation Supplies	2,659	5,840	143
	54918 Merchandise for Resale	37	5,000	40
	56402 Entertainment	2,650	3,140	2,850
		6,806	18,580	3,061
Special Events				
Concerts				
Holiday Parties				
Miscellaneous				

66100 ADULT PROGRAMS (Parks Coordinator)

	40679 Advertising Income		(3,000)	
	40680 Program Fees	(30,289)	(35,600)	(13,456)
	40682 Fee Waivers	(800)	(800)	
	40830 Contributions		(50)	
		(31,089)	(39,450)	(13,456)
	51608 Part-time	24,320	15,400	5,146
	51608 Program Staff	6,625	7,650	837
	52202 Travel/Conference Fees		400	
	52203 Membership Fees/Prof Dues	145	400	
	52210 Training	135	600	
	53120 Prof & Technical Services	11,853	7,500	1,246
	54914 Recreation Supplies	52	1,150	
	54915 Medical Supplies		100	
		43,130	33,200	7,229
Community & Adult Education				
Parks Programs				

Net Revenues (over) under Expenditures (183,380) (62,934) 184,275



**KOSTIN,  
RUFFKESS  
& COMPANY, LLC**

Business Advisors and Certified Public Accountants

Farmington • New London  
Springfield, MA

Pond View Corporate Center  
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December 4, 2007

Town Council/Finance Committee  
Town of Mansfield

We have reviewed the Allocation of Overall Indirect Revenues and Expenditures for the Town's Parks and Recreation Department prepared by the Town's Finance Department.

Our understanding of the purpose of the analysis was to provide a reasonable allocation of the operations of the Parks & Recreation Department between Member Services and Community Service components of the use of the joint facility. This information then could be used to determine the net cost of each of these functions.

Our review included the consideration of the following items:

- The various bases used for the allocations between Member and Community Services
- The classification of items between Member and Community Services
- The classification of indirect revenues as such
- The allocation of the Aquatics cost center

Based upon the review we performed, we conclude that the allocation methodology is reasonable for the stated understanding of the purpose above. Use of other allocation bases for certain items (if available) may produce an allocation of costs between the Members and Community Services function that may or may not differ from the allocation used above.

If you have any question or require additional information, please contact me.

Sincerely,

Joseph Centofanti, CPA, CFE, FCPA, CGFM  
Member of the Firm  
Director of Government and Fraud Services Groups

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# University of Connecticut

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## NEWS RELEASE

EDS: Meeting Postponed

**FOR MORE INFORMATION:**

Karen Grava                      860-486-3530 (office)  
    203-294-9631 (home)  
    860-208-5333 (cell)

# 07099

December 3, 2007

STORRS, Conn. - The University of Connecticut today postponed a public informational meeting planned for Thursday evening Dec. 6 to discuss plans for a composting facility.

The meeting will be rescheduled after the University considers alternative locations to a possible site on Old Colony Road in the wake of concerns raised by some of the Old Colony Road residents.

Agricultural and leaf composting would be a positive step for the environment, said Richard Miller, director of environmental policy. "We are still committed to the idea of a composting facility as a best management practice. But we also strive to be a good neighbor and, based on the concerns raised, the University needs additional time to evaluate sites. Composting leaves and other recyclable materials is a positive step for the environment and we hope to accomplish this soon."

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Washington Post

The Carbon Footprint

Monday, November 26, 2007;

Virtually everything we do that requires oil, gas or electricity pumps carbon dioxide, CO<sub>2</sub>, into the air. As it rises into the atmosphere, scientists say it acts like a blanket and traps heat, warming the planet. According to the Environmental Protection Agency, the average household of two people produces 41,000 lbs of carbon dioxide per year.

Here's a sample of how different lifestyle choices and building designs can influence carbon dioxide emissions:

#### AUTOMOTIVE

2007 Honda Civic, driven 231 miles per week, the national average:  
8,177 lbs CO<sub>2</sub>per year

2007 Honda Civic Hybrid, 231 miles per week: 5,451 lbs CO<sub>2</sub>per year

#### RECYCLING

Waste for a family of four that doesn't recycle: 4,072 lbs CO<sub>2</sub>per year

Waste for a family of four that recycles: 2,384 lbs CO<sub>2</sub>per year

#### COMMUTING

Single occupant, 20 miles by car per day for 50 weeks: 5,000 lbs CO<sub>2</sub>

Single person, 20 miles per day on public transportation (rail or bus):  
2850 lbs CO<sub>2</sub>

#### BUILDINGS

Large office building, standard features, 250,000 sq. ft.: 8 million  
lbs CO<sub>2</sub>per year

Green office building, new fluorescent lighting, recommissioned  
infrastructure, new appliances, power management: 5 million lbs CO<sub>2</sub>per  
year Sources: Environmental Protection Agency, Lee Technologies,  
American Public Transport Association, Lawrence Berkeley National  
Laboratories (Philip Haves), Staff research

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